KOVARA-SINDALL 48 ENVELOPE No. 51

COMPTROLLERS OFFICE

ROOM 204 CITY HALL, CITY HALL PLAZA

DATE OF RECORD	SERIAL No		DATE OF RECORD
5-24-38	1	(INDEX TO DEEDS)	C/1797---
5-24-38	2	"STREET PAVING BONDS" (INDEX)	1934---
5-24-38	3	"PLUMBERS BONDS" (INDEX)	1934---
5-24-38	4	"NONE" (INDEX TO BONDS, PERSONAL, CONTRACT, PLUMBING, PAWNBROKERS, MINOR PRIVELIGES, ETC.	1927-1934
5-24-38	5	(INDEX TO DEEDS)	C/1797---
5-24-38	6	"DEEDS-LEASES"	C/1797---
5-24-38	7	"PLUMBERS BONDS"	1937---
5-24-38	8	"PAVING BONDS"	1937---
5-24-38	9	"PAWNBROKERS BONDS"	1937---
5-24-38	10	"INSURANCE-AUTOMOBILE, BURGLARY & BOILER."	EXPIRATION DATES 1938-1943
5-24-38	10A	"INSURANCE-BOATS AND MISCEL."	EXPIRATION DATES 1938-1943
5-24-38	11	"FIRE INSURANCE SCHEDULE"	EXPIRATION DATES 1938-1943
5-24-38	12	"CANCELLED PERSONAL BONDS"	1920---
5-24-38	13	"FIRE INSURANCE SCHEDULE-INDORSEMENTS"	1938-1943
5-24-38	14	"PERSONAL BONDS-CITY EMPLOYEES-ACTIVE"	1931---
5-24-38	15	"MINUTES-BOARD OF ESTIMATES"	1912---
5-24-38	16	"RECORD OF PROCEEDINGS OF BOARD OF ESTIMATES"	APPR 9.- 1898-1911
5-25-38	17	"NONE" (CORRESPONDENCE)	1937---
5-25-38	18	"TAX SALE PROPERTIES RESOLD AND REDEEMED"	1881.---
5-25-38	19	"TAX SALES PROPERTIES SOLD WITH DEPOSIT"	1881---
5-26-38	20	"NONE" (TAX SALES CITY OWNED PROPERTY)	1881---
5-25-38	21	(RECORD OF RENTED CITY PROPERTIES)	1919---
5-25-38	22	"TAX SALES ON RECORD IN CIRCUIT COURTS NO DEED TAKEN A.L. DELL COMPTROLLER"	1921-1934
5-25-38	23	(PROPERTY CORRESPONDENCE)	1930---

Kovacs - Sindall 5-24-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza,
(Name of building, room number, street address)

1. Title (Index to Deeds)
(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 1797 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 steel file drawers (10 containers)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Card gives name of grantor, date of instrument, number, location and description of property, date recorded in Land Records Office, libre reference and folio 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 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 Arranged alph. by name of grantor.
(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 Typed 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 Steel file drawers 5½" X 13"X26" Approx. 12000 cards.
(Of record or container. Height, width, thickness or depth. Average number of ~~pages or~~ documents)
(4"X6" cards)

11. Location by dates and quantities 6/1797 to date, 5 steel file drawers
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
(wall through each drawer), on west wall in vault, opposite room #209.

12. Other information Records are in excellent condition; 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)
records are kept in Bureau of Archives.
Cont'd from line 4.
Drawers labeled as follows, 1 drawer A-Bri; Bro-Cz; 1 drawer, D-Fu, G-How; 1 drawer, How-Li, Lo-My; 1 drawer N-Py, Q-Se; 1 drawer Se-Ty, U-Z.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovalcar & Lindau 5-24-38 #2
(Worker's full name) (Date) (Form Identification number)

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

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "STREET PAVING BONDS" (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 1934 - -
(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 as titled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none, prior records see serial #4
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 4"x6" cards showing; date, number of bond, name of principal & type of work to be done
(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)

Note: This is a record of persons giving bond to the City of Baltimore for the faithful performance of a specified duty.

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

6. Contents—continued

7. Arrangement alph. by name of principal of bond
(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 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 drawer, 5 1/2" x 13" x 26" approx 300 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Dw steel cabinet, south west corner of vault opposite Room 209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovaka & Lindau 5-24-38 #3
(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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "PLUMBERS BONDS" (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 1934 - - -
(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 as titled
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none. prior records see Serial #4
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 4"x6" cards showing: date, number of bond, name of principal & type of work to be done.
(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)

Note: This is a record of persons giving bond to the City of Baltimore for the faithful performance of a specified duty

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

6. Contents—continued

7. Arrangement Alph by name of principal of bond
(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 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 drawer 5½" x 13" x 26" approx 250 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinets south west corner of vault opposite Room 209
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records in equipment in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovaka & Smidsen — 5-24-38 — #4

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

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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 Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204, City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (INDEX TO BONDS, PERSONAL, CONTRACT, PLUMBING, PAWNBROKERS, MINOR PRIVILEGES, ETC.
(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 - 1934
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 VOLUMES 1927-1929 1930-1934
(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. for subsequent records see Guide #2 + 3, prin. in Bureau of Archives
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents shows; date, name of principal, type of bond, bond number, date to City Solicitor, City Comptroller, Mayor, & City Register, duration of bond, & date 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)

Note: A record of persons giving bond to the City of Baltimore for the faithful performance of a specific duty

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

6. Contents—continued

7. Arrangement Chron by date of bond.
(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 ruled pps.
(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 Volumes 14½" x 11" x 3/4" 100 pps
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On shelf southeast corner of vault opposite Room 209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cloth covered Volumes in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovacs - Sindall 5-24-38 5

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

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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptrollers Office.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204, City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title (Index to Deeds)
(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. c/1797 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 20 steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Card gives date, deed number, name of street, name of grantor, date recorded in Land Record, land record reference and folio 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 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 Arranged alph. by location of property.
(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 Typed 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 Steel drawers 5½"x6½"x19" Approx. 12000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(4x6 cards)

11. Location by dates and quantities c/1897 to date 20 steel file drawers
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on west wall in vault, opposite room #209.

12. Other information Records are in excellent 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)
cont'd from line 4.
Drawers labeled as follows, Aa-Bek; Bel-Bry; Bu-Caq; Car-Cl; Cor-Dz; Ea-Ez; Fa-Fa; Fra-Gre; Gri-Har; He-J; Jo-Le; Lh-Ma; Mas-No; Nu-Paz; Pea-Po; Pi-Roh; Rok-Sce; Sci-Sr; Sta-Ts; Tu-Z.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovaka & Lindner 5-24-38 #6
(Worker's full name) (Date) (Form identification number)

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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 Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "DEEDS - LEASES"
(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 c/1797 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 120 steel file boxes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with volume deed number as shown on attached sheet
(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 Envelopes containing deeds & releases for property
(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)
owned by the City of Baltimore. Envelope shows: deed or lease number & description of property. Deed & release shows, number, name of Vendor, date received for record, Land Record reference & signature of clerk of Land Record Office, amount of money involved, location & description of property & signature of contracting parties & witnesses.

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

6. Contents—continued

7. Arrangement Numerically by deed number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing see Series #5.
(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 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. 11 3/4" x 4 3/4" x 13 1/2" 12221 documents in ea.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinets, southwest corner of Vault, upper Room 209
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in excellent 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

NUMBERS ON FILE BOXES

1 - 125
126 - 250
251 - 365
366 - 486
487 - 595
596 - 710
711 - 835
836 - 950
951 - 1060
1061 - 1185
1186 - 1310
1311 - 1415
1416 - 1550
1551 - 1700
1701 - 1825
1826 - 1930
1931 - 2010
2011 - 2090
2091 - 2166
2167 - 2260
2261 - 2420
2421 - 2580
2581 - 2716
2717 - 2755
2756 - 2842
2843 - 2910
2911 - 2942
2943 - 3000
3001 - 3069
3070 - 3154
3155 - 3250
3251 - 3350
3351 - 3453
3454 - 4109
4110 - 4210
4211 - 4306
4307 - 4383
4384 - 4432
4433 - 4524
4525 - 4618
4619 - 4682
4683 - 4776
4777 - 4905
4906 - 5003
5004 - 5099
5100 - 5208
5209 - 5331
5332 - 5460
5461 - 5680
5681 - 5717
5718 - 5853
5854 - 5972
5973 - 6105
6106 - 6200
6201 - 6327
6328 - 6391
6392 - 6450
6451 - 6547
6548 - 6614
6615 - 6672
6674 - 6744
6745 - 6880
6881 - 7040
7041 - 7141
7142 - 7240
7241 - 7285
7286 - 7335
7336 - 7400
7401 - 7520
7521 - 7635
7636 - 7729
7730 - 7785
7786 - 7862
7863 - 7963
7964 - 8090
8091 - 8184
8185 - 8310
8311 - 8499
8500 - 8657
8658 - 8780
8781 - 8905
8906 - 8994
8995 - 9085
9086 - 9245
9246 - 9399
9400 - 9499
9500 - 9589
9590 - 9699
9700 - 9796
9797 - 9925
9926 - 10025
10026 - 10129
10130 - 10225
10226 - 10339
10340 - 10415
10416 - 10460
10461 - 10490
10491 - 10525
10526 - 10606
10607 - 10720
10721 - 10811
10812 - 10843
10844 - 10879
10880 - 10938
10939 - 10999
11000 - 11060
11061 - 11108
11109 - 11132
11133 - 11160
11161 - 11204
11205 - 11264
11265 - 11333
11334 - 11445
11446 - 11541
11542 - 11710
11711 - 11814
11815 - 11955
11956 - 12068
12069 - 12142
12143 - 12221

120 steel file boxes

Kovaka - Sindall (Worker's full name) 5-24-38 (Date) 7 (Form identification number)

CORRECT

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 Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204, City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Plumbers Bonds"
(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 3 steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled, with years and incl numbers (see line 12)
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Envelopes give title and file number; bonds give name and address of plumber, name and address of bonding company, amount of bond, duration of bond, particulars of bond, signatures of plumber and witness, signatures of attorney and witness for bonding company, approval and signatures of Mayor, Assistant City Solicitor, Highways Engineer and Commissioner of Health, seal of Baltimore 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 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 Arranged numerically by file number on envelope.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing See form #3, supporting this record.
(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 Steel file drawers 11¾" x 4¾" x 13½" average 10 papers to each envelope (63 envelopes.)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1937 to date, 3 steel file drawers in southwest corner of vault, opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition; prior records are kept 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)

Cont'd from line 4.

Drawers labeled as follows, Plumbers Bonds 1937-1938, 1-23; Plumbers Bonds, 1937-1938, 24-48; Plumbers Bonds, 1937--, 49-63.

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

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE © 16—6419

Kovacs - Lindsell 5-24-38 8

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

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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WASHINGTON, D. C.

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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland.

Name of agency or office Comptrollers Office.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204, City Hall. City Hall Plaza.
(Name of building, room number, street address)

1. Title "Paving Bonds"
(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 Steel file drawer.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As shown on line 1, included years and incl. numbers. (see line 12)
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Envelopes show title and file numbers; bonds give name and address of principals, name and address of surety, amount of bond, particulars, date, signatures of principal and witness, signatures of attorney and witness representing surety, approval and signatures of the Mayor, Assistant City Solicitor, Highways Engineer, Deputy Comptroller, Deputy Register; Seal of Surety; Seal of City of Baltimore
(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 Arranged numerically by file numbers on envelopes.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing See form #2, supporting this record.
(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 Steel file drawer 11 3/4" x 4 3/4" x 13 1/2" Average 50 papers in each envelope. (17 envelopes)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1937 to date, 1 steel file drawer in south west corner, in vault, opposite room #209.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent condition; prior records are kept 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

Kovacs-Sindall 5-24-38 9
(Worker's full name) (Date) (Form identification number)

CORRECT

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 Comptrollers Office.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Pawnbrokers Bonds"
(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 Steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As shown on line 1, also 1937-38, 1-2
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Envelopes give title and file number; bond gives name and address of principal, name and address of surety, amount of bond, name of principal and business address, particulars of bond, duration of bond, signatures of principal and witness, signatures of attorney and witness for surety, approval and signatures of City Collector and City Solicitor; seal of Surety Company.
(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 Arr. numerically by file numbers on envelopes.
(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 and 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 Steel file drawer 11 3/4 x 4 3/4 x 13 1/2" 30 papers each envelope (2 envelopes)
(Of record or container. Height, width, thickness or depth. Average number of ~~pages or documents~~)

11. Location by dates and quantities 1937 to date, 1 steel file drawer in south west corner, in vault opposite room #209.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition; prior records are kept 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

Kovalcus & Lindall 5-24-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "INSURANCE - AUTOMOBILE, BURGLARY & BOILER"
(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 1938-1943 EXPIRATION DATES
(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 as titled. with "Box #1
(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 Insurance policies issued to Mayor & City Council of Baltimore City by various insurance companies for the following types of insurance: Automobile, boiler & machinery, Bank burglary & robbery, messenger & outside robbery, payroll robbery, Bank account protection, check or draft alteration, ground burglary, library liability 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 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 Alph by type of insurance
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(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 drawer 11 3/4" x 4 3/4" x 13 1/2" Approx 150 policies
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel file cabinet, southwest corner of Vault upper Room 209
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovaka + Lindau 5-24-38 10-A
(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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Rooms 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "INSURANCE - BONDS AND MISCEL."
(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 1938-1943 EXPIRATION DATES
(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 as titled with "BOX #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 Insurance policies issued to the Mayor + City Council of Baltimore City by various insurance companies for the following types of insurance: Scows, piers, ice platforms, armories, warehouses, war memorial buildings, school buildings, ferry boats & other miscellaneous property owned by the 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 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 Alph by name of property covered by insurance.
(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 or 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 drawer 11 3/4" x 4 3/4" x 13 1/2" approx 500 policy
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinet, southwest corner of vault opposite Room 209
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in 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)

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

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

Kostas & Lindell 5-24-38 #11
(Worker's full name) (Date) (Form Identification number)

CORRECT

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 Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "FIRE INSURANCE SCHEDULE"
(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 1938-1943 EXPIRATION DATES.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 19 Steel file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with dates as shown on attached sheet
(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 Fire Insurance policies issued to the Mayor & City Council of Baltimore City by various insurance companies for annual schedule insurance on city owned property
(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 Chron by date of expiration.
(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 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 file drawers 11 3/4" x 4 3/4" x 13 1/2" approx 100 policies in each
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinet southwest corner of vault opposite Room 209
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in excellent 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JUN. 27 - 1942 - DEC. 17.
JAN. 14 - MAY 10. 1943
JAN. 14 - AUG. 13. 1938
AUG. 13 - NOV. 1938
FEB. AUG. 1939
SEPT. 17-19 1939
SEPT. 22 - OCT. 4. 1939
OCT. 4. 1939
OCT. 4-17. 1939
OCT. 21 - NOV. 26. 1939
NOV. 6-22. - 1939
NOV. 22-25. 1939
NOV. DEC. 1939
JAN. - APR. 1940
MAY - 1940
MAY - 1940
MAY - SEPT. 1940
JAN - DEC. 1941
JUN - 27. 1942 *

19 FILE DRAWERS.

* DATES SHOWN ARE EXPIRATION DATES.

Kovaka & Sindall 5-24-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "CANCELLED PERSONAL BONDS"
(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 STEEL FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED WITH NUMBERS. 1, 2, 3, 4.
(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 Bonds issued in favor of the Mayor & City Council of Baltimore City by various bonding companies on municipal employees, showing: Bond number, amount of bond, name of principal, name of surety, title of position held by principal, duration of bond, & particular terms. Signatures of principal & witnesses, signature of surety & witnesses, approval & signature of Mayor, Deputy Comptroller, City Solicitor 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)

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

(over)

6. Contents—continued Deputy Registrar. Seal of surety & seal of City of Bastrop & date of cancellation

7. Arrangement Alph. by surname of principal
(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 drawer 11¾" x 4¾" x 13½" approx. 1000 Bonds in all.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinet southeast corner of Vault, opposite Room 209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovatal & Sindwell 5-24-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptroller's Office.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "FIRE INSURANCE SCHEDULE - INDORSEMENTS"
(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 1938-1943
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling AS TITLED WITH DRAWER NUMBERS. 1, 2, 3, 4.
(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 Indorsements of the contracting parties approving additions to insurance policies now in force
(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; Item, location, map number, type of construction, amount insured for, amount of insurance on contents, policy number, name of insuring company, Indorsement no., signature of agent & signature of attorney. Note These indorsements when properly executed become part of the record listed on serial #11

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

6. Contents—continued

7. Arrangement Numerically by endorsement 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 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 of drawer 11 3/4" x 4 3/4" x 13 1/2" approx 500 in all.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinet, southwest corner of vault opposite Room 209
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovatal & Lindall 5-24-38 #14
(Worker's full name) (Date) (Form identification number)

CORRECT

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 Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 - City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "PERSONAL BONDS - CITY EMPLOYEES - ACTIVE"
(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 STEEL FILE DRAWER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED
(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 Bonds issued in favor of the Mayor & City Council of Baltimore City by various bonding
(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)
companies on municipal employees showing: Bond number, amount of bond, name of principal, name of surety, title of position held by principal, duration of bond & particulars thereof, signature of principal & witnesses, signature of surety & witnesses, approval & signature of Mayor, Deputy Comptroller

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

(over)

6. Contents—continued City Solicitor & Deputy Register, Seal of surety & seal of Baltimore City,

7. Arrangement ALPH. BY SURNAME OF PRINCIPAL.
(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 DRAWER. 11 3/4" x 4 3/4" x 13 1/2" approx 800 Bonds in all.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In steel cabinet, southwest corner of Vault, opposite Room 209
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records & equipment in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovalka & Lindall 5-24-38 #15
(Worker's full name) (Date) (Form identification number)

CORRECT

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 Comptrollers Office.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "MINUTES - BOARD OF 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. 1912 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 28 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED WITH 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)
PRIOR RECORDS SEE SERIAL #16

6. Contents Record of the meeting of the Board of Estimates
(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 names of the members of the Board & their actions while in session such as resolutions, proposals & motions regarding the financial activities of the City of Baltimore.

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

6. Contents—continued

7. Arrangement CHRON BY DATE OF MEETING
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing A-Z IN FRONT OF VOLUME BY SUBJECT SHOWING
(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)
PAGE 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 OF VOLUMES 11½"x9"x4" 1000 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On steel shelf, southwest corner of Vault opposite Room 209.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cloth covered volumes in excellent 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovalcs + Lindall 5-24-38 #16

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

CORRECT

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 Comptroller's Office.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "RECORD OF PROCEEDINGS OF BOARD OF 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. APR. 9-1898 - 1911
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 VOLUMES
(Number of volumes; file drawers; file boxes; hundles; other)

4. Labeling AS TITLED WITH YEAR. 1 VOLUME EACH YEAR {SEE #13
(Explain fully; years; numbers; letters; number of records so labeled) 1900-1911

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)
SUBSEQUENT RECORDS SEE SERIAL #15

6. Contents Record of the Proceedings of the Board of Estimates
(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; names of members of the board & their actions while in session, such as resolutions, proposals & motions regarding the financial activities of the City of Baltimore.

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

6. Contents—continued

7. Arrangement CHRON. BY DATE OF MEETING
(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. 1904-1911- HOW-PLAIN SHEETS. 1898-1903.
(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 VOLUMES. 8"×13"×1½" 500 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On steel shelf, southwest corner of Vault, opposite Room 209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Paper bound Volumes in 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)

13. ~~(For use in Florida.)~~ Early imprints except 1 Vol. 1898 to 1900-
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kowalczyk & Sindelar 5-25-38 #17
(Worker's full name) (Date) (Form identification number)

CORRECT

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 Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (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 8 STEEL DRAWERS
(Number of volumes; file drawers; file boxes; hundles; 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 to & from this office, regarding various subjects such as: motor equipment, insurance, applications for sick leave, installation & temporary offices, survey of city property, accident reports, police reports, health dept bulletins, requests for additional funds, boiler inspections & revocations of permits, 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 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 ALPH BY NAME OF SUBJECT OR BUREAU, BETWEEN GUIDE CARDS SO LABELED.
(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 - TYPEDON PRINTEDHEAD.
(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 DRAWER. 11" X 13½" X 26" APPROX 20,000 in all.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 4 DRAWERS - 1937. SOUTHWEST. CORNER OF VAULT
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OPPOSITE ROOM 209. - 4 DRAWERS - 1938 SOUTH WALL. ROOM 204

12. Other information RECORDS AND EQUIPMENT IN GOOD CONDITION
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN BUREAU OF ARCHIVES
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

Kovaka - Sindall (Worker's full name) 5-25-38 (Date) 18 (Form identification number)

CORRECT

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 Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Tax Sale Properties Resold and Redeemed"
(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 1881 - -.
(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 As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Cards give locations of property, date of sale, date of deed, deed number, size of lot, improvements (type of building), date sale completed, total charges, amount of land assessment, amount of improvement assessment, total assessments.
(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 Arranged alph. 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 Handwritten and typed 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 Steel drawer 5"4"x 13" 25" Approx. 2000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(4"x6" cards)

11. Location by dates and quantities 1881 to date, 1 steel file drawer in
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
south west corner in room #204.

12. Other information Records are in excellent 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Korsa-Lindall 5-25-36 19

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

CORRECT

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 Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Tax Sales Properties Sold with Deposit"
(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. 1881 — —.
(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 As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Cards give location of property, date of sale, date of deed, deed number, size of lot, improvements, total charges, assessment of lot, assessment of improvements, total assessments, date sale consumated, to whom sold, purchase price, amount of deposit, date of deposit, balance due 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 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 Arranged alph. 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 and 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 Steel file drawer 5"4x13"x25" Approx. 500 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(4"x6" cards)

11. Location by dates and quantities 1881 to date 1 steel file drawer in south west corner, in room 204.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovalcar & Sindell — 5-26-38 — #20

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

CORRECT

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 Comptroller's Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (TAX SALES CITY OWNED PROPERTY)
(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 1881 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 STEEL FILE DRAWER - DOUBLE
(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 of property acquired by the City of Baltimore by reason of delinquent taxes showing location of property (street & number) date of sale, date of deed, deed number, size of lot, improvements, total charges, assessment of land, assessment of improvements & total value
(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 ALPH. BY NAME OF STREET. BETWEEN GUIDE CARDS LABELED A&Z
(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 AND HDW. ON PRINTED CARDS - 4"x6" 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 DRAWER 5"1/4" X 13" X 25" approx. 6000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In cabinet, south wall. Room 204
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cards & equipment in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovaka-Sindall 5-25-38 21
(Worker's full name) (Date) (Form identification number)

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DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title (Record of Rented City Properties)
(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 2 Steel "Kardex" Trays.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Labeling on trays as follows, A-M; M-Z.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Cards give location of property, date lease began, date lease expires, amount of rent per year, how payments made, description of property, name and address of tenant, lease 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 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 Arranged alph. 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 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 "Kardex" steel file trays 1"x8"x23" Approx. 100 Cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1919 to date, 2 Steel file trays on south wall in room # 204
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent condition; prior records are kept 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

Kovalcn - Sindall 5-25-38 22

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

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DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Tax Sales On Record in Circuit Courts No Deed Taken A. L. Dell Comptroller"
(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 - 1934
(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 As shown on line 1, also marked No. 1 A-G; No. 2 H-Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None missing
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
This record is discontinued, same information shown on form #20.

6. Contents Record consists of two sheets in each case;
(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)
first sheet gives description of property, location, description and size of lot, area, improvements, remarks (how aquired), date reported; a sketch at bottom of sheet shows out line of property; second sheet, a record of sale, gives date of sale, voucher number, location of property, size of lot, name of person assessed for property, description of liens for which sold, improvements, total

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

6. Contents—continued amount of liens, total amount of interest, cost of advertising, auctioneers fee, court costs, costs of abstract of title, total costs.

7. Arrangement Arr. alph. by name of street.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Tabbed through vol. alph. by name of street.
(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 1st sheet typed on plain paper; 2nd sheet typed on printed head.
(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 binders 11 3/4 x 9 x 6" Approx. 1400 sheets each.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1921-1934, 2 loose leaf binders on desk near west wall in room 204.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition; prior records are kept 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

Kovatch - Lindall 5-25-38 23
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Comptrollers Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 204 City Hall, City Hall Plaza
(Name of building, room number, street address)

1. Title (Property 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 1930 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 Steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Not labeled.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Correspondence concerning city owned properties, included gas and electric bills, bills for heating, bills against J. W. Seaton Trust Fund, reports to comptroller on audits, proposals that various properties be converted into parks, copy of last will and testament of J. W. Seaton, newspaper clippings concerning bequeaths to City of Baltimore, transmission checks for properties.
(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 letters and bills regarding repairs to various properties.

7. Arrangement Arr. alph. by subject.
(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; typed on printed forms; news paper 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 Steel file drawers 11"x13½"x26" Approx. 10000 letters.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930 to date 6 steel file drawers on south wall in room #204.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent condition; prior records are kept 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

Index to Reports 49

Comptroller, Supt. of Broadway Pier, Thames Street.

Date	No	Title	Date of Record
5-10-38	1	"Cash Book - Broadway Pier"	1915--.
5-10-38	2	"Broadway Pier Wharfage Record"	1938--.
5-10-38	3	(Miscellaneous Storage Reports)	1930--.
5-10-38	4	"Broadway Pier Storage Record"	1938--.
5-10-38	5	(Miscellaneous Correspondence)	1931--.
		Harbor Master Pier 4 Pratt Street.	
5-25-38	1	"Lumber Sheets and Statements"	1935--.
5-25-38	2	"Bills for Wharfage"	1935--.
5-26-38	3	"Deposit Slip of Harbor Master"	1935--.
5-26-38	4	(Trial Balance)	1929--.
5-26-38	5	(Journal)	1930--.
5-26-38	6	"Cash Book"	1929--.
5-26-38	7	(Ledger)	1928--.

Kovalcal & Sindall 5-10-38 #1
(Worker's full name) (Date) (Form Identification number)

CORRECT

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 _____ State Maryland

Name of agency or office Comptroller, Supt. of Broadway Pier
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thames St.
(Name of building, room number, street address)

1. Title "CASH BOOK - BROADWAY PIER"
(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 1915 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled, no years on cover
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not known
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily record of money received by the Supt. of Broadway Pier for wharfage & storage from various owners & individuals. Wharfage report shows: date, name of owner, types of boat & charges. Storage report shows: date, name of owner of property stored, description of property stored, amount of property stored, amount of property transferred, amount of property on which charges are levied. Total at bottom 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 pages, also an account of money expended for repairs & maintenance, total shelf & amount deposited in bank.

7. Arrangement Chron by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(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 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 of volumes 14" x 10 x 1½" 300 pgs
(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)
6 Vol - 1915 - 1936 On wood shelf, north wall of storeroom opposite office. 1 Vol. 1937 - - On desk of Supt, Gen Office.

12. Other information Records in good condition, cloth bound.
(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)

DATES OF VOLUMES.

1-1915 to 1918 1-1919 to 1920 1-1921 to 1923
1-1924 to 1928 1-1929 to 1934 1-1935 to 1936
1-1937 - -

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovacs-Lindell 5-10-38 2

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

CORRECT

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 _____ State Maryland

Name of agency or office Comptrollers, Superintendent of Broadway Pier.
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thames Street.
(Name of building, room number, street address)

1. Title "Broadway Pier Wharfage Record"
(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. 1938 - -.
(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 As titled.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Monthly billing record of miscellaneous and landing privilege charges; gives name of owner, address, kind of privilege, date effective, rate, remarks; bill number and amount of charges.
(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 Arranged alph. by name of owner.
(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 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 Steel file drawer 5"x16½"x26" Approx. 300 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(4"x6" cards)

11. Location by dates and quantities Jan. 1938 to date, 1 steel file drawer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on west wall in superintendents office, 2nd floor in east wing of recreation pier.

12. Other information Records are in good condition; 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)
mortgage record filed in Miscellaneous Storage Reports, on form # 3.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BROADWAY PIER

Monthly Billing Record of Miscellaneous and Landing Privilege Charges

	BILL NO.	AMOUNT	
Owner.....			
Address.....			
Privilege For.....			
Date Effective.....			
Rate.....			
Remarks.....			
.....			
.....			
.....			

Form approved by City Auditor 2/20/30

Kovalski & Lindau 5-10-38 #3
(Worker's full name) (Date) (Form identification number)

CORRECT

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 _____ State Maryland

Name of agency or office Comptroller, Supt. of Broadway Pier
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier - Thames St.
(Name of building, room number, street address)

"NONE"

1. Title (Miscellaneous Storage 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 1930 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 Bundles & 1 steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1-1930, 1-1931, 1-1932, 1-1933, 1-1934, 1-1935, 1-1936, 1-1937
(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 Reports of lumber stored on pier & wharfage
(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)
reports on vessels & wharfage record cards.
Lumber report shows: name of consignee, name of vessel, bill number, date, date unloading completed, description of lumber, quantity received & quantity transferred to retailers, date of transfer, & balance for which charges are levied, amount of charges.
Wharfage report shows: date, bill number, name

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(over)

6. Contents—continued of owner of vessel, tonnage, description of cargo, if any, time wharfage begins, period of wharfage, daily charges & total. Wharfage & storage billing recd 1930-1937 are also in each bundle & are identical to those described on Serial #2.

7. Arrangement see #13.
(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 Typed on printed forms. copies not available.
(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"x12"x14" Steel file drawer 11"x14½"x26"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
approx 2000 each

11. Location by dates and quantities
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
8 Bundles 1930-1937 on end shelf, north wall of stairwell opposite office. File drawer in cabinet, west wall General office.

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)

Cont'd. Both reports made in duplicate, original arranged alph by name of owner or consignee, duplicates are arr numerically by bill number.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovata - Lindall 5-10-38 4

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

CORRECT

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 _____ State Maryland

Name of agency or office Comptroller, Superintendent of Broadway Pier.
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier, Thames Street.
(Name of building, room number, street address)

1. Title "Broadway Pier Storage Record"
(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. 1938 - -.
(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 As titled.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Monthly record of square foot storage; gives owners name and address, section number on pier, date storage started, square feet occupied, bill number, amount, remarks (date billed or cancelled).
(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 Arranged alph. by name of owner.
(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 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 Steel file drawer 5"x16½"x26" Approx. 150 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

(4"x6" cards)

11. Location by dates and quantities Jan. 1938 to date, 1 steel file drawer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on west wall in superintendent's office, 2nd floor in east wing of Recreation Pier.

12. Other information Records are in good condition; prior Storage
(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)
Record filed in Miscellaneous Storage Reports, on form #3.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Form approved by City Auditor 2/20/30

BROADWAY PIER

MONTHLY RECORD OF SQUARE FOOT STORAGE

1930

Owner _____

Address _____

SEC.	DATE FROM	SQ. FEET OCCUPIED	BILL NO.	AMOUNT		REMARKS

Supt of Broadway Pier

Kowalski & Lindsay 5-10-38 #5
(Worker's full name) (Date) (Form identification number)

CORRECT

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 ..... State Maryland

Name of agency or office Comptroller's Supt. of Broadway Pier
(Office of custody) (Office which made the record, if different)

Address of office of custody Recreation Pier - Thames St
(Name of building, room number, street address)

1. Title (MISCEL 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 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 wood letter boxes - 1 steel file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Letter boxes labeled "Letter" & your file drawer "Correspondence"
(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 General correspondence to & from this office
(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)
and other municipal offices, lumber merchants, boat owners, etc.

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

6. Contents—continued

7. Arrangement Alph by name of person to whom sent or from whom received.
(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 & Adams printed head & 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 of Letter boxes - 13"×10"×3" File drawers 11"×14½"×26"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
approx 10,000 total

11. Location by dates and quantities 6 Letter boxes 1931-1936 on wood shelf,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
north wall of storage room opposite office. 1 steel file drawers 1937-- in cabinet, west wall, new office.

12. Other information Records in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

NOTE: No records dated prior to attached as Harbor Master have the authority to destroy records after audit is made.

Kovakal & Sindelar 5-25-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master.
(Office of custody) (Office which made the record, if different)

Address of office of custody Pier #4. Pratt St.
(Name of building, room number, street address)

1. Title "LUMBER SHEETS AND STATEMENTS"
(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 40 Bundles & 1 File Board
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with month & 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)
Records only kept for 3 years

6. Contents Harbor Master's Daily Report sheets and W barfage Statement. Daily report of lumber stored on pier shows; Pier number, sheet number, amount of lumber last date, quantity on pier each 10 day period of month, description of lumber, vessel or car number, location of lumber, name of consignee, name of purchaser from consignee, tally number & cargo number, copy of W barfage statements shows; statement number, date of statement,
(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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(over)

6. Contents—continued to whom addressed, date unloading begins, quantity, description, name of vessel, location, tally number, cargo number, name of original consignee, total feet of lumber charge previously during month, total feet charged for month + signature of Harbor Master.

7. Arrangement Are shown by date of report + statement
(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 Under 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 11" x 14" x 2" approx 70 sheets each
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On wood shelves north wall of
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
second floor, Harbor Master's Office. 40 Bdls Jan 1935 - Apr. 1938.
May 1938 -- On file board, in safe, north wall, General Office

12. Other information Bundles in fair 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovata-Sindall 5-25-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master
(Office of custody) (Office which made the record, if different)

Address of office of custody Pier 4, Pratt Street.
(Name of building, room number, street address)

1. Title "Bills for Wharfage"
(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 21 bundles,
(Number of volumes; file drawers; file boxes; bundles; other) (See line 12)

4. Labeling on bundles as follows Bills Jan-Feb 1935,
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Gives date, name of firm to whom billed, bill number, number of feet of lumber, total amount charged for wharfage
(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 Arr. chron. by date of bill.
(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 Bundles 7½" x 9" x 1½" Average 200 bills each bundle.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935 to date, 23 bundles in office
(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)

Agt for Lib of

MAR-APR-1935, MAY-JUNE 1935, JULY-AUG-1935, SEPT-OCT-1935, NOV-DEC-1935. JAN-FEB-1936, MAR-APR-1936, MAY-JUNE-1936, JULY-AUG-1936, SEPT-OCT-1936, NOV-DEC-1936, JAN-FEB-1937 MAR-APR-1937, MAY-JUNE 1937, JULY-AUG-1937, SEPT-OCT. 1937, NOV-DEC-1937. JAN-FEB-1938. MAR-APR-1938- MAY 1938---

Prior records destroyed.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovalka & Lindall 5-26-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master
(Office of custody) (Office which made the record, if different)

Address of office of custody Pier 4 - Pratt St.
(Name of building, room number, street address)

1. Title "DEPOSIT SLIP OF HARBOR MASTER"
(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 3 BUNDLES & 1 FILE BOARD. BUNDLES. 1-1935; 1936, 1937.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED WITH 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 Duplicate deposit slip of Harbor Master showing a record of deposits with the Bureau of Receipts, date of deposit, items of deposit, amount, total & signature of Harbor Master
(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 Chron by date of deposit
(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 9"x2½"x1" approx 600 slips in all
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 3 Bundles 1935-1937 on west shelf. north wall of second floor. Harbor Master's Office.
1 File Board 1938--- In safe, north wall. Harbor Master's Office

12. Other information Records in 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)
No prior records as same are destroyed after audit.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kodaka & Lindsay — 5-26-38 — #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master

(Office of custody) (Office which made the record, if different)

Address of office of custody Pier #4 Pratt St.

(Name of building, room number, street address)

1. Title "~~NONE~~" (TRIAL BALANCE)

(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 - -

(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 VOLUMES. 1-1929-1933, 1-1934- -

(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 Trial Balance shows; year & month, date, name of firm billed, total debits, total credits & total at end of each 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 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 Edson 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 ruled 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 of volume 12½" x 10" x ½" 100 pgs
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In safe, general office, Harbor Master.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cloth bound volumes in 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)
No records prior to 1929-

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Tovalski & Lindner 5-26-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master.
(Office of custody) (Office which made the record, if different)

Address of office of custody Pier 4. Pratt St.
(Name of building, room number, street address)

1. Title ~~"None"~~ (JOURNAL)
(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 2 VOLUMES. 1-1930-1935. 1-1936 - -
(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 Ships, month, days entry number, posting check.
(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)
name of firm billed, amount of lumber stored, bill number, amount of bill, total of lumber + charges each month.

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

6. Contents—continued

7. Arrangement Chron 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 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 14 1/4" x 8 1/2" x 1/2" 152 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In safe, north wall, general office, Harbor Master.
(Room. vault. wall—N. E. S. W., section, bin. shelf. cabinet, on floor)

12. Other information Paper & leather bound volumes in 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)
No prior records.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovalcal & Sindlacl 5-26-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master.
(Office of custody) (Office which made the record, if different)

Address of office of custody Pier #4, Pratt St.
(Name of building, room number, street address)

1. Title "CASH 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. 1929 - -
(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 AS TITLED
(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 Cash Book shows, date, from whom received, posting check, amounts received for Lumber Storage, rentals of space of buildings, docking of boats, weighing cargo, etc. & totals. Grand total at end of each 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 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 Chron. by date of receipt & posting.
(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 volume. 12 3/4" x 15" x 1 1/2" 300 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In safe, north wall of General Office Harbor Master.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cloth covered volume in 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)
No prior records.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovaka & Lindau 5-26-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Harbor Master.
(Office of custody) (Office which made the record, if different)

Address of office of custody Pier #4 Pratt St.
(Name of building, room number, street address)

1. Title "[illegible]" (LEDGER)
(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 2 VOLUMES 1-1928-1934, 1-1935 — .
(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 Sheet number, account number, terms, rating, credit limit, name & address of account, date of billing, items, & total debits, date of receipt of payment, total payments, balance at end of year.
(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 Alph by name of account
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Tabbed thru volume A to 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 volume 9 3/4" x 12 3/4" x 1 1/2" 450 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In safe, north wall of General Office
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Harbor Master.

12. Other information Cordway covered loose leaf binding in
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
excellent condition.
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

INDEX TO REPORTS

REVENUE DIVISION – BUREAU OF CONTROL & ACCOUNTS

DATE OF REPORT	SERIAL No.	TITLE	DATE OF RECORD
5-8-39	1	(Daily Cash Reports)	1931--.
None	2-A	"Bureau of Control & Accounts 1939 Original Roll Sheets – Real, Auto., Tang. & Intang."	1939
None	2-B	"Original Roll Sheets – 1939 Auto."	1939
None	2-C	"Original Roll Sheets – 1939 Real"	1939
None	2-D	"Original Roll Sheets – 1939 Intang."	1939
None	2-E	"Original Roll Sheets – 1939 Tang."	1939
5-29-39	3	"Prepared Verification Sheet"	1930-1937, incl.
5-29-39	4	"Bureau of Control & Accounts – Revenue Div., Increase & Decrease in Real, Intangible & Foreign Fiduciary Income"	1938 and all Prior.
5-29-39	5	"Real Estate – Increase & Decrease"	1938
5-31-39	6	"Bureau of Control & Accounts – Outstanding Tapes – Real" (Machine Tapes Arrears)	1922--.
None	7	(Arrears – Intangible)	1922--.
None	8	"Tangible Arrears – Paid Up"	1930-1937, incl.
None	9	(Maryland Corporation Checking List of Accounts of $1000 and over, for Periodic Reports, Checking and potential Collection, Established 11-25-37)	1937--.
None	10	"Alleys Etc; Completed Verification"	1938--.
5-26-39	11	(Overpayments – Journal Vouchers)	1934--.

INDEX TO REPORTS

REVENUE DIVISION - BUREAU OF CONTROL & ACCOUNTS.

DATE OF REPORT	SERIAL No.	TITLE	DATE OF RECORD
None	12	(Bureau of Control and Accounts - General Ledger Entries from Controls Division)	1936--.
5-19-39	13	"Old City Line Revisions"	1938-1939
None	14	(Arrears - Real Estate)	1922--.
None	15	(Real Verification of Control To Ledgers)	1932-1939, incl.
None	16	(Real Outstanding Tapes)	1922-1938, incl.
None	17	(Alleys, Street Paving, Opening Footways etc.) (Control Sheets)	1936--.
None	18	(Real, Auto., Tangible, Intangible - Complete Verification)	1922--.
5-9-39	19	(Flat Rate Water Adding Machine Tape)	1938--.
5-22-39	20	"City Line Revision - Outstanding Dec. 31, 1938 (Transferred Arrears)	1930--.
6-1-39	21	"Completed Working Papers Notes etc." (Copies of Bills for Repairing Office Machinery)	1938
6-1-39	21-A	"Completed Working Papers, Notes etc." (Real Estate, Water, Special Paving, Miscellany Tax & Lien Arrears Outstanding Dec. 1932)	1922-1932, incl.
6-1-39	21-B	"Completed Working Papers Notes etc." (Work Instruction)	1938
6-1-39	21-C	"Completed Working Papers, Notes etc." (Home Owners Loan Corp. Cards)	1938

INDEX TO REPORTS

REVENUE DIVISION - BUREAU OF CONTROL & ACCOUNTS.

DATE OF REPORT	SERIAL NO.	TITLE	DATE OF RECORD
6-1-39	21-D	"Completed Working Papers Notes etc." (Work Reports 1938--.)	1938--.
6-2-39	21-E	"Completed Working Papers Notes etc." (Time Report)	1937--.
None	21-F	"Completed Working Papers-Notes etc." (W.P.A. Project Proposal Form #301)	1937--.
5-9-39	22	(Tangible Arrears Paid Up)	1922--.
None	23	"Real Estate Arrears - A/cs Paid in Full"	1922--.
5-9-39	24	(Real Estate Arrears Paid Up)	1922--.
None	25	"Gen'l Verification Sheets, Plumbing" (Metered Water, Auto., Md. Corp., Minor Privileges, Miscellany, Compt. Rentals, Tang. + Intangible)	1922--.
None	26	"Bureau of Control & Accounts, Overpayments"	June, 1934--.
None	27	"Bureau of Control & Accounts - Abatement Request"	1922--.
None	28	(General Outstanding Tapes - Tax Arrears)	1922--.
None	29	"Bureau of Receipts - Correction Advice"	1935--.
None	30	(Control Cards - Alleys, Footways, Street Paving & Openings, Sewers)	1922--.
None	31	"Control Cards - Automobiles"	1922--.
5-21-39	32	(Control Cards - Real Estate Arrears, Active)	1922--.
None	33	(Control Cards - Metered Water)	1922--.
None	34	(Control Cards - Misc., Plumbing, Health, Comptrollers, Rentals, Judgments)	1922--.

INDEX TO REPORTS

REVENUE DIVISION - BUREAU OF CONTROL & ACCOUNTS

DATE OF REPORT	SERIAL NO.	TITLE	DATE OF RECORD
5-26-39	35	(Control Cards - Miner Privilege)	1922---
None	36	(Control Cards - Tangible)	1922---
None	37	(Control Cards - Intangible Taxes)	1922---
None	38	(Maryland Corporations)	1929---

Smith & Mickelson. May 8. 1939. #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 Revenue Divivion, Bureau of Controls & Accounts.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 206, Municipal Bldg.
(Name of building, room number, street address)

1. Title [redacted] (Daily Cash 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 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 loose leaf Binders.
(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 Daily Report from the Bureau of Receipts to the Revenue Division, Bureau of Controls and Accounts. These reports advise the Revenue Division of the total daily receipts of various kinds in order that the revenue division may adjust, correct and distribute the receipts to their proper accounts.
(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 form shows the daily adjustment of annual balances from 1931 to date on real, tangible, Auto, intangible, Maryland Corporations, one percent and Savings Bank taxes. Filed with this report are the Daily breakdowns as prepared by Revenue Division, Bureau of Controls and Accounts, and submitted to the Bureau of Receipts. This form shows detailed distribution of the taxes collected with references to clas ses that are reported on separate sheets as follows: First sheet- "I herewith give you distribution of cash rec'd " - date. Real Estate, basis, water, state, city, special paving and totals.

6. Contents—continued Second sheet:- tangible and auto tax, year , basis, state, city and total. Third sheet:- Intangible tax, year, basis, state and city totals. Fourth sheet:- Maryland Corporations, tax, year, basis, money and total.

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 Typed and handwritten on printed forms. See 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 binder 11 X 14 X 8" Approximately 2200 and 8800 respectively.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
size of sheets 8½ X 11inches.

11. Location by dates and quantities Four Vol. 1931-1938 on top shelf of filing alcove N.E.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
corner Current volums on top filing cabinet S. wall room 206. Municipal Bldg.

12. Other information Condition 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 Daily Cash Report form not available.~~

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SERIAL (1)

M.D.B. 4452

BUREAU OF CONTROLS AND ACCOUNTS
Revenue Division

To Bureau Receipts:

I herewith give you distribution of cash received on date

BANKS AND CASUALTY COMPANIES

YEAR	BASIS	MONEY	TOTAL
1937	210	45000.00	96000.00

Third sheet - Intangible tax, Year, Basis, State Title, Total.

Fourth sheet: - Maryland Corp's Tax, Year, Basis, Money, Total.

Indexing - None

Arr. - Chronologically by Date of Entry.

Writing - Handwritten ~~or~~ Typed on Printed Form

Size 11" X 14" X 8" approx 2,000 of 2,500 sheets are "Breakdown Sheets" the other 500 are "Daily Cash Reports.

Location - 4 Volumes on top shelf of alcove in N. E. corner & 1 on top of filing cabinet against South Wall of Room 206 Mun. Bldg.

Other Info - Records in Good condition
Prior Records in Bureau of Archives.

"B"

TITLE- ~~Daily~~ (Breakdown of Daily Cash report)

Date - 1931 - -

Quantity - Five volumes.

Labeling - none

Disc - none -

Contents:- Copies of distribution sheets sent from revenue div. ~~to~~ bureau of controls + accts to the Bureau of Receipts. These sheets serve to give a detailed distribution of taxes collected, ~~to~~ in order that the bureau of receipts may ~~distribute the totals accts~~ balance their accounts accordingly. Four separate sheets are necessary to give this breakdown the first sheet shows Bureau of Controls and Accounts to Bureau of Receipts, the rest give you distribution of cash "rec'd" on "Date" - Real estate Basis, water, State, City, Special Paving, + Total. Second sheet, tangible + auto Tax, Years, Basis, state, city + total.

SERIAL (1)

M.D.B. 4368

BUREAU OF CONTROLS AND ACCOUNTS
Revenue Division

To Bureau Receipts:

I herewith give you distribution of cash received

on .....,

YEAR	BASIS	STATE		CITY		TOTAL	
Tangible							
Auto	Size: 11" X 14" X apx. 8" thick - "Cash Reports" apx 2500 Pages in all of which 500 are 1938 Inc						
Location:	- Four Volumes on top shelf of filing alcove in N.E. corner ~~[illegible]~~ 306.						
Tan. & Auto	One Volume Current on top filing cabinet against south wall in 206 Municipal Bldg.						
Other Info:	- Condition of records good. Prior records on file in Bureau of Archives						

TITLE:- "Daily ~~Daily~~ Cash report from Bureau of Receipts."
Date - 1931 - -
Quantity - Five volumes
Labeling - None.
Discontinue & Missing Records - None -

Contents: Daily report from the Bureau of Receipts to the revenue division of the Bureau of Controls & Accounts. The Purpose of these reports is to notify the revenue division of the total daily receipts of various funds, in order that revenue division may adjust, correct and distribute the receipt to the various city depts. to be credited with their respective quota of the City's tax income. The form shows the daily & annual bals. from 1931 - - on real, tangible, auto, intangible, Maryland Cas.*, One Percent & Savings bank ~~taxes~~

Arrangement: Chronologically by date of entry.

Indexing: None

Writing: - Handwritten on printed forms.

SMITH, COYNE (Worker's full name) (Date) 2 A. (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 REVENUE DIVISION - BUREAU OF CONTROL'V ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title "BUREAU OF CONTROL'V A/Cs. 1939 ORIGINAL ROLL 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)
REAL, AUTO, TANG.'V INTANG."

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

3. Quantity 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 IS A LOOSE LEAF VOLUME, CONTAINING
(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 ORIGINAL ROLL SHEETS OF REAL, AUTO, TANG. AND INTANG. TAXES, EACH GROUPED UNDER ITS PROPER HEADING AN SHOWS THE TAX ARREARS FROM EACH OF THESE SOURCES AS IT STOOD ON TAX LEDGERS JAN. 1-1939.
EACH PARTICULAR FORM OF TAX IS ARRANGED SEPERATELY, PREFACED BY A

6. Contents—continued "GRAND TOTAL" SHEET THAT GIVES THE TOTALS OF THAT PARTICULAR KIND OF TAX. PURPOSE IS TO SHOW AMOUNT OF TAX ARREARS AT JAN. 1-1939 AND EACH OF THESE SEVERAL TAXES ARE TREATED IN SEPERATE SERIALS ATTACHED

7. Arrangement NUMERICALLY BY LEDGER NO. (REAL BY WARDS)
(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 BOX 6"x9"x15" APPROX 1550 SHEETS IN VOLUME,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD STORAGE BINS, BEHIND FILING CABINETS, S.W. COR. REVENUE DIV. B. OF C. A/CS. HOLLIDAY STREET ENTRANCE, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINER IN GOOD CONDITION. 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

SMITH + COYNE — 2 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 REVENUE DIV. BUREAU OF CONTROL + ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "ORIGINAL ROLL SHEETS — 1939 AUTO."
(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 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 IS A LOOSE LEAF LEDGER CONTAINING THE ORIGINAL ROLL SHEETS OF AUTO. TAX ARREARS AND SHOWS YEAR, LETTER, FOLIO, CITY BASIS, STATE + CITY TAX AND TOTAL.
(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)

PURPOSE IS TO SHOW THE AMOUNT OF DELINQUENT TAX FROM THIS SOURCE AS SHOWN ON TAX LEDGERS, JAN. 1 — 1939.

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

6. Contents—continued

7. Arrangement NUMERICALLY BY LEDGER 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 TYPED OR 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 6"x9"x15". APPROX. 400 FORMS IN VOLUME.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD STORAGE BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIV., B. OF C. A/C., HOLLIDAY STREET ENTRANCE, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS & CONTAINERS IN 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 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

SMITH v. COYNE 2 C.

(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 REVENUE DIV.-BUREAU OF CONTROL v. ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "ORIGINAL ROLL SHEETS-1939 REAL"
(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 CARDBOARD FILING BOX
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 LOOSE LEAF LEDGER CONTAINING
(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 ORIGINAL ROLL SHEETS OF REAL TAX APPEARS AND GIVES YEAR, WARD, SECTION, CITY BASIS, FLAT WATER, STATE v. CITY TAX, SPECIAL PAVING AND TOTALS.

PURPOSE IS TO GIVE THE AMOUNT OF DELINQUENT TAX OF THIS KIND AS SHOWN ON TAX LEDGERS, JAN. 1-1939.

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

6. Contents—continued

7. Arrangement NUMERICALLY BY WARDS.
(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 OR 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 – 6'x9'x15", APPROX. 900 FORMS IN VOLUME.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD STORAGE BINS, BEHIND FILING CABINETS, S.W. COR, REVENUE DIV., BOF Cv A/CS. HOLLIDAY ST. ENTRANCE, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINER IN GOOD CONDITION. 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

SMITH, COYNE — 2 D.

(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 REVENUE DIV - BUREAU OF CONTROL & ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "ORIGINAL ROLL SHEETS - 1939 INTANG."
(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 (PAPERBOARD) FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 LOOSE LEAF LEDGER, CONTAINING THE ORIGINAL ROLL SHEETS OF INTANG. TAX ARREARS AND GIVES YEAR, FOLIO NUMBER, STATE EXEMPTIONS, BASIS, STATE & CITY TAXES AND TOTALS.
(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)

PURPOSE IS TO GIVE THE AMOUNT OF DELINQUENT TAX OF THIS KIND AS SHOWN ON TAX LEDGERS, JAN. 1 - 1939

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

6. Contents—continued

7. Arrangement NUMERICALY BY LEDGER NUMBERS.
(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 BOX 6"x9"x15" — APPROX. 100 FORMS IN VOLUME.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, IN S.W. COR, REVENUE DIVISION, BUREAU OF C.V A/Cs., HOLLIDAY ST. ENTRANCE, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS & CONTAINERS IN GOOD CONDITION. 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

SMITH. COYNE (Worker's full name) (Date) 2 E. (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 REVENUE DIV.-BUREAU OF CONTROL & ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "ORIGINAL ROLL SHEETS - 1939 TAXG"
(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-CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 LOOSE LEAF LEDGER CONTAINING THE ORIGINAL ROLL SHEETS OF TAXG TAX ARREARS AND GIVES YEAR, LETTER, FOLIO NUMBER, STATE EXEMPTIONS, BASIS, STATE. CITY TAXES AND TOTALS, PURPOSE IS TO GIVE THE AMOUNT OF DELINQUENT TAX OF THIS KIND AS SHOWN ON TAX LEDGERS, JAN 1-1939.
(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 NUMERICALY BY LEDGER NUMBERS
(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 OR 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 6"x9"x15" - APPROX. 150 FORMS IN VOLUME
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD STORAGE BINS, BEHIND FILING CABINET, S.W. COR.
(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

SMITH - COYNE (Worker's full name) MAY 29/1939 (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 CONTROL & ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLIDAY ST. ENTRANCE, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "PREPARED VERIFICATION 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 1930 - 1937, INC.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILE BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED
(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 PRINTED COLUMNED FORMS USED FOR
(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)
CHECKING CONTROL CARDS WITH TAX LEDGERS ENTRIES FOR VERIFICATION, CONTROL CARD SUMMARY SHOWS BALANCE, INCREASES, OVERPAYMENTS, DECREASES, CASH AND TOTAL BALANCE. ALL ABOVE ARE TAKEN FROM CONTROL CARDS AND CHECKED WITH LEDGER AND ARE FILLED IN ON BODY OF FORM (OVER

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

6. Contents—continued TO VERIFY THE FACT THAT THE ACCTS. ARE THE SAME.

7. Arrangement NUMERICALY BY REF. NO. (WARD, SECTION BLOCK & LOT)
(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 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: 6x9x15 IN., 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 WOOD BIN AGAINST PARTITION, S.W. COR. BUREAU OF CONTROL AND ACCOUNTS-REVENUE DIVISION OFFICE FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF BOX & 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)
PRIOR RECORDS HAVE BEEN VERIFIED AND ARE RE-FILED UNDER TITLE "COMPLETED VERIFICATIONS" SEE SERIAL NO. 3.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROL AND ACCOUNTS

VERIFICATION OF CONTROL TO LEDGERS

CLASS _____ YEAR _____

DATE FROM _____ TO _____

VERIFIED BY _____ REF. _____

INCREASES			DECREASES						OVERPAYMENTS

	BALANCE	INCREASES	OVERPAYMENTS	DECREASES	CASH	BALANCE
CONTROLS						
VERIFICATION						

VERIFICATION SUMMARY

BALANCE $ _____

INCREASES _____

OVERPAYMENTS _____

DECREASES _____

CASH _____

BALANCE $ _____

MDB 9591L

SMITH + COYNE. MAY 29/39 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 CONTROL + ACCOUNTS - REVENUE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLIDAY ST. ENTRANCE, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "BUREAU OF CONTROL AND ACCOUNTS - REVENUE DIVISION, INCREASE + DECREASE IN REAL, INTANGIBLE + FOREIGN FIDUCIARY INCOME."
(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. 1938 AND ALL PRIOR PERIODS
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 LISTING MACHINE TAPES SHOWING INCREASE AND DECREASE OF TAX COLLECTIONS ON REAL, INTANGIBLE AND FOREIGN FIDUCIARY INCOME FOR 1938 AND ALL PRIOR PERIODS. TAPES HAVE MACHINE PRINTED HEADINGS GIVING DATE; CLASS OF INCREASE OR DECREASE, YEAR, BY WHOM RUN, AUDITED AND POSTED AND BALANCE OF TAPE SHOWS AMOUNT OF + OR - THAT COMES ~~FROM~~ increase or decrease in tax on WATER, CITY, STATE AND PAVING TAX. (OVER)
(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 THE PURPOSE OF THIS INFORMATION IS TO CHECK AGAINST CONTROL CARDS, TAX LEDGERS, ESTIMATED TAX YEILD AND IS USEFUL IN FORMING A BASIS FOR FUTURE INCOME.

