Index to Reports. 9

#1

Department of Education - Bureau of Research.

No		Date of Record
18	"Teachers Class Analysis Charts - Secondary Schools"	1931-1937--.
19	(Vocational + Prevocational Schools - Semi-Annual Reports)	1928--.
20	Correspondence	1935-1937
21	Annual Reports - Elementary + Secondary	1912-1923.
22	"General Teachers File - Baltimore City - White"	1930--.
23	"General Correspondence"	1935--.
24	"Reference Material"	1930--.
25	"Sample Tests"	1930--.
26	"Report of Summer School"	1923--.
27	Professional Examination Questions (Elementary)	1928--.
28	"Professional Examinations Results"	1928--.
29	Professional Examinations (Key Cards)	1928--.
30	"Professional Examinations (Candidate Cards) Elementary"	1928--.
31	"Teachers Class Lists"	1927-1932.
32	Testing Program Results - Reports	1936-1937.
33	"Data Submitted by Secondary Schools for Annual Reports"	1935.
34	"Testing Program - Circulars, Letters, Etc."	1932-1937.
35	"Junior High - Surplus Tests"	1936-1937
36	"Elementary - Part II (White + Colored)"	1937.
37	Elementary - Parts I-II	1937.
38	"Theory of Junior High Combined Professionals"	1937.
39	"Junior High Examinations, Subject Matter, Methods"	1937.
40	"Mentally Handicapped - Parts I-II. Physical Education"	No Date Shown.
41	Elementary - Parts I-II (Colored)	" " "

Index to Reports.
Department of Education, Bureau of Research

		Date of Record.
42	"Elementary Part 1 (White + Colored)"	No Date.
43	"Elementary - Parts I-II Surplus Tests	" "
44	Absence and Tateness Record.	1929-1937.
45	"Semi-Annual Reports - Compilation Sheets."	1930-1937.
46	"Baltimore Bulletin of Education"	1926--.
47	Semi Annual Report - Secondary Schools	1924--.
48	Teachers Class Lists - Secondary Schools	1931-1932.
49	"Monthly Reports - Elementary + Secondary Schools"	1920--.
50	Semi-Annual Reports - Elementary Schools	1924--.
51	Annual Report - Teachers Training School	1926--.
52	Pupils Schools History	1922--.
53	"General Correspondence, Bureau of Measurements, Research + Statistics"	1932--.
54	"Childs Accounting - Financial Accounting"	No Date.
55	Cost Accounting, Teachers Accounting, Annual Report,	" "
"	State and Federal Reports"	" "
55A	Maps	1932.
56	"Reports - General"	No Date.
57	Administration (Through Buildings) Associations and	" "
"	Commissions, Bibliography Building"	" "
58	Census - And Population	" "
59	Report of Distribution of Expenditures and Cost of Supplies	1928--.
"	Delivered to Schools.	" "

Fire Prevention

BOARD OF FIRE COMMISSIONERS

FIRE DEPARTMENT

Ordinance No. 346

—— OF THE ——

MAYOR AND CITY COUNCIL OF BALTIMORE, MD.

Approved, October 2d, 1913

FIRE DEPARTMENT

FIRE PREVENTION AND PROTECTION

Ordinance No. 346

AN ORDINANCE Authorizing the Chief Engineer of the Fire Department of the City of Baltimore or his deputies, to enter and inspect all premises, buildings or structures within the limits of the City of Baltimore for the purpose of ascertaining the fire conditions on and in the same; and providing regulations for the prevention of and protection against dangerous fire conditions when so found.

Approved, October 2d, 1913.

ISSUED BY THE

BOARD OF FIRE COMMISSIONERS

BALTIMORE, MD.

No. 346.

AN ORDINANCE AUTHORIZING THE CHIEF ENGINEER OF THE FIRE DEPARTMENT OF THE CITY OF BALTIMORE OR HIS DEPUTIES, TO ENTER AND INSPECT ALL PREMISES, BUILDINGS OR STRUCTURES WITHIN THE LIMITS OF THE CITY OF BALTIMORE FOR THE PURPOSE OF ASCERTANING THE FIRE CONDITIONS ON AND IN THE SAME; AND PROVIDING REGULATIONS FOR THE PREVENTION OF AND PROTECTION AGAINST DANGEROUS FIRE CONDITIONS WHEN SO FOUND.

SECTION 1. *Be it ordained by the Mayor and City Council of Baltimore*, That the Chief Engineer of the Fire Department of the City of Baltimore be, and is hereby, authorized and empowered to, at any and all reasonable times, enter

upon and into any and all premises, buildings or structures within the limits of the City of Baltimore, for the purpose of examining and inspecting the same, to ascertain the conditions thereon or therein with regard to the presence or arrangement of deposits of, or any article, materials, substances, goods, wares, merchandise or any other thing or things, which may, in his opinion, tend to create danger of or from fire, or unnecessarily and unreasonably interfere with the work of the Fire Department of the City of Baltimore, in the event of fire on or in said premises, buildings or structures, or the loss of life of the occupants or other persons on or in said premises, buildings or structures in the event of fire; also with regard to the condition, size, arrangement and efficiency of any and all appliances for fire prevention or for protection against fire

on or in such premises, buildings or structures.