7. Arrangement CHRONO. BY DATES OF ACCOUNTING.
(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 AND TYPED ON TAPE:
(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: 6x9x15½, APPROX. 150 TAPES IN BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BIN, BEHIND FILING CABINET, S.W. PART OF BUREAU OF CONTROL AND ACCOUNTS, REVENUE DIV., FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF TAPES AND CONTAINER 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

SMITH + COYNE — MAY 29/39 — 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 CONTROL OF ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLIDAY ST. ENTRANCE - MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "REAL ESTATE - INCREASE AND DECREASE"
(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 - SEE ITEM. 12.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 CARDBOARD FILING BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 PRINTED FORMS FOR ENTERING TAX INCREASE AND DECREASE FOR 1938, APPLIES ONLY TO REAL ESTATE TAX ADJUSTMENTS IN WATER RATES, AND ABATEMENTS OF VARIOUS KINDS. ONE FORM SHOWS REVISION OF CHARGES IN INCREASE OR DECREASE ON METERED OR FLAT WATER RATE; WARD, SECTION, BLOCK AND LOT, LOCATION OF PROPERTY AFFECTED, IT'S DESCRIPTION, STREET ADDRESS AND NAME AND ADDRESS OF OWNER. (OVER)
(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 THE SECOND (ABATEMENTS) SHOWS NUMBER OF WARD SECTION, BLOCK AND LOT, OF PROPERTY; ALSO GIVES NAME & ADDRESS OF OWNER, REASON FOR MAKING & YEAR ABATEMENT WAS MADE, BY AUTHORITY OF WHOM, DATE OF REVISED ASSESSMENT, STATE AND CITY % OF DECREASE AND TOTAL. PURPOSE IS (CONTINUED LINE 12)

7. Arrangement CHRONO. BY DATE OF INCREASE OR DECREASE
(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 OR 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 CONTAINERS: 6X9X15½ in. APPROX. 2000 FORMS PER BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON OFFICE TABLE, S.W. COR. OF OFFICE OF BUREAU CONTROLS & ACCOUNTS, REVENUE DIV., HOLLIDAY ST ENTRANCE, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information (CONTINUED FROM ITEM 6) TO LIST ALL REVISIONS TO FURNISH CORRECT BILLINGS FOR 1939.
(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 2)
1 BOX — JAN. & FEB. 1938
1 BOX — MARCH TO MAY 1938, INCLUSIVE
1 BOX — JUNE TO DECEMBER 1938, INCLUSIVE.
RECORDS & BOXES IN GOOD CONDITION.
PRIOR RECORDS IN BUREAU OF ARCHIVES.

~~13. (For use in Florida.) Early imprints~~ CURRENT RECORDS IN ROOM 206, MUNICIPAL BLDG.
~~(Author)~~ ~~(Publisher)~~
~~(Place of publication)~~ ~~(Date of publication)~~

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SMITH. COYNE. (Worker's full name) 5/31/1939 (Date) 6 (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 REVENUE DIVISION - BUREAU OF CONTROL & A/CS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "BUREAU OF CONTROL & A/CS. - OUTSTANDING TAPES - REAL" (MACHINE TAPES ARREARS)
(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 3 CARDBOARD FILING BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED (SEE ITEM 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 ARE MACHINE TAPES SHOWING ITEMIZED AMOUNTS OF TAX ARREARS IN THE VARIOUS WARDS OF THE CITY AND HAVE HANDWRITTEN HEADINGS SHOWING DATE, NAME OF MACHINE OPERATOR, THE WARD AND SECTION.
PURPOSE IS TO SHOW THE ARREARAGE IN ANY WARD AND FOR COMPARISON WITH CONTROL CARD RECORDS.
(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 NUMERICALLY BY WARD AND SECTION.
(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 AND TYPED ON TAPES
(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 BOXES: 6"x9"x15½", APPROX. 1500 TO EACH BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, S.W. COR., REVENUE DIVISION, BUREAU OF CONTROL & A/CS, FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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)

CONTINUED FROM ITEM 4:

1 Box 1922 – 1935, INC.
1 " 1922 – 1937 "
1 " 1937 – 1938 "

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

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SMITH, COYNE. 7

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

WORKS PROGRESS ADMINISTRATION
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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 CONTROL, A/C'S - REVENUE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "[redacted]"
(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)
(ARREARS-INTANGIBLE)

2. Dates 1922 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILE BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling C.A. MEMO. ADJ.
(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 PRINTED, RULED SLIPS, HEADED "BUREAU OF CONTROL, A/C'S - ARREARS - INTANGIBLES." THESE SLIPS GIVE NAME AND ADDRESS OF DELINQUENT, YEARS FOR WHICH TAXES ARE OWING, STATE AND CITY, AMOUNTS AND TOTAL.
(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)

THESE SLIPS ARE COPIED FROM TAX LEDGERS WHEN THE TIME LIMIT ON ARREARS HAS BEEN REACHED AND ARE TURNED OVER TO

6. Contents—continued THE REVENUE DIVISION FOR COLLECTION AND TO SECURE JUDGEMENTS. THOSE KEPT ON FILE ARE THE ONES ON WHICH JUDGEMENTS HAVE BEEN OBTAINED.

See form attached.

7. Arrangement ALPHABETICALLY BY DELINQUENTS 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 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 BOX: 6"×9"×15" – APPROX. 1000 FORMS IN A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIV. BUREAU OF CONTROL & A/CS. FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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)
CLOSED 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

BUREAU OF CONTROL AND ACCOUNTS—ARREARS—INTANGIBLE

#7

NAME_____ADDRESS_____

YEAR	STATE		CITY		TOTAL	

MD8 8630

SMITH, COYNE (Worker's full name) (Date) 8 (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 REVENUE DIVISION - BUREAU OF CONTROL - A/C'S.
(Office of custody) (Office which made the record, if different)

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

1. Title "TANGIBLE ARREARS - PAID UP"
(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 - 1937, INCL.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILE BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED
(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 PRINTED FORM SHEETS OF "ARREARS - INTANGIBLE" THAT HAVE BEEN REMOVED FROM THE TANGIBLE ARREARS FILE WHEN PAID UP AND FILED SEPERATELY.
(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)
FORM GIVES NAME AND ADDRESS OF DELINQUENT, DATES OF ARREARS PAID, AUTO TAX FOR CITY AND STATE, CITY AND STATE INTANGIBLES, TOTAL AMOUNT PAID. A RIDER IS ATTACHED GIVING "TANGIBLES 1936 - 1930 PAID IN FULL - DEC 31 - 1937, LETTER AND LEDGER NO." PURPOSE

6. Contents—continued OF THESE RECORDS IS TO REMOVE THE "PAID IN FULL" SLIPS FROM THE ACTIVE FILE TO PREVENT FURTHER COLLECTION METHODS.

7. Arrangement ALPHABETICALLY BY NAME OF PAYER
(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 BOX: 6" x 9" x 15½", APPROX. 4000 SHEETS IN BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities LOCATED ON TABLE, IN S.W. CORNER OF REVENUE DIV. BUREAU OF CONTROL & A/C S., FIRST FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet; on floor)

12. Other information RECORDS AND CONTAINER IN 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 IN BUREAU OF ARCHIVES.
CURRENT RECORDS, ROOM 206, 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

MDB 8490 L

BUREAU OF CONTROL AND ACCOUNTS—ARREARS—TANGIBLE

#8

NAME _____ ADDRESS _____

YEAR	AUTO STATE		AUTO CITY		TANG. STATE		TANG. CITY		TOTAL	

SMITH & COYNE 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 CONTROL AND ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title (MARYLAND CORPORATION CHECKING LIST OF ACCOUNTS OF $1000 AND OVER, FOR PERIODIC REPORTS, CHECKING AND POTENTIAL COLLECTION, ESTAB. 11/25/37)
(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 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 PRINTED FORMS, HEADED "BUREAU OF CONTROL AND ACCOUNTS - ARREARS - MD. CORP., BANKS & CASUALTY COS."
(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)
NAME & ADDRESS LINE AND COLUMNS SHOWING YEAR, CITY BASIS, N.A. BASIS, 30% BASIS, BASIS BANKS-CAS. CO. AND AMOUNT. THEY ARE TO SHOW THE VARIOUS CONCERNS THAT ARE IN ARREARS TO THE AMOUNT OF $1000 AND UPWARD.

6. Contents—continued

7. Arrangement ALPHABETICALLY BY CORPORATION 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 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 CONTAINER: 6"×9"×15½", APPROX. 500 SHEETS IN BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR REVENUE DIVISION, BUREAU OF ACCOUNTS + CONTROLS, FIRST FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINER IN 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)
THERE ARE NO PRIOR RECORDS OF THIS KIND, FOR AS THE TITLE OF ITEM #1 SHOWS THIS FILE WAS ESTABLISHED NOV. 25TH 1937

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROL AND ACCOUNTS—ARREARS—MD. CORP. BANKS & CASUALTY COS.

#9

NAME

ADDRESS

YEAR	CITY BASIS	N. A. BASIS	30¢ BASIS	BASIS BKS.—CAS. CO.	AMOUNT	

MDB 8604

SMITH. COYNE 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 REVENUE DIV. - BUREAU OF CONTROL & ACCTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLIDAY ST. ENTRANCE, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "ALLEYS ETC; COMPLETED VERIFICATION"
(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 PASTEBOARD FILE BOX
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ALLEYS ETC; COMPLETED VERIFICATION.
(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 PRINTED FORMS USED FOR LISTING FIGURES FROM THE CONTROL CARD ENTRIES COVERING "ALLEYS, ETC." FOR COMPARISON WITH THE TAX LEDGER ENTRIES FOR VERIFICATION & LOCATING ERRORS. THE FORM SHOWS BUREAU OF CONTROL & ACCTS; VERIFICATION OF CONTROL TO LEDGERS, CLASS (WHETHER ALLEYS, FOOTWAYS SEWERS OR ST. PAVING) YEAR, DATES FROM & TO INCLUDED IN FORM, NAME OF PERSON VERIFIED 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)

6. Contents—continued REFERENCE NOS. (WARD & SECTION INCLUDED IN FORM) COLUMNS OF ITEMIZED INCREASES, ITEMIZED DECREASES AND ITEMIZED COLUMN OF OVER-PAYMENT. ON BOTTOM OF FORM IS VERIFICATION SUMMARY OF ALL ITEMS INCLUDED IN THE ITEMIZED LIST ON THE FORM, WHICH SHOWS SEE ITEM 12

7. Arrangement (NUMERICALLY) BY REFERENCE NOS. (WHICH ARE WARD & SECTION NOS.)
(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 COLUMNED 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 BOX: 6" X 9" X 15½", APPROX. 1,500 SHEETS IN BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON TABLE, IN S. W. CORNER OF OFFICE OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
REVENUE DIV. OF BUREAU OF CONTROL & ACCTS., 1ST FLOOR OF MUNICIPAL BLDG.

12. Other information CONDITION OF RECORDS & BOX 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.
ITEM 6 CON.- COLUMNS OF CONTROL, VERIFICATION CHECK MARKS (✓), BALANCE OF INCREASES, BALANCE OF DECREASES, BALANCE OF CASH & TOTAL BALANCE OF ALL, THEN A REPITION LIST OF ALL THE SUMMARY BALANCE, LISTINGS FOR ENTERING THE FIGURES FROM THE LEDGERS TO SHOW THAT BOTH ENTRIES CHECK OR ARE IDENTICAL.

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

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SMITH AND COYNE. 5/26/39. 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 REVENUE DIVISION - BUREAU CONTROL ACCOUNTS,
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLLIDAY ST. ENTRANCE, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (OVERPAYMENTS - JOURNAL VOUCHERS.) (12)
(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 CARDBOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (SEE ITEM 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 ARE PRINTED FORMS, FOR KEEPING A RECORD OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, REFUNDS ON OVERPAYMENTS OF ROEDERS ABATEMENTS,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by ROEDERS MISCELLANY AND POSTERS OVER PAID ACCOUNT.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) FORMS SHOW BUREAU OF CONTROLS AND ACCOUNTS OVER-PAYMENT JOURNAL VOUCHERS (WHETHER MISCELLANY, ABATEMENT OR POSTERS THE 3 BEING KEPT IN SEPERATE LOOSE LEAF BINDERS.) NAME AND ADDRESS OF PERSON RECEIVING REFUND, SERIAL NUMBER

6. Contents—continued OF VOUCHER ENTRY, CLASS OF SOURCE, YEAR, REFERENCE (WARD, SECTION, BLOCK AND LOT), BASIS, STATE, CITY, PAVING, TOTAL, SYMBOL NUMBER OF A/C. DEBITED, OVERPAYMENT VOUCHER NUMER, DATE, NAME OF PERSON PREPARED BY, AND DATE POSTED.

7. Arrangement NUMERICALLY BY SERIAL NUMBER OF VOUCHER RECORD.
(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 BOXES: 6"x 9"x 15½", CONTENTS: 7 LOOSE LEAF BINDERS OF APPROX. 1200 PAGES EACH, 3 BOOKS OF POSTERS, 2 MISCELLANY, AND 2 ABATEMENTS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, AGAINST PARTITION, OFFICE OF REVENUE DIV. BUREAU OF CONTROL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BUILDING.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information (CONTINUED FROM ITEM NO. 4)
(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)
1 BOX LABELED "OVERPAYMENT VOUCHERS, ABATEMENT REFUNDS, NO. 6938 R TO 7927 R, MISCELLANY REFUNDS NO 3513 RM TO 4048 RM, POSTERS 9301 P TO 10000 P. OTHER BOX IS LABELED 1939 OVERPAYMENTS, 3 LOOSELEAF BOOKS, 1 ABATEMENT, 1 MISCELLANY. [illegible]

Forms attached.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

M.D.B. 5232

BUREAU OF CONTROL AND ACCOUNTS
POSTERS O. P. JOURNAL VOUCHER

#11

P

NAME _____

ADDRESS _____ CLASS _____

REF. _____ YEAR _____

BASIS				DEBIT
WATER				
STATE				O. P. NO.
CITY				
PAVING				DATE OF ENTRY
TOTAL				

PREPARED BY _____ POSTED _____

M.D.B. 5231

#11

BUREAU OF CONTROL AND ACCOUNTS
REFUND O. P. JOURNAL VOUCHER

R

NAME _____

ADDRESS _____ CLASS _____

REF. _____ YEAR _____

BASIS				DEBIT
WATER				
STATE				O. P. NO.
CITY				
PAVING				DATE OF ENTRY
TOTAL				

PREPARED BY _____ POSTED _____

M.D.B. 5232

BUREAU OF CONTROL AND ACCOUNTS — JOURNAL ENTRY VOUCHER — NO. #11

NAME		CLASS	
ADDRESS		YEAR	
REFERENCE		DATE OF ENTRY	

						TOTAL
BASIS						
WATER						
STATE						
CITY						
PAVING						
TOTAL						

DEBIT

CREDIT

AFFECTS (X)	
ORIG. CHG.	
INCREASE	
D. O. P.	
R. O. P.	
R. M. O P.	
ABATE	
CASH CR.	

ERROR MADE BY		SENT TO CONTROLS	
FOUND BY	DATE FOUND	POSTED BY	MONTH OF

SMITH. COYNE 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 REVENUE DIVISION- BUREAU OF CONTROL + A/C'S.
(Office of custody) (Office which made the record, if different)

Address of office of custody 206, MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title "~~None~~" (BUREAU OF CONTROL AND ACCOUNTS - GENERAL LEDGER ENTRIES FROM CONTROLS 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. 1936 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling SEE ITEM 12 (SEE ITEM 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 ARE PRINTED, RULED FORMS, GIVING DATE, CLASS, LEDGER PAGE, BALANCE DUE FIRST OF MONTH, INCREASE OR DECREASE AND NET CASH DURING MONTH WITH BALANCE AT MONTHS END.
(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)

PURPOSE IS A BREAKDOWN OF ENTRIES FROM GENERAL LEDGERS FOR AN ANALYSIS OF EACH AND EVERY TYPE OF TAX ARREARS BY THE BUREAU OF CONTROL AND ACCOUNTS.

6. Contents—continued

7. Arrangement CHRONO. 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 AND 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 VOLUMES: 9"×11"×2" – APPROX. 500 PAGES EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, IN S.W. COR., REVENUE DIVISION, BUREAU OF CONTROL & A/Cs. HOLLIDAY ST. ENTRANCE, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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 IN BUREAU OF ARCHIVES.

Cont'd ITEM 4
BUR. CONTROLS & ACCTS. GEN'L. LEDGER ENTRIES FROM CONTROL DIV. – 1936
" " " " " " " " " – 1937
" " " " " " " " " – 1938

1939 RECORDS NOT BOUND.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

MDB 7510

#12

BUREAU OF CONTROL AND ACCOUNTS
GENERAL LEDGER ENTRIES
FROM CONTROLS DIVISION

DATE _____

CLASS _____

PAGE _____ OF _____

	BALANCE ON	INCREASES	DECREASES	NET CASH	BALANCE ON	

SMITH & COYNE 5/19/39 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 CONTROL AND ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLLIDAY ST ENTRANCE, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "OLD CITY LINE REVISIONS"
(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 1 CARD BOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling OLD CITY LINE REVISIONS.
(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 PRINTED FORMS TO SHOW THE TRANSFER AND CONSOLIDATION OF LOTS ALONG THE OLD CITY LINE TO THEIR PROPER PLACE BY WARD, SECTION AND LOT, AS SHOWN BY A REVISION OF PLANS AND SURVEY AS OF JAN. 1 1939. THE PURPOSE IS TO CORRECT IRREGULARITIES IN SURVEYS PRIOR TO 1938 AND TO PROPERLY DEFINE TAX APPEARS FOR THESE AREAS. FORM SHOWS PLAN AND SURVEY
(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 REVISION SHEET NUMBER, YEAR, OLD WARD, SECTION, BLOCK AND LOT No.; ALSO NEW (1939) WARD, SECTION, BLOCK AND LOT NO. DATES FOR CHECKING AND OUTSTANDING ARE IMPRINTED AND SPACED TO SHOW REAL ESTATE, PRIOR REAL ESTATE, (SEE LINE 12)

7. Arrangement NUMERICALLY BY WARD AND SECTION 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 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 CARD BOARD CONTAINERS 6x8½x15. APPROX 3500 SHEETS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, ON BOTTOM ROW NORTH SIDE OF S.W. COR. OF BUREAU OF CONTROL'S ROOM.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINER GOOD. THIS IS THE ONLY RECORD OF ITS KIND IN USE
(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) ALLEY, PLUMBING & HEALTH ARREARS ARE PROVIDED FOR. A SYMBOL "Y" to DESIGNATE YES PRECEDES EACH KIND OF ARREARS AND SYMBOL "N" to DENOTE NO. FOLLOWS EITHER SYMBOL, WHICH WHEN CIRCLED DENOTES WHETHER OR NOT THERE IS AN ARREARAGE.

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

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#13

BUREAU OF CONTROL AND ACCOUNTS
REVENUE DIVISION

PLANS & SURVEYS
REVISION SHEET NO. .....

TRANSFER AND CONSOLIDATION OF LOTS ALONG OLD CITY LINE
AS OF JANUARY 1, 1939 - AFFECTING CONTROLS.

1938 - W ..... S ..... B ..... L .....

1939 - W ..... S ..... B ..... L .....

DATES CHECKED FOR OUTSTANDING

.....	.....	.....	Y	1938 REAL	N
.....	.....	.....	Y	PRIOR REAL	N
.....	.....	.....	Y	ALLEYS ETC.	N
.....	.....	.....	Y	PL. & HEALTH	N

MDB 13618

SMITH v. COYNE 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 CONTROLLER A/C S. REVENUE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title ~~NONE.~~
(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) (ARREARS-REAL ESTATE.)

2. Dates. 1922 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 CARDBOARD FILING BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 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 ARE PRINTED AND RULED FORMS 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)
ARREARAGE IN REAL ESTATE TAX, GIVING WARD, SECTION, BLOCK, LOT AND ADDRESS OF PROPERTY AFFECTED, YEARS OF DELINQUENCIES, WATER RATE AND PAVING, STATE AND CITY'S SHARE AND THE TOTALS. PURPOSE IS TO SHOW THE AMOUNT OF REAL ESTATE TAX ARREARS IN ANY SECTION AT THE TIME ENTRIES WERE MADE.

6. Contents—continued

7. Arrangement NUMERICALLY BY CITY WARDS.
(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 OR 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 BOXES: 6"x9"x15" — APPROX. 4000 FORMS TO A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, S.W. COR., REVENUE DIV., BUREAU OF CONTROLS & A/CS., FIRST FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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 COMPLETED RECORDS IN BUREAU OF ARCHIVES.
1 BOX REAL ESTATE ARREARS OUTSTANDING SLIPS WARD 1-8-1922--
1 " " " " " " " 9-14-1922--
1 " " " " " " " 15-17-1922--
1 " " " " " " " 18-24-1922--
1 " " " " " " " 25-26-1922--
1 " " " " " " " 27-1922--
1 " " " " " " " 28-1922--

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Form attached

MDB 8489

BUREAU OF CONTROL AND ACCOUNTS—ARREARS—REAL ESTATE

#14

PROPERTY ADDRESS

W S B L

YEAR	WATER		STATE		CITY		PAVING		TOTAL	

SMITH. COYNE
(Worker's full name)

(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 REVENUE DIVISION - BUREAU OF CONTROLS AND ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "~~NOTE~~" (REAL VERIFICATION OF CONTROL TO LEDGERS.)
(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, INCL.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 CARDBOARD FILING BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 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 ARE PRINTER FORMS WITH HEADINGS OF BUREAU OF CONTROL AND ACCOUNTS VERIFICATION OF CONTROL TO LEDGER. SHOWS CLASS, YEAR, DATE FROM — TO —, REFERENCE AND VERIFYER. THE BODY GIVES INCREASES, DECREASES AND OVER PAYMENTS FROM LEDGERS, WHILE FOOTINGS ARE FROM CONTROL CARDS. SHOW BALANCES, INCREASE, DECREASE AND CASH. A VERIFACATION SUMMARY, BALANCES BOTH UNITS. PURPOSE IS THAT IN
(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 SHOWING LEDGER AND CONTROL CARD TALLIES ERRORS ARE AVOIDED AND TRUE BALANCES ARE GIVEN.

7. Arrangement CHRONO. BY DATE OF VERIFICATION.
(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 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 OF CONTAINERS: 6" x 9" x 15½", APPROX. 1500 TO A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIVISION, BUREAU OF CONTROL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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 IN BUREAU OF ARCHIVES

CONT'
ITEM
4

BUR. CONTROLS + ACCTS - REAL VERIFICATION 1922 - 1932
" " " " " 1922 - 1934
" " " " " 1933 - '34 - '35
" " " " " 1936
" " " " " 1935 - 1936
" " " " " 1938
" " " " " 1939

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Form attached.

BUREAU OF CONTROL AND ACCOUNTS

VERIFICATION OF CONTROL TO LEDGERS

CLASS _____ YEAR _____

DATE FROM _____ TO _____

VERIFIED BY _____ REF. _____

#15

INCREASES			DECREASES						OVERPAYMENTS

Duplicate

	BALANCE	INCREASES	OVERPAYMENTS	DECREASES	CASH	BALANCE
CONTROLS						
VERIFICATION						

VERIFICATION SUMMARY

BALANCE $ _____

INCREASES _____

OVERPAYMENTS _____

DECREASES _____

CASH _____

BALANCE $ _____

MDB 9591L

SMITH v. COYNE. 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 CONTROL AND ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title ~~"NONE"~~ (REAL · OUTSTANDING TAPES)
(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. 1922-1938, INCL.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 CARDBOARD FILING BOXES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 12 (SEE ITEM 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 ARE MACHINE RUN TAPES, HAVING HAND-WRITTEN HEADINGS, GIVING DATE OF PERIOD COVERED (FROM —, TO —), SUBDIVISIONS OF ALPHABET, PERSON WHO RAN THE TAPE, DATE RUN AND LISTS AMOUNT OF TAX OUTSTANDING AS COPIED FROM LEDGERS. PURPOSE IS TO SHOW AMOUNT OF TAX OUTSTANDING BETWEEN DATES MENTIONED.
(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 CHRONO. BY DATE OF RUNNING OF TAPES (SEE ITEM 12A)
(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 TYPED TAPES.
(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 Containers 6"x9"x15½" Approx 100 Tapes per Box.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 4 BOXES IN WOOD BINS, BEHIND FILING CABINET,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
S.W. COR. REVENUE DIVISION, BUREAU OF CONTROL AND ACCOUNTS - MUNICIPAL BUILING, FIRST FLOOR

12. Other information RECORDS + EQUIP. IN GOOD CONDITION. NO 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)
RECORDS TO 1922, SINCE THIS DEPT. WAS NOT ESTAB. UNTIL ABOVE DATE.

CONT ITEM 4
REAL OUTSTANDING TAPES - 1922 to 1935 INC A TO Z.
" " " - 1936 A TO Z.
" " " 1937 A TO Z.
" " " 1938 A TO Z.

CURRENT RECORDS IN ROOM 206, MUNICIPAL BLDG.
12A AND SUB-ARRANGED ALPHABETICALLY BY TAX LEDGER LETTER.

~~13. (For use in Florida.) Early imprints~~
CONT ITEM 7
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SMITH - COYNE
(Worker's full name)

(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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS
(Office of custody) (Office which made the record, if different)

Address of office of custody 206, MUNICIPAL BUILDING,
(Name of building, room number, street address)

1. Title ~~"NONE"~~ (ALLEYS, STREET PAVING, OPENING FOOTWAYS, ETC)
(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)
(CONTROL SHEETS)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling SEE ITEM 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 ARE PRINTED FORMS WITH HEADINGS "BUREAU OF CONTROL & A/C'S OUTSTANDING - ALLEYS & ETC." AND GIVES DATE, WARD AND SECTION THEREOF; ALSO BLOCK AND LOT NO., THE NATURE OF THE WORK FOR WHICH ASSESMENT IS MADE (IF FOR STREET OPENING, STREET PAVING, ALLEY, FOOTWAY OR SEWERS). PURPOSE IS TO SHOW AMOUNT OF TAX ARREARS IN ANY GIVEN AREA FOR WORK DONE AS DESCRIBED ABOVE.
(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 NUMERICALLY BY WARD AND SECTION.
(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 VOLUMES: 9"x12"x1½, APPROX. 600 SHEETS PER VOLUME.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, S.W. COR., REVENUE DIVISION - BUREAU OF CONTROL & A/C'S, HOLLIDAY STREET ENTRANCE, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINER IN 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 IN BUREAU ARCHIVES.

CONT ITEM 4
BUR. CONTR. ACCTS. OUTSTANDING ALLEYS - FOOTWAYS - PAVING ETC - 1936
" " " " " " " " - 1937
" " " " " " " " - 1938

NOTE - JAN TO JUNE INC 1939 RECORDS UNBOUND

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

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

Form attached.

#17

MDB 8491 L

BUREAU OF CONTROL AND ACCOUNTS

OUTSTANDING—ALLEYS & ETC. DATE_____ W_____ S_____

BLOCK	LOT	ALLEY		FOOTWAY		ST. OPENING		ST. PAVING		SEWERS	

SMITH - COYNE (Worker's full name) (Date) 18 (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 REVENUE DIVISION, OF BUREAU OF CONTROL & ACCTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody
(Name of building, room number, street address)

1. Title "~~Note~~ (REAL, AUTO, TANGIBLE & INTANGIBLE, COMPLETED VERIFICATION)"
(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 3 PASTEBOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM-IV
(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 PRINTED FORMS USED FOR LISTING FIGURES FROM THE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, CONTROL CARD ENTRIES, COVERING REAL, AUTO, TANGIBLE & INTANGIBLE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by TAXES, FOR COMPARISON WITH THE TAX LEDGER ENTRIES OF THE
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached) SAME CLASS FOR VERIFICATION & CORRECTING ERRORS. THE FORM SHOWS BUREAU OF CONTROL & ACCTS, VERIFICATION OF CONTROL TO LEDGERS, CLASS (WHETHER REAL, AUTO, TANGIBLE OR IN-TANGIBLE) YEAR, DATE FROM & TO (COVERED BY FORM), NAME OF PERSON VERIFIED BY, REF. NUMBERS (WARD & SECTION NUMBERS

6. Contents—continued INCLUDED IN FORM), COLUMNS GIVING ITEMIZED INCREASES, ITEMIZED DECREASES, & ITEMIZED OVERPAYMENTS. ON BOTTOM OF FORM IS SUMMARY OF ALL ITEMS LISTED IN ITEMIZED COLUMNS WHICH SHOWS COLUMNS OF CONTROL, CHECK MARKS ←, BALANCE OF INCREASES, DECREASES, & OVERPAYMENTS, CASH (SEE ITEM 12)

7. Arrangement NUMERICALLY BY REFERENCE NOS. (WHICH ARE WARD & SECTION NOS)
(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 BOXES 6" X 9" X 15½", APPROX. 1,700 SHEETS IN EACH BOX.
(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 RECORDS & BOXES GOOD. NO RECORDS PRIOR TO 1922, SINCE BUS. CONTROLS & ACCT'S WAS ESTABLISHED IN 1922.
(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)

CONT ITEM 4

1. BOX LABELED, "REAL, AUTO. TANG. & INTANG. COMPLETED VERIF." 1922 TO 1937
1 " " " " " " " " " 1938
1 " " " " " " " " " 1939

CONT ITEM 6

TOTAL BALANCE OF ALL AND A REPETITION OF ALL SUMMARY BALANCE, HEADINGS FOR ENTERING THE FIGURES FROM THE LEDGERS TO SHOW THAT THE ENTRIES CHECK.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#18

BUREAU OF CONTROL AND ACCOUNTS

VERIFICATION OF CONTROL TO LEDGERS

CLASS _____ YEAR _____

DATE FROM _____ TO _____

VERIFIED BY _____ REF. _____

INCREASES			DECREASES						OVERPAYMENTS

	BALANCE	INCREASES	OVERPAYMENTS	DECREASES	CASH	BALANCE
CONTROLS						
VERIFICATION						

VERIFICATION SUMMARY

BALANCE $ _____

INCREASES _____

OVERPAYMENTS _____

DECREASES _____

CASH _____

BALANCE $ _____

MDB 9591L

Smith & Mickelson May 9th 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 Revenue Division-Bureau of Controls & Accounts.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 206, Municipal Bldg.
(Name of building, room number, street address)

1. Title ~~"Hole"~~ [FLAT PATE Water Adding Machine Tape]
(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 Paste board file boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Items 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 Calculating Machine tapes on all State water figures. Each tape shows Ward Number, section number, Class, Run of Home of Persons Audited by, Names of Persons checking, totals & grand totals.
(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 ward & Section numbers.
(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 Calculating machine figures on tape. No Copy Barrelle.
(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 6" X 9" X 15 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In two Pasteboard file boxes on top shelf of filing shelves, against east wall, Room 206, Municipal Bldg.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Condition of 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)
Prior records in Bureau of Archives.

Con't Item 4 } Flat Water Wards 1 - 14 inc
" " " 15 - 28 "

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SMITH v. COYNE 5/22/39 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 CONTROLS AND ACCOUNTS - REVENUE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody HOLIDAY ST ENTRANCE MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "CITY LINE REVISION - OUTSTANDING, DEC. 31. 1938"
(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)
(TRANSFERRED ARREARS)

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

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

4. Labeling CITY LINE REVISIONS - OUTSTANDING DEC. 31-1938.
(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 PRINTED FORM SHEETS, THE PURPOSE OF WHICH IS TO SHOW AMOUNT OF TAX ARREARS TRANSFERRED FROM OLD WARD, SECTION, BLOCK AND LOT, TO NEW WARD, SECTION, BLOCK AND LOT AS OF REVISED SURVEY JAN. 1-1939. SHOWN ALSO ARE SURVEY REVISION SHEET NUMBER, TRANSFER AND CONSOLIDATION OF LOTS ALONG OLD CITY LINE, ADDRESS OF PROPERTY, PRESENT WARD, SECTION, BLOCK AND LOT AND THAT OF 1938. UNDER SUB-TITLE; (OVER)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in notes or 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 "OUTSTANDING AS OF JAN. 1-1939 - REAL ESTATE."
COLUMNS GIVE YEARS OF ARREARS, TAX BASIS, WATER RATE, STATE AND CITY AMOUNTS, PAVING ASSESSMENTS AND TOTALS. FOOT NOTES ALLOW FOR REMARKS ON FOOTWAYS, ALLEYS, STREET OPENINGS, PAVING, SEWERS, PLUMBING, HEALTH, BILL NUMBER AND AMOUNT.

7. Arrangement NUMERICALLY BY WARDS
(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 VOLUME - 11½ x 9 x 1½ INCHES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON VARIOUS DESKS ABOUT OFFICE, BEING IN CONSTANT USE.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF VOLUME AND BINDING 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)
THIS BEING THE ONLY SURVEY OF ITS KIND, THE VOLUME CITED IS THE ONLY COPY.

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

#20

BUREAU OF CONTROL AND ACCOUNTS
REVENUE DIVISION

PLANS AND SURVEYS
REVISION. SHEET NO._____

TRANSFER AND CONSOLIDATION OF LOTS ALONG OLD CITY LINE—JAN. 1, 1939

_____
ADDRESS OR DESCRIPTION

1938 W_____ S_____ B_____ L_____

1939 W_____ S_____ B_____ L_____

OUTSTANDING AS OF JAN, 1, 1939
REAL ESTATE

YEAR	BASIS	F. WATER	STATE	CITY	SP. PAVE	TOTAL

Alleys_____ St. Pave_____ PLUMBING & HEALTH

Footways_____ Sewers_____ Bill No._____

St. Open_____ Amount_____

MDB 13911

SMITH, COYNE — JUNE 1, 1939 — 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 CONTROL AND ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS NOTES ETC."
(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)
(COPIES OF BILLS FOR REPAIRING OFFICE MACHINERY)

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

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

4. Labeling AS TITLE
(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 ESTIMATES OF COST OF REPAIRING MECHANICAL DEVICES USED IN BOOKKEEPING BY BUREAU OF CONTROL AND ACCOUNTS, WITH STATEMENT OF THE NATURE AND EXTENT OF DAMAGE, WITH ESTIMATED COST OF REPAIRING. ESTIMATES ARE APPROVED AND MARKED "PAID" WHEN JOB IS DONE. THE PURPOSE IS TO KEEP A RECORD OF COSTS OF KEEPING THE OFFICE MACHINES IN WORKING 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)

6. Contents—continued

7. Arrangement CHRONO., BY DATES AS WORK IS DONE.
(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 AND 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 OF CONTAINER : 6 X 9 X 15 IN. , 25 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, IN S.W. COR., REVENUE DIV., BUREAU OF CONTROL AND ACCOUNTS, MUNICIPAL BUILDING.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORD AND CONTAINER 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

SMITH, COYNE — JUNE 1/1939. — #21-A

(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

~~21-A~~

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF CONTROL OF ACCOUNTS, REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS, NOTES ETC" DEC. 1932
(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)
(REAL ESTATE, WATER, SPECIAL PAVING, MSLLNY. TAX. LIEN ARREARS OUTSTANDING).

2. Dates 1922 - 1932, INCL.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED
(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 TYPED LISTING OF REAL ESTATE, WATER, SPECIAL PAVING AND MISCELLANEOUS LIENS OF TAXES AT END OF 1932. SUMMARY WAS MADE BY CITY AUDIT DEPT. FOR BUREAU OF CONTROL AND ACCOUNTS AND SHOWS BOTH STATE AND CITY'S PORTION OF AMOUNT OUTSTANDING, TOTALS OF BOTH AT END OF EACH YEAR FROM 1922-1932 INC., THE PURPOSE IS TO SHOW OUTSTANDING ARREARS
(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 ON CITY AUDITORS TAX LEDGER FOR PERIODS OF 1922-1932, INCL. FOR CHECKING AND COMPARISON WITH BUREAU OF CONTROL & ACCTS. AND FOR ARRIVING AT AN APPROXIMATE ESTIMATE OF FUTURE ARREARS.

7. Arrangement — NONE, THE RECORD BEING 1 PAMPHLET ONLY.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) Printed?

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 OF CONTAINER: 6x9"x15½" — 1 RECORD ONLY.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIV. - BUREAU OF CONTROL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF CONTAINER AND 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)
No Prior or Subsequent records.

This summary taken from auditors Ledger, and is used only for comparison for a ten year period.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SMITH, COYNE — JUNE 1/1939 — 21B

(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 CONTROL AND ACCOUNTS - REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS NOTES ETC."
(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)
(WORK INSTRUCTION)

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

3. Quantity 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLE.
(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 HANDWRITTEN AND TYPED INSTRUCTION SHEETS EPLAINING THE PROCEEDURE TO BE FOLLOWED IN DOING THE WORK. THE PURPOSE IS TO INSTRUCT THE WORKERS IN THE PROPER METHODS OF VERIFICATIONS OF CONTROLS, LEDGERS AND GENERAL DEPARTMENT PAPERS IN BUREAU OF CONTROL AND ACCOUNTS.
(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 IN GROUPS, COVERING EACH TYPE OF WORK.
(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 AND HANDWRITTEN 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 CONTAINER: 6X9X15½ IN 50 SHEETS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIV. BUREAU OF CONTROL AND ACCOUNTS, MUNICIPAL BLDG., 1ST FLOOR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORD AND BOX, 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

SMITH & COYNE JUNE 1/1939 21C
(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 CONTROL AND ACCOUNTS, REVENUE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS, NOTES ETC."
(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)
(HOME OWNERS LOAN CORP. CARDS)

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

3. Quantity 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 HANDWRITTEN RULED CARDS FOR KEEPING RECORDS OF PROPERTIES SOLD TO THE CITY FOR NONPAYMENT OF TAXES AND LATER REDEEMED BY H.O.L.C., CARDS SHOW WARD, SECTION, BLOCK AND LOT NUMBERS OF SUCH PROPERTIES, NAME AND ADDRESS OF ORIGINAL OWNER, DATE OF TAX SALE & AMOUNT. WHEN REDEEMED BY H.O.L.C.
(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 AND AMOUNT INVOLVED IN THE TRANSFER. THE PURPOSE OF THE RECORD IS TO FURNISH A LIST OF SUCH REDEMPTIONS FOR QUICK AND EASY REFERENCE.

7. Arrangement NUMERICALLY BY WARD, SECTION, BLOCK & LOT 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 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 CONTAINER: 6" x 9" x 15½", APPROX. 750 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR, REVENUE DIV. - BUREAU OF CONTOL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF CONTAINER AND CARDS 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

SMITH & COYNE (Worker's full name) JUNE 1/1939 (Date) 21-D (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 CONTROL OF ACCOUNTS-REVENUE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS NOTES ETC".
(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)
(WORK REPORTS 1938 — —.)

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

3. Quantity 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 COLUMNED SHEETS, HEADED "VERIFICATION OF CONTROLS VS. LEDGER, MISCELLANY + P.H. MARKET, MINOR PRIVELEGE VERIFICATION AND OTHER VERIFICATIONS AND WORK SHEETS." THESE SHEETS SHOW WARD NUMBER, THE WORKERS NAME, DATE WHEN WORK BEGAN, WHEN FINISHED AND NUMBER OF WARDS EACH WORKER FINISHED. SOME REPORTS SHOW ACTUAL NUMBER OF VERIFICATIONS MADE.
(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 PURPOSE OF THE REPORTS ARE TO CHECK AMOUNT OF WORK AND EFFICIENCY OF EACH MAN AND COVER BOTH W.P.A AND CITY WORKERS IN BUREAU OF ACCOUNTS AND CONTROL.

7. Arrangement CHRONO. BY DATE OF WORK PERFORMED.
(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 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: 6x9x15½ IN APPROX. 50 REPORTS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIV.—BUREAU OF CONTROL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONTAINERS AND RECORDS IN GOOD CONDITION. 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

SMITH x COYNE — JUNE 2/1939 — 21E

(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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS NOTES ETC." (TIME 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 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 MIMEOGRAPHED FORMS HEADED "BUREAU OF CONTROL AND ACCOUNTS — REVENUE DIV., TIME REPORT, WEEK ENDING — " SHOWS EMPLOYEES WHO ARE ABSENT BY PERMISSION, PRESENT ALL WEEK OR ON VACATION. GIVES NAMES OF PERSONS IN EACH GROUP, DATE OF DAYS ABSENT, CAUSE OF SUCH, IF SICK OR ON VACATION AND CARRIES SIGNATURE OF DEPARTMENT HEAD. (OVER)
(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 PURPOSE IS TO KEEP A RECORD OF NUMBER OF DAYS ABSENT BY EMPLOYEES IN THIS GROUP.

7. Arrangement CHRONO. BY WEEKS.
(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 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 CONTAINER: 6"x9"x15½" - 134 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIVISION, BUREAU OF CONTROL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information, CONTAINER AND RECORDS IN 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 IN BUREAU ARCHIVES.

An attached form.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROL & ACCOUNTS - REVENUE DIV.

TIME REPORT - - WEEK ENDING

ROWE

EDELEN

PABST

KELLERT

BROWN

MURRAY

CLAYPOOLE

BEEFELT

BUREAU OF RECEIPTS

COPY

SMITH & COYNE (Worker's full name) (Date) 21-F (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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #206, MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title "COMPLETED WORKING PAPERS - NOTES ETC."
(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)
(W.P.A PROJECT PROPOSAL FORM #301)

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

3. Quantity 1 CARD BOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 FILE IS COMPOSED A SERIES 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)
PAPERS INCLUDING CORRESPONDENCE, MEMOS, NOTES, AND ESTIMATES CONCERNING W.P.A PROJECTS SPONSORED BY MAYOR AND CITY COUNCIL. FOR DETAILED INFORMATION OF W.P.A FORM, SEE ADDENDA ATTACHED. PURPOSE IS TO KEEP ON FILE THE ORIGINAL APPLICATION AND INFORMATION PERTAINING

6. Contents—continued TO THE PROJECT.

7. Arrangement NUMERICALLY BY ITEM NUMBERS.
(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 OR 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 BOX: 6" x 9" x 15½", APPROX. 25, NOTES, CORRESPONDECE, 1 301 FORM
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, S.W. COR., REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BUILDING
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD AND BOX IN 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)
NO PRIOR OR SUBSEQUENT RECORDS.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Addenda to Item 6 #21-F

SHEET A OF FORM 301

CONTENTS; THE FILE IS MADE UP OF SEVERAL PAPERS, NOTES ETC. AMONGST WHICH IS THE ORIGINAL APPLICATION FOR THE W.P.A. PROJECT # 353 ON FORM # 301 AND WHICH IS OF FIVE PAGES. FIRST PAGE OF FORM # 301 GIVES THE FOLLOWING ITEMS; AMOUNT REQUESTED, AMOUNT APPROVED, W.P.A PROJECT NUMBER, SERIAL NUMBER, DATE, SPONSORS PROPOSAL NUMBER, DATE OF PROPOSAL TO WORKS PROGRESS ADMINISTRATION, DISTRICT AND STATE. ITEM 1 ON PAGE 1 OF FORM # 301 IS A REQUEST THAT THE PROPOSAL BE REVEIWED AND THAT FORMAL APPLICATION IS MADE FOR AN ALLOTMENT OF FUNDS FOR THE PROJECT UNDER RULES AND REGULATIONS OF THE W.P.A. NAME OF SPONSOR (MAYOR AND CITY COUNCIL) NAME OF CITY APPLYING, THE STATE AND COUNTY.

ITEM 2 - LOCATION OF PROJECT, CITY COUNTY AND STATE.

ITEM 3 - A DESCRIPTION OF PROJECT AND CHARACTER OF WORK.

ITEM 4- SUMMARY OF ESTIMATED COST; (A) LABOR; UNSKILLED, INTERMEDIATE, SKILLED, PROFESSIONAL AND TECHNICAL, ITEMIZED AMOUNT OF FEDERAL FUNDS AND SPONSORS CONTRIBUTIONS NECESSARY FOR EACH TYPE OF LABOR USED, TOTAL OF FUNDS AND CONTRIBUTIONS NECESSARY FOR LABOR. (B) SUPERINTENDENCE; AMOUNT OF FEDERAL FUNDS AND CONTRIBUTIONS NECESSARY, AND TOTAL FOR BOTH. (C) MATERIAL, EQUIPMENT AND OTHER COSTS; 1- MATERIAL AND SUPPLIES, 2- EQUIPMENT RENTAL, 3- OTHER DIRECT COSTS. ALL OF (C), SPONSORS CONTRIBUTION ONLY. TOTAL COST OF PROJECT; FEDERAL FUNDS, SPONSORS CONTRIBUTION AND GRAND TOTAL.

PAGE 2, FORM #301 SHOWS:-

ITEM 5- ESTIMATED MAN-MONTHS OF WORK.

(A) RELIEF WORKERS PAY FROM FEDERAL FUND, MAN-MONTHS.

(B) TOTAL " " " " " " "

(C) " " PAID BY SPONSOR.

(D) " MAN-MONTHS, ALL WORKERS.

#21-F

SHEET C, FORM # 301

ITEM 6 - ESTIMATED FEDEREL EXPENDITURE PER MAN-YEAR OF LABOR.

$$\frac{\text{TOTAL FEDERAL COST OF PROJECT (ITEM 4, COL 2)}}{\text{MAN MONTH LABOR (ITEM 5 (B))}} \times 12 = \$ \_\_\_\_$$

TOTAL

ITEM 7 - HAS MATTER BEEN REFERED TO A PUBLIC HEARING?
WHAT IS RECOMMENDED.?
NAME OF AGENCY.

ITEM 8 - RECOMMENDATIONS OF OTHER AGENCIES HAVING PARTIAL OR TECHNICAL JURISDICTION OVER PROJECT.

ITEM 9 - HOW AND WHEN WOULD SPONSOR PROCEED WITH THIS WORK UNDER ORDINARY CONDITIONS AND HOW WOULD IT BE FINANCED.?

ITEM 10 — IS THE PROPOSED WORK ON PUBLIC PROPERTY?
DOES THIS PROJECT INVOLVE ACQUISITION OF (A) LAND, (B) EASEMENT, (C) RIGHT OF WAY.?
HAS THIS BEEN DONE.? AT WHAT COST.?

ITEM - 11 WAS THIS PROJECT OPERATED UNDER A PREVIOUS PROGRAM?

#21-F

SHEET D OF FORM # 301.

(A) C.W.A. PROJECT NO. PERCENT COMPLETE

(B) E.R.A. " " " " "

(C) OTHERS, SPECIFY.

ITEM 12 - STATUS OF OPERATING PLANS.

(A) - ARE SURVEYS COMPLETED - IF NOT GIVE COMPLETION DATE.

(B) - ARE PRELIMINARY PLANS COMPLETED - IF NOT GIVE COMPLETION DATE.

(C) - ARE FINAL PLANS AND SPECIFICATIONS COMPLETED? IF NOT GIVE COMPLETION DATE.

(D) - BY WHOM WERE THE PLANS AND SPECIFICATIONS PREPARED? NAME AND TITLE.

ITEM - 13 - UPON APPROVAL, HOW LONG BEFORE WORK AT SITE CAN START?

ITEM - 14 - BY WHOM WILL WORK BE SUPERINTENDED? NAME AND TITLE.

ITEM - 15 - ESTIMATED ELAPSED TIME FROM BEGINNING OF PROPOSED WORK TO ITS COMPLETION.

ITEM - 16 - WILL THE AMOUNT REQUESTED IN THIS PROPOSAL COMPLETE THE WORK DESCRIBED IN THIS PROJECT?

IF NOT, WILL THE SPONSORING AGENCY ASSUME RESPONSIBILITY FOR ITS COMPLETION?

ITEM 17- WILL OPERATION OR MAINTENANCE BE REQUIRED AFTER PROJECT IS COMPLETED? IF SO, WHAT PROVISION HAS BEEN MADE?

ITEM 18- WILL THE UTILITY OF THE PROJECT BE DEPENDENT UPON THE COMPLETION OF ANY OTHER PUBLIC OR PRIVATE WORK? IF SO, EXPLAIN.

ITEM 19- DOES THE PROJECT INVOLVE (A) TRAVEL, (B) RENTAL OF SPACE?

ITEM 20- IF PROPOSAL IS FOR A STATISTICAL SURVEY OR RESEARCH PROJECT, ARE COMPLETE SPECIFICATIONS, COPIES OF SCHEDULE ETC., SUBMITTED HEREWITH?

ITEM 21- IF PROJECT INVOLVES COMPILATION AND TABULATION OF DATA, WHAT PROVISION HAS BEEN MADE FOR ITS PUBLICATION?

ITEM 22- JUSTIFICATION (A SHORT CONCISE STATEMENT GIVING REASON OR NECESSITY

FOR THE PROSED PROJECT, INCLUDING ANY COMMENT OR FURTHER STATEMENTS ABOUT THE NATURE OF THE WORK.)

PAGE 3 OF FORM # 301 SHOWS —

ITEM 23 — LABOR ANALYSIS; ALL LABOR NEEDED SHOULD BE LISTED UNDER APPROPRIATE CLASSIFICATIONS; MONTHLY EARNING RATE, EXCEPT SUPERINTENDENCE AND LABOR FURNISHED BY SPONSOR, MUST AGREE WITH EXECUTIVE ORDER DATED MAY 20 '35.

(1) OCCUPATIONAL CLASSIFICATION OF PERSONS NEEDED, MAN-MONTHS AND AMOUNT DOLLARS, MALE, FEMALE, TOTAL MONTHLY EARNINGS RATE, FEDERAL FUNDS, SPONSORS CONTRIBUTIONS, AND TOTAL FOR UNSKILLED LABOR, INTERMEDIATE, PROFESSIONAL AND TECHNICAL, SUPERINTENDENCE, WITH SUBTOTALS OF EACH OF ABOVE, FEDERAL AND SPONSORS AMOUNTS, AND THE GRAND TOTAL FOR ALL.

SHEET G OF FORM # 301.

PAGE 4 OF FORM # 301 SHOWS—

ITEM 24— EQUIPMENT ANALYSIS: KIND OF EQUIPMENT, (NOT INCLUDING SMALL TOOLS OR SUNDRY EQUIPMENT WHICH WILL BE INCLUDED UNDER ITEM 26) "OTHER DIRECT COSTS." CAPACITY, UNITS, RENTAL (RATE PER UNIT IN DOLLARS, PER HOUR, DAY OR WEEK) PERIOD OF RENTAL, HOUR DAY OR WEEK, DOES RENTAL INCLUDE OPERATORS WAGES, AMOUNT OF DOLLARS, FEDERAL FUNDS, SPONSORS CONTRIBUTION AND TOTALS.

ITEM 25—MATERIAL AND SUPPLIES ANALYSIS: DESCRIPTION OF MATERIALS, GRADE, QUANTITY, UNIT, UNIT PRICE, AMOUNT DOLLARS, FEDERAL FUNDS, SPONSORS CONTRIBUTIONS AND TOTALS.

ITEM 26— OTHER DIRECT COSTS: INCLUDING TOOLS AND SUNDRY EQUIPMENT (NOT INCLUDED IN ITEMS 23, 24 + 25) DESCRIPTION, AMOUNT DOLLARS, FEDERAL FUNDS, SPONSORS CONTRIBUTION AND TOTALS.

PAGE 5 OF FORM # 301 SHOWS—

ITEM 27— CONDENSED WORK SCHEDULE AND NUMBER

OF MAN-MONTHS EACH MONTH (TOTAL OF MAN-MONTHS SHOULD EQUAL COLUMN 5 ITEM 23) TYPES OF WORKERS REQUIRED, AVERAGE NUMBER OF WORKERS EACH MONTH, UNSKILLED, INTERMEDIATE, SKILLED, PROFESSIONAL AND TECHNICAL, SUPERINTENDENCE, AND TOTAL OF MAN MONTHS.

ITEM 28 - ESTIMATED COST BY ITEMS OF WORK, QUANTITY UNIT, DESCRIPTION OF OPERATION OR FEATURE OF WORK, UNIT PRICES, AMOUNT (DOLLARS) TOTAL COST OF PROJECT (TOTALS OF COLUMN 4, ITEM 4 PAGE 1.)

ITEM 29 - FISCAL CERTIFICATE, FISCAL OFFICER, SIGNATURE TITLE, DATE.

ITEM 30 - SPONSORING CERTIFICATE (BEING A STATEMENT THAT ALL STATEMENTS ARE TRUE) THAT W.P.A. IS NOT OBLIGATED TO COMPLETE THE WORK ETC., SPONSORS AGENT, SIGNATURE, TITLE AND DATE.

3.

Smith & Mickelson May 9th 1939 #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 Revenue Division (Bureau of Controls & Accts.)
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 206, Municipal Building
(Name of building, room number, street address)

1. Title "None" (Tangible Arrears Paid Up)
(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 Two Pasteboard file boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Items 1 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 Bureau of Controls & Accounts Statements on tangible taxes in arrears Paid up. Form shows name & address of person paying taxes, state's percentage of auto taxes, City's percentage of auto taxes, state's percentage of tangible taxes, City's percentage of tangible taxes & total of all.
(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 Alphabetically by surname of Person taxed.
(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 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 6" X 9" X 15½". Approximately 4000 sheets. in each box.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Two boxes on second shelf of filing shelves against east wall of Room 206, Municipal Bldg.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Conditions of records & boxes, 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.
CONT ITEM 4 { Tangible Owners, Tax Ref. A - H incl.
" " " I - Z incl.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SMITH & COYNE
(Worker's full name) (Date) 23 (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 REVENUE DIVISION - BUREAU OF CONTROL & A/CS.
(Office of custody) (Office which made the record, if different)

Address of office of custody 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "REAL ESTATE ARREARS - A/CS PAID IN FULL"
(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 1 CARDBOARD FILING BOX,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 PRINTED FORMS HEADED "BUREAU OF CONTROL & A/CS."
(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)
GIVES ADDRESS OF PROPERTY, WARD, SECTION, BLOCK & LOT, YEARS OF ARREARS, WATER, STATE & CITY TAX, PAVING & TOTALS.

PURPOSE IS TO GROUP THE PAID UP ARREAR TAXPAPERS FROM THOSE THAT REMAIN UNPAID AT YEARS END AND EACH OF SAID GROUPS ARE PREFACED BY WHITE FORM ATTACHED

6. Contents—continued

7. Arrangement NUMERICALY BY WARD NUMBERS
(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 BOX: 6"x9"x15", APPROX. 2500 FORMS TO BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD STORAGE BINS, BEHIND FILING CABINETS, S.W. COR., REVENUE DIV.-BUREAU OF CONTROL & A/CS, FIRST FLOOR, MUNICIPAL BLDG..
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN GOOD CONDITION. CLOSED 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)

Forms attached.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

REAL ESTATE 1936 TO 1922

ACCOUNTS PAID IN FULL

DEC. 31, 1937

#23

WARD _____ SEC. _____

MDB 12363

BUREAU OF CONTROL AND ACCOUNTS—ARREARS—REAL ESTATE

MDB 11489

#23

PROPERTY ADDRESS

W S B L

YEAR	WATER		STATE		CITY		PAVING		TOTAL	

Smith & Nickelson May 9th 1939. 7 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 Revenue Division of the Bureau of Controls & Accts.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 206, Municipal Bldg.
(Name of building, room number, street address)

1. Title "NONE" (Real Estate Arrears Paid up)
(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 Two Pasteboard file boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 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 Bureau of Controls & Accounts statement showing figures on all property on which taxes are paid in full. Form gives Property Address, Year, Water Tax, State's Percentage Tax, City's Percentage of Tax, Amount of Penalty Tax & Total of All Taxes. Form also shows Ward, Section, Block & Lot 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 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 filed out and attached)

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

6. Contents—continued

7. Arrangement Numerically by ward & section 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 & 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 6" X 9" X 15½" - Approximately 5000 sheets in each box.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Two boxes 1922 -- Second shelf, on filing shelves against east wall, Room 206, Municipal Bldg.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Condition of records & boxes 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)

CONT. ITEM 4

REAL PAID UP - WARDS 1-14, INCL.
" " " - " 15-28, INCL.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SMITH & COYNE 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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "NONE" GEN'L. VERIFICATION SHEETS, PLUMBING, (METERED) WATER, AUTO, MD. CORP., MINOR PRIVILEGES, MISC'LNY, COMPT. RENTALS, TANG. & INTANGIBLE
(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 CARDBOARD FILING BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 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 ARE PRINTED FORMS HEADED BUREAU OF CONTROL AND A/C'S, VERIFICATION OF CONTROL TO LEDGER, WITH SUB-HEADINGS SHOWING CLASS, YEAR, DATE FROM — TO —, VERIFYER, AND REFERENCE NUMBER (WARD, SECTION AND BLOCK) COLUMNS GIVE INCREASES, DECREASES AND OVER PAYMENTS. FOOTINGS SHOW BALANCE, INCREASE, OVERPAYMENT, DECREASES CASH AND BALANCE AND VERIFICATION SUMMARY DISPLAYS, A BALANCE, INCREASE, OVERPAYMENTS, DECREASES CASH, ANT TOTAL BALANCE
(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) M-6416

(OVER)

6. Contents—continued PURPOSE IS TO VERIFY TALLEY FROM LEDGERS AS ARE SHOWN ON SHEET BODY WITH FIGURES FROM CONTROL CARDS AS SHOWN IN FOOTING TO STRIKE A BALANCE OR DISCOVER ERRORS.

7. Arrangement CHRONO. BY DATE OF VERIFICATION.
(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 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 OF BOXES: 6'x9'x15½' - APPROX. 1500 TO A BOX
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 8 BOXES IN WOOD BINS, BEHIND FILING CABINETS, S.W. COR, REVENUE DIVISION - BUREAU OF CONTROLS AND ACCOUNTS, FIRST FLOOR, MUNICIPAL BUILDING.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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 IN BUREAU OF ARCHIVES.

CON'T. ITEM 4

GENERAL	VERIFICATION	SHEETS	1932 - 1935
"	"	"	1934 - 1935
"	"	"	1935 - 1937
"	"	"	1936
"	"	"	1936
"	"	"	1937
"	"	"	1938
"	"	"	1939

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROL AND ACCOUNTS

VERIFICATION OF CONTROL TO LEDGERS

#25

CLASS _____ YEAR _____

DATE FROM _____ TO _____

VERIFIED BY _____ REF. _____

INCREASES			DECREASES						OVERPAYMENTS

	BALANCE	INCREASES	OVERPAYMENTS	DECREASES	CASH	BALANCE
CONTROLS						
VERIFICATION						

VERIFICATION SUMMARY

BALANCE $ _____

INCREASES _____

OVERPAYMENTS _____

DECREASES _____

CASH _____

BALANCE $ _____

MDB 9591L

Smith & Coyne (Worker's full name) (Date) No. 26 (Form identification number)

Re-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

~~County~~ Baltimore City State Maryland

Name of agency or office Revenue Div. - Bureau Controls & Accounts.
(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 "Bureau of Controls & Accounts, Overpayments"
(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 1934--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard File Box.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled
(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 Comptometer machine tapes with
(Purpose and general nature of record. Principal items of information

heading: Class, tangible, intangible, auto., Md. Corporations,
shown. Summary of forms used in making record, their headings, etc. If a very

real. These deal with overpayments and abatements.
general or miscellaneous record, detailed information as to type of records

Date tape is run and person operating run is shown.
contained and dates covered by each should be given. Unless contents of these

The purpose of these tape is to keep a detailed
records are described by other Forms 12-13HR, such forms should be filled out

account of all overpayments, refunds and a monthly
and attached)

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

6. Contents--continued balance of same. There are three envelopes for each month and 2 taps in each envelope containing itemized list of all overpayments & refunds, classified list & total amount of refunds.

7. Arrangement Chronologically by monthly tapes.
(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 and typed on comptometer tapes.
(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 Box: 6X9X15½, Containing 177 envelopes and 531 tapes.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 pasteboard file box in 4th row of wooden bin against partition in office of Revenue Div.-Bureau of Accts. & Control, 1st floor, Municipal Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information 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

BUREAU OF CONTROL AND ACCOUNTS

VERIFICATION OF CONTROL TO LEDGERS

Serial No. 26

CLASS _____ YEAR _____

DATE FROM _____ TO _____

VERIFIED BY _____ REF. _____

INCREASES			DECREASES						OVERPAYMENTS

	BALANCE	INCREASES	OVERPAYMENTS	DECREASES	CASH	BALANCE
CONTROLS						
VERIFICATION						

VERIFICATION SUMMARY

BALANCE $ _____

INCREASES _____

OVERPAYMENTS _____

DECREASES _____

CASH _____

BALANCE $ _____

MDB 9591L

SMITH. COYNE. 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 REVENUE DIVISION. BUREAU OF CONTROLS. ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "BUREAU OF CONTROL. ACCOUNTS- ABATEMENT REQUEST"
(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 1 CARDBOARD FILING BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BUR. CONTROLS. ACCTS. ABATEMENT REQUEST.
(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 PRINTED FORMS, HEADED "BUREAU OF CONTROL. ACCOUNTS- ABATEMENT REQUEST— TANGIBLE" AND GIVES
(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)
NAME AND ADDRESS OF APPLICANT, WHETHER FOR AUTO OR TANGIBLE, YEAR, BASIS, STATE, CITY AND LEDGER REMARKS.

PURPOSE IS TO ENTER THESE APPLICATIONS IN TAX LEDGERS WHEN SUCH ABATEMENTS ARE MADE AND FORMS ARE KEPT FOR

6. Contents—continued RECHECKING ON CONTROL SHEETS.

7. Arrangement ALPHABETICALY BY NAME OF APPLICANT.
(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 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: 6"x9"x15", APPROX. 3000 TO A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 BOX IN WOOD STORAGE BINS, REAR OF FILING CABINETS, S.W. COR., REVENUE DIVISION-BUREAU OF CONTROL & A/C., FIRST FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINER IN 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)
CLOSED RECORS 1922 — —, 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

MDB 12524

BUREAU OF CONTROL AND ACCOUNTS

#27

ABATEMENT REQUEST TANGIBLE

NAME _____ ADDRESS _____

YEAR	AUTOMOBILE					TANGIBLE					LEDGER REMARKS
	BASIS	STATE		CITY		BASIS	STATE		CITY		

SMITH - COYNE
(Worker's full name)

(Date)

28
(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 REVENUE DIVISION - BUREAU OF CONTROL & A/C S.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title ~~"NONE"~~
(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)
(GENERAL OUTSTANDING TAPES - TAX ARREARS.)

2. Dates 1922 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 CARDBOARD FILING BOXES (SEE ITEM 12)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 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 TYPED AND HANDWRITTEN MACHINE TAPES;
(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)
HEADINGS GIVE DATE, FROM — TO —, NAME OF PERSON MAKING TAPE, BALANCED BY AND TAPE BODY GIVES ITEMIZED AMOUNTS OF TAX OUTSTANDING, AS SHOWN BY TAX LEDGERS AT THE TIME TAPE WAS MADE.

PURPOSE IS TO SHOW THE AMOUNT OF TAX ARREARS OUTSTANDING ON DATE OF LISTING,

6. Contents—continued

7. Arrangement CHRONO. BY DATE OF LISTING (SEE ITEM 12-A).
(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 AND TYPED ON MACHINE TAPES.
(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 FILING BOXES, 6"×9"×15½" - APPROX 25 TAPES TO BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 5 BOXES 1922-1938 INC. IN REVENUE DIV. FIRST FLOOR MUNICIPAL BLDG. 1 BOX JAN. 1939—. IN ROOM 206 MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF 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)
PRIOR TAPES IN BUREAU OF ARCHIVES.
CONTIN FROM ITEM 4
GEN. OUTSTANDING TAPES 1922-1935 A-M.
" " " " " N-Z.
" " " 1936- JAN- DEC. A-Z.
" " " 1937- " " A-Z.
" " " 1938 " " A-Z
" " " JAN 1939 — —.

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

12 A-CONT. FROM ITEM 7
— AND SUB-ARRANGED BY TAX LEDGER LETTER

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SMITH & COYNE 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 REVENUE DIVISION - BUREAU OF CONTROL & A/C'S.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BLDG
(Name of building, room number, street address)

1. Title "BUREAU OF RECEIPTS - CORRECTION ADVICE."
(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 CARDBOARD FILING BOX
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED.
(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 PRINTED FORM HEADED "BUREAU OF RECEIPTS - CORRECTION ADVICE,"
(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)
GIVING NAME, ADDRESS, REFERENCE, LOCATION OF INCORRECT ENTRY, TITLE OF JOB IN PROGRESS, CLASS, YEAR, DATE OF ENTRY, EXPLANATION TO ADJUST, ERROR MADE BY, REPORTED BY, ADJUSTMENT APPLIED TO DATE REPORTED, ADJ. BY, DATE ADJUSTED. AND WHAT IT AFFECTS; WHETHER ORIG. CHG., CHARGE, D.O.P., R.A.O.P., R.M.O.P., ABATEMENT, CASH, INTEREST, DISCOUNT, C.C., ADV.

PURPOSE IS TO CORRECT ERRORS THAT HAVE

6. Contents—continued SHOWN UP ON LEDGER CHECKING SO THAT SAME CAN BE PROPERLY ADJUSTED BEFORE ENTERING ON CONTROLS.

7. Arrangement CHRONO. 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 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: 6"×9"×15", APPROX. 1500 FORMS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN WOOD BINS, BEHIND FILING CABINET, S.W. COR, REVENUE DIVISION, BUREAU OF CONTROL × A/Cs, HOLLIDAY ST ENTRANCE, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN GOOD CONDITION. 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-Prior to Nov 1, 1936, form DESIGNATED AS No 1. ATTACHED WAS IN USE

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROL AND ACCOUNTS

MEMO. OF ERROR NOT ENTERED ON CONTROLS

#29

NAME _____ CLASS _____

ADDRESS _____ YEAR _____

REFERENCE _____ DATE OF ORIG. ENTRY _____

EXPLANATION

(FORM #1 IN USE PRIOR TO NOV. 1. 36)

ERROR MADE BY _____

FOUND BY	DATE FOUND	ADJUSTED BY	DATE

MDB 7648

—THIS IS NOT A JOURNAL VOUCHER—

BUREAU OF RECEIPTS CORRECTION ADVICE

#29

NAME

CLASS

ADDRESS

YEAR

REFERENCE

DATE OF ENTRY

LOCATION INCORRECT ENTRY

TITLE JOB IN PROGRESS

EXPLANATION:

(FORM #2 ADOPTED NOV. 1-1936)

TO ADJUST:

AFFECTS (X)	
ORIG. CHG.	
CHARGE	
D. O. P.	
R. A. O. P.	
R. M. O. P.	
ABATEMENT	
CASH	
INTEREST	
DISCOUNT	
C. C.	
ADV.	

ERROR MADE BY

ADJUSTMENT APPLIED TO

REPORTED BY	DATE REPORTED	ADJ. BY	DATE ADJ.

MDB 10089

SMITH & COYNE. (Worker's full name) (Date) 30 (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 REVENUE DIVISION - BUREAU OF CONTROL & A/CS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title ~~"NONE"~~
(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)
(CONTROL CARDS — ALLEYS, FOOTWAYS, STREET PAVING & OPENINGS, SEWERS)

2. Dates 1922 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARDBOARD FILING BOXES — 1 STEEL CARD TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ITEM 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 ARE PRINTED COLUMNED CARDS, HEADED "ALLEYS, FOOT-
(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)
WAYS, STREET PAVING & OPENINGS, SEWERS", GIVEING YEAR AND WARD AND COLUMNS. SHOW DEBITS & CREDITS FROM EACH OF ABOVE SOURCES, GRAND TOTALS OF ENTIRE DEBITS & CREDITS, WITH OLD & NEW BALANCE.

PURPOSE IS TO SHOW A DAILY SUMMARY OF RECEIPTS AND DISBURSEMENTS FROM THE SOURCES TREATED AND TO CHECK BALANCES WITH

6. Contents—continued GENERAL TAX LEDGERS.

7. Arrangement CHRONO. 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 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 BOXES: 11"x17"x5½" — APPROX. 450 FORMS TO A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL TRAY 13"x13"x26" — " 500 " " TRAY.

11. Location by dates and quantities 2 BOXES, 1938 IN REV. DIVISION, BUREAU
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OF CONTROL - A/Cs, FIRST FLOOR, MUNICIPAL BLDG. — 1 STEEL TRAY 1922 — —. IN ROOM 206, MUNICIPAL BLDG.

12. Other information RECORDS - CONTAINERS IN 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)
CLOSED RECORDS 1922-1938, IN BUREAU OF ARCHIVES.
(CONTINUED FROM ITEM # 4)
CONTROL CARDS, ALLEYS ETC. WARD, SECTION GENERAL JAN - SEPT '38
" " " " " " " SEPT - DEC 31 '38.

NOTE. STEEL TRAY CONTAINS ACTIVE CARDS IN PROCESS OF PREPARATION.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

YEAR

ALLEYS - FOOTWAYS - STREET PAVING AND OPENINGS - SEWERS

WARD

DATE	MEMO	ALLEY - 27		FOOTWAY - 26		STREET OPENING - 25		STREET PAVING - 24		SEWER - 23		TOTAL - 22		BALANCES	
		DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED														

YEAR

ALLEYS - FOOTWAYS - STREET PAVING AND OPENINGS - SEWERS

#30

WARD

51-Remington Rand Inc.,-13 240-20941R-'38

DATE	MEMO	ALLEY - 27		FOOTWAY - 26		STREET OPENING - 25		STREET PAVING - 24		SEWER - 23		TOTAL - 22		BALANCES	
		DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED														

SMITH. COYNE
(Worker's full name)

(Date)

31
(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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS"
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 206, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "CONTROL CARDS - AUTOMOBILES"
(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 1 CARDBOARD FILING BOX, AND 1 STEEL FILE TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED
(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 PRINTED FORMS HEADED AUTOMOBILES, WITH YEAR, CITY AND STATE RATE. COLUMNS GIVE DATE, MEMO STATE BASIS, STATE AND CITY MONEY WITH DR & CR. BREAKDOWNS, TOTALS IN DR & CR. AND BALANCES BOTH OLD AND NEW. PURPOSE IS TO SHOW AMOUNT OF AUTOMOBILE TAX OUTSTANDING DAY BY DAY, AND ALSO TO MAKE COMPARISON WITH TAX LEDGERS.
(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 CHRONO 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 TYPED OR 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: 11"X12"X5½", APPROX. 250 FORMS IN BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL TRAY: 13"X13"X26", " 300 " " TRAY.

11. Location by dates and quantities 1 BOX 1939, IN REVENUE DIV.-BUREAU OF CONTROL AND A/C'S, FIRST FLOOR, MUNICIPAL BUILDING.- 1 STEEL TRAY 1922—. IN ROOM #206, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS IN 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)
CLOSED RECORDS FROM 1922-1938 IN BUREAU ARCHIVES.
NO RECORDS PRIOR TO 1922 OF THIS TYPE. AS BUREAU OF CONTROLS AND ACCOUNTS WAS NOT ESTABLISHED UNTIL 1922.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROLS

#31

1

YEAR STATE RATE AUTOMOBILES CITY RATE

DATE	MEMO	STATE BASIS - 27	STATE MONEY - 25		CITY MONEY - 24		TOTAL - 22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED									

YEAR STATE RATE AUTOMOBILES CITY RATE

DATE	MEMO	STATE BASIS - 27	STATE MONEY - 25		CITY MONEY - 24		TOTAL - 22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED									

SMITH - COYNE (Worker's full name) 5/21/39 (Date) 32 (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 CONTROL - A/C'S. REVENUE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "NONE"
(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)
(CONTROL CARDS - REAL ESTATE ARREARS, ACTIVE)

2. Dates 1922 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 38 CARDBOARD FILING BOXES — 1 STEEL FILE TRAY.
(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 PRINTED CARD FORMS WITH HEADINGS
(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)
"YEAR, REAL ESTATE, WARD, SECTION, STATE RATE" AND COLUMNS SHOWING DATE, MEMO, STATE BASIS. ALSO WATER RATE, STATE + CITY TAX, PAVING TAX AND TOTALS WITH DEBITS AND CREDITS OF EACH AND CONCLUDES WITH THE BALANCE BOTH OLD AND NEW.

PURPOSE IS TO SHOW BY WARD AND SECTION THE BALANCE STILL DUE ON REAL

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

6. Contents—continued ESTATE TAX ARREARS AFTER DEDUCTIONS FOR PAYMENTS ON ACCOUNT OF SUCH ARREARS HAVE BEEN CREDITED AND HOW SUCH PAYMENTS HAVE BEEN ALLOTICATED.

7. Arrangement NUMERICALLY BY WARDS & SECTIONS.
(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 CARDBOARD FILE BOXES: 12" x 4½" x 17", APPROX. 400 TO A BOX
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL " TRAY : 13" x 13" x 26", " 2000 " " TRAY.

11. Location by dates and quantities 37 BOXES, 1922 — —, IN REVENUE DIV.-BUREAU
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OF CONTROL & ACS., 1ST FLOOR, MUNICIPAL BLDG. 1 BOX-1 STEEL TRAY, 1922 — —. IN ROOM 206, MUNICIPAL BLDG.

12. Other information RECORDS & CONTAINERS IN 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)
CLOSED RECORDS FROM 1922-1938 IN BUREAU ARCHIVES; NO RECORDS PRIOR TO 1922, THE BEGINNING OF THIS SYSTEM.

NOTE 1-BOX 1922 — —, 1 STEEL TRAY CONTAIN RECORDS IN PROCESS OF PREPARATION AND ARE IN USE ON DESKS, ROOM 206.

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

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

ADDERDA SERIAL # 32

BOXES RELATING TO ATTACHED SERIAL ARE DATED AS FOLLOWS

1 Box 1922-1931	1 Box Sept 1938	1 Steel Tray Room 206
1 " 1932-1934	1 " Oct 1938	1922 — —.
1 " 1935	1 " Nov 1938	
1 " 1935	1 " Dec 1938	1 Box Room 206
1 " 1936	1 " Jan-Dec 1938	1922 — —.
1 " 1936	1 " Oct-Dec 1938	
1 " 1937	1 " Jan-June 1938	
1 " 1937	1 " July-Dec 1938	
1 " 1937	1 " Jan-June 1938	
1 " 1937	1 " Oct-Dec 1938	
1 " 1937	1 " July-Sept 1938	
1 " Jan 1938	1 " May-June 1938	
1 " Feb 1938	1 " Mar-Apr 1938	
1 " Mar 1938	1 " Jan-Feb 1938	
1 " Apr 1938	1 " Jan. 1939	
1 " May 1938	1 " Feb. 1939	
1 " June 1938	1 " Mar 1939	
1 " July 1938	1 " Apr 1939	
1 " Aug 1938		

Serial No. 32

YEAR | REAL ESTATE | WARD | SECTION | STATE RATE

5

ARREARS

DATE	MEMO	STATE BASIS - 27	WATER - 26		STATE - 25		CITY - 24		PAVING - 23		TOTAL - 22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED													

YEAR REAL ESTATE — ARREARS WARD SECTION STATE RATE

51—Remington Rand Inc.,-13 240-22562BB—'37

DATE	MEMO	STATE BASIS - 27	WATER - 26		STATE - 25		CITY - 24		PAVING - 23		TOTAL - 22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED													

SMITH v. COYNE
(Worker's full name) (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 REVENUE DIVISION BUREAU OF CONTROL, ACCOUNTS
(Office of custody) (Office which made the record, if different)

Address of office of custody 206, MUNICIPAL BUILDING
(Name of building, room number, street address)

1. Title ~~"NONE"~~ (CONTROL CARDS - METERED WATER)
(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 3 CARDBOARD FILE BOXES - 1 STEEL CARD TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (SEE ITEM 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 CONSISTS OF FORM CARDS FOR KEEPING DAILY ENTRIES OF PAYMENTS, BALANCES, DEBITS AND CREDITS, ON ONE UNIT OF METERED WATER ACCOUNTS - FIVE METER BOOKS MAKE ONE UNIT.
(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)

CARDS SHOW YEAR, THE SERIAL NUMBERS OF METER BOOKS CONTAINED IN THE UNIT, WITH COLUMNS GIVING ENTRY DATE,

6. Contents—continued MEMO, POSTINGS (DR. CREDITS), PROGRESSIVE BALANCE OF OUTSTANDING REVENUE WITH OLD AND NEW BALANCE.

7. Arrangement ARRANGED NUMERICALLY BY UNIT 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 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 CARBOARD BOXES, 11½"x9"x9" APPROX 500 CARDS PER BOX
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL CARD TRAY 13"x13"x26 " 600 " IN TRAY

11. Location by dates and quantities 2 CARDBOARD BOXES, JAN-DEC 1938,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN REVENUE DIV.-BUREAU OF CONTROL & A/C, FIRST FLOOR, MUNICIPAL BLDG. 1 CARDBOARD BOX, JAN-JUNE '39-STEEL TRAY 1922--. (IN ROOM 206, MUNICIP. BLDG.

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)
CONDITION OF RECORDS AND CONTAINERS GOOD.
CLOSED RECORDS FROM 1922 TO 1937 INCL. IN BUREAU OF ARCHIVES. NO RECORDS OF THIS TYPE PRIOR TO 1922 AS BUR. OF CONTROL & A/C WAS ONLY ESTABLISHED 1922.

CONT ITEM 4
CONTROL CARDS, METERED WATER, JAN TO JUNE INCL. 1938
" " " " JULY TO DEC INCL. 1938
" " " " JAN TO JUNE INCL. 1939.

13. ~~(For use in Florida.)~~ ~~Early imprints~~ STEEL TRAY CONTAINS ACTIVE FORMS IN PROCESS OF PREPARATION
(Author) (Publisher) (Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

YEAR BOOK METER WATER

#53

	DATE	MEMO	POSTINGS		PROGRESSIVE BALANCES OF OUTSTANDING REVENUE		
			DEBITS	CREDITS	OLD BALANCE	NEW BALANCE	
		FORWARDED					

YEAR BOOK METER WATER

51-Remington Rand Inc.,-13 240-34587AB-'39

	DATE	MEMO	POSTINGS		PROGRESSIVE BALANCES OF OUTSTANDING REVENUE		
			DEBITS	CREDITS	OLD BALANCE	NEW BALANCE	
		FORWARDED					

SMITH, COYNE
(Worker's full name)

(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 REVENUE DIV. BUREAU OF CONTROL & ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #206 MUNICIPAL BLDG
(Name of building, room number, street address)

1. Title ~~"NONE"~~ (CONTROL CARDS-MISC, PLUMBING, HEALTH, COMPTR'LS, RENTALS, JUDGMENTS)
(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 1 CARD BOARD FILING BOX, 1 STEEL CARD TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (SEE ITEM 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 ARE PRINTED FORMS HEADED "MISCELLANEOUS"
(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)
AND SHOW YEAR AND UNIT *, WITH COLUMNS GIVING DATE, MEMO., POSTINGS (DR. & CR.), PROGRESSIVE BALANCES OF OUTSTANDING REVENUE WITH OLD AND NEW BALANCE.

PURPOSE IS TO SHOW THE FLUCTUATIONS OF OUTSTANDING TAX ARREARS, BALANCES FROM THE SEVERAL SOURCES COVERED IN TITLE (ITEM 1)

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

* 1000 ENTRIES COMPRISE A UNIT.

6. Contents—continued

7. Arrangement NUMERICALLY BY UNIT 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 TYPED OR 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 CARDBOARD BOX: 11" X 12½" X 5½", APPROX. 550 CARDS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL TRAY: 13" X 13" X 26", " 700 "

11. Location by dates and quantities 1 BOX, JAN.-DEC. 1938, IN REK. DIV.-
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
BUREAU OF CONTROL & A/C'S., FIRST FLOOR, MUNICIPAL BLDG.
1 STEEL TRAY 1922--, IN ROOM 206, " " ".

12. Other information RECORDS & CONTAINERS IN 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)
CLOSED RECORDS 1922-1937 INCL. IN BUREAU ARCHIVES.
NO RECORDS OF THIS TYPE PRIOR TO 1922 SINCE BUREAU OF CONTROL & A/C'S WAS ONLY ESTABLISHED IN '22.

Cont. Item 4 } CONTROL CARDS, MISC. PLUMBING, HEALTH, COMPTROLLERS, RENTALS, FEE, JUDGMENTS, JANUARY TO DECEMBER INC. 1938.

NOTE: STEEL TRAY CONTAINS ACTIVE CARDS IN PROCESS OF PREPARATION.

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

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

YEAR UNIT MISCELLANEOUS

#34

21—Remington Rand Inc., -13 240-7237

DATE	MEMO	POSTINGS		PROGRESSIVE BALANCES OF OUTSTANDING REVENUE	
		DEBITS	CREDITS	OLD BALANCE	NEW BALANCE
	FORWARDED				
		Misc 'l			
		P & H			
		Comptrollers Rentals			
		Markets			

YEAR UNIT **MISCELLANEOUS**

#3

	DATE	MEMO	POSTINGS		PROGRESSIVE BALANCES OF OUTSTANDING REVENUE		
			DEBITS	CREDITS	OLD BALANCE	NEW BALANCE	
		FORWARDED					

SMITH v COYNE 5/26/39 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 REVENUE DIVISION - BUREAU CONTROL ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title ~~"NONE"~~ (CONTROL CARDS-MINOR PRIVELEGE.)
(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 2 CARDBOARD FILE BOXS - 1 STEEL TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (SEE ITEM 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 PRINTED HEAD, COLUMNED CONTROL CARDS, SHOWING YEAR, UNIT NUMBER, MINOR PRIVILEGE, COLUMNS OF, DATE OF ENTRY, MEMO. FORWARDED, POSTINGS (DEBITS AND CREDITS), PROGRESSIVE BALANCING OF OUTSTANDING REVENUE. (OLD AND NEW BALANCE.). PURPOSE OF CARDS IS TO SHOW A DAILY ITEMIZED RECORD OF AND BALANCE OF MINOR PRIVILEGE ACCOUNTS. EACH ENTRY IS
(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 THE AMT. RECEIVED FOR A MINOR PRIVILEGE.

7. Arrangement NUMERICALLY BY UNIT NUMER - 1000 ENTRIES COMPRISE A UNIT.
(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 BOX: 9"x 9"x 11½", APPROX. 1200 CARDS IN BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 STEEL TRAY: 13"x 13"x 26", " 1500 " " TRAY.

11. Location by dates and quantities 1 BOX, 1938, IN REV. DIV. - BUREAU OF CONTROL
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
& A/C'S, FIRST FLOOR, MUNICIPAL BUILDING. - 1 BOX, 1939 & 1 STEEL TRAY 1922 --, IN ROOM 206, MUNICIPAL BLDG.

12. Other information RECORDS AND CONTAINERS IN 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)
CLOSED RECORDS, 1922-1938, IN BUREAU ARCHIVES.
NO PRIOR RECORDS SINCE BUREAU OF CONTROL AND ACCOUNTS WAS ESTABLISHED IN 1922.
CONT. ITEM 4 } CONTROL CARDS, MINOR PRIVILEGE JAN.-DEC. INCL., 1938
" " " " JAN.-DEC. INCL., 1939.
NOTE - CARDS IN STEEL TRAY ARE ACTIVE AND IN PROCESS OF PREPARATION.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

YEAR UNIT MINOR PRIVILEGES # 35

21—Remington Rand Inc.,-13 240-26030—'38

	DATE	MEMO	POSTINGS		PROGRESSIVE BALANCES OF OUTSTANDING REVENUE		
			DEBITS	CREDITS	OLD BALANCE	NEW BALANCE	
		FORWARDED					

YEAR UNIT MINOR PRIVILEGES

21—Remington Rand Inc.,-13 240-26030—'38

	DATE	MEMO	POSTINGS		PROGRESSIVE BALANCES OF OUTSTANDING REVENUE		
			DEBITS	CREDITS	OLD BALANCE	NEW BALANCE	
		FORWARDED					

7

SMITH & COVRE (Worker's full name) (Date) 36 (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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "~~None~~" (CONTROL CARDS. — TANGIBLE.)
(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 2 CARDBOARD FILING BOXES, 1 - STEEL TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (SEE ITEM 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 ARE PRINTED FORMS WITH HEADINGS - BUREAU OF CONTROLS, TANGIBLES, YEAR, STATE RATE, CITY RATE.
(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)
COLUMNS GIVE DATE, MEMO, STATE BASIS, STATE, CITY, TOTAL-MONEY, WITH DEBTOR + CREDITOR BREAKDOWNS, BALANCES - OLD + NEW. PURPOSE OF THIS FORM IS TO GIVE A DAY BY DAY SUMMARY OF TANGIBLE TAX AND BALANCES FOR COMPARISON WITH TAX LEDGERS.

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

6. Contents—continued

7. Arrangement CHRONO. 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 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 BOXES: 11" X 12½" X 5½" - APPROX. 200 FORMS TO A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL TRAY: 13" X 13" X 26" , 300 , IN TRAY.

11. Location by dates and quantities 2 BOXES, 1922-1938 INCL, IN REV. DIV.-BUREAU
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OF CONTROL & A/C'S., FIRST FLOOR, MUNICIPAL BUILDING. 1 STEEL TRAY, 1922 - -, IN ROOM # 206, MUNICIPAL BUILDING.

12. Other information RECORDS AND CONTAINERS IN 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)
CLOSED RECORDS, 1922-'38, BUREAU ARCHIVES. NO RECORDS PRIOR TO ESTABLISHMENT OF THIS SYSTEM IN 1922.
Con't Item 4 CONTROL CARDS, TANGIBLE — 1922-1935 INCL.
" " , " — 1936-1938 INCL.
NOTE- STEEL TRAY CONTAINS ACTIVE CARDS IN PROCESS OF PREPARATION.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROLS

#36

YEAR STATE RATE TANGIBLES CITY RATE

DATE	MEMO	STATE BASIS-27	STATE MONEY-25		CITY MONEY-24		TOTAL-22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED									

YEAR STATE RATE TANGIBLES CITY RATE

51—Remington Rand Inc., 13 240-22562AB—'37

DATE	MEMO	STATE BASIS-27	STATE MONEY-25		CITY MONEY-24		TOTAL-22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED									

SMITH, COYNE
(Worker's full name) (Date) (Form identification number) 37

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 REVENUE DIVISION - BUREAU OF CONTROL AND ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "NONE"
(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)
(CONTROL CARDS - INTANGIBLE TAXES.)

2. Dates 1922 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARDBOARD FILING BOXES, - 1 STEEL FILE TRAY.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (SEE ITEM #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 ARE PRINTED FORMS WITH HEADING - BUREAU OF CONTROLS, INTANGIBLES, YEAR, STATE RATE, CITY RATE.
(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)
COLUMNS GIVE DATE, MEMO, STATE BASIS, STATE MONEY WITH DR. & CR. THEREOF, CITY MONEY ALSO WITH DR. & CR. BREAKDOWN, TOTALS SHOWING THE DR. & CR. AMOUNTS AND BALANCES BOTH OLD AND NEW. PURPOSE IS TO GIVE A DAY BY DAY SUMMARY OF INTANGIBLE TAX AND BALANCES FOR COMPARISON WITH TAX LEDGERS.

6. Contents—continued

7. Arrangement CHRONO. 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 TYPED OR 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 BOXES: 11"x12½"x5½", APPROX. 200 FORMS TO A BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" STEEL TRAY: 13"x13"x26", " 300 " IN STEEL TRAY.

11. Location by dates and quantities 2 BOXES, 1922-1938, IN REV. DIV.-BUREAU OF CONTROL & ACCTS., FIRST FLOOR, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1-STEEL TRAY, 1922--, ROOM 206, MUNICIPAL BLDG.

12. Other information RECORDS AND CONTAINERS IN 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)
CLOSED RECORDS, 1922-1938, IN BUREAU ARCHIVES; NO RECORDS PRIOR TO 1922 AS BUREAU CONTROLS & A/C'S NOT ESTABLISHED UNTIL 1922.

CONT. ITEM 4 } CONTROL CARDS - INTANG. TAXES 1922-1938.
" " " " 1930-1932

NOTE - STEEL TRAY CONTAINS ACTIVE CARDS IN PROCESS OF PREPARATION.

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

BUREAU OF CONTROLS

#37

YEAR	STATE RATE	INTANGIBLES	CITY RATE
1959	15	A	30

21—REMINGTON RAND INC.,-13 240-7599-AB

DATE	MEMO	STATE BASIS-27	STATE MONEY-25		CITY MONEY-24		TOTAL-22		BALANCES	
			DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED									

YEAR STATE RATE INTANGIBLES CITY RATE

	DATE	MEMO	STATE BASIS - 27	STATE MONEY - 25		CITY MONEY - 24		TOTAL - 22		BALANCES	
				DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
		FORWARDED									

SMITH, COYNE 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.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office REVENUE DIVISION - BUREAU OF CONTROL & ACCOUNTS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 206, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title ~~NONE~~
(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)
(MARYLAND CORPORATIONS)

2. Dates 1929 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILING BOX & 1 STEEL FILE TRAY.
(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 ARE CARDS HEADED MARYLAND CORPORATIONS, YEAR, CITY RATE, N.A RATE. COLUMNS ARE ARRANGED TO SHOW DATE, MEMO. CITY BASIS WITH DR. & CR. DIVISIONS, N.A BASIS ALSO WITH DR & CR. DIVISIONS AND A MONEY COLUMN LIKEWISE WITH DEBITS AND CREDITS; AND THE BALANCES, BOTH OLD AND NEW ARE SHOWN.
(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 PURPOSE IS TO GIVE A DAILY STATEMENT OF BALANCE OF TAX DUE FROM MARYLAND CORPORATIONS.

7. Arrangement CHRONO. 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 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 BOX: 11"x17"x5½", APPROX. 450 CARDS TO BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SIZE OF STEEL TRAY: 13"x13"x26", APPROX. 300 CARDS IN TRAY.

11. Location by dates and quantities 1 STEEL TRAY 1929— —. IN ROOM 206.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information 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

26-39 year

#38

State Tax Commission

YEAR | CITY RATE | MARYLAND CORPORATIONS | N. A. RATE

DATE	MEMO	CITY BASIS - 27		N A BASIS - 26		MONEY - 25		BALANCES	
		DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW
	FORWARDED								

YEAR CITY RATE MARYLAND CORPORATIONS N. A. RATE

#2

	DATE	MEMO	CITY BASIS - 27		N A· BASIS - 26		MONEY - 25		BALANCES		
			DR.	CR.	DR.	CR.	DR.	CR.	OLD	NEW	
		FORWARDED									

BUREAU OF CONTROLS AND ACCOUNTS - DISBURSEMENT DIVISION

CITY HALL, CITY HALL PLAZA.

DATE OF REPORT	SERIAL No.		DATE OF RECORD.
4-20-38	1	LIQUIDATED PURCHASE ORDERS	JAN. 1937---
4-20-38	1A	BUILDING ORDERS - (PURCHASE ORDERS)	JAN. 1937---
4-20-38	2	"LIQUIDATED SERVICE VOUCHERS"	JAN 1937---
4-20-38	3	(BALTIMORE CITY HOSPITALS - PROVISION ORDERS)	1936---
4-20-38	3A	(ENOCH PRATT LIBRARY - PURCHASE ORDERS)	1936---
4-20-38	4	(VENDORS COPY OF VOUCHER)	1936---
4-21-38	5	(CANCELLED VOUCHERS)	JAN. 1925-
4-20-38	6	(TRANSFER VOUCHERS) (INTER DEPARTMENTAL)	1935---
4-21-38	7	"VOUCHER REGISTER - BUREAU OF CONTROL - ACCOUNTS"	JAN. 1936--
4-21-38	8	"APPROPRIATION LEDGER"	1936---
4-21-38	9	"MONTHLY STATEMENTS" "BUREAU OF DISBURSEMENTS"	JAN. 1930--
4-21-38	10	"REVENUE LEDGER" "BUREAU OF CONTROL - ACCOUNTS"	1936---
4-21-38	11	"DAILY AUDIT SHEETS - BUREAU OF CONTROLS AND ACCOUNTS"	JAN. 1936--
4-22-38	12	"CONTRACTS"	1934---
4-22-38	13	(REQUISITIONS)	1931-1936
4-22-38	13A	(WORK SHEETS)	1933-1937
4-22-38	14	"EXTRA COPY OF REPORTS"	1934---
4-25-38	15	(CORRESPONDENCE BUREAU OF DISBURSEMENTS)	1925---
4-25-38	15A	"1925-1926 CORRESPONDENCE"	1925-1926
4-25-38	15B	"1931 AND PREVIOUS YEARS - STATEMENTS AND SPECIAL CORRESPONDENCE AND DATA - BUDGETS 1932 AND PREVIOUS YEARS"	1927-1932
4-22-38	15C	"DEPARTMENTAL AND OUTSIDE CORRESPONDENCE, 1931 AND PREVIOUS YEARS. OUTSIDE CORRESPONDENCE 1932.	1931-1932
4-25-38	15D	"1932-1933 CORRESPONDENCE - STATEMENTS - BUDGET 1933"	1932-1933
4-25-38	15E	"CORRESPONDENCE - BUDGET 1933"	1932-1933
4-25-38	15F	"1934 CORRESPONDENCE - BUDGET CORRESPONDENCE 1934"	1934
4-25-38	15G	CORRESPONDENCE	1935---

Kooaka & Sindall 4-20-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title Liquidated 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. Jan. 1937 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 steel file drawers. (see line 12)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Contains Copy #3 of Purchase Orders for office supplies, filter paper, drugs surgical supplies, office equipment blue print paper, printing etchings (Founder of Maryland), hardware, janitors supplies, water supplies, also boat supplies for Bureau of Harbors; form gives name and address of vendor, date of order, to whom to be delivered, purchase order number, department requisition number, comptrollers symbol number, cost accounting symbol,
(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) 10—6419

6. Contents—continued description of articles, terms of order, quantity, unit, item, price per unit; also voucher number and encumberance date (stamped)

7. Arrangement Arr. numerically by purchase order number (100 orders between numbered guide cards.)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 steel file drawers 11½" x 13¾" x 26" 30050 documents.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(copy attached)

11. Location by dates and quantities 1937 to date, 5 steel file drawers in center of vault; vault opposite room # 209, city Hall.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records in good condition; prior records are kept 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)
cont'd from lines 3 and 4.
4 steel drawers labeled Liquidated Purchase Orders; 1-7000, 7001-13000; 13001-19000; 19001-25000; 1 steel drawer labeled Liquidated Purchase Orders 25001-30050, also Building Orders 2674-4100 (See form 1B for Building Orders

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

READ CAREFULLY:—NO INVOICES WILL BE PAID UNLESS ALL PROVISIONS OF THIS ORDER ARE COMPLIED WITH

BUREAU OF DISBURSEMENTS

3

CITY OF BALTIMORE

OFFICE OF PURCHASING AGENT—MUNICIPAL BLDG.

BALTIMORE, MD.

19

PLEASE FURNISH THE FOLLOWING TO THE CITY OF BALTIMORE

DELIVER TO _____

DELIVERY PROMISED _____

ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, ETC.

PURCHASE ORDER NO.

DEPT.

REQ. NO.

COMPTROLLER'S SYMBOL

COST ACCT.

WORK ORDER

QUANTITY	UNIT	DESCRIPTION	PRICE PER UNIT	EXTENSION
		TERMS: 2% 10 DAYS. NET 30 DAYS UNLESS OTHERWISE STATED	PER BID NO.	
		NO FREIGHT OR DELIVERY CHARGES ALLOWED UNLESS STATED HEREON		

MATERIAL		DESCRIPTION	VOUCHER NO.	AMOUNT	LIQUIDATION
DATE REC'D	QUANTITY				

Kovacs & Sindall — 4-20-38 — #1A

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

CORRECT

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 Controls and Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title Building Orders - (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. Jan. 1937 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity in 1 steel drawer with Liquidated Purchase Orders (see line 12)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Building Orders, triplicate copies of orders for
(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)
building supplies such as, pipe, shower valves, oak flooring, vent flues, elec. fixtures, batteries for call bells, doors and windows, concrete steps, etc., also general repairs in all city owned buildings; form gives name and address of vendor, date of order, order number, comptrollers symbol, cost accounting symbol, description of items, amount of funds encumbered, estimated costs, voucher number, signature of building engineer;

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6. Contents—continued signature of chief engineer, also date of voucher (stamped).

7. Arrangement Arr. numerically by order numbers (100 orders between numbered guide cards)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 Steel file drawer 11½" x 13¾" x 26" 1426 documents.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1937 to date, 1 steel file drawer in center of vault; vault opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent condition; prior records are kept 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)

cont'd from lines 3 and 4.
1 steel file drawer labeled Liquidated Purchase Orders 25001-30050, also Building Orders 2674-4100.
(See form 1A for Liquidated Purchase Orders).

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

U. S. GOVERNMENT PRINTING OFFICE 16—6410

Fosate & Sindall — 4-20-38 — 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Liquidated Service Vouchers"
(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. 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling As titled, with inclusive numbering; see line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Service orders for advertising, repair work on adding machines, typewriters, Key punch machines and notary seals; triplicate copy of Bureau of Disbursement Service Order gives name of department, name and address of vendor, date of service order, service order number, appropriation account number, description of order, where to be delivered, instructions to vendor, also voucher 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 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 Arr. numerically by service order numbers between guide cards, (100 orders between guide card)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed.
(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 Steel file drawers, 11½"x13¾"x26" 27902 documents
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan. 1937 to date, 3 steel file drawers (in center of vault), vault opposite room #209, City Hall.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent 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)

Records prior to 1937 are kept in Bureau of Archives,

Cont'd from line 4,

Steel drawers labeled Liquidated Service Orders & numbering
1 drawer 2698-20000; 1 drawer 20001-25000;
1 drawer 25001-30600.

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

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

READ CAREFULLY: NO INVOICES WILL BE PAID UNLESS ALL PROVISIONS OF THIS ORDER ARE COMPLIED WITH

BUREAU OF DISBURSEMENTS

3

CITY OF BALTIMORE

.....DEPARTMENT, CITY HALL

BALTIMORE, MD.

.....19...

Order number must appear on all invoices

S.O. Nº 6376

CHARGE TO

APPRO. ACC'T. NO.

OTHER ACC'T. NO.

PLEASE FURNISH SUBJECT TO INSPECTION AND APPROVAL FOR USE OF THIS DEPARTMENT

QUANTITY	DESCRIPTION
	Show details in regard to agreement reached covering price, terms, etc.

#2 "Liquadated Service Orders."

DELIVER TO.....

STATE ON INVOICE BEST TERMS FOR PROMPT PAYMENT

REMARKS	DATE COMPL'D	VOUCHER NO.	AMOUNT	LIQUIDATION

This order not valid unless Approved by Bureau of Disbursements

Kovaka + Lindall 4-20-38 3

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

CORRECT

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 Controls and Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title (Baltimore City Hospitals - Provision 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. 1936, --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity In front of 1 steel drawer with (Enoch Pratt Library - Purchase Order) See Line 12.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Line 12.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents In front of steel drawer, Baltimore City Hospitals duplicate copies of provision orders, give name and address of vendor, date of order, provision order number, comptrollers symbol number, cost accounting symbol number, quantity and description of order, unit price, total price, amount of money encumbered, date delivery desired, also voucher 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 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 Arr. numerically by Provisions Order numbers between guide cards (100 orders between guide cards)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 Steel file drawer 11½"x13¾"x26" 2340 documents.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936 to date, 1 steel file drawer in
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
center of vault, vault opposite room #209. City Hall.

12. Other information Records are in excellent condition; 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 to 1936 are kept in Bureau of Archives.

Cont'd from lines 3 and 4.
Steel file drawer labeled, Baltimore City Hospitals 260-2600 and Enoch Pratt Library 13258-16100. (Baltimore City Hospitals filed in front of drawer; Enoch Pratt Library purchase orders filed in back of drawer)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kooka + Sindall 4-20-38 3A

(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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza
(Name of building, room number, street address)

1. Title (Enoch Pratt Library - 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 1936 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 steel file drawer with (Baltimore City Hospital - Provision Orders) see Line 12
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Form headed Enoch Pratt Free Library, Encumbrance Memo, Copy 5; orders for supplies such as coal, paste board guides, heat circulator, auto tires and tubes, book pockets, catalogue cards, stencils, books, subscriptions to publishers, photograph negatives and general library equipment; form gives name and address of vendor, date of order, Pratt Library order number, account chargeable to, appropriation account number, description of articles, unit price, total price, discount, net price, how to be
(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 delivered, encumbered amount and voucher number.

7. Arrangement Arr. numerically by order numbers, 100 orders between guide cards,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(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 Steel file drawer 11½" x 13¾" x 26" 2843 documents.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936 to date, 1 steel file drawer in
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
center of vault, vault opposite room #209, City Hall.

12. Other information Records in good condition; prior to 1936 are
(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)
kept in Bureau of Archives.

Cont'd from lines 3 and 4.
Steel file drawer labeled Baltimore City Hospitals 260-2600 and Enoch Pratt Library 13258-16100. (Baltimore City Hospitals provision orders filed in front of drawer; Enoch Pratt Library purchase orders filed in back of drawer.)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovacs + Sindall 4-20-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title (Vendors Copy of Voucher)
(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 20 steel transfer cases, 4 steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Contains vendors copy of voucher; typed on plain paper showing date filed, month, amount of order, to whom delivered, order number, amount of bill voucher number; name and address of vendor.
(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 Arr. alph by name of vendor (between guide cards)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(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 Transfer Cases 10 1/4" x 9 1/4" x 24 3/4" Average 2000 sheets each transfer case.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Steel drawers 11 1/2" x 13 3/4" x 26" Average 600 sheets each drawer.

11. Location by dates and quantities 1936-1937, 20 steel transfer cases on south wall in vault; vault opposite room #209.
(Room. vault. wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Jan. 1938 to date, 4 steel file drawers in room #209.

12. Other information Records are in good condition; prior records are 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)
Cont'd from line 4.
20 steel transfer cases labeled viz.

AAG-BEN 1936	SCHA-TY 1936	KIP-MAR 1937
BER-COM 1936	U-Z 1936	MAR-OZ 1937
CON-FE 1936	AAG-BEN 1937	PAA-SCE 1937
FIA-HAP 1936	BER-COM 1937	SCHA-TY 1937
HAR-KID 1936	CON-FE 1937	U-Z 1937
KIP-MAR 1936	FIA-HAP 1937	4 steel file drawers not labeled.
MAR-OZ 1936	HAR-KID 1937	
PAA-SCE 1936		

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Novakal & Sindacci 4-21-38 #5
(Worker's full name) (Date) (Form identification number)

CORRECT

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 Control & Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title (Cancelled Vouchers)
(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 1935 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 942 steel file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as shown on attached 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 Duplicate copy of City Vouchers, showing: date of invoice, amount of invoice, department chargeable to, departmental order number, date of voucher, inspection & approval of chief clerk of Control & Accounts, approval of chief, Bureau of Disbursements, voucher number, amount, to whom payable, documentary class number, symbol number, amount, initials of entry clerk, & posting clerk. also attached is original invoice showing: date of invoice, 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 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 Vendee & Vendor, description of purchase, encumbered amount, approval of assistant director of Bureau to whom charged, voucher number, receipt & signature of Vendor. Also attached is original & 5th copy of service order showing: name & address of Vendor, date of order, see #12

7. Arrangement Arr. numerically by voucher number, each year
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none. (Beginning with #1
(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 (copies 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 drawers 11½" × 4¾" × 13¾" approx 136,000 documents.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On North, East, & West walls of
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
steel vault, opposite Room 209 - City Hall

12. Other information Records & equipment in excellent 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 in Bureau of Archives.

Cont for #6 Order number, account chargeable to, appropriation account number, quantity & description of purchase, delivery instructions, signature of Dept. Head, certification of Vendor, & approval of clerk, Bureau of Documents.

13. ~~(For use in Florida.) Early imprints~~ Vouchers & supporting papers stapled
(Author) (Publisher)
to brown cardboard folder showing voucher number & year.
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Note: These vouchers are for payment of all City expenditures other than salaries & other types of compensation.

READ CAREFULLY: NO INVOICES WILL BE PAID UNLESS ALL PROVISIONS OF THIS ORDER ARE COMPLIED WITH

ORIGINAL
TO BE RETURNED TO BUREAU OF DISBURSEMENTS WITH INVOICE

1

CITY OF BALTIMORE

_____DEPARTMENT, CITY HALL

BALTIMORE, MD.

_____19___

Order number must appear on all invoices

S.O. No. 6376

CHARGE TO

APPRO. ACC'T. NO.

OTHER ACC'T. NO.

PLEASE FURNISH SUBJECT TO INSPECTION AND APPROVAL FOR USE OF THIS DEPARTMENT

QUANTITY	DESCRIPTION
	Show details in regard to agreement reached covering price, terms, etc.

DELIVER TO_____

STATE ON INVOICE BEST TERMS FOR PROMPT PAYMENT

Invoices in duplicate unless otherwise specified must be forwarded to the Bureau of Disbursements, Room No. 210 City Hall, immediately on performance of the service. Render separate invoices for each order.

This order must be returned with the invoice.

Invoices must show description of service rendered and location. Also order number which appears in the upper right hand corner hereof.

ORDERED BY

I hereby certify that this order has been properly filled and that invoice as rendered is correct.

_____
Head of Department

_____
Vendor sign here

M.D.B. 1192

This order not valid unless approved by Bureau of Disbursements

PROPER PERFORMANCE OF SERVICE MUST BE CERTIFIED ON THIS COPY

DEPARTMENT RECEIVING COPY
To be returned to Bureau of Disbursements on fulfillment of this order

5

CITY OF BALTIMORE

_____ DEPARTMENT, CITY HALL

BALTIMORE, MD.

_____ 19__

Order number must appear on all invoices

S.O. Nº 6376

CHARGE TO

APPRO. ACC'T. NO.

OTHER ACC'T. NO.

PLEASE FURNISH SUBJECT TO INSPECTION AND APPROVAL FOR USE OF THIS DEPARTMENT

QUANTITY	DESCRIPTION
	Show details in regard to agreement reached covering price, terms, etc.

DELIVER TO_____

STATE ON INVOICE BEST TERMS FOR PROMPT PAYMENT

DATE MATERIAL WAS RECEIVED_____

I hereby certify that the above service has been rendered in a satisfactory manner and that notice to that effect from party in charge is on file in this department.

_____
Head of Bureau or Department.

M. D. B. 1048

CITY OF BALTIMORE

DATE OF INVOICE	AMOUNT	

INSPECTED AND PASSED FOR PAYMENT

BY _____

APPROVED FOR PAYMENT

BY _____

CHIEF-BUREAU OF DISBURSEMENTS

VOUCHER NO.

AMT.

IN ACCOUNT WITH

DOLLARS

DOCUMENT		ACCOUNT	AMOUNT		LIQUIDATION	
CLASS	No.					

ENTRY PREPARED BY	POSTED APPROPRIATION LEDGER BY	MEMO.

C&A 7.052

M.D.B. 4361

CITY OF BALTIMORE
BUREAU OF CONTROL AND ACCOUNTS

INVOICE

NO. _____

BUREAU _____ DATE _____

TO DR.

DEBIT	CREDIT
ACCOUNT NO. _____	ACCOUNT NO. _____
ORDER NO. _____	ORDER NO. _____
SYMBOL NO. _____	SYMBOL NO. _____

MARKINGS ON FILE DRAWERS.

Sheet 1
Serial 5

Drawers show year 1935 & number listed below.

1 - 101
102 - 252
253 - 425
426 - 563
564 - 649
650 - 806
807 - 910
911 - 1031
1032 - 1144
1145 - 1273
1274 - 1415
1416 - 1547
1548 - 1717
1718 - 1859
1860 - 1995
1996 - 2127
2128 - 2255
2256 - 2390
2391 - 2561
2562 - 2622
2623 - 2734
2735 - 2913
2914 - 3073
3074 - 3196
3197 - 3310
3311 - 3379
3380 - 3460
3461 - 3588
3589 - 3724
3725 - 3873
3874 - 3983
3984 - 4118
4119 - 4266
4267 - 4403
4404 - 4543
4544 - 4686
4687 - 4821
4822 - 4954
4955 - 5020
5021 - 5134
5135 - 5288
5289 - 5402
5403 - 5527
5528 - 5643
5644 - 5784
5785 - 5899
5900 - 6050
6051 - 6194
6195 - 6317
6318 - 6453
6454 - 6558
6559 - 6694
6695 - 6809
6809 - 6947
6948 - 7099
7186 - 7275
7276 - 7448
7449 - 7626
7627 - 7767
7768 - 7859
7860 - 8011
8012 - 8129
8130 - 8267
8268 - 8439
8440 - 8588
8589 - 8743
8744 - 8899
8900 - 9050
9051 - 9200
9201 - 9275
9276 - 9450
9451 - 9566
9567 - 9730
9731 - 9890
9891 - 10033
10034 - 10199
10200 - 10355
10356 - 10508
10509 - 10558
10559 - 10687
10688 - 10829
10830 - 10984
10985 - 11160
11161 - 11310
11311 - 11441
11442 - 11568
11569 - 11734
11735 - 11893
11894 - 12046
12047 - 12215
12216 - 12313
12314 - 12466
12467 - 12610
12611 - 12761
12762 - 12890
12891 - 13050
13051 - 13183
13184 - 13346
13347 - 13479
13480 - 13635
13636 - 13750
13751 - 13857
13858 - 14000
14001 - 14125
14126 - 14260
14261 - 14430
14431 - 14585
14586 - 14735
14736 - 14865
14866 - 15020
15021 - 15155
15156 - 15329
15330 - 15460
15461 - 15620
15621 - 15750
15751 - 15900
15901 - 16050
16051 - 16150
16151 - 16299
16300 - 16450
16451 - 16600
16601 - 16745
16746 - 16834
16835 - 16980
16981 - 17135
17136 - 17259
17260 - 17425
17426 - 17580
17581 - 17725
17726 - 17875
17876 - 18025
18026 - 18190
18191 - 18350
18351 - 18490
18491 - 18590
18591 - 18740
18741 - 18850
18851 - 19000
19001 - 19150
19151 - 19285
19286 - 19450
19451 - 19600
19601 - 19764
19765 - 19865
19866 - 20000
20001 - 20150
20151 - 20300
20301 - 20450
20451 - 20600
20601 - 20750
20751 - 20900
20901 - 21050
21051 - 21200
21201 - 21350
21351 - 21500
21501 - 21650
21651 - 21800
21801 - 21950
21951 - 22100
22101 - 22215
22216 - 22350
22351 - 22500
22501 - 22650
22651 - 22751
22752 - 22900
22901 - 23050
23051 - 23200
23201 - 23350
23351 - 23475
23476 - 23635
23636 - 23775
23776 - 23900
23901 - 24050
24051 - 24200
24201 - 24350
24351 - 24500
24501 - 24625
24626 - 24800
24801 - 24950
24951 - 25075
25076 - 25250
25251 - 25400
25401 - 25550
25551 - 25700
25701 - 25825
25826 - 25975
25976 - 26125
26126 - 26300
26301 - 26425
26426 - 26575
26576 - 26700
26701 - 26800
26801 - 26950
26951 - 27100
27101 - 27250
27251 - 27400
27401 - 27550
27551 - 27700
27701 - 27825
27826 - 27985
27986 - 28150
28151 - 28251
28252 - 28400
28401 - 28550
28551 - 28675
28676 - 28850

(OVER)

28851 - 29000
29001 - 29150
29151 - 29275
29276 - 29475
29476 - 29600
29601 - 29749
29750 - 29899
29900 - 30025
30026 - 30199
30200 - 30349
30350 - 30499
30500 - 30649
30650 - 30793
30794 - 30949
30950 - 31099
31100 - 31249
31250 - 31425
31426 - 31599
31600 - 31687
31688 - 31849
31850 - 31999
32000 - 32149
32150 - 32349
32350 - 32499
32500 - 32799
32800 - 32949
32950 - 33059
33060 - 33199
33200 - 33299
33300 - 33449
33450 - 33599
33600 - 33749
33750 - 33899
33900 - 34049
34050 - 34199
34200 - 34349
34350 - 34435
34436 - 34599
34600 - 34749
34750 - 34899
34900 - 35030
35031 - 35149
35150 - 35299
35300 - 35420
35421 - 35549
35550 - 35699
35700 - 35849
35850 - 35999
36000 - 36149
36150 - 36329
36330 - 36433
36434 - 36599
36600 - 36749
36750 - 36899
36900 - 37049
37050 - 37199
37200 - 37324
37325 - 37499
37500 - 37649
37650 - 37799
37800 - 37949
37950 - 38099
38100 - 38249
38250 - 38399
38400 - 38549
38550 - 38699
38700 - 38849
38850 - 38999
39000 - 39042 *

* 275 Steel File Drawer.

MARKINGS ON FILE DRAWERS

Sheet 2
Serial 5

Drawers show year 1936 & number listed below:

1 - 169
170 - 299
300 - 449
450 - 599
600 - 749
750 - 899
900 - 1049
1050 - 1199
1200 - 1349
1350 - 1499
1500 - 1591
1592 - 1724
1725 - 1899
1900 - 2075
2076 - 2225
2226 - 2370
2371 - 2499
2500 - 2649
2650 - 2799
2800 - 2949
2950 - 3099
3100 - 3191
3192 - 3325
3326 - 3449
3450 - 3600
3601 - 3749
3750 - 3899
3900 - 4049
4050 - 4199
4200 - 4349
4350 - 4499
4500 - 4649
4650 - 4799
4800 - 4899
4900 - 5049
5050 - 5199
5200 - 5349
5350 - 5499
5500 - 5649
5650 - 5799
5800 - 5949
5950 - 6099
6100 - 6249
6250 - 6399
6400 - 6549
6550 - 6699
6700 - 6849
6850 - 6950
6951 - 7099
7100 - 7224
7225 - 7399
7400 - 7549
7550 - 7699
7700 - 7849
7850 - 7999
8000 - 8149
8150 - 8299
8300 - 8449
8450 - 8599
8600 - 8729
8730 - 8875
8876 - 8999
9000 - 9149
9150 - 9299
9300 - 9449
9450 - 9599
9600 - 9749
9750 - 9899
9900 - 10049
10050 - 10199
10200 - 10349
10350 - 10449
10450 - 10599
10600 - 10749
10750 - 10899
10900 - 11049
11050 - 11199
11200 - 11349
11350 - 11499
11500 - 11590
11591 - 11749
11750 - 11899
11900 - 12049
12050 - 12199
12200 - 12349
12350 - 12499
12500 - 12649
12650 - 12799
12800 - 12849
12850 - 13099
13100 - 13249
13250 - 13399
13400 - 13549
13550 - 13699
13700 - 13849
13850 - 13949
13950 - 14099
14100 - 14249
14250 - 14399
14400 - 14525
14526 - 14649
14650 - 14799
14800 - 14949
14950 - 15099
15100 - 15249
15250 - 15399
15400 - 15569
15570 - 15699
15700 - 15849
15850 - 15975
15976 - 16139
16140 - 16299
16300 - 16449
16450 - 16599
16600 - 16749
16750 - 16899
16900 - 17049
17050 - 17199
17200 - 17369
17370 - 17499
17500 - 17649
17650 - 17759
17760 - 17899
17900 - 18049
18050 - 18199
18200 - 18349
18350 - 18499
18500 - 18649
18650 - 18775
18776 - 18899
18900 - 19049
19050 - 19199
19200 - 19349
19350 - 19499
19500 - 19624
19625 - 19799
19800 - 19949
19950 - 20099
20100 - 20249
20250 - 20374
20375 - 20549
20550 - 20659
20660 - 20824
20825 - 20949
20950 - 21077
21078 - 21185
21186 - 21321
21322 - 21444
21445 - 21570
21571 - 21718
21719 - 21836
21837 - 21952
21953 - 22091
22092 - 22213
22214 - 22315
22316 - 22449
22450 - 22599
22600 - 22749
22750 - 22899
22900 - 23049
23050 - 23199
23200 - 23299
23300 - 23449
23450 - 23599
23600 - 23749
23750 - 23899
23900 - 23999
24000 - 24149
24150 - 24288
24289 - 24399
24400 - 24549
24550 - 24699
24700 - 24839
24840 - 24999
25000 - 25149
25150 - 25299
25300 - 25499
25500 - 25599
25600 - 25749
25750 - 25899
25900 - 26049
26050 - 26175
26176 - 26299
26300 - 26499

(OVER)

26500 - 26590
26591 - 62749
26750 - 26949
26950 - 27089
27090 - 27224
27225 - 27379
27380 - 27464
27465 - 27599
27600 - 27749
27750 - 27899
27900 - 28049
28050 - 28199
28200 - 28349
28350 - 28499
28500 - 28649
28650 - 28799
28800 - 28949
28950 - 29099
29100 - 29249
29250 - 29399
29400 - 29549
29550 - 29649
29650 - 29799
29800 - 29949
29950 - 30099
30100 - 30249
30250 - 30399
30400 - 30549
30550 - 30699
30700 - 30849
30850 - 30999
31000 - 31149
31150 - 31299
31300 - 31399
31400 - 31549
31550 - 31684
31685 - 31849
31850 - 31999
32000 - 32149
32150 - 32299
32300 - 32499
32500 - 32599
32600 - 32699
32700 - 32835
32836 - 32999
33000 - 33149
33150 - 33299
33300 - 33449
33450 - 33599
33600 - 33749
33750 - 33899
33900 - 34049
34050 - 34199
34200 - 34349
34350 - 34449
34500 - 34599
34600 - 34749
34750 - 34899
34900 - 35049
35050 - 35199
35200 - 35349
35350 - 35499
35500 - 35649
35650 - 35784
35785 - 35949
35950 - 36099
36100 - 36209
36210 - 36349
36350 - 36499
36500 - 36649
36650 - 36799
36800 - 36949
36950 - 37089
37090 - 37249
37250 - 37399
37400 - 37549
37550 - 37699
37700 - 37849
37850 - 37999
38000 - 38139
38140 - 38299
38300 - 38449
38450 - 38599
38600 - 38749
38750 - 38899
38900 - 39049
39050 - 39199
39200 - 39349
39350 - 39499
39500 - 39649
39650 - 39779
39780 - 39949
39950 - 40099
40100 - 40249
40250 - 40349
40350 - 40699
40700 - 40849
40850 - 40984
40985 - 41149
41150 - 41299
41300 - 41449
41450 - 41599
41600 - 41749
41750 - 41899
41900 - 42049
42050 - 42199
42200 - 42349
42350 - 42499
42500 - 42649
42650 - 42715 *

* 294 Steel File Drawers

MARKINGS ON FILE DRAWERS.

Sheet 3
Serial. 5

Drawers show year 1937 & number listed below.

1 - 149
150 - 299
300 - 441
442 - 599
600 - 749
750 - 899
900 - 1049
1050 - 1199
1200 - 1349
1350 - 1499
1500 - 1649
1650 - 1799
1800 - 1899
1900 - 2049
2050 - 2190
2191 - 2317
2318 - 2467
2468 - 2585
2586 - 2709
2710 - 2831
2832 - 2889
2890 - 3031
3032 - 3149
3150 - 3340
3341 - 3472
3473 - 3593
3594 - 3690
3691 - 3796
3797 - 3903
3904 - 4047
4048 - 4151
4152 - 4257
4258 - 4399
4400 - 4549
4550 - 4699
4700 - 4849
4850 - 4999
5000 - 5121
5122 - 5299
5300 - 5449
5450 - 5599
5600 - 5749
5750 - 5899
5900 - 6049
6050 - 6199
6200 - 6334
6335 - 6469
6470 - 6619
6620 - 6735
6736 - 6899
6900 - 7049
7050 - 7199
7200 - 7349
7350 - 7499
7500 - 7625
7626 - 7768
7769 - 7899
7900 - 8049
8050 - 8199
8200 - 8337
8338 - 8449
8450 - 8599
8600 - 8725
8726 - 8849
8850 - 8999
9000 - 9149
9150 - 9299
9300 - 9449
9450 - 9599
9600 - 9749
9750 - 9899
9900 - 9999
10000 - 10169
10170 - 10249
10250 - 10399
10400 - 10525
10526 - 10685
10686 - 10812
10813 - 10910
10911 - 11049
11050 - 11199
11200 - 11349
11350 - 11499
11500 - 11675
11676 - 11799
11800 - 11899
11900 - 12049
12050 - 12199
12200 - 12349
12350 - 12499
12500 - 12624
12625 - 12749
12750 - 12899
12900 - 13049
13050 - 13199
13200 - 13349
13350 - 13499
13500 - 13649
13650 - 13749
13750 - 13899
13900 - 14049
14050 - 14199
14200 - 14349
14350 - 14499
14500 - 14649
14650 - 14799
14800 - 14949
14950 - 15049
15050 - 15199
15200 - 15349
15350 - 15499
15500 - 15649
15650 - 15799
15899 - 15949
15950 - 16099
16100 - 16249
16250 - 16399
16400 - 16549
16550 - 16690
16691 - 16835
16836 - 16975
16976 - 17099
17100 - 17249
17250 - 17399
17400 - 17549
17550 - 17699
17700 - 17849
17850 - 17974
17975 - 18149
18150 - 18299
18300 - 18429
18430 - 18549
18550 - 18699
18700 - 18799
18800 - 18899
18900 - 19049
19050 - 19199
19200 - 19299
19300 - 19449
19450 - 19599
19600 - 19749
19750 - 19899
19900 - 20049
20050 - 20199
20200 - 20349
20350 - 20455
20456 - 20599
20600 - 20729
20730 - 20874
20875 - 21049
21050 - 21199
21200 - 21339
21340 - 21499
21500 - 21654
21655 - 21799
21750 - 21899
21900 - 22049
22050 - 22199
22200 - 22349
22350 - 22499
22500 - 22649
22650 - 22799
22850 - 22949
22950 - 23099
23100 - 23199
23200 - 23349
23350 - 23499
23500 - 23649
23650 - 23799
23800 - 23899
23900 - 24049
24050 - 24199
24200 - 24349
24350 - 24499
24550 - 24649
24650 - 24799
24800 - 24929
24930 - 25099
25100 - 25299
25300 - 25354
25355 - 25489
25490 - 25649
25650 - 25749
25750 - 25899
25900 - 26049
26050 - 26199
26200 - 26349
26350 - 26499
26500 - 26649
26650 - 26760
26761 - 26899
26900 - 27049
27050 - 27199
27200 - 27349
27350 - 27499
27500 - 27649
27650 - 27799
27800 - 27939
27940 - 28074
28075 - 28199
28200 - 28349
28350 - 28499
28550 - 28649
28650 - 28799
28800 - 28949
28950 - 29099
29100 - 29249
29250 - 29399
29400 - 29549
29550 - 29699
29700 - 29875

(OVER)

29876 - 29979
29980 - 30149
30150 - 30299
30300 - 30449
30450 - 30599
30600 - 30759
30760 - 30899
30900 - 31049
31050 - 31199
31200 - 31349
31350 - 31449
31450 - 31599
31600 - 31749
31750 - 31899
31900 - 32069
32070 - 32174
32175 - 32299
32300 - 32449
32450 - 32599
32600 - 32749
32750 - 32899
32900 - 33049
33050 - 33199
33200 - 33349
33350 - 33410
33411 - 33549
33550 - 33699
33700 - 33849
33850 - 33999
34000 - 34149
34150 - 34299
34300 - 34449
34450 - 34599
34600 - 34749
34750 - 34875
34876 - 35000
35001 - 35131
35132 - 35249
35250 - 35399
35400 - 35515
35516 - 35649
35650 - 35799
35800 - 35949
35950 - 36099
36100 - 36249
36250 - 36399
36400 - 36549
36550 - 36699
36700 - 36868
36869 - 36979
36980 - 37149
37150 - 37299
37300 - 37425
37426 - 37549
37550 - 37649
37650 - 37799
37800 - 37949
37950 - 38099
38100 - 38249
38250 - 38399
38400 - 38549
38550 - 38699
38700 - 38799
38800 - 38949
38950 - 39089
39090 - 39210
39211 - 39319
39320 - 39490
39491 - 39631
39632 - 39749
39750 - 39872
39873 - 40028
40029 - 40150
40151 - 40246
40247 - 40427
40428 - 40540
40541 - 40654
40655 - 40793
40794 - 40932
40933 - 41100
41101 - 41225
41226 - 41425
41426 - 41600
41601 - 41775
41776 - 41945
41946 - 42092
42093 - 42235
42236 - 42409
42410 - 42532
42533 - 42692
42693 - 42815
42816 - 42941
42942 - 43091
43092 - 43231
43232 - 43411
43412 - 43492 * 307 Steel File Drawers.

MARKINGS ON FILE DRAWERS

Sheet 4
Serial 5

Drawers show year 1938 & number listed below

1 - 250
251 - 424
425 - 570
571 - 736
737 - 887
888 - 990
991 - 1170
1171 - 1312
1313 - 1461
1462 - 1587
1588 - 1738
1739 - 1890
1891 - 2005
2006 - 2198
2199 - 2206
2207 - 2355
2356 - 2478
2479 - 2672
2673 - 2798
2799 - 2968
2969 - 3150
3151 - 3250
3251 - 3350
3351 - 3550
3551 - 3700
3701 - 3764
3765 - 3972
3973 - 4147
4148 - 4349
4350 - 4531
4532 - 4676
4677 - 4823
4824 - 4998
4999 - 5116
5117 - 5269
5270 - 5429
5430 - 5632
5633 - 5803
5804 - 5992
5993 - 6144
6145 - 6325
6326 - 6471
6472 - 6642
6643 - 6832
6833 - 6974
6975 - 7118
7119 - 7298
7299 - 7474
7475 - 7656
7657 - 7834
7835 - 7960
7961 - 8137
8138 - 8283
8284 - 8470
8471 - 8629
8630 - 8777
8778 - 8951
8952 - 9130
9131 - 9338
9339 - 9520
9521 - 9735
9736 - 9938
9939 - 10121
10122 - 10300
10301 - 10430
10431 - 10603. * 66 steel file drawers

Kovalsa & Lindsay 4-20-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Control & Account - Disbursing Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title (Transfer Vouchers) (Inter departmental)
(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 38 steel file drawers & 2 cardboard boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as shown on attached sheet
(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 Original transfer vouchers showing: date, name of department transferred from, name of department transferred to, department number, comptroller's number, number of attached invoices & amounts thereof, total, appropriation number of charge & credit appropriations, amounts & totals thereof, Certificate as to correctness, signature of head of department rendering service, Signature of head of department
(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 receiving service, approval & signature of comptroller. Invoices show; invoice number, date of invoice, name of department billed, name of department billing, debits & credits, showing; account number, order number, & symbol number. See #12

7. Arrangement Are numerically by voucher number, each year
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none (beginning with #1
(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, (copies 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 drawers 11½" x 4¾" x 13¾" 8050 Vouchers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Cardboard box - 5" x 12" x 14"

11. Location by dates and quantities
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
38 steel file drawers in center of vault opposite Room 209
2 cardboard boxes on desk of clerk, Room 209

12. Other information Records & equipment in excellent 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 in Bureau of Archives.

Con't from #6 itemized list of material, supplies, & labor, amount of each, order number & amounts thereof, overhead charges, gross amount, allowed credits & net indebtedness. Vouchers & invoices stapled to red cardboard folder showing voucher & year number.

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

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

TO BE FORWARDED TO DEPARTMENT RECEIVING BENEFIT OF SERVICE, WHO WILL APPROVE AND FORWARD TO BUREAU OF DISBURSEMENTS

ORIGINAL

CITY OF BALTIMORE

TRANSFER VOUCHER

DEP'T NO. _____

BALTIMORE, MD., _____

COMP'T NO. _____

_____ DEPT. VERSUS _____ DEP'T.

On account of services, labor, and material furnished and charged to an appropriation for which said appropriation is to be reimbursed. Details are shown below.

CHARGE APPROPRIATION			CREDIT APPROPRIATION		
Fund and Account			Fund and Account		
Total			Total		

CORRECT:

_____
Head of Dept. Rendering Service

APPROVED:

_____
Head of Dept. Receiving Service

APPROVED:

_____
Comptroller

C&A 7.052

M.D.B. 4361

CITY OF BALTIMORE
BUREAU OF CONTROL AND ACCOUNTS

INVOICE

NO. _____

BUREAU _____ DATE _____

TO DR.

DEBIT	CREDIT
ACCOUNT NO. _____	ACCOUNT NO. _____
ORDER NO. _____	ORDER NO. _____
SYMBOL NO. _____	SYMBOL NO. _____

LABELING OF FILE DRAWERS.

1 - 220 - 1935
221 - 400 - 1935
401 - 531 - 1935
532 - 739 - 1935
740 - 960 - 1935
961 - 1132 - 1935
1133 - 1350 - 1935
1351 - 1540 - 1935
1541 - 1735 - 1935
1736 - 1935 - 1935
1936 - 2128 - 1935
2129 - 2334 - 1935
2335 - 2528 - 1935
2529 - 2706 - 1935
2707 - 2780 - 1935

1 - 140 - 1936
141 - 399 - 1936
400 - 635 - 1936
636 - 849 - 1936
850 - 1025 - 1936
1026 - 1249 - 1936
1250 - 1453 - 1936
1454 - 1599 - 1936
1600 - 1829 - 1936
1830 - 2015 - 1936
2016 - 2224 - 1936
2225 - 2374 - 1936
2375 - 2549 - 1936
2550 - 2770 - 1936

1 - 249 - 1937
250 - 499 - 1937
500 - 699 - 1937
700 - 999 - 1937
1000 - 1249 - 1937
1250 - 1499 - 1937
1500 - 1749 - 1937
1750 - 2045 - 1937
2046 - 2187 - 1937

1 cardtrait Box - 1 - 1216 - 1938
1 " " 1217 -- 1938

Note: 15 drawers. 1935
14 " 1936
9 " 1937

38 drawers.
2 cardboard boxes

Kovaka & Lindall 4-21-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Control & Accounts - Inbound Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "VOUCHER REGISTER - BUREAU OF CONTROL & 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 Jan 1936 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with dates as shown in Item #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 Register of vouchers issued by the Comptroller on the City Register showing: Date, voucher number, in whose favor drawn, amount of voucher & check 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 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 Chron. 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 Typed on printed forms (Copy 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 volumes, 18"×12"×1½" approx 150 pgs.
(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)
On wood shelf, West Wall, Steel Vault, Opp. Room 209

12. Other information Cloth bound volumes in excellent 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 in Bureau of Archives.

Cont'd for #4.
1 vol - Jan to June 1936, 1 vol - July to Dec. 1936 #20033-42715
1 vol. Jan to June 1937 #1-20322, 1 vol - July to Dec. 1937 #20323-43492, 1 vol. - Jan 1938 - - - #1 to - - - -

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

4-31-28 W&Co. 500

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

REGISTER OF VOUCHERS ISSUED BY THE COMPTROLLER ON THE CITY REGISTER.....19.....

	VOUCHER NO.	IN FAVOR OF	AMOUNT OF VOUCHER	CHECK NO.

Kovakal & Lindacc 4-21-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Control & Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "APPROPRIATION LEDGER"
(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 12 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as listed on attached sheet.
(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 Ledger sheets showing: symbols used, title of appropriation, symbol number, sheet number, previous balance, account number, date, Order, showing class & number, Voucher number, memo, encumbrances, audited vouchers showing liquidated encumbrances, vouchers & transfer vouchers, appropriation & unencumbered balance thereof.
(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 numbered by bureau symbol number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(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. (sample sheet 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 volumes 13"x16"x2" average 400 pgs
(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)
8 Vol - 1936 - 1937 On wood shelf, East Wall, Vault off Rm. 209
4 Vol. 1938 - - On desk - Room 209

12. Other information Cloth covered volumes in excellent 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 in Bureau of Archives.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

All volumes labeled "Appropriation Ledger - Bureau of Control & Accounts" with year & following bureau symbol numbers.

1936

C.D. 1.361 - 1 vol.
2.10A - 5.96 "
6.10A - 7.91 "
8.10A - 100.D "

1937

C.D. 1.361 "
2.10A - 5.96 "
6.10A - 7.91 "
8.10A - 100.D "

1938

C.D. 1.361 "
2.10A - 5.96 "
6.10A - 7.91 "
8.10A - 100.D. "

SYMBOLS TO BE INSERTED IN "ORDER" COLUMN UNDER "CLASS" TO REPRESENT CLASS OF DOCUMENT

P. O. PURCHASE ORDER
S. O. SERVICE ORDER
C. O. CONTRACT

CITY OF BALTIMORE

APPROPRIATION LEDGER

M D B 4164

SYMBOL _____

TITLE OF APPROPRIATION _____ SHEET NO. _____

PREVIOUS BALANCE	ACCOUNT NO.	DATE	ORDER		VOUCHER NO.	MEMO.	ENCUMBRANCES	AUDITED VOUCHERS			APPROPRIATION	UNENCUMBERED BALANCE OF APPROPRIATION
			CLASS	NO.				LIQUIDATED ENCUMBRANCES	VOUCHERS	TRANSFER VOUCHERS		

SYMBOLS TO BE INSERTED IN "ORDER" COLUMN UNDER "CLASS" TO REPRESENT CLASS OF DOCUMENT

P. O. PURCHASE ORDER
S. O. SERVICE ORDER
C. O. CONTRACT

CITY OF BALTIMORE

APPROPRIATION LEDGER

M D B 4164

SYMBOL_____

TITLE OF APPROPRIATION_____ SHEET NO._____

	PREVIOUS BALANCE	ACCOUNT NO.	DATE	ORDER		VOUCHER NO.	MEMO.	ENCUMBRANCES	AUDITED VOUCHERS			APPROPRIATION	UNENCUMBERED BALANCE OF APPROPRIATION
				CLASS	NO.				LIQUIDATED ENCUMBRANCES	VOUCHERS	TRANSFER VOUCHERS		

Kovakas & Sindall 4-21-38 #9
(Worker's full name) (Date) (Form identification number)

CORRECT

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 Control & Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "MONTHLY STATEMENTS"
(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)
"BUREAU OF DISBURSEMENTS"

2. Dates JAN-1930 --.
(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 as above with year. 1930-1934 - 1935 --.
(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 Bound copies of Monthly Statement of appropriation & revenue accounts together with cash balances.
(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)
(copy attached)

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

6. Contents—continued

7. Arrangement Are chron by date of statement
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(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 Pantographed 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 17" x 14" x 2" approx 60 statements each
(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)
1 Vol - 1930-1934 On wood shelf, East Wall, Vault, opp. Room 209
1 Vol. 1935 -- On desk, Room 209

12. Other information Cloth bound volumes in excellent 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 in Bureau of Archives.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

DEPARTMENT OF FINANCE

SUB - DEPARTMENT

BUREAU OF CONTROL AND ACCOUNTS

R. WALTER GRAHAM
Comptroller

HERBERT FALLIN
Budget Director

MONTHLY STATEMENT

OF

APPROPRIATION & REVENUE ACCOUNTS TOGETHER WITH CASH BALANCE

AS OF DECEMBER 31, 1937

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

1

CUMULATIVE STATEMENT OF 1937 APPROPRIATION ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL NO	TITLE OF APPROPRIATION	CREDITS: BALANCES FROM 1936	CREDITS: 1937 BUDGET APPROPRIATIONS	CREDITS: CASH INCREMENTS	CREDITS: ACCOUNTING ADJUSTMENTS	CREDITS: TOTAL CREDITS	ENCUMBRANCES & LIQUIDATIONS: ENCUMBRANCES	ENCUMBRANCES & LIQUIDATIONS: LIQUIDATIONS	DEBITS: CASH EXPENDITURES	DEBITS: ACCOUNTING ADJUSTMENTS	UNENCUMBERED BALANCES
	APPROPRIATION LEDGER										
2	APPEAL TAX COURT		18 600 00	13 13	27 83	18 640 96	386 00	386 00	17 983 18	95 48	562 30
2	BALTIMORE CITY JAIL		149 980 00		2 970 49	152 950 49	62 338 00	61 752 00	150 369 16	1 495 03	500 30
2	BALTIMORE MUSEUM OF ART	277 45	33 056 00	145 56	10 079 82	43 558 83			41 747 67		1 811 16
2	BOARD OF FIRE COMMISSIONERS		3 246 272 50	4 033 34	228 350 83	3 478 656 67	101 199 00	100 636 00	3 080 811 11	390 884 52	6 398 04
2	BOARD OF POLICE EXAMINERS		6 300 00		200 00	6 500 00			6 492 00		8 00
2	BOARD OF SCHOOL COMMISSIONERS	41 837 75	9 584 314 00	31 088 88	125 711 29	9 782 951 92	538 784 00	508 337 00	9 278 637 89	392 725 31	81 141 72
2	BOARD OF TRUSTEES EMPLOYEES RETIREMENT SYS.		17 100 00	15 10		17 115 10			16 898 79	16 01	200 30
2	BOARD OF ZONING APPEALS		17 800 00		28 12	17 828 12	87 00	87 00	17 534 73	288 70	4 69
2	BUREAU OF ASSESSMENTS		137 770 00		1 230 54	139 000 54	2 799 00	2 778 00	134 163 61	4 626 29	189 64
2	BUREAU OF AUDITS		27 980 00		1 25	27 981 25	490 00	400 00	27 167 54	13 86	709 85
2	BUREAU OF RECEIPTS DR	11 563 68	203 010 00	210 01	15 127 87	206 784 20	18 392 00	18 110 00	213 533 58	10 894 26	17 925 64
3	CENTRAL PURCHASING BUREAU	239 00	515 250 00	1 645 70	700 534 56	1 217 669 26	940 202 00	920 719 00	1 087 227 02	108 498 40	2 460 84
3	CITY COUNCIL		74 500 00			74 500 00			74 028 25		471 75
3	CITY REGISTER		24 220 00	1 097 64	143 61	25 461 25	2 594 00	2 594 00	22 946 58	221 56	2 293 11
3	CITY SERVICE COMMISSION		23 600 00	15 00	607 89	24 222 89	486 00	486 00	20 390 23	3 499 65	333 01
3	COMMISSION ON CITY PLAN		6 400 00		32	6 400 32			6 400 32		
3	COMMISSIONER OF HEALTH		709 550 00	1 219 80	30 233 88	741 003 68	87 352 00	84 703 00	696 672 12	40 938 15	744 41
3	COMMISSIONERS FOR OPENING STREETS		18 650 00	43 32	171 59	18 864 91	241 00	241 00	18 593 64	239 45	31 82
4	COMPTROLLER INCLUDING SUB DEPARTMENTS		396 784 27	281 18	25 238 44	422 303 89	9 359 00	9 234 00	409 866 33	10 064 31	2 248 25
4	COURTS VARIOUS		585 074 00	402 43	19 067 10	604 543 53	390 00	390 00	584 885 08	19 375 47	282 98
4	DEBT SERVICE		12 282 518 50	268 751 85	413 312 05	12 964 582 40			12 581 217 00	383 365 40	
4	DEPARTMENT OF LEGISLATIVE REFERENCE		11 550 00		180 47	11 730 47	420 00	420 00	11 660 10	50 97	19 40
4	DEPARTMENT OF PUBLIC WELFARE	6 011 70	2 569 752 21	2 919 445 97	63 703 47	5 558 913 35	214 452 00	209 491 00	5 327 606 74	215 667 49	10 678 12
5	DEPARTMENT OF PUBLIC WORKS DR	50 858 28	6 996 089 40	404 229 95	2 063 983 82	9 413 444 89	607 537 00	578 411 00	7 866 561 61	1 576 042 58	58 285 30
6	ENOCH PRATT FREE LIBRARY	2 686 00	493 670 10	13 062 88	7 074 93	516 493 91	86 081 00	82 409 00	512 480 35	182 57	158 99
6	FREE PUBLIC BATH COMMISSION		76 606 00	6 93	2 146 66	78 759 59	1 449 00	1 449 00	77 742 60	629 47	387 52
6	LAW DEPARTMENT		115 620 00	1 481 83	42 852 21	159 954 04	1 387 00	1 387 00	145 254 44	14 699 60	
6	MAYORALTY		59 160 00		10 092 16	69 252 16	584 00	569 00	67 284 44	1 952 72	
6	MISCELLANEOUS	21 940 89	3 073 384 91	208 700 42	189 770 09	3 493 796 31	21 636 00	21 226 00	2 211 596 32	1 102 060 43	179 729 56
6	MUNICIPAL MUSEUM OF BALTIMORE		7 408 00		933 11	8 341 11			7 954 44	363 65	23 02
6	POLICE DEPARTMENT		4 643 188 00	600 00	27 808 85	4 671 596 85			4 636 789 39	34 793 70	13 76
6	STATES ATTORNEY		50 152 00	39 85	328 62	50 520 47			50 496 78	23 69	
6	SUPERVISORS OF ELECTIONS		60 750 00		48 56	60 798 56	15 00	15 00	60 448 48	35 16	314 92
	TOTAL GENERAL FUNDS	10 570 83	46 236 059 89	3 856 530 77	3 981 960 43	54 085 121 92	2 698 660 00	2 606 230 00	49 463 441 52	4 313 743 88	215 506 52
1	TOTAL SPECIAL FUNDS DR	1 704 862 64	1 193 890 51	1 143 386 97	781 760 98	1 414 175 82	347 855 00	315 734 00	3 135 574 80	462 469 07	2 215 989 05 DR
7	TOTAL LOAN FUNDS	15 171 881 97	134 000 00	108 005 69	1 273 330 00	16 687 217 66	1 068 981 00	724 088 00	3 509 867 92	1 103 535 49	11 728 921 25
7	TOTAL P.W.A. PROJECTS	3 009 947 81		4 073 549 02		7 083 496 83			4 956 920 58		2 126 576 25
	TOTAL APPROPRIATION LEDGER	16 487 537 97	47 563 950 40	9 181 472 45	6 037 051 41	79 270 012 23	4 115 496 00	3 646 052 00	61 065 804 82	5 879 748 44	11 855 014 97
	REVENUE LEDGER										
8-9	GENERAL FUNDS	1 093 733 26	46 236 059 89	51 305 145 33	613 032 82	6 775 851 52			4 213 583 85	772 186 60	1 790 081 07
9	SPECIAL FUNDS	686 723 00	1 193 890 51	1 123 686 92	119 985 97	736 505 38			584 691 26	234 618 89	82 804 77 DR
7	LOAN FUNDS DR	14 134 353 34	134 000 00	3 190 000 00	116 483 73	10 961 869 61 DR					10 961 869 61 DR
	TOTAL REVENUE LEDGER DR	12 353 897 08	47 563 950 40	55 618 832 25	849 502 52	3 449 512 71 DR			4 798 275 11	1 006 805 49	9 254 593 31 DR
	GRAND TOTAL APPROPRIATION AND REVENUE LEDGER	4 133 640 89		64 800 304 70	6 886 553 93	75 820 499 52	4 115 496 00	3 646 052 00	65 864 079 93	6 886 553 93	2 600 421 66

RECAPITULATION

REVENUE LEDGER BALANCES			9 254 593 31	
ENCUMBERED APPROPRIATIONS				469 444 00
UNENCUMBERED APPROPRIATIONS				11 855 014 97
CASH BALANCE JANUARY 1 1937	4 087 704 95			
CASH DEPOSIT CITY COLLECTOR A/C FEBRUARY RECEIPTS 1933	45 935 94			
CASH RECEIPTS TO DECEMBER 31 1937	64 800 304 70			
TOTAL CASH AVAILABLE DECEMBER 31 1937		68 933 945 59		
LESS				
EXPENDITURES TO NOVEMBER 30 1937	57 237 915 93			
EXPENDITURES DURING DECEMBER 1937	8 626 164 00			
TOTAL EXPENDITURES TO DECEMBER 31 1937		65 864 079 93		
CASH BALANCE DECEMBER 31 1937 INCLUDING CASH DEPOSIT CITY COLLECTOR A/C FEBRUARY RECEIPTS 1933			/A/ 3 069 865 66	
			12 324 458 97	12 324 458 97

/A/ CASH DIVIDED AS FOLLOWS

GENERAL FUNDS	2 098 017 59	
SPECIAL FUNDS	2 266 672 82	OVERDRAFT
LOAN FUNDS	1 111 944 64	
P W A FUNDS	2 126 576 25	
	3 069 865 66	

SYMBOL NO	TITLE OF APPROPRIATION	BALANCES FROM 1936	1937 BUDGET APPROPRIATIONS	CASH INCREMENTS	ACCOUNTING ADJUSTMENTS	TOTAL CREDITS	ENCUMBRANCES	LIQUIDATIONS	CASH EXPENDITURES	ACCOUNTING ADJUSTMENTS	UNENCUMBERED BALANCES
	SPECIAL FUNDS										
S A R D	SPECIAL ACCOUNT RECORDING DEEDS				1 077 50	1 077 50			1 077 50		
P C	PETTY CASH DR	9 211 27				DR 9 211 27					DR 9 211 27
1 24C	PAYROLL MONEY UNCALLED FOR	629 14		1 693 08	11 60	2 333 82			1 055 36	602 29	676 17
1 24D	BADGE MONEY	1 718 40		709 75		2 428 15			573 45		1 854 70
1 27E	CASHIERS OVER AND SHORT ACCOUNT			326 55		326 55			292 03		34 52
1 71A	BOARD OF LICENSE COMMISSIONERS SALARIES		39 750 00		4 084 27	43 834 27			43 834 27		
1 72	BOARD OF LICENSE COMMISSIONERS EXPENSES	74 00	2 500 00		1 064 25	3 638 25	1 127 00	1 127 00	3 080 21	558 04	
1 77	BOARD OF LICENSE COMMISSIONERS ADVERTISING			6 920 00		6 920 00	15 00	15 00	5 789 93	1 130 07	
1 88	VOTING MACHINES			59 80		59 80			2 710 89		DR 2 651 09
1 130	MUNICIPAL DUPLICATING BUREAU DR	1 436 00		1 087 87	35 331 01	34 982 88	17 633 00	17 045 00	25 390 81	14 221 85	DR 5 217 78
1 131	HOME AND INDUSTRY MODERNIZATION			50 00	1 400 00	1 450 00	33 00	33 00	1 275 16	22 17	152 67
1 132	NATIONAL OUTDOOR LIFE SPORTS & GARDEN SHOW								10 000 00		DR 10 000 00
1 133	CHARLES CARROLL OF CARROLLTON CELEBRATION								5 775 27		DR 5 775 27
1 167	EMERGENCY RELIEF DR	112 837 26		112 847 85		10 59			10 59		
1 167B	SPECIAL ADVANCE EMERGENCY RELIEF DR	6 188 11		91 29	6 096 82						
1 168	EMERGENCY CHARITY ASSOCIATION INC DR	1 000 912 20		88 770 63	64 82	DR 912 076 75			955 236 35	6 255 24	DR 1 873 568 34
1 169	EMERGENCY CHARITY ASSOCIATION SPECIAL DR	422 29		91 730 61	179 89	91 488 21			91 488 21		
1 271C	TAX SALES			209 372 62	10 057 20	219 429 82			175 915 17	43 514 65	
1 361	CRIMINAL COURT SPECIAL DR	9 000 00				DR 9 000 00					DR 9 000 00
3 50	HEALTH NEWS AND SPECIAL PROJECTS			61 25	161 00	222 25	375 00				DR 152 75
4 182	HOME SANITARY SEWER SERVICE CONNECTIONS			16 372 94	281 29	16 654 23	184 00	184 00	8 720 23	7 934 00	
5 85	PAVING NOTES TO BE TAKEN FROM SPECIAL PAVING TAX		91 590 00			91 590 00			91 590 00		
5 87	1936 EMERGENCY APPROPRIATIONS DR	600 000 00	600 000 00								
5 90	PAVING PRIVATE ALLEYS DR	16 871 79		14 667 39		DR 2 204 40	44 054 00	40 272 00	42 365 86	3 86	DR 48 356 12
5 91	PAVING PRIVATE FOOTWAYS DR	9 240 71		11 233 86		1 993 15	78 226 00	54 387 00	25 445 52	21 228 86	DR 68 520 23
6 16	GENERAL PUBLIC ASSISTANCE			556 360 15	1 688 52	558 048 67	262 00	262 00	779 771 55	1 750 69	DR 223 473 57
6 29	STATE REIMBURSEMENT FOR AID TO DEPENDENT CHILDREN				24 455 00	24 455 00				24 455 00	
7 661	INTESTATE ESTATES SCHOOL BOARD	33 027 01		4 672 27		37 699 28			2 479 97		35 219 31
9 181	MAIN EXTENSION DEPOSITS CITY			17 487 00	5 811 50	23 298 50			22 093 50	1 205 00	
9 182	MAIN EXTENSION DEPOSITS BEYOND CORP CITY LIMITS			820 00	1 929 28	2 749 28			300 00	2 449 28	
9 184	DEPOSITS ON FIRE HYDRANT PERMITS			7 206 30	45 00	7 251 30			4 831 67	2 419 63	
9 14	SEVENTH PAYMENT DUNDALK WATER COMPANY TO BE TAKEN FROM MAYOR AND CITY COUNCIL REAL PROPERTY ACCOUNT		23 760 77			23 760 77			23 760 77		
9 186	C C C LOCH RAVEN RESERVATION			832 50		832 50			416 25	416 25	
	TOTAL SPECIAL FUNDS DR	1 730 671 08	757 600 77	1 143 373 71	93 738 95	264 042 35	141 909 00	113 325 00	2 325 280 52	128 166 88	2 217 989 05
	BOARD OF PARK COMMISSIONERS										
	SALARIES										
8 10A	OFFICE		195 156 00		26 272 85	221 428 85			174 601 74	46 827 11	
	EXPENSES										
8 11	LABOR			6 40	353 607 77	353 614 17			353 614 17		
8 12	GENERAL		241 133 74	6 86	307 913 97	549 054 57	198 701 00	195 164 00	274 884 93	270 632 64	
8 16	FIRE LOSS	16 563 44				16 563 44				16 563 44	
8 17	THE ARTHUR WALLENHORST FUND	2 000 00				2 000 00					2 000 00
8 18	PARK BOARD MISCELLANEOUS OBLIGATIONS 1936	7 245 00			227 44	7 472 44	7 245 00	7 245 00	7 193 44	279 00	
	TOTAL BOARD OF PARK COMMISSIONERS	25 808 44	436 289 74	13 26	688 022 03	1 150 133 47	205 946 00	202 409 00	810 294 28	334 302 19	2 000 00
	TOTAL PARK AND SPECIAL FUNDS	1 704 862 64	1 193 890 51	1 143 386 97	781 760 98	1 414 175 82	347 855 00	315 734 00	3 135 574 80	462 469 07	2 215 989 05 DR

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

CUMULATIVE STATEMENT OF 1937 APPROPRIATION ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL NO	TITLE OF APPROPRIATION	CREDITS: BALANCES FROM 1936	CREDITS: 1937 BUDGET APPROPRIATIONS	CREDITS: CASH INCREMENTS	CREDITS: ACCOUNTING ADJUSTMENTS	CREDITS: TOTAL CREDITS	ENCUMBRANCES & LIQUIDATIONS: ENCUMBRANCES	ENCUMBRANCES & LIQUIDATIONS: LIQUIDATIONS	DEBITS: CASH EXPENDITURES	DEBITS: ACCOUNTING ADJUSTMENTS	UNENCUMBERED BALANCES
	APPEAL TAX COURT										
1 33A	SALARIES		18 100 00			18 100 00			17 547 70		552 30
1 34	EXPENSES		500 00	13 13	27 83	540 96	386 00	386 00	435 48	95 48	10 00
	TOTAL APPEAL TAX COURT		18 600 00	13 13	27 83	18 640 96	386 00	386 00	17 983 18	95 48	562 30
	BALTIMORE CITY JAIL										
6 55A	SALARIES		82 480 00			82 480 00			81 179 70	800 00	500 30
6 56	EXPENSES		67 500 00		2 970 49	70 470 49	62 338 00	61 752 00	69 189 46	695 03	
	TOTAL BALTIMORE CITY JAIL		149 980 00		2 970 49	152 950 49	62 338 00	61 752 00	150 369 16	1 495 03	500 30
	BALTIMORE MUSEUM OF ART										
7 54A	SALARIES		23 056 00	8 67	3 060 10	26 124 77			26 107 13		17 64
7 55	EXPENSES		10 000 00	136 89	2 019 72	12 156 61			12 156 61		
7 58	LUCAS COLLECTION PAINTINGS AND PRINTS	277 45				277 45			8 50		268 95
7 59	ANTIOCH EXCAVATION PROJECT				5 000 00	5 000 00			3 475 43		1 524 57
	TOTAL BALTIMORE MUSEUM OF ART	277 45	33 056 00	145 56	10 079 82	43 558 83			41 747 67		1 811 16
	BOARD OF FIRE COMMISSIONERS										
2 40A	SALARIES		2 731 685 00			2 731 685 00			2 716 032 82	14 789 94	862 24
	EXPENSES										
2 41	EQUIPMENT AND REPAIRS		50 000 00	537 25		50 537 25	9 842 00	9 842 00	8 232 79	42 304 46	
2 42	HOSE		10 000 00			10 000 00	10 000 00	10 000 00	10 000 00		
2 43	FUEL AND LIGHT		105 000 00			105 000 00	7 142 00	7 142 00	21 401 19	83 598 81	
2 44	FIRE ALARM AND TELEGRAPH DEPARTMENT		15 000 00	345 98		15 345 98	3 348 00	3 348 00	2 872 42	12 473 56	
2 45	DEPARTMENTAL			3 041 61	228 350 83	231 392 44	45 849 00	45 286 00	71 183 06	154 660 86	4 985 52
2 49	ACCIDENT INSURANCE		2 400 00			2 400 00			1 463 00	937 00	
2 50	WASHING		14 600 00			14 600 00			4 264 75	10 335 25	
2 54	OVERHEAD AND UNDERGROUND WIRES		10 000 00			10 000 00	9 882 00	9 882 00	9 882 00	118 00	
2 56	PUMPING STATION REPAIRS		2 000 00			2 000 00	185 00	185 00	402 10	1 597 90	
2 57	FIREBOAT REPAIRS		10 000 00			10 000 00	1 752 00	1 752 00	976 26	9 023 74	
2 58	MUNICIPAL HEATING LINE REPAIRS		1 500 00			1 500 00				1 500 00	
2 59	FIRE ALARM BOXES		7 500 00			7 500 00	7 500 00	7 500 00		7 500 00	
2 60	NEW EQUIPMENT		50 000 00			50 000 00	5 699 00	5 699 00	2 955 00	47 045 00	
11 10	FIREMENS REGULAR PENSIONS		215 000 00	71 00		215 071 00			209 679 83	5 000 00	391 17
11 11	PENSIONS AND WORKMENS COMPENSATION FOR FIREMENS WIDOWS		21 587 50	37 50		21 625 00			21 465 89		159 11
	TOTAL BOARD OF FIRE COMMISSIONERS		3 246 272 50	4 033 34	228 350 83	3 478 656 67	101 199 00	100 636 00	3 080 811 11	390 884 52	6 398 04
	BOARD OF POLICE EXAMINERS										
2 30A	SALARIES		5 400 00			5 400 00			5 400 00		
2 31	EXPENSES		900 00		200 00	1 100 00			1 092 00		8 00
	TOTAL BOARD OF POLICE EXAMINERS		6 300 00		200 00	6 500 00			6 492 00		8 00
	BOARD OF SCHOOL COMMISSIONERS										
	SALARIES										
7 10A	EDUCATIONAL ADMINISTRATION		53 150 00		948 99	54 098 99			54 098 99		
7 11A	BUREAU OF EDUCATIONAL MEASUREMENTS AND RESEARCH		14 600 00		874 56	15 474 56			15 474 56		
7 12A	DIVISION OF ART		19 110 00			19 110 00			18 928 20		181 80
7 13A	DIVISION OF MUSIC		20 210 00			20 210 00			19 189 86		1 020 14
7 14A	DIVISION OF PHYSICAL EDUCATION		21 880 00			21 880 00			20 894 93		985 07
7 15A	DIVISION OF SPECIAL EDUCATION		60 660 00			60 660 00			53 650 80	7 000 00	9 20
7 16A	HOSPITAL SCHOOLS		7 300 00			7 300 00			7 225 67		74 33
7 17A	ELEMENTARY SCHOOLS		4 078 330 00	469 61	2 34	4 078 801 95			3 895 648 71	177 910 15	5 243 09
7 18A	DEMONSTRATION SCHOOLS		143 330 00			143 330 00			138 352 68		4 977 32
7 19A	JUNIOR HIGH SCHOOLS		1 667 600 00	91 02		1 667 691 02			1 561 948 36	100 000 00	5 742 66
7 20A	SENIOR HIGH SCHOOLS		1 289 470 00	285 00	48 511 56	1 338 266 56			1 338 266 56		
7 21A	VOCATIONAL SCHOOLS		286 230 00			286 230 00			283 649 66	1 000 00	1 580 34
7 22A	TRAINING SCHOOLS		15 000 00		1 137 61	16 137 61			16 137 61		
7 23A	BUSINESS ADMINISTRATION		69 000 00			69 000 00			63 071 13	2 700 00	3 228 87
7 24A	EMPLOYEES IN BUILDINGS		696 732 00	216 17	1 396 66	698 344 83			678 219 50	18 665 25	1 460 08
7 25A	SUMMER SCHOOLS		24 880 00			24 880 00			22 557 50	800 00	1 522 50
7 26A	NIGHT SCHOOLS		75 582 00	84 00		75 666 00			68 459 50	4 739 45	2 467 05
	EXPENSES										
7 30	EDUCATIONAL SUPPLIES AND EQUIPMENT		345 000 00	1 219 14		346 219 14	289 915 00	275 148 00	322 183 51	6 351 16	2 917 47
7 31	BUSINESS OFFICE		9 950 00			9 950 00	743 00	268 00	8 489 95	11 70	973 35
7 32	MAINTENANCE OF BUILDINGS		183 600 00	57 27	717 65	184 374 92	67 602 00	65 399 00	176 420 22	2 795 83	2 955 87
7 33	OPERATION OF BUILDINGS		300 000 00	120 49	36 958 20	337 078 69	62 664 00	61 844 00	335 837 47	421 22	
7 34	OPEN AIR CLASS LUNCHES		8 500 00			8 500 00	5 877 00	4 953 00	6 698 19		877 81
7 35	MILK AND PUPIL LUNCHES		15 000 00			15 000 00	11 068 00	10 027 00	12 542 85		1 416 15
7 36	LUNCHES FOR CRIPPLED CHILDREN		4 000 00			4 000 00	602 00	602 00	3 003 97		996 03
7 37	RENT		6 500 00			6 500 00	130 00	5 00	5 997 00		378 00
7 38	HAULING		4 000 00	102 56		4 102 56	778 00	778 00	2 100 19	18 76	1 983 61
7 39	CONVEYING CHILDREN TO AND FROM SCHOOLS		24 500 00	459 30		24 959 30	2 370 00	170 00	22 273 81		485 49
7 40	POSTAGE		5 500 00	10 00	107 58	5 617 58			3 671 24	1 946 34	
7 41	EQUIPMENT FOR OLD BUILDINGS		17 000 00		675 00	17 675 00	8 512 00	8 045 00	10 534 87	5 750 38	922 75
7 42	EQUIPMENT FOR NEW BUILDINGS		100 000 00		34 381 14	134 381 14	49 346 00	42 547 00	42 582 14	60 000 00	25 000 00
7 43	ATHLETIC ACTIVITIES	9 146 75	17 000 00	27 974 32		54 121 07	5 811 00	5 185 00	39 777 33		13 717 74
7 44	B & I SMOKE ELIMINATION		700 00			700 00	675 00	675 00	675 00		25 00
7 90	MISCELLANEOUS OBLIGATIONS 1936	32 691 00				32 691 00	32 691 00	32 691 00	30 075 93	2 615 07	
	TOTAL BOARD OF SCHOOL COMMISSIONERS	41 837 75	9 584 314 00	31 088 88	125 711 29	9 782 951 92	538 784 00	508 337 00	9 278 637 89	392 725 31	81 141 72
	BOARD OF TRUSTEES EMPLOYEES RETIREMENT SYSTEM										
11 41A	SALARIES		12 100 00			12 100 00			11 945 36		154 64
11 42	EXPENSES		5 000 00	15 10		5 015 10			4 953 43	16 01	45 66
	TOTAL BOARD OF TRUSTEES EMPLOYEES RETIREMENT SYSTEM		17 100 00	15 10		17 115 10			16 898 79	16 01	200 30
	BOARD OF ZONING APPEALS										
1 53A	SALARIES		17 300 00		28 12	17 328 12			17 328 12		
1 54	EXPENSES		500 00			500 00	87 00	87 00	206 61	288 70	4 69
	TOTAL BOARD OF ZONING APPEALS		17 800 00		28 12	17 828 12	87 00	87 00	17 534 73	288 70	4 69
	BUREAU OF ASSESSMENTS										
1 35A	SALARIES		126 250 00		314 65	126 564 65			123 596 42	2 778 59	189 64
1 36	EXPENSES		11 520 00		915 89	12 435 89	2 799 00	2 778 00	10 567 19	1 847 70	
	TOTAL BUREAU OF ASSESSMENTS		137 770 00		1 230 54	139 000 54	2 799 00	2 778 00	134 163 61	4 626 29	189 64
	BUREAU OF AUDITS										
1 29A	SALARIES		27 280 00			27 280 00			26 631 11		648 89
1 29B	EXPENSES		700 00		1 25	701 25	490 00	400 00	536 43	13 86	60 96
	TOTAL BUREAU OF AUDITS		27 980 00		1 25	27 981 25	490 00	400 00	27 167 54	13 86	709 85
	BUREAU OF RECEIPTS										
	SALARIES										
1 37A	ADMINISTRATIVE DIVISION		39 700 00			39 700 00			39 254 70		445 30
1 38A	BILLING DIVISION		37 000 00			37 000 00			33 617 08	2 770 73	612 19
1 39A	COLLECTION DIVISION		57 560 00			57 560 00			56 376 02	1 000 00	183 98
1 40A	RESULTS DIVISION		21 750 00		162 82	21 912 82			21 912 82		
	EXPENSES										
1 41	ADVERTISING TAX COMPUTERS CARFARE TRANSPORTATION ETC		3 700 00	21 00	4 122 55	7 843 55	586 00	586 00	6 905 63	937 92	
1 42	LICENSE TAGS		2 800 00			2 800 00	123 00	123 00	2 435 24	363 42	1 34
1 43	FIDELITY AND INDEMNITY BOND PREMIUMS		7 500 00	189 01		7 689 01	745 00	463 00	6 453 37	950 93	2 71
1 44	ADDRESSOGRAPH SUPPLIES		2 000 00			2 000 00	344 00	344 00	1 739 96	260 04	
1 45	NEW EQUIPMENT		2 000 00		10 842 50	12 842 50	12 732 00	12 732 00	12 842 26		24
1 46	COST OF COLLECTION BY BANKS ETC		6 000 00			6 000 00	1 738 00	1 738 00	2 296 45	3 703 42	13
1 47	DELIVERY OF TAX SALE NOTICES		3 000 00			3 000 00	565 00	565 00	2 746 92	252 37	71
1 48C	1937 BILLING DR	11 563 68	20 000 00			8 436 32	1 559 00	1 559 00	26 953 13	655 43	19 172 24 DR
	TOTAL BUREAU OF RECEIPTS DR	11 563 68	203 010 00	210 01	15 127 87	206 784 20	18 392 00	18 110 00	213 533 58	10 894 26	17 925 64 DR

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

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CUMULATIVE STATEMENT OF 1937 APPROPRIATION ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL NO	TITLE OF APPROPRIATION	CREDITS					ENCUMBRANCES & LIQUIDATIONS		DEBITS		UNENCUMBERED BALANCES
		BALANCES FROM 1936	1937 BUDGET APPROPRIATIONS	CASH INCREMENTS	ACCOUNTING ADJUSTMENTS	TOTAL CREDITS	ENCUMBRANCES	LIQUIDATIONS	CASH EXPENDITURES	ACCOUNTING ADJUSTMENTS	
	CENTRAL PURCHASING BUREAU										
1 116A	SALARIES		17 800 00			17 800 00			17 639 14		160 86
1 117	EXPENSES		1 500 00	95 00	154 36	1 749 36	1 148 00	1 148 00	1 735 41	13 95	
1 117B	REVOLVING FUND	239 00	3 500 00		17 587 97	21 326 97	19 832 00	19 432 00	19 679 35	1 206 86	40 76
	PURCHASE OF MATERIAL AND SUPPLIES ETC FOR THE FOLLOWING DEPARTMENTS										
1 170	BUREAU OF ASSESSMENTS		1 500 00			1 500 00	940 00	940 00	1 158 39	303 62	37 99
1 172	BUREAU OF AUDITS		800 00			800 00	780 00	775 00	718 38	74 62	2 00
1 173	BUREAU OF RECEIPTS		5 000 00			5 000 00	481 00	481 00	4 994 63		5 37
1 174	CITY REGISTER		500 00			500 00	468 00	468 00	444 87		55 13
1 175	CITY SERVICE COMMISSION		500 00			500 00	319 00	319 00	350 68	103 00	46 32
1 176	COMPTROLLER		750 00			750 00	30 00	30 00	310 16		439 84
1 177	CENTRAL PAYROLL BUREAU		3 000 00	62 00	8 222 87	11 284 87	11 256 00	11 243 00	10 466 77	801 99	3 11
1 178	PEOPLES COURT		500 00			500 00	392 00	392 00	380 92	118 23	85
1 179	CHIEF ENGINEER		1 500 00	23 04	1 870 58	3 393 62	3 196 00	3 182 00	3 370 18	9 44	
1 180	BUREAU OF PLANS AND SURVEYS		2 100 00		2 014 31	4 114 31	4 201 00	4 201 00	4 114 31		
1 182	BUREAU OF STANDARDS		2 500 00			2 500 00	1 280 00	1 275 00	1 239 80	550 00	705 20
1 183	BUREAU OF BUILDINGS		20 000 00		143 37	20 143 37	18 649 00	18 568 00	18 134 85	1 684 99	242 53
2 46	BOARD OF FIRE COMMISSIONERS NEW ACCOUNT				124 478 90	124 478 90	84 825 00	83 916 00	102 530 22	20 990 92	48 76
2 85	BOARD OF FIRE COMMISSIONERS OLD ACCOUNT		62 500 00	32		62 500 32	50 640 00	50 640 00	55 549 15	6 951 17	
3 80	SYDENHAM HOSPITAL		6 000 00		5 796 34	11 796 34	10 727 00	10 631 00	11 185 66	514 68	
4 13	BUREAU OF SEWERS		46 000 00	57 28	55 933 70	101 990 98	85 084 00	85 031 00	96 379 94	5 492 14	65 90
4 23	BUREAU OF STREET CLEANING		55 000 00	3 25	22 647 82	77 651 07	53 577 00	52 605 00	76 494 26	184 81	
4 70	COMFORT STATIONS		2 000 00			2 000 00	1 654 00	1 612 00	1 945 76		12 24
4 73	FREE PUBLIC BATH COMMISSION		8 000 00		3 523 70	11 523 70	10 006 00	9 967 00	11 267 56	217 14	
5 13	BUREAU OF HARBORS		15 550 00		2 709 16	18 259 16	15 872 00	14 537 00	16 053 12	817 09	53 95
5 23	BUREAU OF HIGHWAYS		25 000 00	12 75	100 070 40	125 083 15	88 757 00	88 671 00	119 672 85	5 291 08	33 22
6 13	DEPARTMENT OF PUBLIC WELFARE		6 000 00	500 00	3 000 00	9 500 00	7 608 00	7 550 00	7 069 11	2 357 70	15 19
6 23	BALTIMORE CITY HOSPITAL		127 500 00	4 20	25 783 30	153 287 50	138 778 00	133 635 00	146 787 70	1 356 80	
6 62	BALTIMORE CITY JAIL		8 000 00		8 772 00	16 772 00	16 123 00	16 123 00	16 504 37	172 03	95 60
9 13	BUREAU OF WATER SUPPLY		56 500 00	701 00	251 038 85	308 239 85	230 537 00	222 104 00	244 166 21	55 640 64	
9 23	BUREAU OF MECHANICAL ELECTRICAL SERVICE		34 750 00	186 86	65 109 93	100 046 79	80 772 00	78 978 00	94 655 63	3 559 52	37 64
11 43	BOARD OF TRUSTEES EMP. RETIREMENT SYSTEM		1 000 00		1 677 00	2 677 00	2 270 00	2 265 00	2 227 64	85 98	358 38
	TOTAL CENTRAL PURCASHING BUREAU	239 00	515 250 00	1 645 70	700 534 56	1 217 669 26	940 202 00	920 719 00	1 087 227 02	108 498 40	2 460 84
	CITY COUNCIL										
1 10A	SALARIES		65 500 00			65 500 00			65 391 36		108 64
1 11	EXPENSES		9 000 00			9 000 00			8 636 89		363 11
	TOTAL CITY COUNCIL		74 500 00			74 500 00			74 028 25		471 75
	CITY REGISTER										
1 30A	SALARIES		18 720 00			18 720 00			17 479 90		1 240 10
1 17	COMMISSIONERS OF FINANCE EXPENSES		2 000 00			2 000 00	400 00	400 00	1 616 54		383 46
1 31	GENERAL EXPENSES		3 000 00	236 51		3 236 51	2 194 00	2 194 00	2 997 91	221 56	17 04
1 32	ADVERTISING LAWS		500 00		143 61	643 61			643 61		
1 55	OLD CHECKS NOT PRESENTED FOR PAYMENT			861 13		861 13			208 62		652 51
	TOTAL CITY REGISTER		24 220 00	1 097 64	143 61	25 461 25	2 594 00	2 594 00	22 946 58	221 56	2 293 11
	CITY SERVICE COMMISSION										
1 14a	SALARIES		22 600 00			22 600 00			19 758 78	2 508 21	333 01
1 15	EXPENSES		1 000 00	15 00	607 89	1 622 89	486 00	486 00	631 45	991 44	
	TOTAL CITY SERVICE COMMISSION		23 600 00	15 00	607 89	24 222 89	486 00	486 00	20 390 23	3 499 65	333 01
	COMMISSION ON CITY PLAN										
1 184a	SALARIES		6 400 00		32	6 400 32			6 400 32		
	TOTAL COMMISSION ON CITY PLAN		6 400 00		32	6 400 32			6 400 32		
	COMMISSIONER OF HEALTH										
	SALARIES										
3 10A	ADMINISTRATIVE		21 100 00			21 100 00			20 374 07	725 93	
3 11A	BUREAU OF VITAL STATISTICS		18 900 00		651 27	19 551 27			19 551 27		
3 12A	SANITATION SECTION		140 070 00		2 580 27	142 650 27			142 650 27		
3 13A	BUREAU OF COMMUNICABLE DISEASES		71 800 00	9 41	120 41	71 929 82			61 336 47	10 593 35	
3 14A	BUREAU OF DISINFECTION AND MORGUE		12 450 00			12 450 00			11 114 08	1 335 92	
3 15A	BUREAU OF PUBLIC HEALTH NURSING		139 100 00		200 00	139 300 00			135 369 23	3 930 77	
3 17A	BUREAU OF CHILD HYGIENE		85 800 00		200 00	86 000 00			83 681 44	2 318 56	
3 18A	BUREAU OF LABORATORIES		36 950 00		270 14	37 220 14			37 220 14		
3 19A	BUREAU OF PUBLIC HEALTH EDUCATION		2 600 00			2 600 00			2 531 57	68 43	
3 20A	SYDENHAM HOSPITAL		77 280 00	160 48	7 385 23	84 825 71			77 826 33	6 999 38	
	EXPENSES										
3 25	INCIDENTALS		4 000 00	81 94	120 97	4 202 91	3 651 00	3 635 00	4 088 09	98 82	
3 26	CARFARE FOR NURSES AND INSPECTORS		5 500 00			5 500 00	240 00	240 00	4 516 68	983 32	
3 27	OFFICE AND CLINIC SUPPLIES FOR WESTERN HEALTH DISTRICT		900 00	25 00	229 23	1 154 23	1 022 00	1 014 00	991 16	155 07	
3 28	OFFICE AND CLINIC SUPPLIES FOR EASTERN HEALTH DISTRICT		900 00			900 00	617 00	617 00	583 63	316 37	
3 29	BUREAU OF PUBLIC HEALTH NURSING		1 620 00	12 50	181 00	1 813 50	1 625 00	1 610 00	1 714 09	84 41	
3 30	BUREAU OF COMMUNICABLE DISEASES		3 100 00			3 100 00	1 674 00	1 674 00	1 617 31	1 482 69	
3 31	BUREAU OF DISINFECTION AND MORGUE		855 00		53 96	908 96	415 00	415 00	870 22	38 74	
3 32	ANTITOXINS SERA AND VACCINES		10 500 00	147 95	1 746 31	12 394 26	13 388 00	13 378 00	12 359 55	24 71	
3 33	BUREAU OF VENEREAL DISEASES		10 750 00	8 75		10 758 75	8 299 00	8 202 00	8 660 69	1 614 89	386 17
3 34	BUREAU OF LABORATORIES		6 000 00	135 93	2 730 09	8 866 02	8 724 00	8 437 00	8 094 20	504 82	
3 35	BUREAU OF VITAL STATISTICS		2 400 00	5 00	131 90	2 536 90	2 184 00	2 066 00	2 071 55	347 35	
3 36	BUREAU OF CHILD HYGIENE GENERAL		3 050 00			3 050 00	2 280 00	2 181 00	2 092 36	578 30	280 34
3 37	SANITARY SECTION		6 500 00	632 84	1 930 62	9 063 46	4 417 00	4 352 00	7 386 62	1 611 84	
3 38	BUREAU OF MEAT INSPECTION		1 500 00		80 27	1 580 27	1 117 00	1 112 00	1 369 50	205 77	
3 40	DIVISION OF SCHOOL HYGIENE		1 425 00			1 425 00	1 243 00	1 222 00	1 071 72	309 66	22 62
3 41	DENTAL CLINICS		760 00			760 00	696 00	696 00	670 70	63 05	26 25
3 42	BUREAU OF MATERNITY HYGIENE		2 850 00			2 850 00	1 076 00	1 064 00	1 304 39	1 522 50	11 11
3 43	X-RAY FOR TUBERCULOSIS		500 00		9 55	509 55	536 00	531 00	497 41	7 14	
3 44	TUBERCULOSIS CLINIC MAINTENANCE		1 500 00		253 29	1 753 29	1 461 00	1 368 00	1 376 47	283 82	
	SYDENHAM HOSPITAL										
3 57	FOOD		26 000 00		9 097 52	35 097 52	24 295 00	22 502 00	29 025 67	4 278 85	
3 59	MAINTENANCE OF BLDGS MACHINERY PIPING ETC		1 590 00			1 590 00	1 476 00	1 451 00	1 412 57	134 51	17 92
3 60	MAINTENANCE OF POWER HOUSE AND FUEL		7 500 00		1 363 01	8 863 01	6 916 00	6 916 00	8 543 83	319 18	
3 61	GAS AND ELECTRICITY		3 800 00		898 84	4 698 84			4 698 84		
	TOTAL COMMISSIONER OF HEALTH		709 550 00	1 219 80	30 233 88	741 003 68	87 352 00	84 703 00	696 672 12	40 938 15	744 41
	COMMISSIONERS FOR OPENING STREETS										
5 50A	SALARIES		18 000 00		171 59	18 171 59			18 171 59		
5 51	EXPENSES		650 00	43 32		693 32	241 00	241 00	422 05	239 45	31 82
	TOTAL COMMISSIONERS FOR OPENING STREETS		18 650 00	43 32	171 59	18 864 91	241 00	241 00	18 593 64	239 45	31 82

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

CUMULATIVE STATEMENT OF 1937 APPROPRIATION ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL NO	TITLE OF APPROPRIATION	CREDITS: BALANCES FROM 1936	CREDITS: 1937 BUDGET APPROPRIATIONS	CREDITS: CASH INCREMENTS	CREDITS: ACCOUNTING ADJUSTMENTS	CREDITS: TOTAL CREDITS	ENCUMBRANCES & LIQUIDATIONS: ENCUMBRANCES	ENCUMBRANCES & LIQUIDATIONS: LIQUIDATIONS	DEBITS: CASH EXPENDITURES	DEBITS: ACCOUNTING ADJUSTMENTS	UNENCUMBERED BALANCES
	COMPTROLLER										
	OFFICE										
1 20A	SALARIES		16 000 00		56	16 000 56			16 000 56		
1 21	EXPENSES		3 000 00			3 000 00	334 00	334 00	876 98	1 491 79	631 23
	TOTAL OFFICE		19 000 00		56	19 000 56	334 00	334 00	16 877 54	1 491 79	631 23
	BROADWAY PIER										
9 40A	SALARIES		8 200 00		56	8 200 56			8 200 56		
9 41	EXPENSES		3 000 00		805 99	3 805 99	1 278 00	1 278 00	3 729 11	76 88	
	TOTAL BROADWAY PIER		11 200 00		806 55	12 006 55	1 278 00	1 278 00	11 929 67	76 88	
	BUREAU OF CONTROL AND ACCOUNTS										
1 22A	SALARIES		111 870 00			111 870 00			110 544 03	350 00	975 97
1 22B	EXPENSES		7 800 00		4 369 72	12 169 72	3 211 00	3 095 00	9 230 14	2 823 58	
	TOTAL BUREAU OF CONTROL AND ACCOUNTS		119 670 00		4 369 72	124 039 72	3 211 00	3 095 00	119 774 17	3 173 58	975 97
	CENTRAL PAYROLL BUREAU										
1 23A	SALARIES		34 830 00		455 28	35 285 28			35 285 28		
1 24	EXPENSES		4 300 00	15 00	1 479 82	5 794 82	2 098 00	2 098 00	5 285 09	481 41	28 32
	TOTAL CENTRAL PAYROLL BUREAU		39 130 00	15 00	1 935 10	41 080 10	2 098 00	2 098 00	40 570 37	481 41	28 32
	COMFORT STATIONS										
4 50A	SALARIES		21 264 27			21 264 27			20 060 47	1 200 00	3 80
4 51	EXPENSES		1 500 00			1 500 00	315 00	315 00	1 493 19	3 43	3 38
	TOTAL COMFORT STATIONS		22 764 27			22 764 27	315 00	315 00	21 553 66	1 203 43	7 18
	HARBOR MASTER										
9 65A	SALARIES		5 050 00		08	5 050 08			5 050 08		
9 66	EXPENSES		300 00		93 64	393 64	27 00	27 00	282 85	110 79	
	TOTAL HARBOR MASTER		5 350 00		93 72	5 443 72	27 00	27 00	5 332 93	110 79	
	MUNICIPAL DUPLICATING BUREAU										
1 140A	SALARIES		9 800 00			9 800 00			9 422 11		377 89
	TOTAL MUNICIPAL DUPLICATING BUREAU		9 800 00			9 800 00			9 422 11		377 89
	MUNICIPAL POST OFFICE										
1 25A	SALARIES		5 500 00			5 500 00			5 276 79		223 21
1 26	EXPENSES		38 400 00	266 18	16 252 78	54 918 96	114 00	114 00	53 802 32	1 116 64	
	TOTAL MUNICIPAL POST OFFICE		43 900 00	266 18	16 252 78	60 418 96	114 00	114 00	59 079 11	1 116 64	223 21
	MUNICIPAL TELEPHONES										
1 27A	SALARIES		18 000 00		899 11	18 899 11			18 899 11		
1 28	EXPENSES		70 000 00			70 000 00	311 00	311 00	68 353 42	1 642 13	4 45
	TOTAL MUNICIPAL TELEPHONES		88 000 00		899 11	88 899 11	311 00	311 00	87 252 53	1 642 13	4 45
	MARKETS										
9 50A	SALARIES		21 870 00		110 58	21 980 58			21 980 58		
9 51	EXPENSES		16 100 00		770 32	16 870 32	1 671 00	1 662 00	16 093 66	767 66	
	TOTAL MARKETS		37 970 00		880 90	38 850 90	1 671 00	1 662 00	38 074 24	767 66	
	GRAND TOTAL COMPTROLLER		396 784 27	281 18	25 238 44	422 303 89	9 359 00	9 234 00	409 866 33	10 064 31	2 248 25
	COURTS										
1 60	SUPERIOR COURT EXPENSES		33 000 00			33 000 00			30 354 11	2 644 89	
1 61	BALTIMORE CITY COURT EXPENSES		24 000 00		5 156 69	29 156 69			29 156 69		
1 62	COURT OF COMMON PLEAS		19 000 00			19 000 00			10 663 14	8 336 86	
1 63	CRIMINAL COURT EXPENSES		106 000 00	393 16	4 884 16	111 277 32			111 277 32		
1 64A	MAGISTRATES SALARIES		36 000 00		581 48	36 581 48			36 581 48		
	JUVENILE COURT										
1 69A	SALARIES		36 900 00			36 900 00			36 861 84		38 16
1 70	EXPENSES		2 525 00		513 63	3 038 63	215 00	215 00	1 811 69	1 226 94	
	TOTAL JUVENILE COURT		39 425 00		513 63	39 938 63	215 00	215 00	38 673 53	1 226 94	38 16
	ORPHANS COURT										
1 73A	SALARIES		17 524 00			17 524 00			17 523 92		08
1 74	EXPENSES		50 00			50 00			26 75		23 25
	TOTAL ORPHANS COURT		17 574 00			17 574 00			17 550 67		23 33
	PEOPLES COURT										
1 75A	SALARIES		114 500 00		5 531 76	120 031 76			118 069 76	1 962 00	
1 76	EXPENSES		1 500 00		1 962 00	3 462 00	156 00	156 00	2 131 40	1 234 87	95 73
	TOTAL PEOPLES COURT		116 000 00		7 493 76	123 493 76	156 00	156 00	120 201 16	3 196 87	95 73
	PROBATION DEPARTMENT										
1 78A	SALARIES		38 000 00			38 000 00			37 029 41	900 00	70 59
1 79	EXPENSES		2 000 00	7 60		2 007 60			2 003 86		3 74
	TOTAL PROBATION DEPARTMENT		40 000 00	7 60		40 007 60			39 033 27	900 00	74 33
	SUPREME BENCH										
1 80A	SALARIES		152 725 00	1 67		152 726 67			149 694 83	2 980 41	51 43
1 81	EXPENSES		1 200 00		369 33	1 569 33	19 00	19 00	1 505 33	64 00	
1 82	TRUST DEPARTMENT		150 00		68 05	218 05			193 55	24 50	
	TOTAL SUPREME BENCH		154 075 00	1 67	437 38	154 514 05	19 00	19 00	151 393 71	3 068 91	51 43
	TOTAL COURTS		585 074 00	402 43	19 067 10	604 543 53	390 00	390 00	584 885 08	19 375 47	282 98
	DEBT SERVICE										
10 10	INTEREST ON FUNDED DEBT CHECKS NOT PRESENTED FOR PAYMENT				148 50	148 50			148 50		
10 13	INTEREST ON FUNDED DEBT		6 854 518 50	268 751 85	172 163 55	7 295 433 90			7 223 068 50	72 365 40	
10 14	DEBT RETIREMENT		5 358 000 00		241 000 00	5 599 000 00			5 358 000 00	241 000 00	
	BUREAU OF RECEIPTS										
10 11	INTEREST ON 1945 WATER LOAN		70 000 00			70 000 00				70 000 00	
	TOTAL DEBT SERVICE		12 282 518 50	268 751 85	413 312 05	12 964 582 40			12 581 217 00	383 365 40	
	DEPARTMENT OF LEGISLATIVE REFERENCE										
1 56A	SALARIES		10 050 00		180 47	10 230 47			10 211 26		19 21
1 57	EXPENSES		1 500 00			1 500 00	420 00	420 00	1 448 84	50 97	19
	TOTAL DEPARTMENT OF LEGISLATIVE REFERENCE		11 550 00		180 47	11 730 47	420 00	420 00	11 660 10	50 97	19 40
	DEPARTMENT OF PUBLIC WELFARE										
	SALARIES										
6 10A	GENERAL DR	13 478 72	58 440 00	191 529 32	3 304 17	239 794 77			213 756 02	19 920 84	6 117 91
6 20A	BALTIMORE CITY HOSPITAL		477 238 00	5 56		477 243 56			444 556 69	32 000 00	686 87
	EXPENSES										
6 12	DEPARTMENTAL DR	1 979 30	14 909 49	27 755 16	12 925 94	53 611 29			22 076 29	29 673 77	1 861 23
6 14	CONTRIBUTIONS		1 729 164 72	2 649 693 58	4 347 40	4 383 205 70			4 360 024 59	23 098 49	82 62
6 15	OLD AGE PENSION REFUNDS			17 847 41	1 243 57	19 090 98				17 878 55	1 212 43
6 40	CLIENTS OF DEPARTMENT OF PUBLIC WELFARE	21 469 72		21 890 36	30 309 99	73 669 97			9 293 46	64 376 51	
	BALTIMORE CITY HOSPITAL										
6 22	DEPARTMENTAL		65 000 00	283 26	4 112 31	69 395 57	28 469 00	28 376 00	63 252 70	6 049 87	
6 24	PROVISIONS MATERIAL AND SUPPLIES		225 000 00	1 12	7 155 18	232 156 30	185 983 00	181 115 00	204 668 15	22 620 15	
6 26	CITY HOSPITAL DONATIONS			10 134 87	286 72	10 421 59			9 978 84		442 75
6 28	COMPENSATED WORK			305 43	18 19	323 62				49 31	274 31
	TOTAL DEPARTMENT OF PUBLIC WELFARE	6 011 70	2 569 752 21	2 919 445 97	63 703 47	5 558 913 35	214 452 00	209 491 00	5 327 606 74	215 667 49	10 678 12

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

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CUMULATIVE STATEMENT OF 1937 APPROPRIATION ACCOUNTS AS OF DECEMBER 31 1937

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	DEPARTMENT OF PUBLIC WORKS										
	CHIEF ENGINEER										
1 18A	SALARIES		35 910 00			35 910 00			34 376 07	1 500 00	33 93
	EXPENSES										
1 19	DEPARTMENTAL		15 100 00		2 262 63	17 362 63	10 00	10 00	10 024 05	7 338 58	
1 101	COMPENSATED WORK			335 03	15 564 12	15 899 15	13 824 00	13 824 00	15 632 22	182 21	84 72
1 104	LABOR				7 211 80	7 211 80			7 211 80		
	TOTAL CHIEF ENGINEER		51 010 00	335 03	25 038 55	76 383 58	13 834 00	13 834 00	67 244 14	9 020 79	118 65
	BUREAU OF BUILDINGS										
1 97A	SALARIES		278 660 00	110 56	10 035 45	288 806 01			222 306 01	66 500 00	
	EXPENSES										
1 98	DEPARTMENTAL		130 960 90	33 18	32 698 90	163 692 98	110 020 00	109 925 00	156 286 10	7 311 88	
1 99	LABOR				66 500 00	66 500 00			55 104 69	11 000 00	395 31
1 102	COMPENSATED WORK			718 52	160 87	879 39	65 00	65 00	1 467 70	25 16	613 47 R
7 60	REPAIRS TO LIBRARY BUILDINGS		7 000 00		1 104 73	8 104 73	6 083 00	6 083 00	7 424 64	566 45	113 64
	TOTAL BUREAU OF BUILDINGS		416 620 90	862 26	110 499 95	527 983 11	116 168 00	116 073 00	442 589 14	85 403 49	104 52 R
	BUREAU OF HARBORS										
5 10A	SALARIES		42 960 00		15 644 17	58 604 17			54 438 65	4 163 98	1 54
	EXPENSES										
5 11	LABOR		64 050 00		11 441 91	75 491 91			59 951 91	15 540 00	
5 12	DEPARTMENTAL		74 250 00	40 00	16 265 38	90 555 38	62 595 00	62 595 00	68 587 37	21 962 11	5 90
5 18	COMPENSATED WORK			4 760 64	7 171 63	11 932 27	3 189 00	3 189 00	10 465 54	1 443 00	23 73
	TOTAL BUREAU OF HARBORS		181 260 00	4 800 64	50 523 09	236 583 73	65 784 00	65 784 00	193 443 47	43 109 09	31 17
	BUREAU OF HIGHWAYS										
5 20A	SALARIES		239 280 00	497 22		239 777 22			215 031 66	24 716 73	28 83
	EXPENSES										
5 21	LABOR		356 376 50	457 51	340 432 14	697 266 15			697 035 29	150 23	80 63
5 22	DEPARTMENTAL		554 900 00	1 497 51	195 033 70	751 431 21	246 144 00	241 794 00	664 225 33	82 855 88	
5 24	HIRED TRUCKS		53 000 00		2 464 85	55 464 85			51 663 45	3 650 13	151 27
5 28	COMPENSATED WORK	DR 19 366 63		148 024 99	117 677 61	246 335 97	244 00	244 00	169 803 75	83 171 10	6 638 88 R
	TOTAL BUREAU OF HIGHWAYS	DR 19 366 63	1 203 556 50	150 477 23	655 608 30	1 990 275 40	246 388 00	242 038 00	1 797 759 48	194 544 07	6 378 15 R
	BUREAU OF MECHANICAL ELECTRICAL SERVICE										
9 20A	SALARIES		88 060 00			88 060 00			80 767 13	7 000 00	292 87
	EXPENSES										
5 96	LIGHTING STREETS ROADS AND BRIDGES		1 322 000 00	773 40	205 768 62	1 528 542 02			1 298 842 02	229 700 00	
9 21	LABOR		173 000 00	4 50	95 391 49	268 395 99			265 398 33	2 982 56	15 10
9 22	DEPARTMENTAL		43 800 00	31 48	55 065 89	98 897 37	1 063 00	613 00	44 835 42	53 611 95	
9 24	INCINERATOR		183 200 00		27 910 95	211 110 95			211 110 95		
9 28	COMPENSATED WORK	25 00		26 390 19	144 468 47	170 883 66	2 814 00	984 00	12 970 29	159 117 86	3 034 49 R
	TOTAL BUREAU OF MECHANICAL ELECTRICAL SER.	25 00	1 810 060 00	27 199 57	528 605 42	2 365 889 99	3 877 00	1 597 00	1 913 924 14	452 412 37	2 726 52 R
	BUREAU OF PLANS AND SURVEYS										
1 58A	SALARIES		185 780 00	30 60		185 810 60			175 448 79	10 361 81	
1 59	EXPENSES		2 000 00		392 29	2 392 29	82 00	82 00	450 01	1 942 28	
1 65	COMPENSATED WORK			2 571 79	452 56	3 024 35			2 986 67	392 29	354 61 R
	TOTAL BUREAU OF PLANS AND SURVEYS		187 780 00	2 602 39	844 85	191 227 24	82 00	82 00	178 885 47	12 696 38	354 61 R
	BUREAU OF SEWERS										
4 10A	SALARIES		204 032 00	363 19		204 395 19			184 235 97	20 159 22	
	EXPENSES										
4 11	LABOR		175 900 00	856 08	11 856 71	188 612 79			188 175 80	103 93	333 06
4 12	DEPARTMENTAL		47 100 00	1 538 10	23 935 00	72 573 10	2 810 00	2 282 00	15 934 02	56 111 08	
4 14	HIRED TRUCKS		5 000 00		50 25	5 050 25			1 884 12	2 802 50	363 63
4 181	COMPENSATED WORK	DR 24 449 95		53 815 66	7 195 82	36 561 53	8 846 00	8 846 00	53 566 74	11 212 52	28 217 73 R
	TOTAL BUREAU OF SEWERS	DR 24 449 95	432 032 00	56 573 03	43 037 78	507 192 86	11 656 00	11 128 00	443 796 65	90 389 25	27 521 04 R
	BUREAU OF STANDARDS										
1 95A	SALARIES		57 740 00			57 740 00			56 413 94	1 300 00	26 06
1 96	EXPENSES		1 000 00		1 403 45	2 403 45	5 00	5 00	507 00	1 896 45	
	TOTAL BUREAU OF STANDARDS		58 740 00		1 403 45	60 143 45	5 00	5 00	56 920 94	3 196 45	26 06
	BUREAU OF STORES										
1 144A	SALARIES		10 700 00		40	10 700 40			10 700 40		
1 145	EXPENSES		200 00			200 00	42 00	42 00	39 70	41 39	118 91
1 146	COMPENSATED WORK	580 00		88 15	17 616 62	18 284 77	11 178 00	10 993 00	10 331 37	8 305 42	537 02 R
	TOTAL BUREAU OF STORES	580 00	10 900 00	88 15	17 617 02	29 185 17	11 220 00	11 035 00	21 071 47	8 346 81	418 11 R
	BUREAU OF STREET CLEANING										
4 20A	SALARIES		50 700 00			50 700 00			48 624 66	1 800 00	275 34
	EXPENSES										
4 21	LABOR		766 300 00	6 88	16 997 82	783 304 70			746 704 94	36 599 76	
4 22	DEPARTMENTAL		71 350 00	155 91	34 576 45	106 082 36	44 145 00	25 833 00	56 551 80	31 218 56	
4 24	HIRED TRUCKS		107 000 00		8 484 58	115 484 58			110 484 58	5 000 00	
4 25	RUBBISH COLLECTION CONTRACT		535 000 00		189 209 33	724 209 33			636 287 41	87 921 92	
4 28	COMPENSATED WORK			555 57	7 424 45	7 980 02			416 89	7 367 07	196 06
	TOTAL BUREAU OF STREET CLEANING		1 530 350 00	718 36	256 692 63	1 787 760 99	44 145 00	25 833 00	1 599 070 28	169 907 31	471 40
	BUREAU OF TRANSPORTATION										
1 91A	SALARIES		8 200 00		08	8 200 08			8 200 08		
1 92	LABOR		26 770 00		10 834 78	37 604 78			37 604 78		
1 93	EXPENSES		58 900 00	1 178 72	9 740 30	69 819 02	44 928 00	44 913 00	55 210 48	14 593 54	
1 94	COMPENSATED WORK			81 17	143 80	224 97			116 04	209 60	100 67 R
	TOTAL BUREAU OF TRANSPORTATION		93 870 00	1 259 89	20 718 96	115 848 85	44 928 00	44 913 00	101 131 38	14 803 14	100 67 R
	BUREAU OF WATER SUPPLY										
9 10A	SALARIES		212 980 00	23 02	8 897 87	221 900 89			194 900 89	27 000 00	
	EXPENSES										
9 11	LABOR		369 100 00	2 676 22	113 856 67	485 632 89			485 318 01	314 88	
9 12	DEPARTMENTAL		437 830 00	1 171 18	222 126 12	661 127 30	40 436 00	37 075 00	324 807 04	332 959 26	
9 16	MISCELLANEOUS OBLIGATIONS DEPARTMENT OF PUBLIC WORKS 1936	7 986 00				7 986 00	7 986 00	7 986 00	7 306 12	500 00	179 88
9 181	RECEIPTS FOR NEW WATER SUPPLIES CITY			75 120 74	1 481 76	76 602 50				76 349 07	253 43
9 182	RECEIPTS FOR NEW WATER SUPPLIES BALTO. CO.			22 006 78		22 006 78			29 62	21 893 63	83 53
9 183	RECEIPTS FOR NEW WATER SUPPLIES ANNE ARUNDEL COUNTY			436 00	300 00	736 00				617 14	118 86
9 184	RECEIPTS FOR NEW WATER SUPPLIES HOWARD CO.			784 00	938 55	1 722 55				1 654 53	68 02
9 185	MISCELLANEOUS BILL WORK	DR 15 632 70		57 095 46	5 792 85	47 255 61	1 028 00	1 028 00	38 363 37	30 924 92	22 032 68 R
	TOTAL BUREAU OF WATER SUPPLY	DR 7 646 70	1 019 910 00	159 313 40	353 393 82	1 524 970 52	49 450 00	46 089 00	1 050 725 05	492 213 43	21 328 96 R
	TOTAL DEPARTMENT OF PUBLIC WORKS	DR 50 858 28	6 996 089 40	404 229 95	2 063 983 82	9 413 444 89	607 537 00	578 411 00	7 866 561 61	1 576 042 58	58 285 30 R

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

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	ENOCH PRATT FREE LIBRARY										
7 56A	SALARIES		347 292 10	10 31	1 420 76	348 723 17			348 564 18		
7 57	EXPENSES	2 686 00	146 378 00	13 052 57	5 654 17	167 770 74	86 081 00	82 409 00	163 916 17	182 57	158 99
	TOTAL ENOCH PRATT FREE LIBRARY	2 686 00	493 670 10	13 062 88	7 074 93	516 493 91	86 081 00	82 409 00	512 480 35	182 57	158 99
	FREE PUBLIC BATH COMMISSION										
4 45A	SALARIES		74 056 00	6 93	1 175 00	75 237 93			74 850 41		387 52
4 46	EXPENSES		2 550 00		971 66	3 521 66	1 449 00	1 449 00	2 892 19	629 47	
	TOTAL FREE PUBLIC BATH COMMISSION		76 606 00	6 93	2 146 66	78 759 59	1 449 00	1 449 00	77 742 60	629 47	387 52
	LAW DEPARTMENT										
1 49A	SALARIES		86 120 00		5 001 65	91 121 65			80 252 22	10 869 43	
1 50	EXPENSES		4 500 00	9 50	3 171 20	7 680 70	1 387 00	1 387 00	6 618 28	1 062 42	
1 51	JUDGMENTS AND SUITS		25 000 00	1 472 33	34 679 36	61 151 69			58 383 94	2 767 75	
	TOTAL LAW DEPARTMENT		115 620 00	1 481 83	42 852 21	159 954 04	1 387 00	1 387 00	145 254 44	14 699 60	
	MAYORALTY										
1 12A	SALARIES		49 160 00		3 576 34	52 736 34			51 060 59	1 675 75	
1 13	EXPENSES		10 000 00		6 515 82	16 515 82	584 00	569 00	16 223 85	276 97	
	TOTAL MAYORALTY		59 160 00		10 092 16	69 252 16	584 00	569 00	67 284 44	1 952 72	
	MISCELLANEOUS										
1 52	LIBRARY COMPANY OF BALTIMORE BAR		7 500 00			7 500 00			7 500 00		
1 83A	CORONERS SALARIES		16 800 00	125 00		16 925 00			15 939 45	900 00	85 55
1 118	INSURANCE ON CITY PROPERTY		60 000 00	2 769 74		62 769 74			48 189 17	14 557 08	23 49
1 119	COLLECTION OF STRAY DOGS		18 500 00			18 500 00			18 500 00		
1 120	BOARD OF ESTIMATES CONTINGENT FUND		50 000 00	937 96	40 139 03	91 076 99			25 667 03	65 409 96	
1 121	ADDITIONAL DEPARTMENTAL FUNDS		80 000 00		18 806 80	98 806 80			3 991 63	94 815 17	
1 122	CONTRACT FOR PURCHASE OF VOTING MACHINES		6 198 91			6 198 91			6 198 91		
1 123	BALTIMORE ASSOCIATION OF COMMERCE		10 000 00			10 000 00			10 000 00		
1 124	BALTIMORE ASSOCIATION OF COMMERCE TOURIST BUREAU		20 000 00			20 000 00			20 000 00		
1 125	PRISONERS AID ASSOCIATION		1 000 00			1 000 00			1 000 00		
1 126	GROUND RENTS ON CITY PROPERTY		51 000 00	362 19		51 362 19			51 349 45		12 74
1 128	CARE OF WAR MEMORIAL	1 378 91	15 360 00	40 22		16 779 13			17 062 17	496 83	779 87 DR
1 129	EQUIPMENT FOR 5TH REGIMENT ARMORY		5 000 00		10 000 00	15 000 00			14 996 00		4 00
1 135	REPAIRS TO RENTED CITY PROPERTY		1 800 00	175 52	124 46	2 099 98			2 012 44	87 54	
1 136A	SUPERVISOR OF ASSESSMENTS SALARIES		2 400 00		350 00	2 750 00			2 750 00		
1 137	SUPERVISOR OF ASSESSMENTS EXPENSES		500 00			500 00			499 92		08
1 149	MISCELLANEOUS OBLIGATIONS 1936 FOR BALTIMORE CITY HOSPITAL & DEPARTMENT OF PUBLIC WELFARE	6 667 00				6 667 00	6 667 00	6 667 00	6 325 34		341 66
1 150	MISCELLANEOUS OBLIGATIONS 1936	12 919 00				12 919 00	12 919 00	12 919 00	12 459 81	400 00	59 19
1 151	UNCLAIMED CHECKS AND REFUNDED OVERPAYMENTS			200 172 49		200 172 49			199 022 52	1 100 00	49 97
1 162	CONVENTIONS AND SPECIAL APPROPRIATIONS				29 986 18	29 986 18			29 337 83	648 00	35
1 163	NATIONAL REEMPLOYMENT SERVICE	72 73			1 500 00	1 572 73			1 474 51		98 22
1 164	FILLING STATION COMMISSION	268 77				268 77					268 77
1 165	BALTIMORE SAFETY COUNCIL	634 48			485 42	1 119 90	1 101 00	1 101 00	1 119 90		
	PAY AS YOU GO PLAN										
4 15	NEW SEWERS		175 000 00		48 282 32	223 282 32			89 542 32	133 740 00	
5 25	STREETS AND BRIDGES		285 000 00			285 000 00				285 000 00	
5 26	RECONSTRUCTION AND REPLACEMENT OF WORN OUT AND IMPROVED STREET PAVING		175 000 00			175 000 00				174 325 00	675 00
5 31	OPENING STREETS		50 000 00	570 00	6 981 63	57 551 63	10 00	10 00	56 912 07	639 56	
7 50	NEW SCHOOL BUILDINGS AND ADDITIONS TO EXISTING BUILDINGS		175 000 00			175 000 00					175 000 00
9 15	WATER CONNECTIONS IN ADVANCE OF IMPROVED PAVING		25 000 00		6 329 31	31 329 31				31 198 00	131 31
9 25	CONDUITS		15 000 00			15 000 00				15 000 00	
5 86	TRAFFIC LIGHTS FRANKLIN ST AND ORLEANS ST		11 300 00		1 238 63	12 538 63			12 538 63		
6 60	SPECIAL MEDICAL EXAMINATIONS		1 000 00			1 000 00			830 00		170 00
7 51	MARYLAND ACADEMY OF SCIENCE		1 500 00			1 500 00			1 500 00		
7 52	STAR SPANGLED BANNER ASSOCIATION		500 00			500 00			500 00		
7 53	MARYLAND INSTITUTE		26 000 00	1 671 64		27 671 64			27 671 64		
8 14	SINKING FUND ON PUBLIC PARK IMP 1955 LOAN		2 000 00			2 000 00			2 000 00		
8 15	INTEREST ON PUBLIC PARK IMP 1955 LOAN		40 000 00			40 000 00				40 000 00	
8 19	PARK BOARD		238 000 00			238 000 00				238 000 00	
8 20	BALTIMORE SYMPHONY ORCHESTRA		25 000 00		9 000 00	34 000 00			30 303 28	3 600 00	96 72
8 21	MUNICIPAL AND COLORED BANDS		17 220 00			17 220 00			16 770 00	450 00	
8 22	PARK BAND		10 000 00		2 400 00	12 400 00			11 950 00	450 00	
8 23	CITY COLORED ORCHESTRA		1 300 00			1 300 00			1 300 00		
8 24	CITY COLORED CHORUS		500 00	36 88		536 88			531 88		5 00
8 25	MUNICIPAL DIRECTOR OF MUSIC		2 000 00			2 000 00			2 000 00		
8 29	PLAYGROUND ATHLETIC LEAGUE RECREATIONAL GARDENS				1 500 00	1 500 00			1 500 00		
8 30	PLAYGROUND ATHLETIC LEAGUE GENERAL		19 300 00		82 51	19 382 51			19 382 51		
8 31	PLAYGROUND ATHLETIC LEAGUE RECREATION PUBLIC SCHOOLS		5 720 00			5 720 00			5 720 00		
8 32	PLAYGROUND ATHLETIC LEAGUE COLORED WORK		2 400 00			2 400 00			2 400 00		
8 33	PLAYGROUND ATHLETIC LEAGUE SCHOOL PLAYGROUND ACTIVITIES		19 000 00			19 000 00			18 966 96		33 04
8 34	COLORED RECREATION		10 000 00	40 00		10 040 00	939 00	529 00	9 353 15	224 50	52 35
8 35	ROOSEVELT PARK RECREATION CENTRE		1 500 00		500 00	2 000 00			2 000 00		
8 36	BALTIMORE AMATEUR ATHLETIC COUNCIL		6 500 00			6 500 00			5 556 08		943 92
8 37	COMMITTEE ON RECREATION				2 500 00	2 500 00			1 524 07	264 85	711 08
11 20	WORKMENS COMPENSATION LIABILITY FUND		48 000 00	1 456 91	9 563 80	59 020 71			59 006 18	14 53	
11 30	PENSION FUND FOR AGED & DISABLED EMPLOYEES		32 500 00	341 87		32 841 87			30 355 47	739 41	1 746 99
11 40	RETIREMENT FUND		1 306 086 00			1 306 086 00			1 306 086 00		
	TOTAL MISCELLANEOUS	21 940 89	3 073 384 91	208 700 42	189 770 09	3 493 796 31	21 636 00	21 226 00	2 211 596 32	1 102 060 43	179 729 56
	MUNICIPAL MUSEUM OF BALTIMORE										
8 40A	SALARIES		6 508 00			6 508 00			6 121 33	363 65	23 02
8 41	EXPENSES		900 00		933 11	1 833 11			1 833 11		
	TOTAL MUNICIPAL MUSEUM OF BALTIMORE		7 408 00		933 11	8 341 11			7 954 44	363 65	23 02
	POLICE DEPARTMENT										
2 10A	SALARIES		4 280 083 00		6 958 85	4 287 041 85			4 267 048 15	19 993 70	
2 10A1	PENSIONS		145 000 00			145 000 00			130 186 24	14 800 00	13 76
	EXPENSES										
2 11	GAS AND ELECTRICITY		30 000 00			30 000 00			30 000 00		
2 12	FUEL		10 000 00			10 000 00			10 000 00		
2 13	STATIONERY AND PRINTING		6 500 00			6 500 00			6 500 00		
2 14	ARMS AND UNIFORM EQUIPMENT		2 000 00			2 000 00			2 000 00		
2 15	TELEPHONE AND SIGNAL SYSTEM		4 000 00			4 000 00			4 000 00		
2 16	STATION HOUSE SUPPLIES		6 000 00			6 000 00			6 000 00		
2 18	STABLE EXPENSES		3 000 00			3 000 00			3 000 00		
2 19	MEALS FOR PRISONERS		4 000 00			4 000 00			4 000 00		
2 20	RENTAL OF TELEPHONES		20 500 00			20 500 00			20 500 00		
2 21	POLICE BOAT EXPENSES		3 600 00			3 600 00			3 600 00		
2 22	MOTOR VEHICLES AND MAINTENANCE		89 625 00	600 00		90 225 00			90 225 00		
2 23	TRAFFIC SIGNALS AND DEVICES MAINTENANCE		15 000 00		6 250 00	21 250 00			21 250 00		
2 24	EXPENSES CRIMINAL INVESTIGATIONS		8 000 00			8 000 00			8 000 00		
2 25	RADIO EQUIPMENT EXTENSION AND MAINTENANCE		3 600 00		14 600 00	18 200 00			18 200 00		
2 26	MISCELLANEOUS		9 200 00			9 200 00			9 200 00		
2 27	EQUIPMENT NEW TRAFFIC OFFICERS		3 080 00			3 080 00			3 080 00		
	TOTAL POLICE DEPARTMENT		4 643 188 00	600 00	27 808 85	4 671 596 85			4 636 789 39	34 793 70	13 76
	STATES ATTORNEY										
1 84A	SALARIES		47 152 00		24 97	47 176 97			47 153 28	23 69	
1 85	EXPENSES		3 000 00	39 85	303 65	3 343 50			3 343 50		
	TOTAL STATES ATTORNEY		50 152 00	39 85	328 62	50 520 47			50 496 78	23 69	
	SUPERVISORS OF ELECTIONS										
1 86A	SALARIES		46 750 00		35 16	46 785 16			46 470 24		314 92
1 87	EXPENSES		14 000 00		13 40	14 013 40	15 00	15 00	13 978 24	35 16	
	TOTAL SUPERVISORS OF ELECTIONS		60 750 00		48 56	60 798 56	15 00	15 00	60 448 48	35 16	314 92

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

CUMULATIVE STATEMENT OF 1937 APPROPRIATION ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL NO	TITLE OF APPROPRIATION	CREDITS: BALANCES FROM 1936	CREDITS: 1937 BUDGET APPROPRIATIONS	CREDITS: CASH INCREMENTS	CREDITS: ACCOUNTING ADJUSTMENTS	CREDITS: TOTAL CREDITS	ENCUMBRANCES & LIQUIDATIONS: ENCUMBRANCES	ENCUMBRANCES & LIQUIDATIONS: LIQUIDATIONS	DEBITS: CASH EXPENDITURES	DEBITS: ACCOUNTING ADJUSTMENTS	UNENCUMBERED BALANCES
	LOAN FUNDS										
	TO BE TAKEN FROM PUBLIC BUILDING SERIAL 1933-1967 LOAN										
26	FIRE BOAT DELUGE		80 000 00			80 000 00	79 897 00	79 897 00	79 897 00		103 00
27	FIRE BOAT CATARACT		10 000 00			10 000 00					10 000 00
28	NEW BUILDING FOR ENGINE COMPANY NUMBER 39		7 500 00			7 500 00			17 919 43	728 73	11 148 16 R
	BUREAU OF SEWERS										
	TO BE TAKEN FROM SECOND SEWER SERIAL 1936-1975 LOAN										
42 B	EXTENSION OF SEWER DRAINAGE SYSTEM	503 82		2 50	26 18	532 50	430 00		100 00	2 50	
	TO BE TAKEN FROM THIRD SEWER SERIAL 1933-1967 LOAN										
45 A	SALARIES	9 324 65	36 500 00		51 86	45 876 51			26 866 60	19 009 91	
	GENERAL										
	TO BE TAKEN FROM GENERAL GOVERNMENT 1922-1946 LOAN										
20 B	POLICE AND ENGINE HOUSES OLD CITY	32 820 53				32 820 53					32 820 53
20 C	POLICE AND ENGINE HOUSES NEW ADDITION	6 215 82				6 215 82					6 215 82
40 B	SANITARY AND STORM WATER SYSTEM OLD CITY	35 420 38				35 420 38					35 420 38
40 C	SANITARY AND STORM WATER SYSTEM NEW ADDITION	31 478 82				31 478 82					31 478 82
50 B	STREETS ALLEYS AVENUES AND BRIDGES OLD CITY	6 282 28				6 282 28					6 282 28
50 C	STREETS ALLEYS AVENUES AND BRIDGES NEW ADDITION	2 959 84				2 959 84					2 959 84
58	DEVELOPING AND IMPROVING HARBOR	8 500 45		4 585 00		13 085 45	500 00				12 585 45
70 B	SCHOOLS OLD CITY	21 333 51				21 333 51			368 80		20 964 71
70 C	SCHOOLS NEW ADDITION	1 079 74				1 079 74					1 079 74
71	SECOND SCHOOL SERIAL 1924-1948 LOAN	40 121 52				40 121 52			124 50		39 997 02
	THIRD SCHOOL SERIAL 1933-1967 LOAN										
76	BALTIMORE POLYTECHNIC INSTITUTE	10 151 83				10 151 83					10 151 83
77	COLORED SCHOOLS	16 957 98				16 957 98			649 14		16 308 84
78	NEW SCHOOLS GENERALLY	194 318 47		261 80		194 580 27	3 748 00	3 624 00	221 924 32		27 468 05 R
	FOURTH SCHOOL SERIAL 1936-1970 LOAN										
73	SCHOOLS FOR HANDICAPPED CHILDREN	569 192 98				569 192 98			847 60		568 345 38
	FIRST WATER SERIAL 1922-1961 LOAN										
91	WATER	405 128 35				405 128 35			6 740 00		398 388 35
	SECOND WATER SERIAL 1925-1964 LOAN										
92	WATER	756 676 45		281 83	7 099 60	764 057 88	52 00	52 00	75 558 88	15 475 18	673 023 82
	THIRD WATER SERIAL 1933-1967 LOAN										
95	WATER SUPPLY	1 660 848 25		39 080 00	17 186 12	1 717 114 37	384 242 00	148 059 00	355 585 11	61 060 37	1 064 285 89
	FOURTH WATER SERIAL 1937-1981 LOAN										
96	WATER SUPPLY	6 336 443 85		510 00	19 472 86	6 356 426 71	15 261 00	15 252 00	644 779 62	104 922 16	5 606 715 93
100 A	ADMINISTRATIVE SALARIES REVOLVING FUND	35 544 24		9 829 61	100 000 00	145 373 85			74 752 28	20 000 00	50 621 57
100 B	ADMINISTRATIVE EXPENSES REVOLVING FUND	2 955 92			20 000 00	22 955 92	1 186 00	1 176 00	4 517 79	255 47	18 172 66
100 C	PUBLIC IMPROVEMENT COMM PETTY CASH DR	162 22			16 83 DR	145 39					145 39 DR
100 D	RESERVE FOR PETTY CASH	162 22				162 22				16 83	145 39
	MISCELLANEOUS										
	SECOND AIRPORT SERIAL 1936-1970 LOAN										
19	AIRPORT	860 284 67		70 00	683 04	861 037 71	23 709 00	22 443 00	483 793 77	3 019 78	372 958 16
	PUBLIC BUILDING SERIAL 1933-1967 LOAN										
25	POLICE FIRE ENGINE HOUSES & SYDENHAM BLDGS	564 756 98			5 274 83	570 031 81	576 00	576 00	7 661 17	141 744 13	420 626 51
60	NEW BUILDINGS AND BALTIMORE CITY HOSPITAL	6 139 00				6 139 00	5 889 00	4 911 00			5 161 00
60-1	BALTIMORE CITY HOSPITALS WARD A	55 230 75				55 230 75				55 230 75	
60-2	BALTIMORE CITY HOSPITALS TUBERCULOSIS BLDG	85 512 11				85 512 11				85 512 11	
60-3	NEW BUILDINGS BALTIMORE CITY HOSPITAL	94 028 37				94 028 37	325 00	325 00	69 297 14	102 20	24 629 03
60-4	WATER SYSTEM BALTIMORE CITY HOSPITAL	3 310 98			712 16	4 023 14			3 560 00	463 14	
60-5	EQUIPMENT FOR BALTIMORE CITY HOSPITAL	20 554 81			24 000 00	44 554 81	33 431 00	26 351 00	27 046 52		10 428 29
60-6	ALTERATIONS TO OLD WARD A	146 000 00				146 000 00	128 935 00	128 515 00	136 183 30		9 396 70
60-7	PASTEURIZATION PLANT BALTIMORE CITY HOSPITAL				20 000 00	20 000 00					20 000 00
	HOWARD STREET EXTENSION & VIADUCT SERIAL 1934-1968 LOAN										
56	HOWARD STREET EXTENSION	1 627 444 42				1 627 444 42			359 200 72	441 104 18	827 139 52
57	EAST AND WEST VIADUCT BOULEVARD			301 48	440 948 36	441 249 84	128 00	128 00	440 247 59	1 002 25	
	PUBLIC LIBRARY 1933-1967 LOAN										
74	PUBLIC LIBRARY	25 263 37				25 263 37					25 263 37
	PORT DEVELOPMENT										
59	TO BE TAKEN FROM HARBOR SERIAL 1933-1968 LOAN MCCOMAS STREET TERMINAL	1 436 121 46				1 436 121 46					1 436 121 46
	PAY AS YOU GO PLAN										
40 D	SEWERS	6 340 53		455 84	165 366 16	172 162 53	32 965 00	7 965 00	77 702 39	65 799 30	3 660 84
50 D	PAVING	55 538 42		8 697 63	28 342 37	92 578 42	44 723 00	43 009 00	73 874 11	16 845 26	145 05
54 D	PAVING IN ACCORDANCE WITH PROVISIONS FOR RESTORATION OF DIVERTED ROAD FUNDS			43 930 00	380 525 00	424 455 00	312 984 00	241 805 00	290 668 98	57 961 97	4 645 05
93 D	CONDUITS				17 966 90	17 966 90			12 795 47	5 171 43	
94 D	WATER	1 096 42			25 657 73	26 754 15			17 205 69	8 107 84	1 440 62
	TOTAL LOAN APPROPRIATIONS	15 171 881 97	134 000 00	108 005 69	1 273 330 00	16 687 217 66	1 068 981 00	724 088 00	3 509 867 92	1 103 535 49	11 728 921 25
	PUBLIC WORKS ADMINISTRATION										
75	P.W.A. CONSTRUCTION ACCOUNT	3 009 947 81		4 073 549 02		7 083 496 83			4 956 920 58		2 126 576 25
	LOAN REVENUE										
	SECOND AIRPORT SERIAL 1936-1970 LOAN										
	STOCK AUTHORIZED DR	936 000 00				936 000 00	DR				936 000 00 DR
	HARBOR SERIAL 1933-1968 LOAN										
	STOCK AUTHORIZED DR	1 580 200 00				1 580 200 00	DR				1 580 200 00 DR
	SECOND HARBOR SERIAL										
	STOCK AUTHORIZED DR	10 000 000 00				10 000 000 00	DR				10 000 000 00 DR
	AVAILABLE FOR APPROPRIATION	10 000 000 00				10 000 000 00					10 000 000 00
	HOWARD STREET EXTENSION & VIADUCT SERIAL 1934-1968 LOAN										
	STOCK AUTHORIZED DR	860 000 00				860 000 00	DR				860 000 00 DR
	PUBLIC BUILDING SERIAL 1933-1967 LOAN										
	STOCK AUTHORIZED DR	1 150 000 00		690 000 00		460 000 00	DR				460 000 00 DR
	AVAILABLE FOR APPROPRIATION		97 500 00		97 500 00						
	THIRD SCHOOL SERIAL 1933-1967 LOAN										
	STOCK AUTHORIZED DR	285 000 00		285 000 00							
	FOURTH SCHOOL SERIAL 1936-1970 LOAN										
	STOCK AUTHORIZED DR	597 000 00				597 000 00	DR				597 000 00 DR
	PREMIUM	10 067 16				10 067 16					10 067 16
	THIRD SEWER SERIAL 1933-1967 LOAN										
	AVAILABLE FOR APPROPRIATION		36 500 00		18 983 73	17 516 27	DR				17 516 27 DR
	THIRD WATER SERIAL 1933-1967 LOAN										
	STOCK AUTHORIZED DR	1 995 000 00		285 000 00		1 710 000 00	DR				1 710 000 00 DR
	FOURTH WATER SERIAL 1937-1981 LOAN										
	STOCK AUTHORIZED DR	6 750 000 00		1 930 000 00		4 820 000 00	DR				4 820 000 00 DR
	PREMIUM	8 779 50				8 779 50					8 779 50
	TOTAL LOAN FUNDS DR	14 134 353 34	134 000 00	3 190 000 00	116 483 73	10 961 869 61	DR				10 961 869 61 DR

CITY OF BALTIMORE

BUREAU OF DISBURSEMENTS

CUMULATIVE STATEMENT OF 1937 REVENUE ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL	TITLE OF ACCOUNT	BALANCE FROM 1936	RECEIPTS ESTIMATED	RECEIPTS ACTUAL	EXPENDITURES	DEBIT TRANSFERS	CREDIT TRANSFERS	BALANCE
	1. GENERAL GOVERNMENT							
	TAX COLLECTIONS							
1 09R	TAX SAVINGS			4 218 089 96	3 615 295 25	591 737 90		11 056 81
1 10R	REAL ESTATE		24 917 026 00	24 785 442 34			206 789 36	75 205 70
1 11R	TANGIBLE PERSONAL PROPERTY		785 638 71	772 596 56			1 463 88	11 578 27 DR
1 11R1	MARYLAND CORPORATIONS		1 758 902 73	2 318 483 44				559 580 71
1 11R2	AUTOMOBILES		526 936 83	483 969 65				42 967 18 DR
1 12R	DISCOUNT ON TAXES			DR 139 034 42				139 034 42 DR
1 13R	BANKS TRUST COMPANIES ETC SHARES		439 200 00	814 945 20				375 745 20
1 14R	SECURITIES		1 156 208 19	1 242 825 11			285 94	86 902 86
1 15R	DEPOSITS IN SAVINGS BANKS		351 703 12	399 954 52				48 251 40
1 16R	DELINQUENT TAXES		2 700 000 00	3 468 842 06	579 393 32	10 737 26	383 198 72	561 910 20
1 17R	INTEREST AND PENALTIES ON DELINQUENT TAXES		600 000 00	575 844 77				24 155 23 DR
	MISCELLANEOUS							
1 18R	FRANCHISE TAX ON BUSINESS CORPORATIONS		185 000 00	165 831 00				19 169 00 DR
1 19R	REFUND GASOLINE TAX		6 000 00	7 355 85	79 72			1 276 13
1 20R	COAL DEALERS LICENSES			14 041 60				14 041 60
1 21R	DOG LICENSES		23 500 00	20 724 00				2 776 00 DR
1 22R	GENERAL LICENSES		53 000 00	53 174 25				174 25
1 23R	CASH DISCOUNT		15 000 00	32	CR 19 831 64			4 831 96
1 24R	BUREAU OF LIENS		23 500 00	28 554 00				5 054 00
1 26R	RENTAL OF CITY PROPERTY		18 000 00	20 996 72				2 996 72
1 28R	INTEREST ON CRIMINAL COURT SPECIAL		300 00	258 72				41 28 DR
1 29R	PEOPLES COURT		70 000 00	79 400 82	13 167 18			3 766 36 DR
1 30R	BUREAU OF PLANS AND SURVEYS		7 000 00	941 49			1 088 96	4 969 55 DR
1 31R	CARE OF WAR MEMORIAL BUILDING DR	2 558 66	7 680 00	9 804 17				434 49 DR
1 32R	STATES ATTORNEY		2 400 00	2 298 30				101 70 DR
1 33R	TELEPHONE SUPERVISORS		1 200 00	1 428 82				228 82
1 34R	EXPENDITURE REFUNDS			66 50	CR 14 85			81 35
1 35R	STATE OF MARYLAND ACCOUNT JUDGES SALARIES		17 875 00	17 875 00				
1 36R	SURPLUS	1 099 274 97	1 100 000 00	887 90	1 48	443 60	1 608 76	1 326 55
1 37R	PUBLIC IMP. COMM. CITY SOLICITORS SALARIES		7 800 00					7 800 00 DR
1 38R	SUPERVISORS OF ELECTIONS			48 25				48 25
1 39R	SHERIFFS FINES & FORFEITURES CRIMINAL COURT		8 000 00	12 498 51				4 498 51
1 40R	MUNICIPAL DUPLICATING BUREAU		9 800 00	20 77			9 422 11	357 12 DR
1 41R	PROBATION DEPARTMENT		5 000 00	5 905 83				905 83
1 42R	LIQUOR LICENSES		800 000 00	992 458 12	13 405 14	47 398 52	1 130 07	132 784 53
1 45R	MISCELLANEOUS		25 000 00	199 44				24 800 56 DR
1 46R	TRUST DEPARTMENT SUPREME BENCH		2 000 00	2 500 00				500 00
1 47R	BUREAU OF AUDITS REFUNDS			75				75
1 48R	LIQUIDATION TAX JUDGMENTS			381 40				381 40
	GENERAL REVENUE AND BUREAU OF BUILDINGS							
1 50R	BUILDING CONSTRUCTION PERMITS		18 000 00	18 142 00	10 00			132 00
1 51R	BUILDING ALTERATION PERMITS		12 000 00	11 295 00				705 00 DR
1 52R	MECHANICAL EQUIPMENT REPAIRS		27 000 00	28 824 00				1 824 00
1 53R	SIGN AND BILLBOARD PERMITS		800 00	896 00				96 00
1 54R	SMOKE CONTROL PERMITS		2 500 00	3 335 00				835 00
1 55R	MINOR PRIVILEGE CURRENT PERMI S		19 000 00	21 169 37				2 169 37
1 56R	MINOR PRIVILEGE ANNUAL REVENUE		225 000 00	212 721 14		209 26		12 488 12 DR
1 57R	THEATRES ANNUAL REVENUE		1 000 00	1 114 00				114 00
1 58R	ELEVATOR ANNUAL REVENUE		10 500 00	10 823 00	2 00			321 00
1 59R	MISCELLANEOUS REVENUE		4 500 00	4 565 70	30 92			34 78
1 61R	CONSCIENCE FUND			20 00				20 00
1 96R	BUREAU OF TRANSPORTATION			31 50				31 50
1 97R	DIVIDEND PARK BANK ACCOUNT OF BOYS WEEK			102 59				102 59
1 98R	SALE OF 1937 TAX ASSESSMENTS REAL			84 33				84 33
1 99R	DIVIDEND BROADWAY SAVINGS BANK			99 32				99 32
	2. PROTECTION OF PERSONS AND PROPERTY							
2 01R	BOARD OF FIRE COMMISSIONERS		600 00	337 40				262 60 DR
2 02R	POLICE DEPARTMENT REVENUE AND SURPLUS SALARIES		30 000 00	4 144 56				25 855 44 DR
2 03R	WEIGHTS AND MEASURES		1 000 00	2 292 27	25 00			1 267 27
	3. CONSERVATION OF HEALTH							
3 31R	SALE OF BIRTH AND DEATH CERTIFICATES		6 500 00	8 043 00				1 543 00
3 32R	CHILD HYGIENE		400 00	451 00				51 00
3 33R	DAIRY PERMITS		13 500 00	12 465 00	31 00			1 066 00 DR
3 34R	PLUMBING PERMITS		13 000 00	17 446 25				4 446 25
3 35R	ROOMING HOUSE LICENSES		1 000 00	1 044 00				44 00
3 36R	SYDENHAM PAY PATIENTS		4 000 00	4 582 29				582 29
3 37R	HEALTH REVENUE		300 00	235 25				64 75 DR
3 38R	MEAT PERMITS		25 000 00	24 543 50	7 00			463 50 DR
	4. SANITATION AND PROMOTION OF CLEANLINESS							
4 1R2	CLEANING HOUSE SEWER SERVICE AND DRAINS		1 200 00	2 937 86			1 23	1 739 09
4 1R3	RENTAL REAL PROPERTY BUREAU OF SEWERS		200 00	355 00				155 00
4 1R4	BUREAU OF SEWERS MISCELLANEOUS REVENUE		500 00	1 444 18	42 50	281 29		620 39
4 2R1	SUNDRY REVENUE BUREAU OF STREET CLEANING		300 00	701 39				401 39
4 41R	FREE PUBLIC BATH COMMISSION		22 000 00	21 657 10				342 90 DR
	COMFORT STATIONS							
4 42R1	BELAIR MARKET		100 00	78 52				21 48 DR
4 42R2	CENTRE MARKET		600 00	543 76				56 24 DR
4 42R3	CROSS STREET MARKET		500 00	627 33				127 33
4 42R4	FELLS POINT MARKET		200 00	198 32				1 68 DR
4 42R5	HOLLINS MARKET		200 00	142 52				57 48 DR
4 42R6	LAFAYETTE MARKET		200 00	220 88				20 88
4 42R7	LEXINGTON MARKET		600 00	550 07				49 93 DR
4 42R8	NORTHEAST MARKET		300 00	272 32				27 68 DR
4 42R9	RICHMOND MARKET		200 00	80 24				119 76 DR
	5. HIGHWAYS							
5 1R1	MUNICIPAL FERRY		5 000 00	1 729 13			27 12	3 243 75 DR
5 1R2	MUNICIPAL RADIO STATION		2 500 00	2 555 16				55 16
5 1R3	ICEBOAT ANNAPOLIS MAINTENANCE		10 000 00	10 000 00				
5 1R5	BUREAU OF HARBORS REVENUE			322 75			40 00	362 75
5 1R6	LOGAN FIELD AND AIRPORT SALE OF OIL AND GAS		10 000 00	14 710 69	3 029 86	27 12		1 653 71
5 2R2	PAVING TAX SPECIAL AGREEMENT 50-50 PAVING		75 000 00	84 935 60		40 000 00		30 064 40 DR
5 2R4	TELEPHONE CONDUITS C & P TELEPHONE CO		87 000 00	86 923 38				76 62 DR
5 2R5	PERMITS AND INSPECTION PRIVATE PAVING		35 000 00	39 394 56	473 40	66 00	345 60	4 200 76
5 2R6	RENTAL REAL PROPERTY BATH STREET VIADUCT			2 400 00				2 400 00
5 2R7	HIGHWAYS MISCELLANEOUS		1 000 00	1 798 04	350 00			448 04
5 2R8	MOTOR VEHICLES LICENSES AND FINES		775 000 00	921 054 99				146 054 99
5 2R9	FUEL TAX TWO CENTS GASOLINE TAX DR	13 483 05	1 200 000 00	1 354 100 03				140 616 98
5 60R	UNCLAIMED DAMAGES OPENING JOHN STREET			21 00				21 00
	6. CHARITIES HOSPITALS AND CORRECTIONS							
6 60R	BALTIMORE CITY HOSPITAL		15 000 00	21 570 02	371 52	19 00	2 177 48	8 356 98
6 61R	CARE OF INSANE		22 000 00	24 623 67			35 38	2 659 05
6 62R1	BOARD OF PRISONERS JAIL		9 000 00	9 931 26	200 00			731 26
6 63R	MAGISTRATES FINES		25 000 00	31 158 50	15 00			6 143 50
6 64R	PATIENTS IN CITY HOSPITALS		4 000 00	6 271 99				2 271 99
6 65R	DEPARTMENT OF PUBLIC WELFARE REVENUE		789 31					789 31 DR
6 66R	REFUND ON PROCESSING TAX			74 88				74 88
6 67R	REALIZATION FROM CLIENTS SECURITIES			1 388 03	39 30			1 348 73
	7. EDUCATION							
7 70R	PHYSICALLY HANDICAPPED CHILDREN		800 00	800 00				
7 71R	PART PAYMENT OF SALARIES		18 100 00	18 959 45				859 45
7 72R	CENSUS AND ATTENDANCE		778 300 00	775 185 28				3 114 72 DR
7 73R	BOOKS AND MATERIAL OF INSTRUCTION		104 100 00	103 890 73				209 27 DR
7 74R	HIGH SCHOOL AID	10 500 00	42 000 00	31 500 00				
7 75R	FEDERAL VOCATIONAL AID		25 000 00	22 936 22				2 063 78 DR
7 76R	NON RESIDENT TUITION		9 000 00	9 922 40				922 40
7 77R	BALTIMORE COUNTY TUITION		15 000 00	26 483 50				11 483 50
7 78R	SCHOOL BOARD REVENUE		300 00	1 152 40				852 40
7 79R	ENOCH PRATT FREE LIBRARY		73 700 00	78 867 91		4 718 88		449 03

C I T Y O F B A L T I M O R E

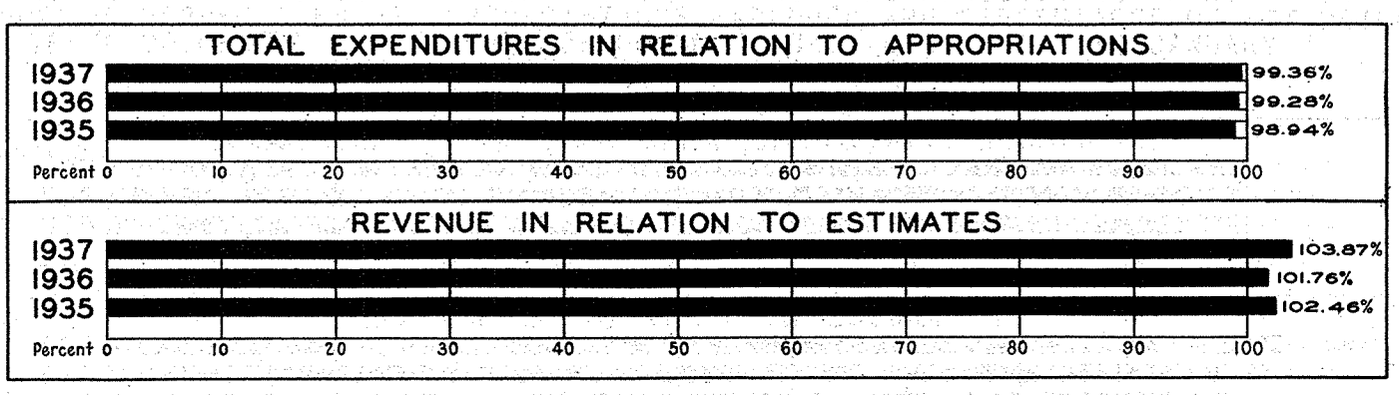
BUREAU OF DISBURSEMENTS

9

CUMULATIVE STATEMENT OF 1937 REVENUE ACCOUNTS AS OF DECEMBER 31 1937

SYMBOL	TITLE OF ACCOUNT	BALANCE FROM 1936	RECEIPTS ESTIMATED	RECEIPTS ACTUAL	EXPENDITURES	DEBIT TRANSFERS	CREDIT TRANSFERS	BALANCE	
	8. RECREATION								
8 90R	BROADWAY PIER		10 000 00	20 372 10				10 372 10	
8 91R	BALTIMORE SYMPHONY ORCHESTRA		8 000 00	6 824 95				1 175 05	DR
8 92R	MUNICIPAL BAND			80 25				80 25	
8 93R	PARK BOARD REVENUE					68 144 99	76 67	68 068 32	DR
	9. PUBLIC SERVICE ENTERPRISES								
	WATER								
9 1R1	METER WATER SERVICE CITY		2 050 000 00	2 198 089 49		7 740 78		140 348 71	
9 1R2	METER WATER SERVICE CITY MAINS BALTIMORE COUNTY		150 000 00	159 616 33				9 616 33	
9 1R3	METER WATER SERVICE METRO MAINS BALTIMORE COUNTY		110 000 00	127 373 65				17 373 65	
9 1R4	METER WATER SERVICE ANNE ARUNDEL COUNTY		10 000 00	11 083 39				1 083 39	
9 1R5	METER WATER SERVICE HOWARD COUNTY		1 500 00	1 573 40				73 40	
9 1R6	UNMETERED WATER SERVICE CITY		1 715 000 00	1 702 483 80			1 109 80	11 406 40	DR
9 1R7	PRIVATE PROTECTION SERVICE CITY		4 000 00	4 590 00				590 00	
9 1R8	FIRE HYDRANT RENTALS BALTO COUNTY CITY HYDRANTS		17 000 00	8 256 00	4 816 00			13 560 00	DR
9 1R9	FIRE HYDRANT RENTALS BALTO CITY METRO HYDRANTS		20 000 00	11 184 33	2 581 00			11 396 67	DR
9 1R10	FIRE HYDRANTS ANNE ARUNDEL COUNTY		1 500 00					1 500 00	DR
9 1R11	FIRE HYDRANT RENTALS HOWARD COUNTY		500 00	850 00				350 00	
9 1R12	SPECIAL SERVICE ON WATER SUPPLY		12 500 00	16 778 08			22 46	4 300 54	
9 1R13	FIRE HYDRANT PERMITS		500 00	94 50			553 00	147 50	
9 1R14	RENTAL OF REAL PROPERTY		2 000 00	1 739 50				260 50	DR
9 1R15	SUNDRY REVENUE		1 000 00	2 761 91		660 00		1 101 91	
9 1R16	DEPOSITS ON EXTENSION OF MAINS NOT REFUNDABLE		4 500 00				3 654 28	845 72	DR
9 1R17	DISCOUNT ON WATER			DR 23 489 40				23 489 40	DR
	BUREAU OF MECHANICAL ELECTRICAL SERVICE								
9 2R1	CONDUIT REPAIRS		560 000 00	505 778 89				54 221 11	DR
9 2R2	RECEIPTS FOR NEW CONDUIT SERVICES		2 000 00					2 000 00	DR
9 2R3	INCINERATOR SALVAGE MATERIAL		27 000 00	41 448 78				14 448 78	
9 2R4	MECHANICAL ELECTRICAL SERVICE MISCELLANEOUS		1 500 00	687 41				812 59	DR
9 93R	PIERS AND DOCKS		170 000 00	149 797 25				20 202 75	DR
9 94R	WHARFAGE		16 000 00	33 329 03	2 00			17 327 03	
	MARKET RENTAL								
9 96R1	BELAIR MARKET		23 000 00	20 300 21			2 00	2 697 79	DR
9 96R2	CANTON		800 00	791 50				8 50	DR
9 96R3	CENTRE		1 000 00	768 00				232 00	DR
9 96R4	CROSS STREET		15 000 00	13 616 49				1 383 51	DR
9 96R5	FELLS POINT		14 000 00	12 715 74	61 75			1 346 01	DR
9 96R6	HANOVER		6 500 00	7 051 74				551 74	
9 96R7	HOLLINS		20 000 00	18 667 50				1 332 50	DR
9 96R8	LAFAYETTE		10 000 00	9 489 00				511 00	DR
9 96R9	LEXINGTON		40 000 00	35 870 99		2 00		4 131 01	DR
9 96R10	NORTHEAST		15 000 00	13 730 86				1 269 14	DR
9 96R11	RICHMOND		5 000 00	5 233 54				233 54	
9 96R12	WHOLESALE FISH		16 000 00	15 150 00				850 00	DR
9 96R13	WHOLESALE PRODUCE		6 000 00	5 964 00				36 00	DR
	10. FIXED CHARGES								
10 R	LATERAL ROAD TAX 1 1/2 CENT TAX TO BE RECEIVED FROM STATE ROADS COMMISSION		955 000 00	959 558 24				4 558 24	
10 R1	GRADE CROSSING 1/2 CENT TAX		228 000 00	209 325 30				18 674 70	DR
10 R2	BENEFIT ASSESSMENTS		60 000 00	19 180 83				40 819 17	DR
	11. PENSIONS								
11 R	PENSIONS		517 300 00	493 537 50				23 762 50	DR
	TOTAL GENERAL REVENUE	1 093 733 26	46 236 059 89	51 305 145 33	4 213 583 85	772 186 60	613 032 82	1 790 081 07	
	SPECIAL FUNDS								
1 25R	MAYOR AND CITY COUNCIL REAL PROPERTY ACCOUNT	20 382 80	23 760 77	39 604 32	24 711 08			11 515 27	
1 49R	LIQUOR LICENSE FEES AMOUNT NECESSARY TO BALANCE BOARD OF LICENSE COMMISSIONERS		42 250 00				42 250 00		
1 60R	EMERGENCY APPROPRIATIONS	600 000 00	600 000 00						
5 65R	SPECIAL PAVING TAX		91 590 00	122 931 46		31 341 46			
5 66R	FUNDS DUE BY STATE					125 921 11		125 921 11	DR
5 911R	PAVING PRIVATE ALLEYS DR	10 879 57		7 084 29			3 795 28		
5 912R	PAVING PRIVATE FOOTWAYS DR	13 950 02		24 958 07		11 008 05			
	PARK REVENUE								
8 1R1	PLAYGROUND AND PLAYFIELDS		2 000 00	5 345 40		3 435 35	89 95		
8 1R2	GOLF		35 000 00	44 433 90		9 433 90			
8 1R3	SWIMMING AND WADING POOLS		28 289 74	25 502 40		1 10	2 788 44		
8 1R4	CONCESSIONS		10 000 00	11 346 54		1 346 54			
8 1R5	STADIUM		10 000 00	6 745 11			3 254 89		
8 1R6	BOAT FARES TO FORT SMALLWOOD		500 00	475 15			24 85		
8 1R7	RAILWAY TAX		340 000 00	323 982 25		50 824 83	66 842 58		
8 1R8	FINES AND PARK VIOLATIONS		500 00	518 00		18 00			
8 1R9	MISCELLANEOUS		10 000 00	9 128 75	55 33	13 40	939 98		
8 1R10	PARK BOARD DISCOUNT				CR 1 275 15	1 275 15			
12 R10	RENT OF MCCOMAS STREET TERMINAL	80 548 28		481 631 28	561 200 00			979 56	
12 R15	RENTAL OF PIER UNITED FRUIT COMPANY	10 621 51		20 000 00				30 621 51	
	TOTAL SPECIAL FUNDS	686 723 00	1 193 890 51	1 123 686 92	584 691 26	234 618 89	119 985 97	82 804 77	DR
	TOTAL REVENUE	1 780 456 26	47 429 950 40	52 428 832 25	4 798 275 11	1 006 805 49	733 018 79	1 707 276 30	

STATEMENT OF 1937 LEVY APPROPRIATION AND REVENUE ACCOUNTS AS OF DECEMBER 31 SHOWING PERCENTAGES OF APPROPRIATIONS EXPENDED AND PERCENTAGES OF ESTIMATED REVENUE COLLECTED FOR TWELVE MONTHS OF FISCAL YEAR BEGINNING JANUARY 1 COMPARED WITH SAME PERIOD OF 1936-1935



APPROPRIATION ACCOUNTS

	APPROPRIATIONS			EXPENDITURES AS OF DECEMBER 31			RATIO OF EXPENDITURES TO APPROPRIATIONS AS OF DECEMBER 31			BALANCES AS OF DECEMBER 31		
	1937	1936	1935	1937	1936	1935	1937	1936	1935	1937	1936	1935
Appeal Tax Court	$18,600.00	$17,736.25	$17,644.00	$18,037.70	$17,727.65	$17,502.70	96.98%	99.91%	99.20%	$562.30	$8.60	$141.30
Baltimore City Jail	149,980.00	146,322.00	140,255.00	149,479.70	146,322.00	138,067.51	99.67	100.00	98.44	500.30	-	2,187.49
Baltimore Museum of Art	43,056.00	32,354.60	35,104.60	41,244.84	31,982.03	34,604.89	95.79	98.85	98.58	1,811.16	372.57	499.71
Board of Fire Commissioners	3,216,272.50	3,125,871.47	3,074,047.72	3,209,874.46	3,124,809.13	3,073,171.41	99.80	99.97	99.97	6,398.04	1,062.34	876.31
Board of Police Examiners	6,500.00	6,446.00	6,846.00	6,492.00	6,442.23	6,830.34	99.88	99.94	99.77	8.00	3.77	15.66
Board of School Commissioners	9,584,989.00	8,878,939.30	8,840,581.70	9,503,847.28	8,840,248.92	8,786,717.65	99.15	99.56	99.39	81,141.72	38,690.38	53,864.05
Board of Trustees Employees Retirement System	17,100.00	16,791.00	16,791.00	16,899.70	16,787.87	16,791.00	98.83	99.98	100.00	200.30	3.13	-
Board of Zoning Appeals	17,550.00	16,662.00	16,862.00	17,545.31	16,570.47	16,506.21	99.97	99.45	97.89	4.69	91.53	355.79
Bureau of Assessment	137,370.00	135,376.00	139,775.00	137,180.36	134,029.16	139,028.70	99.86	99.01	99.47	189.64	1,346.84	744.30
Bureau of Audits	27,980.00	27,146.38	27,020.00	27,270.15	26,720.35	27,020.00	97.46	98.43	100.00	709.85	426.03	-
Bureau of Receipts	215,852.50	201,097.60	205,458.00	214,605.90	201,097.60	204,564.71	99.42	100.00	99.57	1,246.60	-	893.29
Central Purchasing Bureau	630,249.27	616,639.37	739,697.50	627,788.43	613,518.25	737,667.01	99.61	99.49	99.73	2,460.84	3,121.12	2,030.49
City Council	74,500.00	77,675.31	73,688.80	74,028.25	75,549.15	73,589.69	99.37	97.26	99.87	471.75	2,126.16	99.11
City Register	24,220.00	22,156.00	24,472.00	21,926.89	19,447.66	23,800.57	90.53	87.78	97.26	2,293.11	2,708.34	671.43
City Service Commission	23,400.00	22,657.00	23,217.00	23,066.99	20,806.99	22,699.72	98.58	91.83	97.77	333.01	1,850.01	517.28
Commission on City Plan	6,400.00	6,133.00	6,133.00	6,400.00	6,133.00	6,133.00	100.00	100.00	100.00	-	-	-
Commissioner of Health	710,173.85	675,614.12	678,107.05	709,429.44	675,614.12	673,833.01	99.90	100.00	99.37	744.41	-	4,274.04
Commissioners for Opening Streets	18,650.00	17,759.00	23,156.00	18,618.18	17,641.66	20,584.68	99.83	99.34	88.90	31.82	117.34	2,571.32
Comptroller:												
Executive Office	19,000.00	18,522.93	19,437.39	18,368.77	18,522.93	19,097.79	96.68	100.00	98.25	631.23	-	339.60
Broadway Pier	11,200.00	10,968.00	10,968.00	11,200.00	10,968.00	10,968.00	100.00	100.00	100.00	-	-	-
Bureau of Control and Accounts	119,670.00	117,566.87	114,841.37	118,694.03	115,315.80	114,096.96	99.18	98.09	99.35	975.97	2,251.07	744.41
Central Payroll Bureau	39,130.00	37,574.00	36,867.11	39,101.68	37,574.00	36,411.82	99.93	100.00	98.77	28.32	-	455.29
Comfort Stations	22,764.27	22,764.27	23,068.00	22,757.09	22,737.45	22,786.57	99.97	99.88	98.78	7.18	26.82	281.43
Harbor Master	5,350.00	5,108.50	5,108.50	5,350.00	5,108.00	5,093.62	100.00	99.99	99.71	-	.50	14.88
Municipal Duplicating Bureau	9,800.00	9,382.00	8,082.00	9,422.11	9,170.52	7,983.10	96.14	97.75	98.78	377.89	211.48	98.90
Municipal Post Office	43,900.00	45,049.00	47,049.00	43,676.79	45,049.00	46,866.05	99.49	100.00	99.61	223.21	-	182.95
Municipal Telephone Exchange	88,000.00	84,068.00	80,068.00	87,995.55	84,068.00	80,068.00	99.99	100.00	100.00	4.45	-	-
Superintendent of Markets	37,370.00	37,271.00	37,771.00	37,370.00	37,270.87	37,064.28	100.00	100.00	98.13	-	.13	706.72
Courts	588,794.36	580,514.17	582,820.76	588,511.38	571,680.96	575,071.49	99.95	98.48	98.67	282.98	8,833.21	7,749.27
Debt Service	12,282,518.50	12,031,462.80	11,336,478.50	12,282,518.50	11,984,898.97	11,243,333.50	100.00	99.61	99.18	-	46,563.83	93,145.00
Department of Legislative Reference	11,730.47	11,293.00	11,223.00	11,711.07	11,292.98	11,151.78	99.83	100.00	99.37	19.40	.02	71.22
Department of Public Welfare	2,572,252.21	2,426,965.12	2,056,930.92	2,561,574.09	2,404,038.21	2,003,489.32	99.58	99.06	97.40	10,678.12	22,926.91	53,441.60
Department of Public Works:												
Chief Engineer	51,010.00	49,015.63	48,540.00	50,891.35	48,191.86	48,491.72	99.77	98.32	99.90	118.65	823.77	48.28
Bureau of Buildings	417,436.07	406,483.65	397,705.90	416,927.12	403,160.81	397,095.37	99.88	99.18	99.85	508.95	3,322.84	610.53
Bureau of Harbors	181,260.00	188,270.89	139,370.96	181,228.83	188,270.89	139,256.48	99.98	100.00	99.92	31.17	-	114.48
Bureau of Highways	1,203,556.50	1,556,009.32	1,175,213.97	1,203,165.46	1,556,009.32	1,175,047.34	99.97	100.00	99.99	391.04	-	166.63
Bureau of Mech. Elect. Service	1,810,060.00	1,785,097.68	1,769,880.00	1,809,465.33	1,784,449.66	1,768,681.39	99.97	99.96	99.93	594.67	648.02	1,198.61
Bureau of Plans and Surveys	187,780.00	176,306.00	186,046.00	187,780.00	175,971.32	185,159.60	100.00	99.81	99.52	-	334.68	886.40
Bureau of Sewers	432,032.00	419,840.15	412,771.04	431,335.31	418,801.47	412,092.51	99.84	99.75	99.84	696.69	1,038.68	678.53
Bureau of Standards	58,740.00	59,103.64	57,187.50	58,713.94	57,860.46	57,186.51	99.96	97.90	100.00	26.06	1,243.18	.99
Bureau of Stores	10,900.00	10,573.00	10,573.00	10,781.09	10,005.67	10,558.44	98.91	94.63	99.86	118.91	567.33	14.56
Bureau of Street Cleaning	1,530,350.00	1,532,768.00	1,521,884.00	1,529,878.60	1,532,700.27	1,521,576.78	99.97	99.99	99.98	471.40	67.73	307.22
Bureau of Transportation	111,120.00	104,902.00	115,752.00	111,120.00	103,784.03	114,833.08	100.00	98.93	99.21	-	1,117.97	918.92
Bureau of Water Supply	944,910.00	1,067,679.00	904,637.07	944,100.97	1,066,416.11	902,967.50	99.91	99.88	99.82	809.03	1,262.89	1,669.57
Enoch Pratt Free Library	495,843.58	457,760.99	430,700.87	495,684.59	457,760.99	430,280.66	99.97	100.00	99.90	158.99	-	420.21
Free Public Bath Commission	77,781.00	74,062.88	75,839.13	77,393.48	74,062.88	75,771.13	99.50	100.00	99.91	387.52	-	68.00
Law Department	112,252.25	114,683.50	119,381.50	112,252.25	114,683.50	119,381.50	100.00	100.00	100.00	-	-	-
Mayoralty	62,309.86	55,545.08	54,210.74	62,309.86	55,514.70	54,121.04	100.00	99.95	99.83	-	30.38	89.70
Miscellaneous:												
Board of Estimates Contingent Funds	12,576.61	43,768.24	55,326.15	12,576.61	43,768.24	55,048.01	100.00	100.00	99.50	-	-	278.14
General Accounts	794,235.09	679,131.01	445,723.18	789,400.66	658,246.64	436,897.22	99.39	96.92	98.02	4,834.43	20,884.37	8,825.96
Pay As You Go Plan	900,000.00	650,000.00	650,000.00	724,325.00	504,764.50	459,273.73	80.48	77.66	70.66	175,675.00	145,235.50	190,726.27
Pension Fund	1,306,086.00	1,433,817.00	1,357,240.00	1,306,086.00	1,433,817.00	1,357,240.00	100.00	100.00	100.00	-	-	-
Municipal Museum of Baltimore	7,408.00	7,276.00	7,276.00	7,384.98	7,275.97	7,275.98	99.69	100.00	100.00	23.02	.03	.02
Police Department	4,643,188.00	4,622,589.80	4,459,866.55	4,643,174.24	4,620,617.69	4,457,597.63	99.99	99.96	99.95	13.76	1,972.11	2,268.92
State's Attorney	50,152.00	47,686.00	46,696.00	50,152.00	47,622.28	46,693.39	100.00	99.87	99.99	-	63.72	2.61
Supervisors of Elections	60,750.00	372,083.00	298,483.00	60,435.08	357,923.53	275,560.48	99.48	96.19	92.32	314.92	14,159.47	22,922.52
Grand Total	$46,236,059.89	$45,396,338.52	$43,199,872.48	$45,938,549.39	$45,070,823.72	$42,740,682.57	99.36%	99.28%	98.94%	$297,510.50	$325,514.80	$459,189.91
Less appropriation balances made available for the succeeding year										217,166.26	32,859.81	12,196.36
Appropriation Surplus										$ 80,344.24	$292,654.99	$446,993.55

REVENUE ACCOUNTS

CLASS OF REVENUE	ESTIMATED TO COLLECT			AMOUNT COLLECTED TO DECEMBER 31			RATIO OF COLLECTIONS TO ESTIMATES TO DECEMBER 31			BALANCES AS OF DECEMBER 31		
	1937	1936	1935	1937	1936	1935	1937	1936	1935	1937	1936	1935
Current Taxes:												
Real Estate	$24,917,026.00	$23,773,077.68	$21,969,337.00	$24,992,231.70	$23,370,790.59	$21,606,376.55	100.30%	98.31%	98.35%	$75,205.70	$402,287.09Dr	$362,960.45Dr
Personal	5,018,589.58	4,485,345.84	4,016,936.65	6,034,524.30	4,943,065.92	4,321,018.15	120.24	110.20	107.57	1,015,934.72	457,720.08	304,081.50
Tax Savings	-	-	-	11,056.81*	579,393.32	508,350.91	-	-	-	11,056.81*	579,393.32	508,350.91
Delinquent Taxes	3,300,000.00	3,500,000.00	3,350,000.00	3,837,754.97	3,817,539.47	4,138,441.70	116.30	109.07	123.54	537,754.97	317,539.47	788,441.70
Water Revenue	4,100,000.00	4,000,000.00	3,900,000.00	4,212,526.74	4,050,414.83	3,929,922.35	102.74	101.26	100.77	112,526.74	50,414.83	29,922.35
Revenue From State	4,856,475.00	4,656,551.00	4,632,081.00	5,081,570.69	5,068,459.19	4,604,349.67	104.63	108.85	99.40	225,095.69	411,908.19	27,731.33Dr
General Revenue	4,043,969.31	4,381,364.00	5,331,517.83	3,856,475.75	4,367,753.47	5,153,886.08	95.36	99.69	96.67	187,493.56Dr	13,610.53Dr	177,631.75Dr
Emergency Appropriations	-	600,000.00	-	-	-	-	-	-	-	-	600,000.00Dr	-
Total Revenue	$46,236,059.89	$45,396,338.52	$43,199,872.48	$48,026,140.96	$46,197,416.79	$44,262,345.41	103.87%	101.76%	102.46%	$1,790,081.07	$801,078.27	$1,062,472.93
Revenue due by the State which had not been remitted to the City before the close of the year							$24,196.99				5,541.71	11,701.40
Less- Tax Savings carried forward to 1938							11,056.81			13,140.18		
Revenue Surplus										$1,803,221.25	$806,619.98	$1,074,174.33

Summary of 1937 Budget Surplus

Appropriations	$80,344.24
Revenue	1,803,221.25
Surplus	$1,883,565.49

* Tax Savings in 1937, with exception of the balance of $11,056.81, distributed to respective revenue accounts.

Kovatos & Sindacu — 4-21-38 — #10

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

CORRECT

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 Control & Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "REVENUE LEDGER" "BUREAU OF CONTROL & 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 1936 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling as titled with year. 1-1936, 1-1937, 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 Volumes contain ledger account consisting of 4 sheets & a set, namely: City Property, Accounts Receivable, Funded Debt & Sinking & Trust Fund.
(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)

copies attached.

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

6. Contents—continued

7. Arrangement Arr. numer. by Bureau symbol 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 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 volumes 15"x18"x1½ approx 200 pgs
(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)
2 Vol. - 1936-1937 On wood shelf, wall, Steel Vault opp. Rm. 209
1 Vol. 1938 On desk, Room 209

12. Other information Cloth covered volumes in excellent 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 in Bureau of Archives.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

CITY PROPERTY

DEPARTMENT _____ SHEET NO. _____

DESCRIPTION _____

DATE	MEMORANDUM	POSTING REF.	DEBIT	CREDIT	BALANCE

ACCOUNTS RECEIVABLE

SHEET NO. _____

DESCRIPTION _____

DATE	MEMORANDUM	POSTING REF.	DEBIT	CREDIT		BALANCE
				ABATEMENT	CASH	

MDB 1861

CITY OF BALTIMORE

FUNDED DEBT

YEAR_____

FOLIO_____

	DATE	POSTING REF.	NAME OF LOAN	DATES INTEREST	RATES OF INTEREST	AUTHORITY ORD. NO.	AUTHORITY YEAR	TERM YEARS	WHEN REDEEM-ABLE	AMOUNT OF LOAN	AMOUNT REDEEMED PRIOR TO CURRENT YEAR	AMOUNT OUTSTANDING PRIOR TO CURRENT YEAR	AMOUNT ISSUED DURING CURRENT YEAR	AMOUNT REDEEMED DURING CURRENT YEAR

3-11-36 I. R. AMOS 500

Sinking Fund ✓ Trust Fund

ACCOUNT _____

FOLIO _____

	DATE	MEMORANDUM	POSTING REF.	CASH DR.	CASH CR.	INVESTMENT	INTEREST RATES	INTEREST RATES	AMOUNT

Kovaka + Sindace 4-21-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "Daily Audit Sheets - Bureau of Controls and 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. Jan. 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 Loose leaf binders
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled with incl. dates; vols. listed on line 12
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Audit sheet of postings to appropriation accounts, give date, sheet number; previous balance, account number, date, order (class and number), voucher number, memo., encumbrances, audited vouchers (liquidated encumbrances, vouchers, transfer vouchers), appropriation, unencumbered balance of appropriation.
(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 Arr. chron. by date.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 Some loose leaf binders 11½"X16"X2" Average 300 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Audit sheets 11"X24¾"

11. Location by dates and quantities Jan 1936 – Dec. 1937, 4 loose leaf
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
binders on steel shelf in north east corner, in vault opposite room #209; Jan. 1938 to date, 1 loose leaf binder on desk in room #209.

12. Other information Records are in excellent condition; 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)
records are kept in Bureau of Archives.
cont'd from line 4.
labeled Daily Audit Sheets, Jan 1-June 30, 1936 Bur. of Control & Accts.
" " " July 1 - Dec. 31, 1936 " " "
" " " Jan 1 - June 30, 1937 " " "
" " " July 1 - Dec. 31, 1937 " " "
" " " Jan 1 - (1938) " " "

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

SYMBOLS TO BE INSERTED IN "ORDER" COLUMN UNDER "CLASS" TO REPRESENT CLASS OF DOCUMENT

P. O. PURCHASE ORDER
C. O. CONTRACT
S. O. SERVICE ORDER

CITY OF BALTIMORE

AUDIT SHEET OF POSTINGS TO APPROPRIATION ACCOUNTS

DATE _____ Bureau of Control + Acct Dish Dr

SHEET NO. _____

	PREVIOUS BALANCE	ACCOUNT No.	DATE	ORDER		VOUCHER NO.	MEMO.	ENCUMBRANCES	AUDITED VOUCHERS			APPROPRIATION	UNENCUMBERED BALANCE OF APPROPRIATION
				CLASS	NO.				LIQUIDATED ENCUMBRANCES	VOUCHERS	TRANSFER VOUCHERS		

SYMBOLS TO BE INSERTED IN "ORDER" COLUMN UNDER "CLASS" TO REPRESENT CLASS OF DOCUMENT

P. O. PURCHASE ORDER
S. O. SERVICE ORDER
C. O. CONTRACT

CITY OF BALTIMORE

AUDIT SHEET OF POSTINGS TO APPROPRIATION ACCOUNTS

DATE _____

SHEET NO. _____

	PREVIOUS BALANCE	ACCOUNT No.	DATE	ORDER		VOUCHER NO.	MEMO.	ENCUMBRANCES	AUDITED VOUCHERS			APPROPRIATION	UNENCUMBERED BALANCE OF APPROPRIATION
				CLASS	NO.				LIQUIDATED ENCUMBRANCES	VOUCHERS	TRANSFER VOUCHERS		

Worka & Sindall 4-22-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Control & Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "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 1934 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 steel file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as titled with inclusive numbers see #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 Original Bond & Contract between City of Baltimore and contracting parties show: Amount of Bond, particulars of contract, date of contract, signatures of contracting parties, signatures of witnesses, signature of attorney of Bonding Company, signature of witnesses, signature & approval of Mayor of Baltimore City, approval as to legality by City Solicitor, amount for which approved, signature of Chief of Purchasing Bureau, approval & signature of Deputy Comptroller, and certification of Deputy Register.
(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)

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

6. Contents—continued Attached to Bond & Contract is sheet showing: specifications & terms of contract, signed by Purchasing Agent & approved by the Mayor & City Solicitor.
Note: These contracts cover all types of supplies, material & equipment purchased on contract.

7. Arrangement Numerically by contract number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not indexed
(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 forms & 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 of file drawers 11½" x 16½" x 26" approx 100 to each drawer
(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)
Center of Vault, opposite Room 209

12. Other information Records & equipment in excellent 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 in Bureau of Archives

Cont. from Line #4.
1 drawer - #3556-3653, 1 drawer - #3654-3787F,
1 drawer - #3788-3940, 1 drawer - #3941A-4052,
1 drawer - #4053-4166, 1 drawer - #4167-4292A.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovacs + Lindell — (Worker's full name)
4-22-38 — (Date)
#13 — (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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts - Disbursements Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza
(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 1931-1936
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 Bundles (In transfer case with "Hook Sheets" Form 13B. (see Line 12)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Not missing
(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 requisition by Bureau of Controls and Accounts, give date, requisition number, bureau symbol, description of material or supplies, delivery data, and room number of office in City Hall.
(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 Arranged numerically by order number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 Bundles 12"x9"x1" Average 200 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1931-1936, 4 bundles in cardboard transfer case in vault opposite room #209;
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition; prior records are kept 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)

Cont'd from line 4
Cardboard transfer case labeled Requisitions, 1931-32-33-34-35-36 — Work Sheets on #10 Sheets 1933-34-35-36-37. (See form #13B, "Work Sheets"

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovacs & Sindall 4-22-38 13A

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

CORRECT

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 Controls and Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title ("Work 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. 1933 - 1937
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See line 12.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Monthly sheets of expenditures to appropriation, gives name of department, amount of appropriation for year (3 years shown), expenditures for year (3 years shown), ratio of expenditures for year (3 years shown), balance for year (3 years shown), and totals under each column.
(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 Arr. chron. by month
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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; also 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 Bundles 14"x12"x2" Transfer Case 11½ x 16½ x 26 Approx 1000 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933-1937, 4 bundles in 1 cardboard transfer case in vault opposite room #209.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition; prior records are kept 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)

cont'd from line 4
Cardboard transfer case labeled Requisitions 1931-32-33-34-35-36 - Work Sheets on #10 Sheets 1933-34-35-36-37. (See form #13A, Requisitions)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kovaka + Lindell 4-22-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Controls and Accounts—Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall - City Hall Plaza,
(Name of building, room number, street address)

1. Title "Extra Copy of 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. 1934 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard Transfer Case.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As titled with incl. dates.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Contains monthly statement of levy appropriation and revenue accounts as of dates shown, showing percentage of appropriation expended and percentage of estimated revenue collected for the four months of fiscal year, compared with same period of previous two years; attached is a letter regarding statement from budget director.
(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 Arr. chron. by month.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 Pantograph processed (taken from ledger 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 Cardboard transfer case 11½"x16½"x26" approx 5000 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1934 - Apr. 1937 1 Cardboard transfer case in vault opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition; prior records are kept 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

Kerslar + Sindall 4/25/38 #15 15A-B-C-D-E-F-G.

(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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland.

Name of agency or office Bureau of Controls and Accounts - Disbursement Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title (Correspondence. Bureau of Disbursements)
(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 7 Cardboard transfer cases and 4 steel File drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Item 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 See forms 15A. 15B. 15C. 15D. 15E. 15F. + 15G attached
(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 see forms attached
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing see forms attached
(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 see 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 Transfer Cases 11½"x16½"x26" Steel Drawers 11½"x14"x26"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cardboard transfer cases on west wall in vault opposite room #209. File drawers on south wall of room 209.
(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)

1 transfer case labeled "1925-1926 Correspondence"
1 " " " "1931 and Previous Years - Statements and Special Correspondence and Data - Budgets 1932 and Previous Years"
1 " " " "Departmental and Outside Correspondence 1931 and Previous Years - Outside Correspondence 1932"
1 " " " "1932-1933 Correspondence - Statements - Budget 1933"
1 " " " "Correspondence - Budget 1933"
2 " " " "1934 Correspondence & Budget Correspondence 1934"
4 Steel File Drawers "Correspondence with year numbers"

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kraska & Sindall — (Worker's full name)
4-25-38 — (Date)
#15 A — (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 Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "1925-1926 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. 1925-1926
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records None missing
(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 bureaus to bureau of disbursements, consists of confirmatory requisitions, acknowledgement of letters, requisitions from deputy registers to draw check on banks for employees paychecks, not presented for payment; requests for invoices; repairs to colored high school; vouchers for approval; suggestions regarding disposal of purchase orders; relating, parking leg found in auto, 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 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 Arranged alph. by name of bureau.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(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 Cardboard transfer case 11½"x16½"x26" Approx 5000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1925-1926, 1 Cardboard transfer case on west wall in vault opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovacs & Lindall — (Worker's full name)
4-25-38 — (Date)
#15B — (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 Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "1931 and Previous Years - Statements and Special Correspondence and Data - Budgets 1932 and Previous Years."
(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
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)

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

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

6. Contents Contains correspondence to budget accountant from commissioner of motor vehicles giving amount of receipts for that bureau for month; statements and correspondence from the mayor to chief clerk of bureau of disbursements regarding detail of annual disbursements, comparing previous years; payroll surveys; statements of new positions compiled from reports of economy and efficiency commission; also statements of appropriation made for loan positions; weekly and annual
(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 comparative statements of payroll and personnel aggregate; budget data; fire dept. reports; miscellaneous statements, reports on stock sales; budgets for 1928, 1929, 1930, 1931, 1932; data relating to special financial report.

7. Arrangement Arr. alph by subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(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 heads; typed on plain paper; typed on printed forms; handwritten on plain paper and 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 Cardboard transfer case 11½"x16½"x26" approx 6000 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1928-1932, 1 Cardboard transfer case
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on west wall in vault opposite room #209.

12. Other information Records are in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovka + Sindell 4-22-38 #15C

(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 Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza,
(Name of building, room number, street address)

1. Title "Departmental and Outside Correspondence 1931 and Previous years. Outside Correspondence 1932."
(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
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)

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

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

6. Contents Contain correspondence relative to outstanding bills, recommendations, purchases of equipment; requests for financial statements; gifts; departmental correspondence from Board of Estimate, Board of Fire Commissioners, Board of Zoning Appeals, Bureau of Audits, Broadway Pier, Bureau of Plans and Surveys, to City Bureau of Disbursement.
(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 Arranged alph. by name of department.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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; hand written 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 Cardboard transfer case 11½"x16½"x26" Approx 4000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1931-1932, 1 Cardboard transfer case on west wall in vault opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

Kooka + Lindell 4-25-38 #15 D

(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 Controls and Accounts - Disbursements Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "1932-1933 Correspondence - Statements - Budget 1933"
(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. 1932-1933
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard transfer case
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records None missing
(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 bureaus to bureau of disbursements, regarding organization, orders, payments due city payrolls, police reports, pension reports, personnel statements, requests for information, etc.; in back of drawer budget for 1933, for each bureau show amount of appropriation.
(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 Correspondence arr. alph. by subject. budget arr. num. by bureau symbol numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed.
(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 heads; 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 Cardboard transfer case 11½"x16½"x26" Approx 3000 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1932-1933 1 Cardboard transfer case on west wall in vault opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovatz & Sindall — (Worker's full name)
4-25-38 — (Date)
15 E — (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 Controls and Accounts - Disbursements Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza
(Name of building, room number, street address)

1. Title "Correspondence - Budget 1933"
(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. 1932-1933
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Cardboard transfer case.
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records None missing
(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 bureaus of City government to Chief of bureau of disbursements, regarding budget accounts, transfers, acts of legislature, ammendments, assessments, banking acts, budget appropriations for various bureaus; also 1933 budget.
(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 Correspondence arranged alph. by subject; budget arr. numerically by bureau numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 heads; 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)
hand written on mimeographed forms.

10. Size Cardboard transfer case 11½"x16½"x26" approx 2000 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1932-1933, 1 Cardboard transfer case
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on west wall in vault opposite room #209.

12. Other information Records are in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovatz + Sindall 4-25-38 #15 F

(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 Controls and Accounts - Disbursements Division
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(Name of building, room number, street address)

1. Title "1934 Correspondence. - Budget Correspondence 1934"
(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 Transfer case (cardboard)
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records None missing
(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 bureaus regarding departmental accounts, transfers, acquisitions and approvals of properties, banking acts, employees bonds, in back of drawer budget correspondence to bureau of disbursements regarding complaints, suggestions, personnel departmental rosters, public improvements, sewer loans, charters, city and state financial data, coal data, destitute 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)

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

6. Contents—continued neglected children compensation, war memorial building expenditures, Maryland institute expenditures, city hospitals expenditures, organization abstract data, city organization, state budget statement of revenue derived from Baltimore,

7. Arrangement Arr. alph. by subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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 heads; 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)
Handwritten on ruled paper and plain paper.

10. Size Cardboard transfer case 11½"X16½"X26" Approx. 8000 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1934, 1 cardboard transfer case on west wall in vault opposite room #209.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovata & Sindall — (Worker's full name)
4-25-38 — (Date)
#15 G — (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 Controls and Accounts - Disbursement Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, City Hall Plaza.
(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 1935 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling As titled, with year numbers.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None missing
(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 bureaus regarding departmental accounts, transfers, aquisitions and approvals of properties, banking acts, employees bonds; budget data, sewer loans, charters, financial data, relief data, 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 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 Arr. alph. by subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Not indexed
(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; 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 Steel drawers 11½ X 14 X 26" Average 5000 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935 to date, 4 steel file drawers on north wall in room #209
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records and containers in excellent 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)

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

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

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(1)

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ROOM 320 MUNICIPAL BLDG.

DATE OF SERIAL	SERIAL NO.	TITLE 103	DATE OF RECORD
OCT. 5, 1939	1	"APPLICATIONS	1933 – 1937
SEPT. 29, 1939	2	{APPLICATIONS}	1936 – – .
SEPT. 20, 1939	3	"LETTERS"	1935 – – .
OCT. 4, 1939	4	{APPLICATIONS}	1914 – 1919
OCT. 5, 1939	5	"DUCT SPACE APPLICATIONS"	1920 – 1934
DEC. 13, 1939	6	" " "	1910 – 1923
OCT. 25, 1939	7	"APPLICATIONS"	1930, 1935 –
NOV. 24, 1939	8	"APPLICATIONS"	1909 – 1926
NOV. 8, 1939	9	"APPLICATIONS FOR PERMITS TO ENTER MANHOLE"	1939 – – .
DEC. 11, 1939	10	"C. & P. TEL. CONDUIT APPLICATIONS"	12/19/89 – 2/24/21
DEC. 11, 1939	11	"CONS. GAS CO. APPLICATION TO LAY GAS MAINS"	7/3/07 – 2/23/21
OCT. 2, 1939	12	"HIGHWAY PERMITS"	11/37 – 10/38
NOV. 1, 1939	13	"C. & P. TEL. POLE APPLICATIONS"	1935 – 1938
NOV. 9, 1939	14	" " " "	1939
DEC. 11, 1939	15	"POLE PERMITS"	1902 – 1915
DEC. 11, 1939	16	" "	10/14/17 – 12/24/21
NOV. 3, 1939	17	{C.G.E. CO. POLE APPLICATIONS}	1925 – 28, 1935 – 38
NOV. 9, 1939	18	"RODDING MEASUREMENTS NOT REPORTED + SKETCHES FOR DRAFTING ROOM"	1939
DEC. 11, 1939	19	"UNITED RAILWAY CO. POLE PERMIT"	1917 – 1919
OCT. 17, 1939	20	{ASSENTS}	1900 – 1928
JAN. 4, 1940	21	{ATLAS PRINTS OF PROPOSED POLE + ARC LIGHTS	NONE.
JAN. 5, 1940	22	"ATLAS OF THE CITY OF BALTIMORE MD	1896
OCT. 21, 1939	23	"ATLAS BALTIMORE COUNTY"	1915

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(2)

BUREAU OF MECHANICAL ELECTRICAL SERVICE
ROOM 320 MUNICIPAL BLDG.

DATE OF SERIAL	SERIAL NO	TITLE	DATE OF RECORD
OCT. 21, 1939	24	{BALTIMORE CITY ATLAS}	1914
OCT. 29, 1939	25	{BALTIMORE CITY ATLAS}	1914
OCT. 26, 1939	26	{C.F. & E. GAS & ELECTRIC BILLS}	1938
OCT. 11, 1939	27	"ELECTRIC COMMISSION OF BALTIMORE CITY CONSTRUCTION BILLS"	MAY 1904-OCT. 1914
OCT. 10, 1939	28	{HAULING STUBS & BILLS}	7/22 - 2/28
JAN. 11, 1940.	29	{ARUNDEL CORP. BILLS}	JAN. 1915.
OCT. 19, 1930.	30	" DUCT RENTAL BILLS "	1916 - 1936
DEC. 4, 1939.	31	" " "	9/7/01. - 10/11/15
OCT. 2, 1939	32	{CONSOLIDATED GAS & ELECTRIC CO. SERVICE BILLS	5/38 - OCT. 38
NOV. 22, 1939	33	" BILLS "	5/1/94 - 2/1/97.
DEC. 19, 1939	34	{BILLS}	1904 - 1916
DEC. 20, 1939	35	"GAS CO. WORK" {STATEMENTS}	JULY-SEPT. 1899
OCT. 27, 1939.	36	{BILLS RECEIVABLE}	DEC 1927 - DEC 21-28
DEC. 18, 1939	37	" BILLS PAYABLE FOR CEMENT PAVEMENT "	1912 - 1913.
DEC. 14, 1939	38	" CITY BILLS "	1903 - FEB. 1. 16
OCT. 29, 1939.	39	{STREE LIGHT BLUE PRINTS}	6/23/37 - 1938
OCT. 21 1939	40	" CIRCUIT NUMBERS "	1927 - - .
JAN. 11. 1940	41	" OLD COST DATA ELECTRICAL COMMISSION "	1881 - 1899

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1-17-1940	42	{BLUE PRINTS OF STREET LIGHTING SYSTEM}	1918, 1935-1938.
10-2-1940	43	{BLUE PRINTS OF BRIDGE & STREET LAMP POSTS}	1934, 1937
1-10-1940.	44	{BLUE PRINTS OF ORNAMENTAL LAMP POSTS}	NONE.
1-15-1940	45	{BLUE PRINTS RUBBISH TRUCK}	1932, 1935.
11-7-1939	46	{MANHOLE MAPS & DRAWINGS}	1900 — — .
11-8-1939	47	"MANHOLE PRINTS"	1912-14. 1923
12-18-1939	48	{MANHOLE & DISTRIBUTING BOX LOCATION PRINTS}	1895. 1912-1914.
1-4-1940.	49	{CONDUIT & MANHOLE LOCATION PRINTS}	1908 — 1918
10-2-1939	50	{BLUE PRINTS OF PATTERSON PARK HIGH SCHOOL & HOSPITALS}	1933.
12-22-1939	51	{CONDUIT & CONNECTIONS BLUE PRINTS}	1916-1917.
11-9-1939	52	{BLUE PRINTS OF HAND BOX FRAMES & COVERS}	1912, 1915, 1923, 1926.
1-10-1939	53	{GENERATOR, CONDUITS, FRAME & COVER BLUE PRINTS}	1898. 1905.
1-10-1939	54	{BLUE PRINTS OF HOME TELEPHONE CO. MANHOLE FRAMES & COVERS}	NONE.
1-9-1940	55	"MANHOLE FRAMES & COVERS USED IN NEW YORK"	1899
1-9-1940	56	{MANHOLE CONSTRUCTION BLUE PRINTS}	1895-1899-1903
1-17-1940	57	{BLUE PRINTS OF W.P.A. PROJECTS}	1938-1939.
1-10-1940.	58	{BLUE PRINTS OF BRICK VAULTS FOR MANHOLES}	NONE.
1-10-1940.	59	"CONCRETE MIXER"	NONE
1-9-1940.	60	"P.F.A.J. PRINTS"	1893-1896.
10-16-1939	61	{BLUE PRINTS & PHOTO NEGATIVES OF UNDERGROUND CIRCUITS}	1929-1937.
1-12-1940.	62	{BLUE PRINTS OF ELECTRICAL FIXTURES}	1900-1910.
10-2-1939.	63	{BLUE PRINTS OF B&O. RWY. BLDG. AND CITY COURT HOUSE}	1905. 1926.
1-10-1940.	64	{BLUE PRINTS FOR ALTERATIONS TO WAREHOUSE COURTLAND ST}	1915

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1-17-1940	65	{MUSEUM OF ART BLUE PRINTS}	1927
1-17-1940	66	{INPINERATOR BLUE PRINTS}	1925, 1927-1937
1-17-1940	67	{BACK RIVER DISPOSAL PLANT BLUE PRINTS}	1924
1-17-1940	68	{BLUE PRINTS OF CITY SCHOOLS}	1925
10-10-1939	69	"B.B. SPECIFICATION FORMS"	7-20-29
1-4-1940	70	"PROPOSED DEVELOPEMENT OF FAIRMOUNT"	JULY 1919
1-17-1940	71	{BLUE PRINTS OF BAY VIEW HOSPITAL}	1926
1-17-1940	72	{BLUE PRINTS OF ROLAND PARK & GUILFORD CONDUITS}	1913, 1915
1-4-1940	73	{BLUE PRINTS OF BRIDGES	1892-1894 1911 1898-1909 1911
1-3-1940	74	{REFRIGERATION & HEATING BLUE PRINTS}	1902-1905
1-4-1940	75	"LAYOUT OF PIERS 1-2-3-4-5-6 FOOT OF PRATT ST. HARBOR BOARD 1908"	1908
1-11-1940	76	{BLUE PRINTS OF PHILADELPHIA ROAD}	1910
1-12, 1940	77	{BLUE PRINTS OF CHARLES ST}	1904
1-10-1940	78	{BLUE PRINTS OF DRUID PUMPING STATION}	1905-1907
10-10-1939	79	{BLUE PRINTS OF CHICAGO AND ST. LOUIS CONDUIT SYSTEM}	1925-1926
10-18-1939	80	{BLUE PRINTS OF PROPOSED CONSTRUCTION}	1927-1930
1-18-1940	81	{BLUE PRINT CITY JAIL CONDUIT CONNECTIONS}	1925-1926
1-4-1940	82	"HARBOR ENGINEERS BLUE PRINTS OF DIGAN'S & O'DONELL WHARF"	1907
10-13-1940	83	"ELECTRICAL ENGINEERS"	1931-1936
10-4-1940	84	{MISCEL BLUE PRINTS}	1912-1927
1-10-1940	85	{BLUE PRINT OF HARBOR BULKHEAD}	1906

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JAN 2 1940	86	{WATER MAINS BLUEPRINTS}	1923
JAN 8 1940	87	{BLUEPRINTS DOWNTOWN STREETS}	NONE
JAN 11 1940	88	"HANOVER STREET SEWERS"	NONE
JAN 11 1940	89	{IRON GRATING BLUE PRINTS}	1900
JAN 11 1940	90	{CURB LOCATION BLUE PRINT}	1905
JAN 1 1940	91	"UNITED RAILWAY TRACK LAYOUT"	1900 - 1906
JAN 9 1940	92	{SEWER & STORM DRAINS BLUE PRINTS}	1911 - 1914
JAN 10 1940	93	{BALTO CITY BLUE PRINT MAPS} "Supplies"	1896
NOV 9 1939	94	{BLUEPRINTS TRANSFORMER VAULTS}	1931. 1934
JAN 9 1940	95	"PLOTTED CONSTRUCTION DATA"	1917. 1913-1926
JAN 15 1940	96	{BLUE PRINTS OF PROPOSED WORK}	1920 - -
JAN 3 1940	97	{BLUE PRINTS ELECTRICAL UNITS}	1900-1911
JAN 17 1940	98	{DUCT LENGTH DATA SHEETS & BLUE PRINTS}	1924-1937
Oct 23 1939	99	{BLUE PRINTS DUCT LENGTH ROUTES}	1923-1924
JAN 11 1940	100	{BLUE PRINTS MULTIPLE DUCT PLUNGER}	1900

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1-10-40	101	{Routes of cable blue prints}	1911
11-6-39	102	{Blue prints of proposed construction}	1910 — —
10-23-39	103	{Blue prints of duct space rentals}	1916, 1918, 1924 to 1937
11-13-39	104	{Current orders - Rodded measurements}	1929, 1935 - 1936
1-18-40	105	{Trolley connection blue prints}	1925 - 1926
1-4-40	106	"U.R.E.Co. prints of Pratt st power house"	1906 - 1909
10-30-39	107	{Bids and Letters}	1925, 1926, 1929
10-4-39	108	{Expired Contracts}	1924 - 1938
9-26-39	109	{Current Contracts}	1927 — —
12-4-39	110	{Correspondence Copies}	1894 - 1914
10-3-39	111	"Correspondence"	1924 - 1932
11-29-40	112	{General Correspondence}	1894 - 1921
10-25-39	113	"Correspondence"	1936 — —
1-19-40	114	{General Correspondence}	1932 - 1936
11-9-39	115	{Correspondence}	1894 to date
12-22-39	116	{Drawings of manhole & junction boxes}	1902 — 1916
11-8-39	117	{Drawings of duct lengths & locations}	1912 - 1914
10-7-39	118	{Drawings of curbs & streets}	1911-1912-1913-1924 1929-1931 Dates of Drawings
1-3-40	119	"Foremans white sheets"	1908 - 1913
1-10-40	120	{Blue prints and drawings S. Kirk & Son Store plans}	None
1-8-40	121	{Pipe Line Drawings}	None
1-4-40	122	{Drawings of proposed manhole changes}	1914 - 1916
1-4-40	123	"Obsolete sewer & Taps"	None

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12-22-39	124	{Drawings of conduit drains}	1894-1896
12-21-39	125	{Drawings & data sheets of Electrical Connections}	1899-1903
1-4-40	126	{Drawings of conduit routes}	1900, 1912-1920
11-1-39	127	{Correspondence Bids Blue Prints relative to construction work}	1899-1920 1926-1936
11-10-39	128	{Duct space rental record}	1902--
12-14-39	129	{Duct rental bills}	1899-1920
11-8-39	130	"Duct space records"	1904--
11-9-39	131	{Duct space & cable records}	1901-1906
11-6-39	132	{Duct space rental sheets}	1905-1921
11-10-39	133	{Conduit system routes}	1912--
10-23-39	134	{Duct rental accounts}	1900-1920
10-19-39	135	{Record of duct space leased}	1900-1915
11-8-39	136	{Duct space rental record}	1901-1917
10-27-39	137	{Duct rental cash book}	1912-1925
10-27-39	138	{Duct rental ledger sheets}	1912-1934
11-10-39	139	{Record of conduits leased to Postal Tel. Co.}	1902--
12-6-39	140	"Sewer commission"	1907-1909
12-19-39	141	{Conduit Construction Cost Record}	1899-1903
1-18-40	142	"Miscellaneous papers 1898 to 1909 incl"	1898-1909
12-6-39	143	"F.L.P. Druid Hill Park"	1903-1904
12-13-39	144	{Construction, Operation and Maintenance Account}	1901-1910
12-4-39	145	{Construction Labor Account}	1899-1915
12-7-39	146	"Gen. account of construction expense"	1898--

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11-27-39	147	{Monthly Summary of Material Used}	1914-1916
12-19-39	148	{Construction & cost Record}	1917-1921 1926-1928 ~~1932-1937~~
12-19-39	149	{Miscellaneous cost Record}	1898-1914
11-10-39	150	{Construction cost summary sheets}	1898-1909
10-27-39	151	{Ledger sheets}	1921-1932
11-6-39	152	"Mechanical Division"	1929-1934
10-20-39	153	{Duct Rental Ledger}	1912-1917
12-14-39	154	{Time and material Reports}	1910-1913
12-19-39	155	{Conduit loans distribution fund Reports}	1910-1912
10-20-39	156	"Letters"	1937 — —
9-20-39	157	"Card Index"	1930 — —
1-17-40	158	"Transit Books" {Card Index}	1900-1916
1-17-40	159	"Index To office plans"	1914-1915
11-24-39	160	{Personell Card file}	1906-1916
11-11-39	161	{Duct Rental Index cards}	1898-1919
9-28-39	162	"Smoke Control Bureau" {Index}	1932 — —
10-27-39	163	{Combustion Unit permit and smoke complaint cards}	1932 — —
11-7-39	164	"Mechanical Electrical Service plat index map"	1926
1-17-40	165	"Plots"	1900 — —
10-21-39	166	{Circuit Number index map}	None
10-22-39	167	{Street Lamp & circuit cards}	1921
10-25-39	168	{Street Lamp Record}	1921 — —
12-13-39	169	{Force Accounts}	1899-1915

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Date of Serial	Serial No.	Title	Date of Record.
12-14-39	170	"Summary Force Account"	1899-1903
10-27-39	171	{Comptrollers distribution of Appropriated Money}	1915-1921
10-25-39	172	{Construction Expenditure Ledger}	1903-1913
10-25-39	173	{Summary of Expenditure and Receipts}	1903-1913
10-23-39	174	"Accounts Receivable"	1912-1925
10-18-39	175	{Charge Ledger}	1910-1915
10-3-39	176	{Lighting & Incinerator divisions appropriation Ledger}	1935-1936
10-27-39	177	"Appropriation Ledger"	1925-1931
10-5-39	178	{Invoices}	1930-1934
11-1-39	179	{Unpaid Construction Invoices}	1926-1934
11-22-39	180	"Invoices"	1898-1913
11-1-39	181	"Paid Construction Invoices"	1924-1930
11-30-39	182	{Paid Invoices}	Mar. 1899 to Dec 1899
10-18-39	183	{Paid Invoices}	1913-1919
10-23-39	184	{Paid Invoices}	1927-1930
10-23-39	185	"Voucher Register and journal Electrical"	1910-1915
10-10-39	186	"Voucher Register"	1914-1924
12-24-39	187	"Electrical Commission warrants"	1898-1911
12-4-39	188	"Operating & Maintainance"	1902-1908
12-13-39	189	{Weekly Pay Roll Sheets}	1921-1922
1-11-39	190	{Elec. Comm. weekly pay roll charges}	1907-1912
12-4-39	191	"Monthly payroll and organization expense"	1898-1907
1-11-40	192	{Gen. Expense & monthly payroll}	1900
11-29-39	193	{Miscellaneous Documents}	1890-1906

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Date of Serial	Serial No.	Title	Date of Record
1-15-40	194	{City Hospital's Ground Layout Map}	1903
1-15-40	195	"Old Paving Maps"	1913
1-15-40	196	{Map of Baltimore Harbor}	1901
10-2-39	197	{Smoke Ordinances}	1930 — —
1-15-40	198	{Street Railways Feeders - Maps}	1899
1-4-40	199	{Gas Line Maps}	None.
1-11-40	200	{Map of C & P Telephone Co. Connections}	1899-1901

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Date of Serial	Serial No	Title	Date of Record.
12-13-1939	301	{Pole Abandonment or Removal Notices}	1919-1921
10-18-39	302	{Requisition Record}	1922-1923
12-1-39	303	{Requisitions}	1898-1914
8-20-39	304	"Letters 1937" {City Requisitions}	1935— —.
10-11-39	305	{Requisitions}	1928-1929
10-20-39	306	"Incinerator Division Requisitions"	1930
1-12-40	307	{Conduit Route Tracings}	1904-1907
1-15-40	308	{Tracings}	1895, 1896 1915-1916
1-17-40	309	{Tracings}	1916— —.
1-2-40	310	{Tracings}	1901-1915
1-15-40	311	{Tracings}	1895, 1900,— 1916. 1924
11-6-39	312	{Drawings}	1901-1917
1-3-40	313	"Elec. Comm. "S" Tracings"	1899-1910
1-8-40	314	{Tracings}	1899
1-16-40	315	{Tracings}	Feb 11 1938 June 11 1938
1-16-40	316	"Traffic Signal Tracings"	Aug 17 1939
1-16-40	317	{Tracings}	May 21 1935
11-29-39	318	"Notifications of changes in M.E. prints"	Sept 14 1914 Nov 20 1915
11-2-39	319	{Obstruction & Trouble Reports}	1926-1928 1938— —.
11-2-39	320	{Obstruction & Trouble Reports}	1936-1937
1-18-40	321	{W.P.A. Project Progress Reports}	1936-1937
1-4-40	322	{Distributine Box Location Record}	No Dates shown.
12-1-39	323	{Inspectors Record Books}	1914-1915
11-30-39	324	"Daily Report Books"	Jan 4 1915 Oct 10 1915

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Date of Serial	Serial No	Title	Date of Record
12-20-39	325	"Accident Reports"	1899-1913
11-30-39	326	"Weekly Bulletins" {Report of proposed work for coming week}	May 1 1918 Sept 20 1918
11-30-39	327	"Car Tickets" {Reports of Car Tickets Used}	May 26 1903 June 8 1908
1-18-40	328	{Progress Reports}	1935-1937
12-13-39	329	"Consecutive File Nov 1 1907" {Notice to Repair or Renew Footway}	1917-1918
1-4-40	330	{Foremans completed work report}	1914
1-16-40	331	"Mech. Elec. Service James E. Fairbanks" {Record of Plans}	1937 — —
12-13-39	332	{Complaints}	1912-1913
10-25-39	333	{Material Requisition}	1929
11-1-39	334	"Material orders & credit slips"	1938-1939
12-19-39	335	"Material Received"	Jan 6 1914 Nov 4 1915
12-6-39	336	"Summary of Material"	1900-1902
11-10-39	337	{Police Fire Alarm & Telegraph Record}	None shown
12-20-39	338	{Hauling Record}	1913-1915
1-15-40	339	{Field Books}	1931-1936
12-13-39	340	"Accident & Injury claims etc"	1917-1921
12-13-39	341	{Receipts}	1891-1902
12-5-39	342	{Record of Cash Receipts}	Sept 2 1903 July 2 1904
1-18-40	343	{Record of Permits}	1929-1938
1-4-40	344	"Concerning location Depth & capacity C&P conduits" {C&P Telephone Conduit Locations}	1898
10-5-39	345	{Purchase Orders}	1934-1938
12-1-39	346	{Inspectors field books}	1913-1914
1-31-40	347	"Weekly Salvage Report"	1936 — —
1-31-40	348	{Trash Tonnage & Salvage Chart}	1927 — —
1-31-40	349	{Delivery Receipts}	1938 — —

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1-31-40	350	"Incinerator #2 Monthly Labor & Tonnage Chart"	1935 — — .
1-31-40	351	{Daily Labor & Salvage Report}	1937 — — .
1-31-40	352	{Record of Salvaged Material}	1933 — — .
1-31-40	353	"Record of Goods Received"	1929 — — .
2-8-40	354	{Daily Time Sheets}	1938 — — .
2-8-40	355	{Daily Time Slips}	1938 — — .
2-2-40	356	{Shop Time Book}	1926-1931
2-8-40	357	{Time Clock Cards}	1934 — — .
2-1-40	358	{Electric Welding Machine Daily Service Cards}	1939 — — .
2-2-40	359	{Street Sign Orders}	1935 — — .
2-6-40	360	{Memo. Purchasing Order}	1935 — — .
2-6-40	361	{Material Credit Slips}	1935 — — .
2-1-40	362	{Daily Labor & Material Report}	1940
2-6-40	363	{Stock Record Cards}	1933 — — .
2-2-40	364	{Correspondence}	1939 — — .
2-2-40	365	{Interdepartmental Correspondence}	1937 — — .
2-2-40	366	{Receipted bills}	1937 — — .
2-5-40	367	{Job Material Orders}	1935 — — .
2-6-40	368	{Material Delivery Order}	1935 — — .
2-8-40	369	{Shop Invoice}	1936-1937
2-8-40	370	{Interdepartmental Requisition}	1937 — — .
2-1-40	371	{Shop Order}	1938 — — .
12-19-39	372	{Construction & Cost Record}	1931

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1-10-1940	201	{City of Montreal Distributing Conduit}	1903
1-15-1940	202	{Maps of Savannah Go. Telephone System}	1899
1-15-1940	203	"Distributing Conduit Maps"	1899, 1901, 1914
1-15-1940	204	{Duct Length Maps}	1900 — —.
1-15-1940	205	{Washington D.C. and Montreal Can. Maps}	1898, 1903
9-29-1939	206	"Topographical Maps of 1918 Annex"	1923
9-25-1939	207	{Mechanical Map of City of Baltimore}	1938
1-15-1940	208	"Baltimore City Maps"	1894 1903, 1906
12-13-1939	209	"Work Orders"	1923-1930
11-13-1939	210	{Order for work}	1933 — —.
11-13-1939	211	"Construction Work Order"	1909 to Date
11-30-1939	212	{Permits To Tap City Sewers}	1899-1912
12-6-1939	213	{Minutes of meeting of Electrical Comm.}	1895-1897
11-30-1939	214	{Statement: Estimates and City Ordinances}	1899-1901
10-2-1939	215	{Permits to Install Lamplight shades and Frosted globes}	1938
11-30-1939	216	{Application for Permit to Install Gasoline Tank}	1919-1920
12-13-1939	217	{Work orders for Trolley Pole Connections}	1902-1914
12-1-1939	218	{Impression copies of paving orders}	1906-1914
12-1-1939	219	{Conduit System Work orders}	1906-1914
11-13-1939	220	{Completed work record card}	1904-1915 1926-1936
12-13-1939	221	"Repair Orders"	1910-1915
2-8-1940	222	"Shop order"	1937
11-8-1939	223	"Work Order"	1938 — —.
11-8-1939	224	"Work Order"	1934-1936
11-8-1939	225	"Work Order"	1933 — —.
2-2-1940	226	"Interdepartmental Work Order"	1937 — —.

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2-2-1940	227	"Work Order"	1939 — —.
10-25-1939	228	{Employees Retirement Application Copy}	1926 — —.
10-23-39	229	"1922 Survey of Municipal Conduit System.	1922
12-6-39	230	"Conduit Rental Receipts"	1900-1912
10-2-39	231	"Lamp Fines Ledger"	1924-1934
10-29-39	232	{Notification of Completed work To wrecked lamp lights}	1934-1938
1-17-40	233	"Photographs"	1911
10-18-39	234	{Electrical Comm. photographs of broken conduit}	1914-1915
12-27-39	235	"Photographs"	1900-1909
11-3-39	236	{Truck Transportation Time Tickets}	1926-1927
	237	No form.	
11-9-39	238	"Daily Labor & Material Report"	1931-1939
10-10-39	239	"Daily Labor & Material Report"	1928-1929 1936 — —
10-18-39	240	"Daily Labor & Salvage Report"	1928-1932
10-20-39	241	"Daily Salvage Report"	1928-1929
11-24-39	242	"Paving Reports"	1904-1921
10-30-39	243	"Paving Reports"	1916-1936
10-27-39	244	"Obstruction Reports"	1902 — —.
11-1-39	245	{Inspectors Location Reports}	1935
10-5-39	246	{Lamp Post Wreck Reports}	1925-1939
11-3-39	247	{Boiler & Equipment Reports}	No dates
11-8-39	248	{Temperature Reports}	1933 — —.
11-3-39	249	{Miscel. Invoices & Reports}	1925-1927
10-30-39	250	{Disposal plant daily report & weight Tickets}	1937-1939
11-1-39	251	"Summary of daily construction reports"	1914-1916

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Date of Serial	Serial No.	Title	Date of Record.
11-2-39	252	"Daily Inspection Report of Manholes"	1933 only 1936-1938
11-9-39	253	{Cons. Gas. & Elec. Co. Duct space and cable report}	1927-1928 1934-1938
10-29-39	254	{Reports of wrecked or defective lamp posts}	1935-1939
10-25-39	255	{Reports of wrecked or defective lamp posts}	1939
11-1-39	256	{Inspectors daily reports of duct space}	1935-1938
11-24-39	257	{Yard watchman call reports}	1926-1927 1934 to date
10-6-39	258	{Inspectors smoke control report books}	1932-1938
10-29-39	259	{Smoke control report books & offender notices}	1932 — —
11-27-39	260	"Construction Report"	1904-1915
1-5-40	261	{Manhole Photo Negatives & Proofs}	1899-1900
12-18-39	262	{Manhole location Photo Negatives with Proofs}	1900 — —
12-20-39	263	{Mounted & unmounted photographs}	1904, 1907 - 1909, 191x
12-20-39	264	"Ordinances"	1898-1913
12-4-39	265	"Permits"	1933. 1935-1938.
11-8-39	266	"Completed permits for manhole entrance"	1939
12-4-39	267	"Permits"	1901-1914 1918-1926
11-29-39	268	"Letters"	1899-1913
12-6-39	269	"Personnel Record"	1898-1901
10-20-39	270	{Personnel Cards}	1906-1917
12-4-39	271	{Labor Application}	1907-1909
10-26-39	272	{Labor bureau & W.P.A. application cards}	1932 — —
11-1-39	273	{Bureau of Mechanical Electrical Service Time sheet}	1938-1939
10-2-39	274	"Daily Labor & Salvage Report"	1932
11-10-39	275	"Construction Cost Record" {Time Record}	1930
11-10-39	276	{Time Reports}	1936-1939

Index To Reports
Bureau of Mechanical Electrical Service
Room 320 Municipal Bldg.

Date of Serial	Serial No	Title	Date of Record.
11-30-39	277	{Time Books}	1911-1915
10-18-39	278	{Employees Time Record}	1919-1923
11-3-39	279	{Departmental Salaries & Perdiem Record}	1929-1932
10-28-39	280	"District Numbers 1-9" {Meter Reading Record Books}	1936 — —
12-5-39	281	"Gang Record Books"	1899-1905
9-22-39	282	"Letters"	1921 — —
11-27-39	283	"Transit field books"	1900-1918
12-5-39	284	"Index Books"	1899-1905
12-5-39	285	"Labor Record Book"	1899-1903
11-30-39	286	"Bids"	1899-1909
12-13-39	287	{Personnel Expense Account}	1907-1914
10-6-39	288	{Inspectors Summary of Daily Reports}	1932-1937
10-10-39	289	"Time Sheets"	1927-1929
11-4-39	290	"Time Report"	1908-1909
12-4-39	291	"Specifications"	1899-1912
12-13-39	292	"Wiring Permits"	1904-1905
10-16-39	293	{Smoke Charts}	Month and Day only.
10-20-39	294	"Delivery Tickets"	1928-1931
11-30-39	295	{Report of pavement or sidewalk opening}	1909-1910
12-8-39	296	{Labor and Material Charge for Burnt District}	1904-1908
10-3-39	297	"Permits"	1905-1937
10-3-39	298	"Meter Notices"	1936-1937
11-9-39	299	{Pole Transfer Notices} "Redding Measurements not Reported-Sketches for drafting Room"	1939
11-3-39	300	"C & P" {Letters}	1925-1928

Delcher-Peyton Oct. 5, 1939 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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Applications"
(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 - 1937
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 6 C.B. File Boxes & 1 Wooden File Drawer
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Addenda No 1
(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 numbered applications for permits to install combustible units in dwellings and buildings
(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)

Applications are accompanied by drawings showing proposed plans and specifications of the installation to be made.

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

6. Contents--continued

7. Arrangement NUMER BY NUMBER 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 HDW & 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 1 DRAWER 10"X15"X27" APPROX 4500 APPLICATIONS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
6 BOXES 13"X10"X15" EACH APPROX 1900 APPLICATIONS
APPROX TOTAL - 15900 APPLICATIONS

11. Location by dates and quantities 1 DRAWER IN CABINET BY WESTWALL IN VAULT
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
AND 6 BOXES ON TOP OF CABINET IN CENTER OF VAULT
NEAR ROOM 318 MUNICIPAL BLDG.

12. Other information SEE SERIAL NO 2 FOR LATER DATES
(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)

DELCHER - PEYTON #1

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA No 1 ITEM 4

1	Card board File Box	APPLICATIONS 1 To 1899 INCL.
1	" " " "	" 1900 To 3799 "
1	" " " "	" 3800 To 5599 "
1	" " " "	" 5600 To 7599 "
1	" " " "	" 7600 To 9999 "
1	" " " "	" 10000 To 12299 "
1	Wooden File Drawer	——— ———

DELCHER-PEYTON Sept 29 1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {APPLICATIONS}
(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 3 WOOD FILE DRAWERS
(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 NUMBERED APPLICATIONS FOR PERMITS TO INSTALL COMBUSTIBLE UNITS IN DWELLINGS AND BUILDINGS. APPLICATIONS ARE ACCOMPANIED BY DRAWINGS SHOWING PROPOSED PLANS AND SPECIFICATIONS OF THE INSTALLATION TO BE MADE
(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 NUMER BY NUMBER 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 HDW & 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 3 WOOD FILE DRAWERS 15" X 11" X 27" EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 10 000 APPLICATIONS EACH DRAWER
APPROX. TOTAL 30 000 APPLICATIONS

11. Location by dates and quantities IN CABINET NORTH SIDE OF GLASS PARTITION IN WEST END OF ROOM #321 MUNICIPAL BLDG.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information SEE SERIAL NO 1 FOR PREVIOUS DATES
(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)

GETTERMAN — DELCHER Sept 20 1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "LETTERS"
(Give present full title in quotes; assigned title, if any, in brackets.
{APPLICATIONS}
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 LETTERS
(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 APPLICATIONS FOR PERMITS TO USE DUCT
(Purpose and general nature of record. Principal items of information
SPACE IN THE CITY CONDUCT SYSTEM.
shown. Summary of forms used in making record, their headings, etc. If a very
APPLICATION SHOWS CLASS OF SERVICE DATE OF LEASE
general or miscellaneous record, detailed information as to type of records
DATE OF APPLICATION, LOCATION AS TO STREETS, DISTANCE,
contained and dates covered by each should be given. Unless contents of these
NUMBER OF DUCTS, AMOUNT OF DUCT FEET AND WHETHER
records are described by other Forms 12-13HR, such forms should be filled out
MAIN OR DISTRIBUTING CONDUCTS TO BE USED,
and attached)

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

6. Contents--continued SIGNED BY APPLICANT AND SIGNED BY MECHANICAL ENGINEER APPROVING APPLICATION SEE ATT'D FORM FOR VERIFICATION

7. Arrangement IN FOLDERS CHRONO. 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 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 1 DRAWER 10" X 15" X 27" APPROX 2500 APPLICATIONS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET BY SOUTH WALL IN ROOM 320 MUNICIPAL BLDG.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information SEE SERIALS 4-5-6 FOR PREVIOUS 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)

FORM NO. 34 MDB 13088

APPLICATION FOR DUCT SPACE

BUREAU OF MECHANICAL ELECTRICAL SERVICE

MAIN CONDUITS

Class of Service_____

The undersigned hereby makes application for the use of certain duct space in the City Conduit System, in the territory covered by map of "Underground District" and to become a part of lease under date of _____as follows:

Baltimore, Md.,_____

ON	FROM	TO	Duct Feet
		DUCT FEET	

Approved:

_____

MECHANICAL ELECTRICAL ENGINEER

_____

_____

FORM NO. 58

M.D.B. 5695

APPLICATION FOR DUCT SPACE

BUREAU OF MECHANICAL ELECTRICAL SERVICE

DISTRIBUTING CONDUITS

Class of Service_____

The undersigned hereby makes application for the use of certain duct space in the City Conduit System, in the territory covered by map of "Underground District" and to become a part of lease under date of _____as follows

Baltimore, Md.,_____

STREET	BETWEEN		Distance	No. Ducts	Duct Feet
				DUCT FEET	

Approved: _____

_____ MECHANICAL ELECTRICAL ENGINEER

_____

Serial # 3

#4

DELCHER-MACK-KILROY 11-10-1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL Bldg.
(Name of building, room number, street address)

1. Title {APPLICATIONS}
(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 1914-1919
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 12 FOLDERS
(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 APPLICATIONS FOR PERMITS TO USE DUCT SPACE IN THE CITY CONDUCT SYSTEM.
(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)

APPLICATION SHOWS CLASS OF SERVICE DATE OF LEASE DATE OF APPLICATION, LOCATION AS TO STREETS, DISTANCE NUMBER OF DUCTS, AMOUNT OF DUCT FEET AND WHETHER MAIN OR DISTRIBUTING CONDUCTS TO BE USED.

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

6. Contents--continued SIGNED BY APPLICANT AND SIGNED BY MECHANICAL ENGINEER APPROVING APPLICATION.

7. Arrangement IN FOLDERS CHRONO. 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 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 12 FOLDERS 10"X15" EACH APPROX 200
(Of record or container. Height, width, thickness or depth. Average number of APPLICATIONS EACH TOTAL APPROX. 2400 APPLICATIONS.
pages or documents)

11. Location by dates and quantities Bottom SHELF IN SAFE IN S.W.
(Room, vault, wall--N.E.S.W., section, bin, shelf, LORNER OF ROOM 322 MUNICIPAL BLDG.
cabinet, on floor)

12. Other information SEE SERIAL 3-5-6 FOR PREVIOUS &
(Condition of record if not good. Relation to other records. LATER DATES AND COPY OF FORM
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)

DELPHER - PEYTON 10-5-1939 #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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "DUCT SPACE APPLICATION"
(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 - 1934
(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 DUCT SPACE APPLICATIONS
(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 APPLICATIONS FOR PERMITS TO USE DUCT SPACE IN THE CITY CONDUCT SYSTEM. APPLICATION SHOWS CLASS OF SERVICE DATE OF LEASE DATE OF APPLICATION LOCATION AS TO STREETS DISTANCE NUMBER OF DUCTS AMOUNT OF DUCT FEET AND WHETHER MAIN OR DISTRIBUTING CONDUCTS TO BE 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 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 SIGNED BY APPLICANT AND SIGNED BY MECHANICAL ENGINEER APPROVING APPLICATION.

7. Arrangement IN FOLDERS CHRONO. BY DATE OF APPLICATIONS.
(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 1 WOOD FILE DRAWER 10" X 15" X 27" APPROX 9000 APPLICATIONS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities LOWER DRAWER IN CABNET BY WEST WALL IN VAULT NEAR ROOM NO 318 MUNICIPAL BLDG.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information SEE SERIALS 3-4-6 FOR LATER & PREVIOUS DATES & COPY OF FORM.
(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)

DELCHER-MACK-FAWCETT 12-13-29 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "DUCT SPACE APPLICATIONS"
(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 1910 - 1923
(Earliest and latest dates; missing dates. Show exact date of breaks).

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

4. Labeling DUCT SPACE APPLICATIONS
(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 APPLICATIONS FOR PERMITS TO USE DUCT SPACE IN THE CITY CONDUCT SYSTEM.
(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 APPLICATIONS SHOWS CLASS OF SERVICE DATE OF LEASE DATE OF APPLICATION LOCATION AS TO STREETS, DISTANCE, NUMBER OF contained and dates covered by each should be given. Unless contents of these DUCTS, AMOUNT OF DUCT FEET AND WHETHER MAIN OR records are described by other Forms 12-13HR, such forms should be filled out DISTRIBUTING CONDUCTS TO BE USED.
and attached)

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

6. Contents--continued SIGNED BY APPLICANT AND SIGNED BY MECHANICAL ENGINEER APPROVING APPLICATION.

7. Arrangement CHRONO. 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 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 1 C.B. FILE BOX 12"X9"X3" 2 C.B. FILE BOXES 12"X10"X5" EACH
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 400 APPLICATIONS EACH TOTAL APPROX. 1200 APPLICATIONS.

11. Location by dates and quantities 1 FILE BOX COVERING DATES 1922-23
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) IN BIN 15 BY SOUTH WALL AND 2 FILE BOXES COVERING DATES 1910-1917 IN CABINET BY EAST WALL IN VAULT NEXT TO ROOM 102 CITY HALL

12. Other information SEE SERIALS 3-4-5 FOR LATER & PREVIOUS DATES.
(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)

DELCHER-PEYTON 10-25-1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "APPLICATIONS"
(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 1930 - DEC 31 1930 & JAN 1935 - 1938
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 7 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 YEARS OF 1931-32-33-34 ARE MISSING AND EVIDENTLY DESTROYED.
(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 ENTRANCE TO CITY CONDUCT SYSTEM. APPLICATION SHOWS DATE, NUMBER, LOCATION OF CONDUCT WHERE ENTRANCE IS DESIRED, REASON OR PURPOSE FOR ENTRANCE, NAME OF PERSONS TO ENTER MANHOLE, NAME OF FOREMAN IN CHARGE, HOURS AND DAYS MANHOLE IS TO BE KEPT OPEN AND SIGNATURE OF APPLICANT.
(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

SEE ATT'D FORM FOR VERIFICATIONS

7. Arrangement NUM. BY APPLICATION NO. AND CHRONO. 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 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 4 BDLS 10"X8½"X11" EACH 2 BDLS 8"X8½"X11" EACH 1 BDL 6"X8½"X11"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

APPROX 2040 APPLICATIONS EACH APPROX TOTAL 14275 APPLICATIONS.

11. Location by dates and quantities IN 5th BIN FROM EAST WALL 2ND ROW FROM TOP BY SOUTH WALL IN VAULT NEAR ROOM #318 MUNICIPAL Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information SEE SERIALS 8-9 FOR OTHER DATES.
(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)

Delcher - Peyton No. 7.

Bureau of Mechanical Electrical Service

Addenda No. 1 Item 4 Conduit Division Item #4.

1	Bundle labeled	Application For Entrance City Conduit System From Jan. 1, 1930 To Dec. 31, 1930 Inclusive.
1	" "	Application For Duct Space For Year 1935 Jan 1, 1935 To Dec. 12-31-35.
1	" "	Application For Permits 73435 To 75846 Jan. 2, 1936 To Dec. 30, 1936
1	" "	#75847 To 79606 - 6/29/37 To 1/2/37.
1	" "	#79606 To 77500 - 12/31/37 To 1/30/37
1	" "	Applications 79607 To 81610 1938.
1	" "	" 81611 To 83082 1938.

~~Labeling Does Not Conform With Contents~~

Form 55

#7

APPLICATION FOR ENTRANCE
CITY CONDUIT SYSTEM

BUREAU OF MECHANICAL-ELECTRICAL SERVICE
OF BALTIMORE

No. ..... Baltimore, ... 193 .....

Permission is requested to enter City manholes located .....

.....

.....

.....

.....

.....

.....

for the purpose of .....

.....

in accordance with the Rules and Regulations of the Bureau of Mechanical-Electrical Service.

Names of employees to enter manholes .....

.....

.....

Name of foreman in charge .....

To be kept open between the hours ..... and .....

on the following days .....

The undersigned, if such permit is issued and manholes are opened, hereby agrees to indemnify and save harmless the Mayor and City Council of Baltimore from any and all accidents, of whatever nature, that may happen or result from the performance and execution of the work contemplated to be done under the sanction of said permit.

Signed .....

.....

NOTE. Particular attention is directed to the Rules and Regulations governing entrance into manholes.

MDB 3438L

DELCHER-MACK-KILROY 11-24-1939 #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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "APPLICATIONS"
(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 1909 - 1926
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 40 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 1917-1918-1919-1923-1924 MISSING
(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 ENTRANSE TO CITY CONDUCT SYSTEM. APPLICATION SHOWS DATE NUMBER LOCATION OF CONDUCT WHERE ENTRANCE IS DESIRED. REASON OR PURPOSE FOR ENTRANCE NAME OF PERSONS TO ENTER MANHOLE NAME OF FOREMAN IN CHARGE HOURS AND DAYS MANHOLE IS TO BE KEPT OPEN AND SIGNATURE OF APPLICANT
(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 CHRONO. BY DATE OF APPLICATION NUM. BY APP. 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 40 BUNDLES 3" X 8½" X 11" EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 600 APPLICATION EACH.
TOTAL APPROX 24 000 APPLICATIONS

11. Location by dates and quantities ON TOP OF CABINET BY EAST WALL
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
IN VAULT NEAR ROOM #102 City HALL BLDG.

12. Other information SEE SERIAL 7 & 9 FOR OTHER DATES
(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)
& COPY OF FORM.

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

8

DELCHER-MACK-KILROY

BUREAU OF MECHANICAL ELECTRIC SERVICE

ITEM 4

CITY HALL BUILDING

ADDENDA NO 1 VAULT IN HALLWAY NEXT TO ROOM # 102

1 BUNDLE			APPLICATION NOS.	7008-7500	6/1/09 - 12/18/09
✓	✓	"	✓	7501-7780	12/18/10 - 3/31/10
✓	✓	"	✓	7781-8082	4/1/10 - 6/30/10
✓	✓	"	✓	8083-8366	7/1/10 - 9/30/10
✓	✓	"	✓	8367-8602	10/1/10 - 12/31/10
✓	✓	"	✓	8603-8898	1/1/11 - 3/31/11
✓	✓	"	✓	8899-9183	4/1/11 - 6/30/11
✓	✓	"	✓	9184-9457	7/1/11 - 9/30/11
✓	✓	✓	✓	9458-9700	10/2/11 - 11/29/11
✓	✓	✓	✓	9701-9788	12/1/11 - 12/29/11
✓	✓	✓	✓	9789-10072	1/2/12 - 3/31/12
✓	✓	✓	✓	10073-10396	4/1/12 - 6/30/12
✓	✓	✓	✓	10397-10866	7/1/12 - 9/30/12
✓	✓	✓	✓	10867-11408	10/1/12 - 12/31/12
✓	✓	✓	✓	11409-12106	1/1/13 - 3/31/13
✓	✓	✓	✓	12107-12728	4/1/13 - 6/30/13
✓	✓	✓	✓	12729-13310	7/1/13 - 9/29/13
✓	✓	✓	✓	13311-13946	10/4/13 - 12/30/13
✓	✓	✓	✓	19280-19763	12/31/15 - 2/29/16
✓	✓	✓	✓	19764-20535	3/1/16 - 6/1/16
✓	✓	✓	✓	20536-21239	6/1/16 - 8/31/16
✓	✓	✓	✓	21240-21718	8/31/16 - 11/1/16
✓	✓	✓	✓	21719-22178	11/1/16 - 12/30/16
✓	✓	✓	✓	35646-36871	8/2/20 - 12/31/20

Mrcum 17-18-19

DELCHER-MACK-KILROY #8

BUREAU OF MECHANICAL ELECTRIC SERVICE

ITEM 4 . CITY HALL BUILDING

ADDENDA No1 VAULT IN HALLWAY NEXT TO ROOM #102

1 BUNDLE APPLICATIONS NOS. 36872-38317- 1/21 - 6/30/21

✓	✓	✓	✓	38318-39118-7/1/21-9/30/21
✓	✓	✓	✓	39119-39827-10/1/21-12/31/21
✓	✓	✓	✓	39829-40470-1/3/21-3/31/22
✓	✓	✓	✓	40471-40995-4/1/22-6/30/22
✓	✓	✓	✓	41738-42254-10/11/22-12/30/22
✓	✓	✓	✓	47617-48193-1/2/25-3/31/25
✓	✓	✓	✓	48194-48731-4/1/25-6/30/25
✓	✓	✓	✓	48732-49316-7/1/25-9/30/25
✓	✓	✓	✓	49317-49951-10/1/25-12/31/25
✓	✓	✓	✓	49952-50478-1/1/26-3/31/26
✓	✓	✓	✓	50478-51031-4/1/26-6/30/26
✓	✓	✓	✓	51032-51667-7/1/26-9/30/26
✓	✓	✓	✓	15023-16272-6/16/14-11-30-14
✓	✓	✓	✓	16273-16729-11/30/14-1/30/15
✓	✓	✓	✓	16730-17289-2/1/15-4/19/15

Missing 23-24

DELCHER-MACK-KILROY NOV 8 1940 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #320 MUNICIPAL OFFICE BLDG.
(Name of building, room number, street address)

1. Title "APPLICATIONS FOR PERMITS TO ENTER MANHOLE"
(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 WOODEN FILE DRAWER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling APPLICATIONS FOR PERMITS TO ENTER MANHOLE
(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 ENTRANCE TO CITY CONDUCT SYSTEM APPLICATION SHOWS DATE NUMBER LOCATION OF CONDUCT WHERE ENTRANCE IS DESIRED REASON OR PURPOSE FOR ENTRANCE NAME OF PERSONS TO ENTER MANHOLE NAME OF FOREMAN IN CHARGE HOURS AND DAYS MANHOLE IS TO BE KEPT OPEN AND SIGNATURE OF APPLICANT.
(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 SEE ATT'D FORM FOR VERIFICATION.

7. Arrangement NUM BY APPLICATION NO. CHRONO. 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 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 1 WOOD FILE DRAWER 16"X11"X27"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 2664 APPLICATIONS

11. Location by dates and quantities IN CABINET CENTER OF ROOM # 322
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) MUNICIPAL OFFICE BLDG.

12. Other information SEE SERIALS 728 FOR PREVIOUS DATES AND
(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) COPY OF FORM

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

DELCHER-MACK-FAWCETT 12-11-1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "C&P TEL. CONDUCT APPLICATIONS"
(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 DEC 19 1899 — FEB 24 1921
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 29 C.B. FILE BOXES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA #1
(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 C&P TEL. CO. APPLICATIONS TO LAY CONDUCTS BLUE PRINTS AND COPY OF ENGINEERS APPROVAL ATTACHED SHOWING DATE OF APPLICATION AND IN MOST CASES NO. OF APPLICATIONS LOCATION AND DETAIL DISCRIPTION OF WORK TO BE DONE WITH NOTATION AS TO TIME LIMIT IN WHICH WORK IS TO BE 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 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 ALSO APPLICATION COPIES TO ENGINEER IN CHARGE OF SEWERS, ELECTRICAL ENGINEER AND WATER DEPARTMENT. APPLICATIONS FOR EARLIER YEARS ARE NOT NUMBERED.

7. Arrangement CHRONO. 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 TYPED ON LETTER HEADS BLUE PRINTS 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 19 C.B. FILE BOXES 12" X 12" X 3" EACH APPROX. 400
(Of record or container. Height, width, thickness or depth. Average number of APPLICATIONS EACH BOX TOTAL APPROX 11,600 APPLICATIONS pages or documents)

11. Location by dates and quantities TOP OF CABINET BY NORTH WALL IN
(Room, vault, wall--N.E.S.W., section, bin, shelf, VAULT NEAR ROOM #102 CITY HALL BLDG.
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)

DELCHER - MACK - FAWCETT.

#10

BUREAU OF MECHANICAL ELECTRICAL SERVICE

Addenda ITEM 4 Room #320 Municipal Bldg

1	C.B FILE BOX			C & P. CONDUIT APPLICATIONS			NO 1.
1	"	"	"	"	"	"	" 2.
1	"	"	"	"	"	"	" 3
1	"	"	"	"	"	"	4
1	"	"	"	"	"	"	5
1	"	"	"	"	"	"	6
1	"	"	"	"	"	"	7
1	"	"	"	"	"	"	8
1	"	"	"	"	"	"	9
1	"	"	"	"	"	"	10
1	"	"	"	"	"	"	11
1	"	"	"	"	"	"	12
1	"	"	"	"	"	"	13
1	"	"	"	"	"	"	14
1	"	"	"	"	"	"	15
1	"	"	"	"	"	"	16 OCT. 25-1913 TO MAR 6 1913
1	"	"	"	"	"	"	17 MAR 5-1913 " JULY 10-13.
1	"	"	"	"	"	"	18 JULY. 10-1913 TO NOV. 1913
1	"	"	"	"	"	"	19 NOV. 1913 TO APR. 1914
1	"	"	"	"	"	"	20
1	"	"	"	"	"	"	21 JULY 16, 14 TO JAN 22, 15
1	"	"	"	"	"	"	22 JAN. 23, 1915
1	"	"	"	"	"	"	23

DELCHER-MACK-FAWCETT. #10

BUREAU OF MECHANICAL ELECTRICAL SERVICE

Addenda. 1 ITEM 4. Room #320 Municipal Bldg

1	C.B. FILE BOX	C.&P. CONDUIT APPLICATIONS NO. 24
1	" " "	GASOLINE TANKS JAN 1, 1922
1	" " "	C.&P. TELEPHONE CO.
1	" " "	CONDUIT APPLICATIONS C.&P. TEL CO. OCT. 1, 1919 TO DEC 31, 19
1	" " "	" " " " " JAN. 1, 1920
1	" " "	" " " " " JAN. 1, 1921

DELCHER-MACK-FAWCETT 12-11-1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "CONS GAS CO. APPLICATION TO LAY GAS MAINS"
(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 3 1907 — FEB 23 1921
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 21 C.B 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 RECORD CONSISTS OF APPLICATION FOR LAYING OF GAS MAINS BY CONSOLIDATED GAS & ELECTRIC CO APPLICATIONS HAVE BLUE PRINTS ATTACHED SHOWING LOCATION AND DETAILED MEASUREMENTS AS REFERRED TO ON APPLICATION. COPIES OF APPLICATIONS ARE FORWARDED TO CHIEF ENGINEER OF ELECTRICAL COMMISSION WATER DEPARTMENT AND BUREAU OF SEWERS.
(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 APPLICATIONS ARE STAMPED APPROVED BY EACH DEPARTMENT REFERRED TO ABOVE AND SIGNED BY C.G.& E OFFICAL MAKING APPLICATION.

7. Arrangement CHRONO. 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 TYPED ON LETTER HEADS BLUE PRINTS 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 21 CR. FILE BOXES 12" X 12" X 3" EACH APPROX. 800
(Of record or container. Height, width, thickness or depth. Average number of APPLICATIONS EACH TOTAL APPROX. 16800 APPLICATIONS pages or documents)

11. Location by dates and quantities TOP OF CABINET BY NORTH WALL IN
(Room, vault, wall--N.E.S.W., section, bin, shelf, VAULT NEAR ROOM # 102 CITY HALL 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)

Delcher-[illegible]ck-Fawcett

#1

Bureau of Mechanical Electrical Service

ADDENDA NO. 1. ITEM 4 Room # 320 Municipal Bldg.

1	C.B. FILE BOX	Cons. Gas Co. Applications To lay Gas Mains - 7-3-07 To 8-30-1907
1	" " "	" " " " " " " " 9-1-1907 To 6-1-1908
1	" " "	" " " " " " " " 6-1-1908 To 10-31-1908
1	" " "	" " " " " " " " 11-1-1908 To 7-30-1909
1	" " "	" " " " " " " " Aug. 1908 - 8-1-1910
1	" " "	" " " " " " " " 8-1-1910 - 4-1-1911
1	" " "	" " " " " " " " 4-1-1911 - 8-1-1911
1	" " "	" " " " " " " " 8-1-1911 - 5-1-1912
1	" " "	" " " " " " " " 5-1-1912 - 11-1-1912
1	" " "	" " " " " " " " 11-1-1912 - 3-12-1913
1	" " "	" " " " " " " " 1913
1	" " "	" " " " " " " " 1914
1	" " "	" " " " " " " " Mar. 8, 1914 - July 24 - 1914
1	" " "	" " " " " " " " July 26-1914 - Nov. 17-1914
1	" " "	" " " " " " " " 12-8-14 - 8-1-1917
1	" " "	" " " " " " " " 8-3-17 - 1-1-1919
1	" " "	" " " " " " " " 1-1-19 - 6-30-1919
1	" " "	" " " " " " " " 7-1-19 - 10-1-1919
1	" " "	" " " " " " " " 10-1-19 - 12-31-1919
1	" " "	" " " " " " " " 4-1-20 - 6-5-1920
1	" " "	" " " " " " " " 1-1-1921

DELCHER - PEYTON (Worker's full name) OCT 2 1939 (Date) #12 (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 MECHANICAL ELECTRICAL SERVICE (LIGHTING DIVN.)
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "HIGHWAY 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 NOV 1937 — OCT 1938
(Earliest and latest dates; missing dates. Show exact date of breaks).

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

4. Labeling HIGHWAY PERMITS 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)

NO PREVIOUS OR LATER RECORDS ON HAND.

6. Contents CONSISTS OF APPLICATIONS FOR PERMIT TO OPEN OR TEMPORARILY REMOVE SIDEWALKS IN ORDER THAT CONSTRUCTION WORK RELATIVE TO STREET LAMP LIGHTING OPERATIONS MAY BE PERFORMED APPLICATION IS MADE BY BUREAU OF MECHANICAL ELECTRICAL SERVICE TO BUREAU OF HIGHWAYS AND SHOWS DATE OF APPLICATION LOCATION, DETAILED PLANS AND SPECIFICATIONS, 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 OFFICIAL MAKING APPLICATION AND APPROVAL SIGNATURE OF CHIEF ENGINEER.

7. Arrangement CHRONO 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 HDW. & 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 1 BUNDLE 2" X 9" X 12" APPROX. 700 APPLICATIONS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 3RD ROW FROM TOP 6TH BIN FROM WEST WALL BY NORTH WALL IN VAULT NEAR ROOM 318 MUNICIPAL BLDG.
(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)

DELCHER - PEYLON - MACK. 11-1-39 #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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "C & P. TEL. POLE APPLICATIONS"
(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 — 1938
(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 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 BUNDLE CONTAINS FORM LETTER APPLICATION REQUESTING PERMISSION TO ERECT OR REMOVE TELEPHONE POLES IN VARIOUS SECTIONS OF THE CITY THESE LETTERS ARE FROM GEN'L PLANT MGR. TELEPHONE CO. TO CITY HIGHWAY ENG. LETTER APPLICATION ARE STAMPED BY BUREAU MECHANICAL ELECTRICAL SERVICE AND SIGNED BY BEAU. HEAD. 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 APPLICATION NUMBER, DATE OF APPLICATION LOCATION AND DETAIL DISCRIPTION OF WORK TO BE DONE.

7. Arrangement CHRONO BY DATE OF APPLICATIONS.
(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 APPLICATIONS.
(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 2 BUNDLES 1½" X 8½" X 11" EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
2 BUNDLES 1¼" X 8½" X 11" EACH. APPROX. 400 APPLICATIONS EACH. TOTAL APPROX 1600 APPLICATIONS.

11. Location by dates and quantities 5TH ROW FROM TOP IN 4TH BIN FROM
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
E. WALL BY S. WALL IN VAULT NEAR ROOM #318 MUNICIPAL BLDG.

12. Other information SEE SERIAL #14 FOR LATER DATES.
(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)

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA NO1. ITEM 4 ROOM 320 MUNICIPAL BLDG #13.

1	BUNDLE	C. & P. Tel. Co. Pole Applications 1935
1	" " "	" " " " " " 1936
1	" " "	" " " " " " Jan. 1, 1937 - Dec. 31, 1937
1	" " "	" " " " " " Jan. 1, 1938 - Dec. 31, 1938

DELCHER-MACK-KILROY NOV. 9 1939 # 14
(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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "C & P TELE. POLE APPLICATIONS"
(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 Wood FILE DRAWER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling C & P TELEPHONE POLE APPLICATIONS
(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 LETTER APPLICATIONS REQUESTING PERMISSION TO ERECT OR REMOVE TELEPHONE POLES IN VARIOUS SECTIONS OF THE CITY THESE LETTERS ARE FROM GEN'L. PLANT MGR. TELEPHONE CO. TO CITY HIGHWAY ENG. LETTER APPLICATION ARE STAMPED BY BUREAU MECHANICAL ELECTRICAL SERVICE AND SIGNED BY BEAU. HEAD. ALSO 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 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 APPLICATION NUMBER DATE OF APPLICATION LOCATION AND DETAIL DISCRIPTION OF WORK TO BE DONE.

7. Arrangement NUM. by APPLICATION No. CHRONO. 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 Typed ON PRINTED 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 1 DRAWER 11½"X16"X28" APPROX. 300 APPLICATIONS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2ND DRAWER FROM TOP IN CABINET IN CENTRE OF ROOM 322 MUNICIPAL Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information SEE SERIAL No. 13 FOR PREVIOUS DATES
(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)

DEICHER-MACK-FAWCETT 12-11-1939 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "POLE PERMITS" {APPLICATIONS}
(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 1902 — DEC 30 1915
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 33 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 CONSISTS OF C & P TEL. CO. AND GAS AND ELECTRIC CO APPLICATIONS TO SET POLES AT LOCATIONS NAMED AND NOTED AS TO WHETHER OR NOT PAVING WILL BE DISTURBED. APPLICATIONS ARE STAMPED APPROVED BY THE ELECTRICAL COMMISSION AND APPROVED BY CHIEF INSPECTOR AND ALSO SHOWS DATE AND 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 of Application, Location, Details of what work to be done and signed by official making application.

7. Arrangement Chrono. 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 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 33 File Boxes 12" x 12" x 3" Each Approx. 1000
(Of record or container. Height, width, thickness or depth. Average number of Applications Approx. Total 33 000 Permits
pages or documents)

11. Location by dates and quantities Top of cabinet by North wall in vault
(Room, vault, wall--N.E.S.W., section, bin, shelf, Near Room #102 City Hall Bldg.
cabinet, on floor)

12. Other information See Serials 16-17-18 for later dates.
(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)

DELCHER-MACK-FAWCETT

#15

BUREAU OF MECHANICAL ELECTRICAL SERVICE

Addenda / ITEM 4 ROOM #320 MUNICIPAL BLDG.

1	C.B. FILE BOX	POLE PERMITS NO 1
1	" "	" " " 2
1	" "	" " " 3
1	" "	" " " 4
1	" "	" " " 5
1	" "	" " " 6
1	" "	" " " 7 JAN 1, 1907 TO JUNE 30, 1907
1	" "	" " " 8 JULY 1, 07 TO DEC. 23, 07
1	" "	" " " 9 DEC. 23, 07, TO JUNE 9, 08
1	" "	" " " 10
1	" "	" " " 11
1	" "	" " " 12
1	" "	" " " 13
1	" "	" " " 14
1	" "	" " " 15
1	" "	" " " 16
1	" "	" " " 17
1	" "	" " " 18
1	" "	" " " 19
1	" "	" " " 20
1	" "	" " " 21
1	" "	" " " 22
1	" "	" " " 23

DELCHER - MACK - FAWCETT. #15

BUREAU OF MECHANICAL ELECTRICAL SERVICE

Addenda / ITEM 4. ROOM #320 MUNICIPAL BLDG

1	C.B. File Box		POLE PERMITS		NO. 24	
1	"	"	"	"	" 25	
1	"	"	"	"	" 26	
1	"	"	"	"	" 27	
1	"	"	"	"	" 28	
1	"	"	"	"	" 29	
1	"	"	"	GAS. CO. POLE PERMITS		
1	"	"	"	C. & P. TELEPHONE POLE PERMITS		
1	"	"	"	" " " "	APPLICATIONS	1-1-1919 TO 1-31-1919
1	"	"	"	" " " "	"	1-1-1921

DEICHER-MACK-FAWCETT 12-11-1939 #16
(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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VOLUMES AND UNBOUND RECORDS FORM

~~County:~~ BALTIMORE City State MARYLAND

Name of agency or office BEAUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM #320 MUNICIPAL BLDG.
(Name of building, room number, street address)

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

2. Dates OCT 14 1917 — DEC 24 1921
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 6 C.B. 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 CONSISTS OF C & P. TEL. CO. AND GAS AND ELECTRIC CO. APPLICATIONS TO SET POLES AT LOCATIONS NAMED AND NOTED AS TO WHETHER OR NOT PAVING WILL BE DISTURBED APPLICATIONS ARE STAMPED APPROVED BY THE ELECTRICAL COMMISSION AND APPROVED BY CHIEF INSPECTOR AND ALSO SHOWS DATE AND NUMBER 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 Location, Details of what work to be done and signed by official making Application.

7. Arrangement Chrono. 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 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 6 C.B. File Boxes 12" x 12" x 3" Each Approx. 1000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Applications Approx. Total 6000 Applications

11. Location by dates and quantities Bin #25 By South wall in Vault near
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) Room #107 in City Hall Bldg.

12. Other information See Serials 15-17-18-19 for other
(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) dates

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

(Place of publication) (Date of publication)

DELCHER - MACK - FAWCETT

#16

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ROOM #320 MUNICIPAL BLDG.

ADDENDA / ITEM 4.

1	C.B. File Box	POLE PERMITS C.G.E. & P. Co. FROM OCT. 4, 1917
1	" " "	" " " " " " " SEPT. 1918 TO DEC. 31, 18
1	" " "	" " " " " " " JAN. 1, 1919 TO JUNE 30, 1919
1	" " "	" " " " " " " JULY. 1, 1919 TO DEC. 31, 1919
1	" " "	" " " " " " " JAN. 1, 1920 TO SEPT. 30, 1920
1	" " "	" " " " " " " JAN. 1, 1921

DEICHER-PEUTON-MACK NOV. 3 1939 #17
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {C. & P. & E. Co. POLE APPLICATIONS}
(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 – 1928 1935 – 1938
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 4 C.B. FILE BOXES & 4 Bdls. APPROX 5000 APPLICATIONS APPROX 2600 APPLICATIONS
(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 YEARS 1929-1930-1931-1932-1933-1934
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
MISSING, EVIDENTLY DESTROYED.
SEE SERIALS 15-16-18-19 FOR OTHER DATES

6. Contents RECORDS CONSISTS OF C & P TEL. CO. AND GAS AND ELECTRIC CO. APPLICATIONS TO SET POLES AT LOCATIONS NAMED AND NOTED AS TO WHETHER OR NOT PAVING WILL BE DISTURBED APPLICATIONS ARE STAMPED APPROVED BY THE ELECTRICAL COMMISSION AND APPROVED BY CHIEF INSPECTOR AND ALSO SHOWS DATE AND NUMBER 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 Location, Details of what work to be done and signed by official making Application.

7. Arrangement Chrono. 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 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 4 C.B. File Boxes 12½" X 12" X 3" Each - 1 BDL 2" X 7" X 9"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 BDL 3" X 7" X 9" - 1 BDL 4" X 7" X 9" - 1 BDL 5" X 7" X 9"
Approx 1000 Applications Each Total Approx. 8000 Applications

11. Location by dates and quantities 4 File Boxes yrs. 1925-1928 in 4th Bin from
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
East wall, Bottom Row by South wall and 4 BDL's yrs. 1935 to 1938
in 4th Bin from East wall 5th Row from Top in vault near Room 318 Municipal Bldg.

12. Other information See Serials 15-16-18-19 for other dates
(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)

DEICHER - PEYTON - MACK

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA / ITEM. 4 ROOM 320 MUNICIPAL BLDG.

1	BUNDLE	GAS & ELEC. PERMITS JAN. 2, - 35 - 12-20-35
1	" "	POLE APPLICATIONS C.G.E.L. & P. Co. 1937
1	" "	C.G.E.L. & PR. Co. POLE APPLICATIONS 7-1-38-12-31-38
1	" "	——— ———
1	C.B. FILE BOX	1926
1	" " "	GAS Co. 1926
1	" " "	BICHY
1	" " "	GAS Co.

DELCHER-MACK-KILROY Nov. 9. 1939 #18
(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 Mechanical Electrical Service.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Rodding Measurements not reported & sketches for drafting Room" {Applications}
(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 only.
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 1 drawer containing approx. 1000 applications
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Rodding measurements not reported & sketches for drafting Room.
(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 C&P Tel Co and Gas and Electric Co.
(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)

Applications to set poles at locations named and noted as to whether or not paving will be disturbed. Applications are stamped approved. By the Electrical Commission and approved by Chief Inspector and also shows date and number of application,

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

6. Contents--continued Location, Details of what work to be done and signed by official making application.

7. Arrangement Chrono. by date of application Num by application 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 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 1 DRAWER 11½" x 16" x 28" Approx. 1000 Applications
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In drawer in cabinet centre of room 3rd Municipal Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information See serials 15-16-17-19 for other dates
(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)

Delcher-Mack-Fawcett 12-11-1939 #19
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "United Railway Co Pole Permit"
(Give present full title in quotes; assigned title, if any, in brackets.
{Pole Applications}
If record has had other titles, list them with dates or quantities or both)

2. Dates Jan 1917 — Dec 1919
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 1 C.B. File Box
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling United Railway Co Pole Permit
(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 C&P Tel Co and Gas and Electric Co Applications To Set Poles at Locations named and noted as to whether or not paving will be disturbed Applications are stamped Approved by The Electrical Commission and Approved by Chief Inspector and also shows date and number of Application, Location, Details
(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 of what work to be done and signed by official making application.

7. Arrangement Chrono. by date of applications.
(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 1 C.B. File Box 12"x12"x3" Approx 500 applications.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Bin #25 by southwall in vault near room #107 City Hall Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information See serials 15-16-17-18 for other dates.
(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)

DELCHER-PEYTON. OCT. 17, 1939. 20
(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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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title (ASSENTS)
(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 24 Wood 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 CONSISTS OF ELECTRICAL COMMISSION ASSENT FORMS FOR MAKING HOUSE SERVICE CONNECTIONS FROM CONDUITS TO PREMISES, FORM READS AS FOLLOWS "TO THE ELEC. COM. IN AND FOR THE CITY OF BALTO. YOU HEREBY HAVE ~~OUR~~ MY ASSENT TO THE MAKING OF A HOUSE SERVICE CONNECTION INTO THE PREMISES (ADDRESS) TO BE MADE AND OWNED BY THE CITY OF BALTO. WITHOUT EXPENSE TO ~~ME~~ US FOR THE SOLE PURPOSE OF PROVIDING ACCESS INTO SAID PRIMISES FOR ELECTRIC, TELEPHONE OR OTHER SERVICE FROM THE CONDUIT SYSTEM CONSTRUCTED AND OWNED.
(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 BY THE CITY OF BALTO." ASSENT IS DATED AND SIGNED BY PROPERTY OWNER OR OWNERS.
A FORM LETTER (COPY ATT'D) IS ATT'D TO EACH ASSENT.

7. Arrangement ALPHA. BY STREET NAME. NUM. BY HOUSE 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 HDW. 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 24 Wood File drawers 4"X12"X15" Each APPROX. 24000 FORMS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET IN S.W. CORNER OF VAULT
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
NEAR ROOM 318 MUNICIPAL BLDG.

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

DELCHER
PEYTON.

#20

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA No1 ITEM 4 ROOM 320 MUNICIPAL BLDG.

1 DRAWER	ALBARMARLE ST. - ARLINGTON AVE. BALTIMORE ST. EAST.
1 " "	BALTIMORE ST. WEST.
1 " "	BALDERSTON ST. - BANK LANE - BATH ST. BARRE ST. E.&W. - BIDDLE ST. - BUREN ST. BROADWAY S. - BREVARD ST. - BEDFORD - BAKER ST. BANK ST. - BOND ST. BERKLEY ST. BLOCK ST.
1 " "	BOSTON ST. - CHARLES ST. N.&S.
1 " "	CLENDENIN ST. - COLVIN - CATHEDRAL - CLIFTON AVE. - CONCORD - CHEAPSIDE - COURTLAND - CHURCH LA. - CAROLINE ST. COMMERCE - CLAY. CROSS ST. - CENTRE E.&W. - COLLEGE ALLEY
1 " "	CARROLLTON AVE. - CAMDEN ST. E.&W. - CENTRAL AVE. CALVERT ST. N.&S. - CAMDEN LANE. COLUMBIA AVE.
1 " "	DARK LANE. - DAVIS ST. - DOVER ST. - DRUID HILL AVE. DIAMOND ST. - ESSEX ST. EAST AVE.
1 " "	EUTAW ST. - EXCHANGE AL. - EASTERN AVE. EAST FALLS AVE. - ENSOR ST. - EAGER ST. - EDEN ST. EXETER ST. - EXCHANGE PLACE
1 " "	FALLSWAY - FAYETTE ST. E.&W. - S.&N. FRONT ST. FREDERICK ST. N.&S. - FRANKLIN ST. W.&E. FULTON AVE. FRANCIS ST.
1 " "	FAWN ST. - FELL ST. - FORREST ST. - FORT AVE. FREMONT AVE. N.&S. - FAIT AVE.
1 " "	FREDERICK AVE. - GRANBY - GERMAN ST. E.&W. GARRETT ST. - GREEN ST. N.&S. - GRANT. ST. GUILFORD AVE. - GROOME AL. - GREENMOUNT AVE. GOUGH ST.

Delcher - Peyton Item # 4 #20

ITEM 4. Bureau of Mechanical Electrical Service.
ROOM 320 MUNICIPAL BLDG.

Addendal Vault in Hallway Near Room # 318 Municipal Bldg.

	Drawer	
1.		Gay ST. N. & S.
		Hill ST. Henrietta ST. S.E. - High ST. Hillen ST. Hamilton ST.
1.	" "	Hanover ST. - Harrison ST. Hoffman ST.
		Hamilton Ter. King ST.
		Hollingsworth ST. Holiday ST. N. & S. Harford Rd.
1	" "	
		Howard ST. N. & S. - Hollins ST. Jasper ST.
		Lanvale ST. W. Little Pleasant ST. Light ST.
1	" "	Little Walsh ST. Liberty ST. North and South
		Lloyd ST. Little Gough ST.
		Little Sharp ST. Lee ST. East and West.
1	" "	Lexington ST. East & West - Linden Ave.
		Lombard ST. East & West - Lay Alley
		Little Sharp ST. - Lee ST. - Lexington ST. East
1	" "	Mechanic Court - Marshall ST. - Madison Ave
		Mc Cullough ST. Mc Elderry ST.
		Market Pl. Maryland Ave. Monument ST. Mercer ST.
		Mt. Vernon Pl. Mulberry ST. Mt. Royal Ave Mc Henry ST.
		Montgomery ST. Madison ST. Marion ST. Matt ST.
		North ST. North Ave. - E.W. O'Donnell ST.
		Montford Ave. - Orleans ST. Oliver ST.
1	" "	Ostend ST. - Oliver ST. Marshall - Pearl ST.
		Plowman ST. Philpot ST.
		Poultney ST. N. & S. - Paca ST. - Park Ave.
		Post Office Ave Preston ST. Pleasant ST.
1	" "	Pier #5 - Plowman ST. Pine ST. - Pierce ST.
		Richmond ST. — Ropewalk Lane.

Delcher - Peyton
Parsons

Bureau of Mechanical - Electrical Service
ROOM 320 MUNICIPAL BLDG.

#20

ITEM 4.

Addenda No1.

1	Drawer	President St. - Patapsco St. - Pratt St. - E. + W. - S. Patterson Park Ave - Perry St. - Patterson Ave
1	" "	Pennsylvania Ave.
1	" "	Salisbury Al. - Sewell St. - Sharp St. - Smith's Wharf - South St. - St. Paul St. - Stoddard Al.
1	" "	Schroeder St. - Stockholm St. - Stiles Street - State Street - Saratoga Street E. + W.
1	" "	Thames St. - Trinity St. - Tyson Alley - Twenty Fifth St. - Uhler's Alley - Wyoming St. - Water St. - West Falls Ave. - William St. - Woyler St. - Woodbrook Ave. - Williamson St. - Watson St. - West Al. - York St.

#20

DEPARTMENT OF PUBLIC WORKS

BUREAU OF MECHANICAL-ELECTRICAL SERVICE

CHARLES F. GOOB
MECHANICAL-ELECTRICAL ENGINEER

Copy

Dear

On August 3, 1925, the City of Baltimore purchased from the Roland Park Company a conduit system which had been built to all property lines and developed for the accommodation of underground wires, with the end in view of removing all poles in the Guilford district.

In accordance with Ordinance No. 106 of August 25th, 1898, this Bureau contemplates the extension of this conduit system through the property lines and through the building lines, for the ultimate removal of all poles carrying electric light and power on public streets and alleys.

Submitted herewith is a drawing which contains your property line and the suggested conduit connection through your property line and through your building line. In order that this work may be completed by June 30th, 1926, it is requested that you sign the enclosed assent for entry through your property, and accompany it with a deposit of $ it being understood that you will be reimbursed for any amount that your deposit is in excess of the actual expenses incurred in doing this work, or that you will reimburse this Bureau any amount that may be incurred, in doing the work, in excess of your deposit. However, if to the contrary, you desire this work to be done by an electrical contractor, you are not required to sign the assent, but to notify us the name of the contractor, and we will submit to him the specifications under which this work must be done, and will supervise the construction without charge to you.

Unless this work has been completed within the time specified, and the conduits are ready for occupancy by the public service companies, this Bureau reserves the right to remove all poles within one hundred and fifty (150) days of the time specified above, and as a consequence this action would deprive you of electrical service.

For your further information, this is to advise you that Ordinance No. 107 of June 12th, 1895, for the extension of the conduit system, provides for the building of conduits out of public funds only in public rights-of-way, along streets, alleys, lanes, and easements.

Very truly yours,

DELCHER-MACK-DILWORTH 1-4-1940 # 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 320 MUNICIPAL BLDG
(Name of building, room number, street address)

1. Title (ATLAS PRINTS OF PROPOSED POLE AND ARC LIGHTS)
(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 SHOWN
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling PROPOSED A.L. & POLE CONNECTIONS IN ALLEYS S. OF NORTH AVE BET. PENNA & MT ROYAL AVES
(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 ATLAS BLUE PRINTS SHOWING LOCATIONS OF PROPOSED POLE & ARC LIGHT CONNECTIONS IN ALLEYS. PRINTS ALSO SHOW BLOCKS OF BUILDINGS IN RESPECTIVE AREAS, HOUSE & BLOCK NUMBERS, NAME OF STREETS & ALLEYS AND KEY & SYMBOL OF PRINT.
(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 BY DISTRICTS
(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 + HDW. ON PRINTED ATLAS MAP.
(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 ROLL 4" X 21" 25 PRINTS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET NO 5 BY WEST WALL
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
IN VAULT ROOM NEXT TO ROOM #102
CITY HALL BLDG

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)

Delcher-Mack-Dilworth 1-5-1940 # 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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Atlas of the City of Baltimore Md"
(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 1896 Date of Publication
(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 Atlas of the City of Baltimore Maryland.
(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 Atlas of Baltimore City Showing 33 plates. Plates show type of buildings, House Number, Block Number, Street Name, Car Tracks, Railroads, Fire hydrant Locations, Ward boundries, Ward Numbers, Cemetery Locations and Locations of various City Bldgs 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)

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

6. Contents--continued

7. Arrangement NUMERICALLY by PLATE 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 PRINTED PLATES
(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 BOUND VOLUME 17"X22"X2" 33 PLATES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities BIN NO 15 by WEST WALL IN VAULT NEXT TO ROOM 102 CITY HALL.
(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)

PEYTON-DELCHER 9-21-39 # 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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM # 320 MUNICIPAL BLDG
(Name of building, room number, street address)

1. Title "ATLAS BALTIMORE COUNTY"
(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 1915 DATE OF PUBLICATION
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling ATLAS BALTIMORE COUNTY
(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 BOUND VOLUME CONTAINING 25 PLATES OR MAPS OF BALTIMORE COUNTY BY DISTRICTS SHOWING PLOTS AND OWNERS, STREETS, ROADS, PARKS, SUBURBS OF BALTO, ESTATES AND OWNERS, LOCATIONS OF ESTATES AND PLOTS. VOLUME IS USED FOR REFERENCE, SCALE OF MAPS VARY 800 FT AND 400 FT TO 1 INCH.
(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 NUMER. BY PLATE 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 PRINTED ON HEAVY LINEN BACKED DRAWING 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 BOUND VOLUME 23" X 17½" X 2½" 26 PLATS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON TABLE IN CENTRE OF ROOM
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
320 MUNICIPLE BLDG.

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

DELCHER-PEYTON (Worker's full name) OCT. 21, 1939. (Date) # 24 (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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {BALTIMORE CITY ATLAS}
(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 1914 (DATE OF PUBLICATION)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BOUND VOLUME
(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 TOPOGRAPHICAL SURVEY MAPS OF BALTIMORE MD. MADE UNDER THE DIRECTION OF TOPOGRAPHICAL SURVEY COMMISSION COMPOSED OF THE FOLLOWING MEMBERS, JAMES H. PRESTON, JAMES F. THRIFT, RICHARD GWINN, AND JOSEPH W. SHIRLEY. COPYRIGHTED 1915. SCALE 200 FT. TO 1 INCH. MAPS SHOW SMALL COLORED SYMBOLS WHICH
(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 REPRESENT BRICK, FRAME, IRON, STONE OR CONCRETE BUILDINGS, WATERWAYS, PUBLIC LANDS, CEMETARIES, STEAM AND ELECTRIC RAILWAYS, STREETS, PUBLIC BUILDINGS, HOUSE AND BLOCK NUMBERS AND VACANT PLOTS. VOLUME IS USED FOR REFERENCE.

7. Arrangement NUMER. BY PLATE 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 PRINTED MAPS.
(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 BOUND ATLAS 34" X 22" X 2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON TABLE IN CENTRE OF ROOM 320 MUNICIPAL BLDG.
(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

DELCHER-PEYTON Oct. 29, 1939. #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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {BALTIMORE CITY ATLAS}
(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 1914 (DATE OF PUBLICATION)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BOUND VOLUMES
(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 TOPOGRAPHICAL SURVEY MAPS OF BALTIMORE MD. MADE UNDER THE DIRECTION OF TOPOGRAPHICAL SURVEY COMMISSION COMPOSED OF THE FOLLOWING MEMBERS, JAMES H. PRESTON, JAMES E. THRIET, RICHARD GWINN AND JOSEPH W. SHIRLEY. COPYRIGHTED 1915. SCALE 200 FT TO 1 INCH. MAPS SHOW SMALL COLORED SYMBOLS WHICH REPRESENT, BRICK,
(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 FRAME, IRON, STONE, OR CONCRETE BUILDINGS, WATERWAYS, PUBLIC LANDS, CEMETARIES, STEAM AND ELECTRIC RAILWAYS, STREETS PUBLIC BUILDINGS, HOUSE AND BLOCK NUMBERS, AND VACANT PLOTS. VOLUMES ARE USED FOR REFERENCE

7. Arrangement ALPHA BY STREET INDEX NUM. BY SYMBOL 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 PRINTED MAPS
(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 2 BOUND VOLUMES 24" X 34" X 2" EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
30 MAPS EACH TOTOL 60 MAPS.

11. Location by dates and quantities 1 ATLAS ONTOP OF CABINET BY WEST
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
WALL AND 1 ATLAS OF FLOOR IN N.W. CORNER OF VAULT
NEAR ROOM 318 MUNICIPAL BLDG.

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

Peuton - Delcher 9-26-39 No 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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title (C.G. & E. Gas & Electric 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 1938
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 7 Envelopes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Mr. W. C. Tome Mechanical Electrical Service
(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 Envelopes contain bills for gas & electricity supplied to City of Baltimore for street lights and city governed buildings
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very Installation, Repairs and Maintenance of Electrical Equipment general or miscellaneous record, detailed information as to type of records Bills are in envelopes and are kept in office for reference contained and dates covered by each should be given. Unless contents of these and later are placed in vault near Room #318 Municipal records are described by other Forms 12-13HR, such forms should be filled out Building Bills show light rates, Period covered by bill, Total and attached)

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

6. Contents--continued CHARGE NAME of buildings Lights OR OTHER SERVICE ITEMS BILLS ARE IN TRIPLICATE FORM AND ARE destroyed after two YEARS.

7. Arrangement IN ENVELOPES 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 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 7 ENVELOPES 9"X12" EACH APPROX 100 bills EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Total APPROX. 700 bills

11. Location by dates and quantities IN ENVELOPES ON OAK TABLE ON WEST
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, or floor) SIDE OF ROOM # 320 MUNICIPAL Bldg.

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)

Delcher-Peyton 10-11-39 No 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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Electrical Commission of Baltimore Construction 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 May 1904 — Oct 1914
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 4 Bound Impression Copy Books
(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)

System of keeping impression copies of bills was discontinued in 1914

6. Contents Copies of original construction bills in letter copy books showing billed from and to, order No., Discription of work material used common labor hrs, skilled labor hrs, itemized cost, grand total, date paid copies
(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)

Represent original construction bills for electrical construction by Electrical Commission.

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

6. Contents--continued

7. Arrangement Chrono by dates of bills Numbered pages.
(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 Impression Copies of Hdw. and Typed bills.
(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 Books 14" X 10½" X 2" Each Approx 860 copies Each book
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Total Approx 3440 copies

11. Location by dates and quantities In drawer in 3rd row in cabinet in
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
S.E. Cor. of vault Near Room #318 Municipal Bldg.

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)

DELCHER - PEYTON No 27

ITEM 4 BUREAU of MECHANICAL ELECTRICAL SERVICE

ADDENDA #1 VAULT IN HALLWAY NEAR ROOM #318 MUNICIPAL Bldg.

1	Book	ELECTRICAL COMMISSION of BALTO: CONSTRUCTION bills No 1
1	"	" " " " " " No 2
1	"	CONSTRUCTION bills No 3 — ELECTRICAL COMMISSION.
1	"	" " No 4 " "

Delcher - Peyton (Worker's full name) Oct 10 1939 (Date) #28 (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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 320 Municipal Bldg
(Name of building, room number, street address)

1. Title (Hauling Stubs + 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 July 1922 — Feb 1928 incl.
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 1 Bdl.
(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 hauling stubs with bills for sand and gravel furnished Bureau of Mechanical Electrical Service by the Arundel Corporation. Stubs show name of party hauling sand or gravel location of delivery net weight of load and signature of party receiving same and date. Bills show name of vendor discription of load
(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 Total net weight Date of delivery, Location of delivery and Total charge.

7. Arrangement Chrono. by date of stubs and bills.
(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 Hdw. on printed stubs and bills.
(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 Bdl. 2½" x 2½" x 3" Approx. 200 stubs 30 bills
(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 In drawer in cabinet in S.E. corner of vault near Room 318 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)

Delcher-Mack-Dilworth-Jan 11, 1940 No. 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

[redacted] Baltimore City State Maryland

Name of agency or office Bureau of Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Office Bld.
(Name of building, room number, street address)

1. Title (ARUNDEL CORP. 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. 1915 Only
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Roll
(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 Records Consist of Bills from Arundel Sand & Gravel Co. to Electrical Commission for Sand and Gravel Delivered at Various Locations in City. Bills Show Name of Vendor, Sold To, Date, Bill Number, District Number, Date of Delivery, Total Tons Delivered
(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 of 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 Daily, KIND of Commodity, Location Delivered to, Price Per Ton and Total Cost.

7. Arrangement Numerically by District Numbers.
(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 Bill 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 1 Roll 2"X12" Approx. 25 bills
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cabinet No. 1 by West Wall in Vault, Next to Room 102 in City Hall Bldg.
(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

DELCHER-PEYTON-MACK, OCT. 19-39, #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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "DUCT RENTAL 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 1916 — 1936
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 LOOSE LEAF BINDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling DUCT RENTAL BILLS.
(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 BILLS RENDERED BY CITY TO VARIOUS FIRMS FOR RENT OF DUCT SPACE IN CITY CONDUIT SYSTEM. BILLS SHOW DATE AND NUMBER OF BILL, NAME OF VENDOR, NATURE OF CHARGE, NO. OF DAYS OR MONTHS COVERED BY BILL, CLASSIFICATION OF SERVICE, DUCT FEET INVOLVED, RATE PER FOOT, TOTAL CHARGE, DATE PAID, DETAILED
(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 DISCRIPTION AS TO LOCATION AND DEPT. ACCOUNT NUMBER.

7. Arrangement NUM. BY NO. OF BILL - CHRONO. BY DATE OF BILL
(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 & HDW. ON PRINTED BILLS.
(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 BINDER 12" X 6½" X 1½" — 2 BINDERS 12" X 9¼" X 5" EACH
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 BINDER 13" X 11" X 2½" approx 1250 Bills Each.
Total Approx 6000 Bills

11. Location by dates and quantities 1 BINDER COVERING DATES 1916 - 1923 IN TOP ROW 2D BIN FROM EAST WALL BY SOUTH WALL AND 3 BINDERS COVERING DATES 1924 - 1926 IN 2D ROW FROM TOP 7TH BIN FROM EAST WALL BY SOUTH WALL IN VAULT NEAR ROOM 318 MUNICIPAL BLDG.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information SEE SERIAL No 31 FOR PREVIOUS DATES.
(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

DELCHER-MACK-FAWCETT 12-4-39 NO. 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

~~County~~ BALTIMORE CITY State MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "DUCT RENTAL 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 SEPT. 7, 1901. - OCT. 11, 1915.
(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 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 IMPRESSION COPIES OF DUCT RENTAL BILLS SHOWING DATE OF BILL, NAME OF LESSEE, DATES COVERED BY BILL FROM AND TO, AMOUNT OF FEET, RATE PER FOOT, LOCATION AND TOTAL CHARGE.
(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 CHRONO. BY DATE OF BILL
(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 IMPRESSION COPIES OF TYPED BILLS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
ON PRINTED BILL HEADS.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 2 VOLUMES 12" X 10" X 1" EACH APPROX.
(Of record or container. Height, width, thickness or depth. Average number of
500 COPIES EACH VOLUME - TOTAL APPROX.
pages or documents)
1000 COPIES

11. Location by dates and quantities IN BIN NO. 9 BY WEST WALL IN
(Room, vault, wall--N.E.S.W., section, bin, shelf,
VAULT NEAR ROOM 102 CITY HALL BLDG.
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)

DELCHER-MACK-FAWCETT

ADDENDA 31

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA NO 1 ITEM 4. ROOM 320 MUNICIPAL BLDG.

1	VOLUME	ELECT COMM. NO. 1
1	"	" " NO. 2

Delcher-Peyton (Worker's full name) Oct 2 1939 (Date) #32 (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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title (Consolidated Gas & Electric Co Service 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 May 1938 — Oct 1938
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 6 Envelopes
(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 bills due C.G.&E. Co from city for service to street lamplighting system, power and steam to city buildings and repairs to equipment of electrical dept. of 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. Bills show date of bill amount of charges and detailed discribtion of service preformed. Bills are rendered monthly. 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 IN ENVELOPES CHRONO. BY MONTH.
(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 6 ENVELOPES 9"X12" EACH. APPROX 300 BILLS EACH
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
TOTAL APPROX. 1800 BILLS.

11. Location by dates and quantities 6th BIN FROM WEST WALL ON 3R. SHELF FROM TOP BY NORTH WALL IN VAULT NEAR ROOM 301 MUNICIPAL BLDG
(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)

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA ITEM. 4 ROOM 320 MUNICIPAL BLDG.

1	ENVELOPE	MAY 1938.
1	" "	JUNE 1938.
1	" "	JULY 1938.
1	" "	AUG. 1938.
1	" "	SEPT. 1938.
1	" "	OCT. 1938.

Delcher-Mack-Kilroy 11-22-1939 #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 Mechanical Electric Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room # 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "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 May 1 1894 to Feb 1 1897
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 5 C.B. 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 consists of bills pertaining to Electric
(Purpose and general nature of record. Principal items of information
construction work for construction of conduit
shown. Summary of forms used in making record, their headings, etc. If a very
system city of Baltimore Bills are itemized and
general or miscellaneous record, detailed information as to type of records
show discribtion of material purchased name of
contained and dates covered by each should be given. Unless contents of these
vendor date of purchase and delivery and
records are described by other Forms 12-13HR, such forms should be filled out
Total cost.
and attached)

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

6. Contents--continued

7. Arrangement Chrono. by date of bill.
(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 bills.
(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 5 C.B. File boxes. 11½" x 9" x 2½" each Approx.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
200 bills each Total approx 1000 bills

11. Location by dates and quantities Top shelf S.E. corner vault near
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
Room #102 City Hall Bldg.

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)

Delcher-Mack-Kilroy

33

Bureau of Mechanical Electrical Service
City Hall Bldg.

Addenda #4 Item 4

Room 320 Municipal Bldg.

1	C.B. File Box	Bills	5/1/1894	–	8-31-95
1	" "	"	2/1/1896	–	6-1-96
1	" "	"	6/1/96	–	9-30-96
1	" "	"	10/1/96	–	2-1-97
1	" "	"	8/31/95	–	2-1-96

Delcher-Mack-Fawcett 12-19-39 #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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title {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 1904 - 1916
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 1 Folder
(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 bills to and from Electrical Commission pertaining to repairs and construction
(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)
Bills are itemized and show material used labor cost date discribtion of services rendered name of firm bill rendered to and total cost.

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

6. Contents--continued

7. Arrangement Alpha by NAME of FIRM
(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 bill 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 1 Folder 9½"X14"X2" Approx 200 bills
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET by North wall IN VAULT
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
NEXT TO ROOM #102 City Hall Bldg.

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)

Delcher-Mack-Fawcett Dec. 20 1939 #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 ageney or office Bureau of Mechanical Electrical Service
(Office of custody) (Offiee which made the reeord, if different)

Address of offiee of custody Room 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Gas Co Work" {Statements}
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantitios or both)

2. Dates July Aug Sept 1899
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 1 C.B File Box.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Gas Co Work.
(Explain fully; years; numbers; letters; number of records so labelod)

5. Diseontinued 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 summary statement of bills rendered by
(Purpose and general nature of record. Principal items of information
and due Cons Gas & Elec. Co. from electrical commission
shown. Summary of forms used in making record, their headings, etc. If a very
for services rendered showing date of service itemized
general or miscellaneous record, detailed information as to type of reeords
account total amount due amount credited and net amount
eontained and dates covered by oach should be given. Unless contents of these
due from commission. statements are stamped paid
records are described by other Forms 12-13HR, such forms should be filled out
showing date paid signature of party receiving payment.
and attached)

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

6. Contents--continued

7. Arrangement Chrono by date of statement
(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 Hdw. on printed statements
(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 CBFILE Box 12" X 10" X 5" 50 statements
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In cabinet by east wall in vault near Room 102 City Hall
(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)

Delcher-Peuton-Mack 10-27-39 #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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title
(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)
{Bills Receivable}

2. Dates Dec 1922 — Dec 21 1928
(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 Binder contains bill receivable by city for electrical work performed by Electrical Commission - Bills show name and address of party to whom service was rendered Bill No. Date, Electrical Engineers name order no. nature of work location labor charges material charges truck hire percentage for tools and supervision total of all,
(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 Amount deposited less amount of cost Balance refunded to party named on bill, Also city Transfer Vouchers for Transfer of monies from other dept's Appropriation to Electrical Commission.

7. Arrangement Num by bill No Chrono 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 Typed and Hdw. on printed bill 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 1 L.L. Binder 14"x12"x6" Approx 1050 Bills
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2nd Row from top in 6th bin from East wall in vault near Room #318 Municipal Bldg.
(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)

Delcher-Mack-Fawcett 12-18-39 #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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room # 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Bills payable for cement pavement"
(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 — 1913
(Earliest and latest dates; missing dates. Show exact date of breaks).

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

4. Labeling Bills payable for cement pavement
(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 bills for cement paving representing cases where paving was disturbed in order to install electrical service to properly record shows amount charged name of property owner location by property no. and date paid by owner of property also shows summary of cost of labor & material & discounted bills
(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 ALPHA 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 Hdw. 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 1 Book 7 1/4" x 4 1/2" x 1/2" 50 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET by EAST WALL IN VAULT
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) NEXT To ROOM #102 City Hall Bldg.

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)

Delcher-Mack-Fawcett 12-14-39 #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.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "City 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 1903 - Feb 1 1916
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 22 C.B. 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 City bills payable to Mayor & City Council for services rendered by Elec. Bur. To other city debts showing name of debt receiving service, date - order No. for each debt discribtion & nature of charges. Amount of charges itemized and payment received
(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 SEE ATTd FORM FOR FURTHER DETAILS.

7. Arrangement Chrono. by date of bill.
(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 bill 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 22 C.B. File boxes 12"x12"x3" Each Approx. 1000 bills
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Each box. Total Approx. 22000 bills

11. Location by dates and quantities Bins #11 & 12 by West wall in vault
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) NEAR ROOM #102 City Hall Bldg.

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)

#38

PAYABLE AT THE OFFICE OF THE CITY COMPTROLLER.

Baltimore, Md., May 28, 1913.

Board of Park Commissioners.

To the Mayor and City Council of Baltimore,

Your Order 5-16-13
Our Order 5-16-13

ACCOUNT OF The Electrical Commission, Dr.

For: Material

1913				
May 16,	6 -	2" Fibre bends	.80	$5.60

Received payment.

Void

DELCHER-MACK-FAWCETT. #38

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA NO1 ITEM 4 ROOM #320 MUNICIPAL BLDG

1	C.B. FILE BOX	BILLS 1903
1	" "	" 1905-1906
1	" "	" 1907
1	" "	" 1908
1	" "	" 1904
1	" "	" 1908
1	" "	" 1908
1	" "	" 1909
1	" "	" 1909
1	" "	" 1909
1	" "	SPECIAL CITY BILLS 1910
1	" "	BILLS 1910
1	" "	SPECIAL CITY BILLS 1911
1	" "	" " " 1912 - JAN 1, 1912 TO NOV. 1, 1912
1	" "	" " " 1912
1	" "	" " " 1913
1	" "	" " " 1914
1	" "	" " " 1914
1	" "	" " " 1915-1916
1	" "	" " " 1913
1	" "	" " " 1913
1	" "	" " " 1913

PEUTON - DELCHER (Worker's full name) Oct 27 1939 (Date) No. 39 (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 MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {STREET LIGHT 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 JUNE 23 1937 — 1938
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 2 Rolls
(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 blue PRINTS SHOWING PROPOSED CHANGES IN STREET LAMP LOCATIONS AND CHANGES IN CONSTRUCTION of LIGHTING SYSTEM IN VARIOUS public BUILDINGS. GIVING detailed discription of CHANGES TO BE MADE, PLANS AND SPECIFICATIONS DATE of PRINTS AND SCALE. BLUE PRINTS ARE kept out of FILE during COURSE of CONSTRUCTION FOR REFERENCE.
(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 No classification
(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 Prints
(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 2 Rolls 2"x 24" Each Approx 20 prints Each.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Roll Total Approx. 50 prints

11. Location by dates and quantities 1 Roll covering date June 23 1927 in cabinet
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) By south wall in Room 322 and 1 Roll covering year of 1938 on table in NW corner of Room 320 Municipal Bldg.

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)

PEUTON - DELCHER (Worker's full name) Oct 21 1939 (Date) no 40 (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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Circuit Numbers"
(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 3 Canvas backed binders.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Circuit Numbers
(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 blueprints showing circuit numbers of street light lamp posts and locations. These prints are furnished by the Consolidated Gas and Electric Co. and are renewed whenever a change is made in circuit numbers. Blue prints show type of lamp post, type of lamp, candle power, wiring transformer switch, underground connections, manhole,
(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 Type of cable, circuit No., district No., date print made and checked and remarks.

7. Arrangement Number by circuit no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing Seberate index shown on serial 166
(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 3 Canvas backed binders 23" x 30" x 1½" each. Approx 75 prints each Total Approx 225 prints.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On table in centre of room 320 Municipal Bldg.
(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)

Delcher-Mack-Dilworth 1-11-40 No 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 Mechanical Electrical Service
(Office of custody) (Office which made the record, if different)

Address of office of custody Room #320 Municipal Bldg.
(Name of building, room number, street address)

1. Title "Old cost data Electrical 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 1881 — 1899
(Earliest and latest dates; missing dates. Show exact date of breaks).

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

4. Labeling Old cost data Electrical commission
(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 blue print cost tables and tracings for lighting charges in Balto. showing various types of lights in use and itemized cost for each per year. From 1881 to 1899 incl. giving total cost of gas, electric and oil lighting per year, seperately and cost per year per light, total of entire cost per year. Also cost tables for
(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 NUMEROUS other cities showing cost breakdowns for gas, Elec. & Oil lighting per year - Tables used for comparison to Balto. street lighting costs.

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 Blue prints
(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 - Roll 3" x 32" Approx. 20 prints
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Bin #23 by west wall in vault
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) Next to Room 102 city hall Bldg.

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)

DELCHER-MACK-DILWORTH 1-17-1940. NO. 42.
(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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title { BLUE PRINTS OF STREET LIGHTING SYSTEM }
(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. 1935-1938.
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 2 WOODEN FILE DRAWERS.
(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 1919-1934 MISSING.
(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 BLUE PRINTS SHOWING STREET LIGHTING SYSTEM GIVING CIRCUIT LINES, LAMP POST, CONDUIT AND BRIDGE LOCATIONS AND DIAGRAMS OF SAME. LOCATIONS ARE SHOWN BY STREETS. DIAGRAMS SHOW FULL DETAILS AS 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 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 SPECIFICATIONS, MEASUREMENTS AND CONNECTIONS.

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 BLUE PRINTS
(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 2 DRAWERS 6" X 60" X 22" EACH 15 PRINTS EACH DRAWER TOTAL 30 PRINTS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET BY SOUTH WALL IN ROOM 322 MUNICIPAL BLDG.
(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)

DELCHER-PEYTON OCT. 2, 1939 NO. 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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {BLUE PRINTS OF BRIDGE & STREET LAMP POSTS}
(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 1937
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 9 ROLLS
(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 BLUE PRINTS PERTAINING TO BRIDGE AND STREET LAMP POSTS AND FIXTURES FOR SAME SHOWING VARIOUS DESIGNS OF POSTS & FIXTURES IN USE GIVING FULL DETAILS AS TO SPECIFICATIONS AND MEASUREMENTS.
(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 NO CLASSIFICATION
(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 PRINTS
(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 8 ROLLS 4" X 26" EACH 1 ROLL 2" X 26"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) 4 PRINTS EACH ROLL TOTAL 32 PRINTS.

11. Location by dates and quantities 1 ROLL IN 3D BIN FROM WEST WALL
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) 3D ROW FROM TOP BY NORTH WALL AND 8 ROLLS IN 3D BIN FROM WEST WALL 1ST ROW FROM TOP BY NORTH WALL IN VAULT NEAR ROOM 318 MUNICIPAL BLDG.

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)

DELCHER-MACK-DILWORTH 1-10-1940 NO. 44.
(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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {BLUE PRINTS OF ORNAMENTAL LAMP POSTS}
(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 SHOWN
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 2 ROLLS
(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 BLUE PRINTS SHOWING DESIGN, MEASUREMENTS AND SPECIFICATIONS OF VARIOUS TYPES OF ORNAMENTAL LAMP POSTS AND ARC LIGHTS.
(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 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 BLUE PRINTS
(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 ROLL 1"X14" 1 PRINT 1 ROLL 2"X20"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
10 PRINTS TOTAL 11 PRINTS

11. Location by dates and quantities IN BIN NO. 21 BY WEST WALL
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
IN VAULT NEAR ROOM 102 CITY HALL BLDG.

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)

DELCHER-MACK-DILWORTH 1-15-1940 NO. 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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {BLUE PRINTS RUBBISH TRUCK}
(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. 1935.
(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 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 BLUE PRINTS SHOWING DETAILED PLANS SPECIFICATIONS AND MEASUREMENTS FOR PROPOSED RUBBISH TRUCK BODIES.
(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 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 BLUE PRINTS
(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 WOODEN FILE DRAWER 3½"X28"X45"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) 3 PRINTS

11. Location by dates and quantities BOTTOM DRAWER IN CABINET
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) BY SOUTH WALL IN ROOM 322 MUNICIPAL BLDG.

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)

DELCHER-MACK-KILROY 11-7-39 NO. 46.
(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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 32D MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {MANHOLE MAPS & 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 1900 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 165 POCKET 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 CONSISTS OF MAPS & DRAWINGS SHOWING LOCATIONS OF MANHOLES IN BALTIMORE CITY GIVING DETAILED MEASUREMENTS OF UNDERGROUND CONCRETE BOXES AND CABLES AND STREET LOCATIONS. ALSO SHOW CLASSIFICATION LETTER CORRESPONDING TO LETTER SHOWN ON INDEX
(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 MAP WHICH IS USED TO LOCATE MAPS.

7. Arrangement ALPHA. BY CLASSINICATION LETTER NUM. BY POCKET NO.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing SEE SERIAL NO. 164
(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 MAPS & 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 165 POCKET FOLDERS 30" X 30" X 42" EACH
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) 5 MAPS IN EACH FOLDER TOTAL 825 MAPS

11. Location by dates and quantities IN 4 STEEL BINS WITH RISING LIDS
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) IN STEEL CABINET BY EAST WALL IN ROOM 322 MUNICIPAL BLDG.

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)

Delcher - Mack - Kilroy

Bureau of Mechanical Electrical Service

ITEM 4 ROOM 320 MUNICIPAL BLDG.

Addenda #1

#46.

		Classification	Number	Pocket	Folder
1	POCKET FOLDER	A-	4-24	# 1	# 1
1	" " " "	A-	25-41	# 1	# 2
1	" " " "	A-	42-57	# 1	# 3
1	" " " "	B-	4-24	# 1	# 4
1	" " " "	B-	25-41	# 2	# 1
1	" " " "	B-	42-57	# 2	# 2
1	" " " "	C-	4-24	# 2	# 3
1	" " " "	C-	25-41	# 2	# 4
1	" " " "	C-	42-57	# 3	# 1
1	" " " "	D-	4-24	# 3	# 2
1	" " " "	D-	25-41	# 3	# 3
1	" " " "	D-	42-57	# 3	# 4
1	" " " "	E-	4-24	# 4	# 1
1	" " " "	E-	25-41	# 4	# 2
1	" " " "	E-	42-57	# 4	# 3
1	" " " "	F-	4-24	# 4	# 4
1	" " " "	F-	25-41	# 5	# 1
1	" " " "	F-	42-57	# 5	# 2
1	" " " "	G-	4-24	# 5	# 3
1	" " " "	G-	25-41	# 5	# 4
1	" " " "	G-	42-57	# 6	# 1
1	" " " "	H-	4-24	# 6	# 2
1	" " " "	H-	25-41	# 6	# 3
1	" " " "	H-	42-57	# 6	# 4

Delcher-Mack-Kilroy

Bureau of Mechanical Electrical Service

ITEM 4. Room #320 Municipal Bldg.

Addenda #1A. # 46.

		CLASSIFICATION	NUMBER.	POCKET	FOLDER
1	POCKET. FOLDER	I	4-24	# 7	# 1
1	" " "	I	25-41	# 7	# 2
1	" " "	I	42-61	# 7	# 3
1	" " "	J	4-24	# 7	# 4
1	" " "	J	25-41	# 8	# 1
1	" " "	J	42-61	# 8	# 2
1	" " "	K	4-24	# 8	# 3
1	" " "	K	25-41	# 8	# 4
1	" " "	K	42-57	# 9	# 1
1	" " "	L	4-24	# 9	# 2
1	" " "	L	25-41	# 9	# 3
1	" " "	L	42-57	# 9	# 4
1	" " "	M	4-24	# 10	# 1
1	" " "	M	25-41	# 10	# 2
1	" " "	M	42-57	# 10	# 3
1	" " "	N	4-24	# 10	# 4
1	" " "	N	25-41	# 11	# 1
1	" " "	N	42-57	# 11	# 2
1	" " "	O	4-24	# 11	# 3
1	" " "	O	25-41	# 11	# 4
1	" " "	O	42-57	# 12	# 1
1	" " "	P	4-24	# 12	# 2
1	" " "	P	25-41	# 12	# 3
1	" " "	P	42-57	# 12	# 4

DELCHER - PEYTON - MACK

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BUREAU OF MECHANICAL ELECTRICAL SERVICE

ITEM 4

ADDENDA #1B ROOM 320 MUNICIPAL BLDG

		CLASSIFICATION	NUMBER	POCKET	FOLDER
1	POCKET. FOLDER	Q -7	4-34	# 1	# 1
1	,, ,, ,,	Q	35-57	# 1	# 2
1	,, ,, ,,	R	4-34	# 1	# 3
1	,, ,, ,,	R	35-57	# 1	# 4
1	,, ,, ,,	S	4-34	# 2	# 1
1	,, ,, ,,	S	35-57	# 2	# 2
1	,, ,, ,,	T	4-71	# 2	# 3
1	,, ,, ,,	U	4-71	# 2	# 4
1	,, ,, ,,	V	4-71	# 3	# 1
1	,, ,, ,,	W	4-71	# 3	# 2
1	,, ,, ,,	X	4-71	# 3	# 3
1	,, ,, ,,	Y	4-71	# 3	# 4
1	,, ,, ,,	A	4-71	# 4	# 2
1	,, ,, ,,	B	4-71	# 4	# 3
1	,, ,, ,,	C	4-71	# 4	# 4
1	,, ,, ,,	D	4-71	# 5	# 1
1	,, ,, ,,	E	4-71	# 5	# 2
1	,, ,, ,,	F-J	4-71	# 5	# 3
1	,, ,, ,,	K-Z	4-71	# 5	# 4
1	,, ,, ,,	A2-Z2	4-71	# 6	# 1
1	,, ,, ,,	AA	4-20	# 6	# 2
1	,, ,, ,,	AA	21-36	# 6	# 3
1	,, ,, ,,	AA	37-53	# 6	# 4
1	,, ,, ,,	BB	4-20	7	1

Deicher - Mack - Kilroy

Bureau of Mechanical Electrical Service

ITEM 4 #46

Addenda #1c, Room # 320 Municipal Bldg.

		CLASSIFICATION	NUMBER	POCKET	FOLDER.
1	POCKET FOLDER	BB	21-36	# 7	# 2
1	" " "	BB	37-71	# 7	# 3
1	" " "	CC	4-20	# 7	# 4
1	" " "	CC	21-36	# 8	# 1
1	" " "	CC	37-71	# 8	# 2
1	" " "	DD	4-20	# 8	# 3
1	" " "	DD	21-36	# 8	# 4
1	" " "	DD	37-71	# 9	# 1
1	" " "	EE	4-20	# 9	# 2
1	" " "	EE	21-36	# 9	# 3
1	" " "	EE	37-71	# 9	# 4
1	" " "	FF	4-20	# 10	# 1
1	" " "	FF	21-36	# 10	# 2
1	" " "	FF	37-71	# 10	# 3
1	" " "	GG	4-20	# 10	# 4
1	" " "	GG	21-36	# 11	# 1
1	" " "	GG	37-71	# 11	# 2
1	" " "	HH	4-20	# 11	# 3
1	" " "	HH	21-36	# 11	# 4
1	" " "	HH	37-71	# 12	# 1
1	" " "	II	4-20	# 12	# 2
1	" " "	II	21-36	# 12	# 3
1	" " "	II	37-71	# 12	# 4

Delcher - Mack - Kilroy.

Bureau of Mechanical Electrical Service

ITEM 4 — #46

Addenda #1D Room # 320 Municipal Bldg.

		CLASSIFICATION	NUMBER	POCKET NO	FOLDER NO
1	POCKET FOLDER	J.J.	4 - 20	1	1
1	" " "	J.J.	21 - 36	1	2
1	" " "	J.J.	37 - 71	1	3
1	" " "	K.K.	4 - 20	1	4
1	" " "	K.K.	21 - 36	2	1
1	" " "	K.K	37 - 71	2	2
1	" " "	L.L.	4 - 20	2	3
1	" " "	L.L.	21 - 36	2	4
1	" " "	L.L.	37 - 71	3	1
1	" " "	M.M.	4 - 20	3	2
1	" " "	M.M.	21 - 36	3	3
1	" " "	M.M.	37 - 71	3	4
1	" " "	N.N.	4 - 20	4	1
1	" " "	N.N.	21 - 36	4	2
1	" " "	N.N	37 - 71	4	3
1	" " "	O.O.	4 - 20	4	4
1	" " "	O.O.	21 - 36	5	1
1	" " "	O.O	37 - 71	5	2
1	" " "	P.P.	4 - 20	5	3
1	" " "	P.P.	21 - 36	5	4
1	" " "	P.P.	37 - 71	6	1
1	" " "	Q.Q.	4 - 34	6	2
1	" " "	Q.Q	35 - 71	6	3
1	" " "	R.R.	4 - 34	6	4

Delcher-Mack-Gilroy

Bureau of Mechanical Elec. Service

ITEM 4

Room #320 Municipal Bldg.

46

Addenda #1E

		CLASSIFICATION	NUMBER	POCKET NO	FOLDER NO
1	POCKET FOLDER	R. R.	35 - 71	7	1
1	" " "	S. S.	4 - 34	7	2
1	" " "	S. S.	35 - 71	7	3
1	" " "	T. T.	4 - 71	7	4
1	" " "	U. U.	4 - 71	8	1
1	" " "	V. V.	4 - 71	8	2
1	" " "	W. W.	4 - 71	8	3
1	" " "	X. X.	4 - 71	8	4
1	" " "	Y. Y.	4 - 71	9	1
1	" " "	Z. Z.	4 - 71	9	2
1	" " "	A. A. A.	4 - 71	9	3
1	" " "	B. B. B.	4 - 71	9	4
1	" " "	C. C. C	4 - 71	10	1
1	" " "	D. D. D.	4 - 71	10	2
1	" " "	E. E. E.	4 - 71	10	3
1	" " "	F. F. F.	4 - 71	10	4
1	" " "	G. G. G.	4 - 71	11	1
1	" " "	H. H. H.	4 - 71	11	2
1	" " "	I. I. I.	4 - 71	11	3
1	" " "	J. J. J.	4 - 71	11	4
1	" " "	K. K. K.	4 - 71	12	1
1	" " "	L. L. L.	4 - 71	12	2
1	" " "	M. M. M.	4 - 71	12	3
1	" " "	N. N. N.	4 - 71	12	4

Delcher-Mack-Kilroy #46

Bureau of Mechanical Electrical Service

ITEM 4

Addenda #1F Room #320 Municipal Bldg.

		CLASSIFICATION	NUMBER	POCKET NO	FOLDER NO
1	POCKET FOLDER	O.O.O.	4-71	1	1
1	" " "	P.P.P	4-71	1	2
1	" " "	Q.QQ	4-71	1	3
1	" " "	R.R.R.	4-71	1	4
1	" " "	S.S.S.	4-71	2	1
1	" " "	T.T.T.	4-71	2	2
1	" " "	U.U.U.	4-71	2	3
1	" " "	V.V.V.	4-71	2	4
1	" " "	W.W.W.	4-71	3	1
1	" " "	X.X.X.	4-71	3	2
1	" " "	Y.Y.Y.	4-71	3	3
1	" " "	Z.Z.Z.	4-71	3	4
1	" " "	A.A.A.	4-71	4	1
1	" " "	B.B.B.	4-71	4	2
1	" " "	C.C.C.	4-71	4	3
1	" " "	D.D.D.	4-71	4	4
1	" " "	E.E.E.	4-71	5	1
1	" " "	F.F.F.	4-71	5	2
1	" " "	G.G.G.	4-71	5	3
1	" " "	H.H.H.	4-71	5	4
1	" " "	I.I.I.	4-71	6	1
1	" " "	J.J.J.	4-71	6	2

DELCHER-KILROY-MACK NOV. 8, 1939. NO. 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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title "MANHOLE 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 1912-1914 1923.
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 8 WOODEN 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 1915-1922 MISSING
(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 BLUE PRINTS SHOWING LOCATIONS OF MANHOLES IN CITY GIVING DETAILED DISCRIPTION BY STREETS AND CURB MEASUREMENTS. ALSO SHOW LOCATION OF CONCRETE DISTRIBUTING AND JUNCTION BOXES BY STREETS GIVING BOX 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 ALPHA, 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 BLUE PRINTS
(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 WOOD FILE DRAWER 11½"X 16"X 28" 6 WOOD FILE DRAWERS 6½"X 13"X 28" EACH APPROX 750 PRINTS EACH.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 WOOD FILE DRAWER 3"X 11½"X 22" APPROX 500 PRINTS TOTAL 5750 PRINTS.

11. Location by dates and quantities 7 DRAWERS COVERING 1912-13-14 IN CABINET IN CENTER OF ROOM 322 + 1 DRAWER 1923 IN CABINET BY SOUTH WALL IN ROOM 322 MUNICIPAL BLDG.
(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)

DELCHER-KILROY-MACK

ADDENDA 47

BUREAU OF MECHANICAL ELECTRICAL SERVICE

ADDENDA 1 ITEM 4 ROOM 320 MUNICIPAL BLDG.

7	WD. FILE DRAWERS	MANHOLE PRINTS
1	" " "	NOT LABELLED

DELCHER-MACK-FAWCETT 12-18-39 NO. 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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title { MANHOLE & DISTRIBUTING BOX LOCATION 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 1895, 1912-1914.
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 4 WOOD FILE DRAWERS - 3 BUNDLES - 1 ROLL
(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 BLUE PRINTS SHOWING LOCATIONS OF MANHOLES AND DISTRIBUTING BOXES IN CITY CONDUIT SYSTEM GIVING DETAILED MEASUREMENTS, STREET LOCATIONS AND DISCRIPTIONS, MEASUREMENTS AND SPECIFICATIONS OF ELECTRICAL CONNECTIONS TO BUILDINGS.
(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 ALPHA, BY NAME OF STREET LOCATION
(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 PRINTS
(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 WOOD FILE DRAWERS 11¼"X 15¾"X 24" EACH APPROX 500 PRINTS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
EACH DRAWER 3 BUNDLES 3"X 36"X 12" APPROX 250 PRINTS EACH 1 ROLL 4"X 9" APPROX 100 PRINTS, TOTAL APPROX 2850 PRINTS.

11. Location by dates and quantities 4 FILE DRAWERS IN CABINET BY NORTH
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
WALL 3 BDLS IN BIN 17 BY SOUTH WALL 1 ROLL IN CABINET NO. 7 BY SOUTH WALL IN VAULT NEAR ROOM 102 CITY HALL BLDG.

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)

DELCHER-MACK-DILWORTH, 1-4-40, NO. 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 MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title {CONDUIT & MANHOLE LOCATION 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 1909-1918
(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 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 BLUE PRINTS SHOWING PLAN OF PROPOSED LOCATION OF ELECTRIC CONDUITS AND MANHOLES GIVING STREET LOCATIONS AND MEASUREMENTS. SEE ATT'D FORMS.
(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 NUMER, BY BLUE PRINT 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)

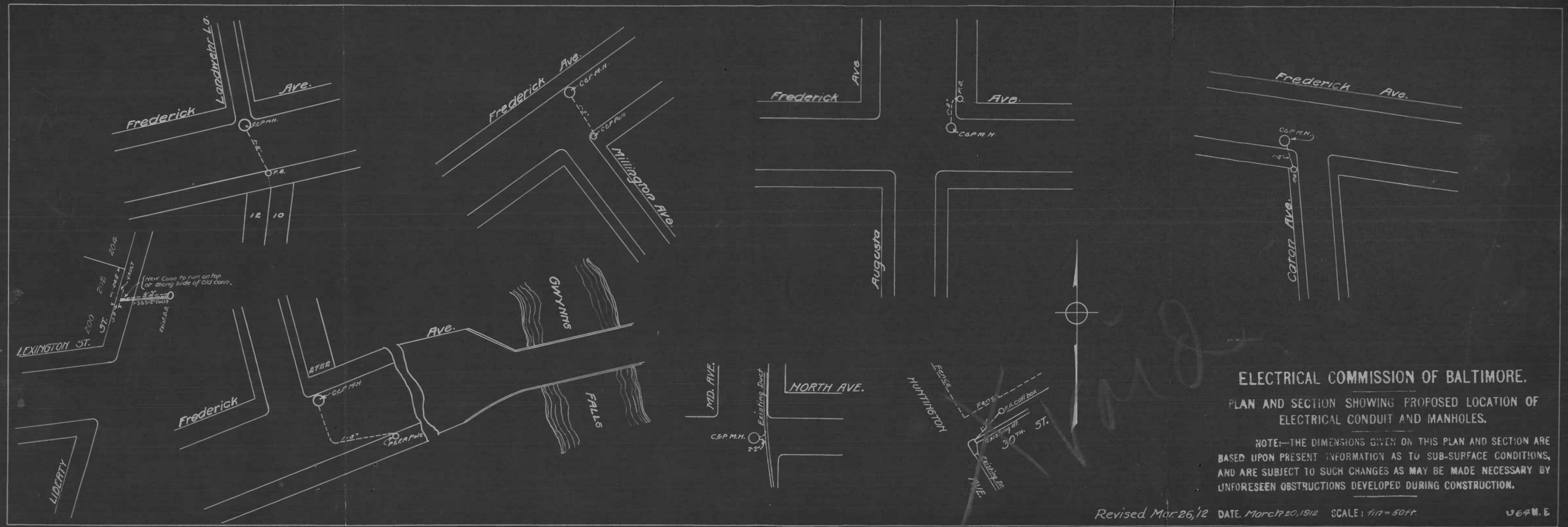
9. Writing BLUE PRINTS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1 BUNDLE 3½" X 9" X 12." APPROX 100 PRINTS 2 BDLS 3" X 9" X 26" EACH
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX 300 PRINTS EACH 1 BDL. 6" X 9" X 26" APPROX 400 PRINTS.
1 BDL. 5" X 9" X 9" APPROX 150 PRINTS TOTAL APPROX. 1250 PRINTS

11. Location by dates and quantities 1 BDL 1914 IN DRAWER NO. 7 BY SOUTH WALL
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
3 BDLS 1912-1918 IN BIN NO. 16 BY WEST WALL 1 BDL 1918 IN CABINET
NO 4 BY WEST WALL. ALL IN VAULT NEAR ROOM 102 CITY HALL BLDG.

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)



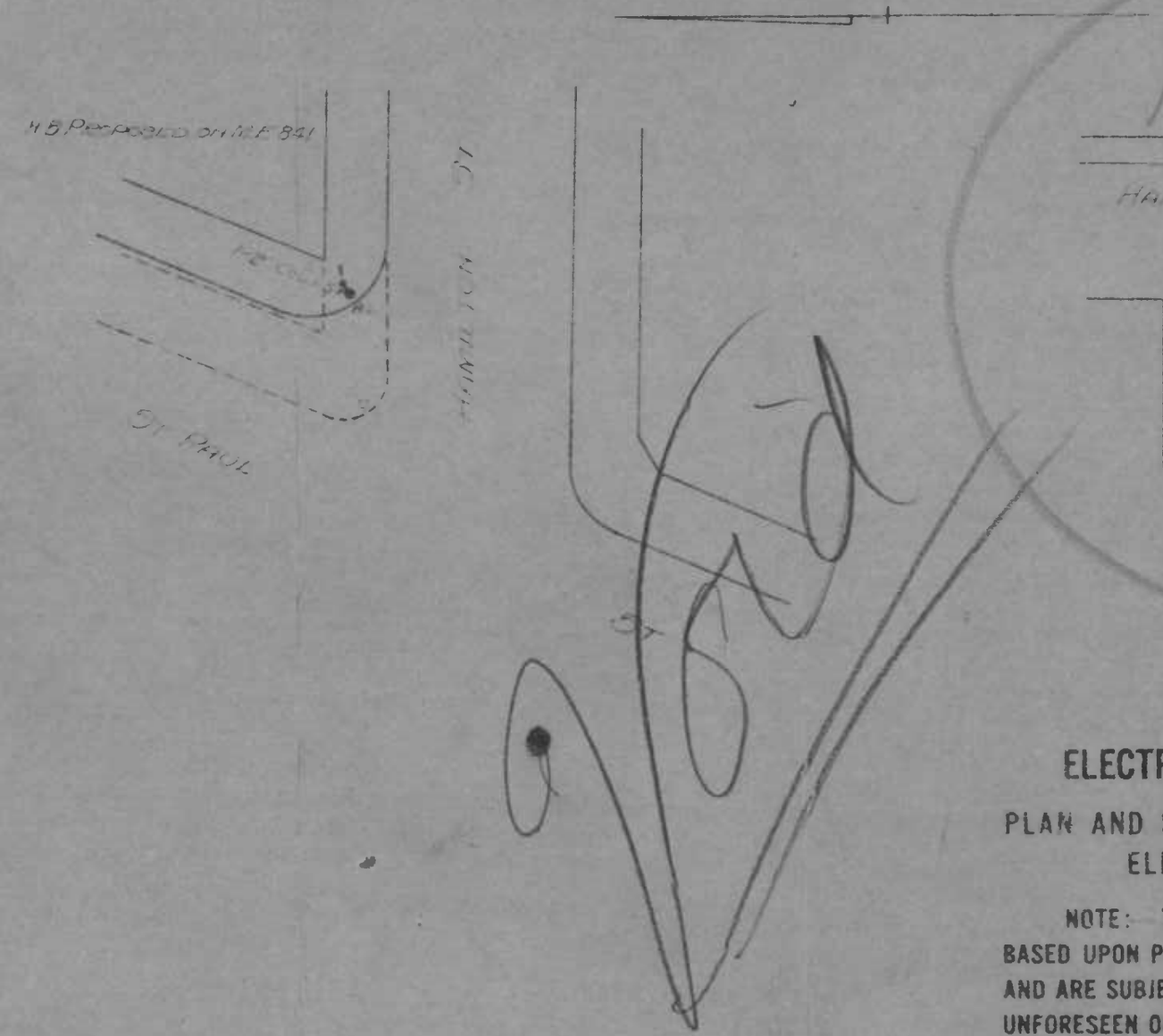
ELECTRICAL COMMISSION OF BALTIMORE.

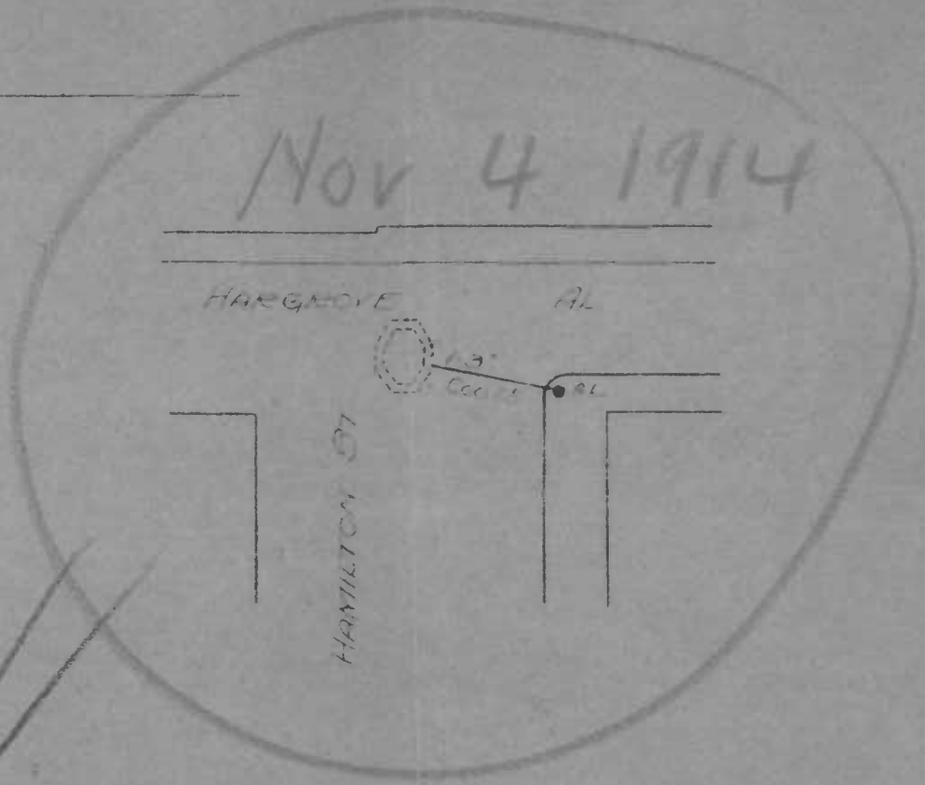
PLAN AND SECTION SHOWING PROPOSED LOCATION OF ELECTRICAL CONDUIT AND MANHOLES.

NOTE:—THE DIMENSIONS GIVEN ON THIS PLAN AND SECTION ARE BASED UPON PRESENT INFORMATION AS TO SUB-SURFACE CONDITIONS, AND ARE SUBJECT TO SUCH CHANGES AS MAY BE MADE NECESSARY BY UNFORESEEN OBSTRUCTIONS DEVELOPED DURING CONSTRUCTION.

Revised Mar. 26, '12 DATE. March 20, 1912 SCALE: 1/12 = 50 ft. 364 M. E

Serial #49





NOTE

Proposed shown ═══════

Existing " =======

ELECTRICAL COMMISSION OF BALTIMORE

PLAN AND SECTION SHOWING PROPOSED LOCATION OF ELECTRICAL CONDUIT AND MANHOLES

NOTE: THE DIMENSIONS GIVEN ON THIS PLAN AND SECTION ARE BASED UPON PRESENT INFORMATION AS TO SUB-SURFACE CONDITIONS, AND ARE SUBJECT TO SUCH CHANGES AS MAY BE MADE NECESSARY BY UNFORESEEN OBSTRUCTIONS DEVELOPED DURING CONSTRUCTION.

DATE Oct. 19, 1914 SCALE 1" = 20' 843 M. E.

49

6th #

DELCHER-MACK-DILWORTH OCT. 2 1939 NO. 50
(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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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MD.

Name of agency or office BUREAU OF MECHANICAL ELECTRICAL SERVICE
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 320 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title { BLUE PRINTS OF PATTERSON PARK HIGH SCHOOL & HOSPITALS }
(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 2 ROLLS
(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 BLUE PRINTS PERTAINING TO PATTERSON PARK HIGH SCHOOL AND CITY HOSPITALS SHOWING FULL LAYOUT OF SAME GIVING DETAILED PLANS OF BUILDINGS AND FLOOR SPACE WITH REGARD TO ELECTRICAL EQUIPMENT AND CONNECTIONS.
(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 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 BLUE PRINTS
(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 ROLL 2" X 24" 25 PRINTS 1 ROLL 3" X 32" 30 PRINTS TOTAL 55 PRINTS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 ROLL (HOSPITALS) ON TOP OF CABINET BY W. WALL & 1 ROLL (HIGH SCHOOL) IN 5TH BIN FROM W. WALL 5TH ROW FROM TOP BY S. WALL IN VAULT NEAR ROOM 318 MUNICIPAL BLDG.
(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)