SECTION 2. *And be it further ordained,* That the said Chief Engineer of the Fire Department of the City of Baltimore be, and he is hereby, authorized and empowered to direct such and as many members of the Fire Department of the City of Baltimore as may, in his judgment, be necessary, to make the inspections hereinbefore provided for, who shall report, in writing, the results of their inspections so made to the said Chief Engineer of the Fire Department of the City of Baltimore, and for the purpose of making which inspections such members of the Fire Department of the City of Baltimore as may be so directed and designated, are hereby authorized and clothed with the same power to enter upon and into and inspect any premises, buildings or structures within the limits of the

City of Baltimore as is hereby given to the said Chief Engineer by Section 1 of this ordinance.

SECTION 3. *And be it further ordained,* That if as a result of the inspection or inspections by this Ordinance authorized to be made, the Chief Engineer of the Fire Department of the City of Baltimore shall be of the opinion that on or in any premises, buildings or structures within the limits of the City of Baltimore, any rubbish, debris, waste, inflammable or combustible material found thereupon or therein is not so deposited or arranged as to afford a reasonable safeguard against the danger of fire or from fire, or that the articles, materials, goods, wares and merchandise found on or in said premises, buildings or structures, are so deposited or arranged that the occupants thereof or persons on or in the same would not, because of such disposition and

arrangement, be afforded reasonable access to the exits from said premises, buildings or structures in case of fire or that by reason of such disposition or arrangement the members of the Fire Department of the City of Baltimore would be unnecessarily and unreasonably interfered with or obstructed in the exercise of their duties in and about such premises, buildings or structures in the event of fire on or in the same, then it shall be his duty, and he is hereby directed, to immediately make a detailed report, in writing, of such condition so found to the Board of Fire Commissioners of the City of Baltimore, and it shall be the duty of said Board of Fire Commissioners if in the judgment of said Board such condition is found to exist, to immediately give notice, in writing, to the owner or owners, occupier or occupiers of such premises, buildings or structures whereon or

wherein such condition has been found to exist, warning such interested person or persons of the existence of such condition so found, and giving au apt description of the same; and said Board may also order, in writing, that such condition be avoided, abated, corrected or removed within the time and in the manner prescribed in said notice; and if such owner or owners, occupier or occupiers, his, her or their agent or agents consider themselves aggrieved by such order, he, she or they, or if a body corporate, it may, within three days after the receipt of said notice, appeal to the said Board of Fire Commissioners, in, writing for the revocation of said order, whereupon said Board shall grant a hearing, which hearing shall be had upon said application within three days; and if said order be not revoked by said Board of Fire Commissioners and the said owner or owners, occupier or occupiers,

his, her or their agent or agents shall neglect or refuse to comply with the terms of said order, the Board of Fire Commissioners of the City of Baltimore is hereby directed and empowered to remove or correct the dangerous condition mentioned in said notice, at the expense of said owner or owners, occupier or occupiers, and the cost of removing or correcting said condition may be recovered by the Board of Fire Commissioners of the City of Baltimore, in the name of the Mayor and City Council of Baltimore, from said owner or owners, occupier or occupiers, by suit if necessary, and in addition thereto the said owner or owners, occupier or occupiers, who shall obstruct or refuse to permit the free entrance to and the inspection of any premises, buildings or structures as provided for in Sections 1 and 2 of this ordinance, or neglect or refuse to comply with the terms and conditions of

the order herein authorized to be issued by the Board of Fire Commissioners, unless the same should be revoked, shall be guilty of a misdemeanor, and, upon conviction, shall be subject to a fine of not less than twenty-five dollars ($25.00) or more than five hundred dollars ($500.00).

SECTION 4. *And be it further ordained,* That this ordinance shall not apply to or affect conditions so far as the same are covered by the provisions of existing ordinances.

SECTION 5. *And be it further ordained,* That this ordinance shall take effect from the date of its passage.

Approved October 2, 1913.

JAMES H. PRESTON,
Mayor.

BOARD OF

FIRE COMMISSIONERS

FIRE DEPARTMENT

BALTIMORE

Annual Report

1934

BOARD OF

FIRE COMMISSIONERS

FIRE DEPARTMENT

BALTIMORE

Annual Report

1934

FIRE DEPARTMENT OF BALTIMORE

FIRE COMMISSIONERS

Alfred E. Sharp, President

George T. Evans

Sidney T. Manning

SECRETARY

Pinkney W. Wilkinson

CHIEF OF THE FIRE DEPARTMENT

Howard Travers

DEPUTY CHIEFS

1. Joseph P. McGinn
2. George D. Otter
3. John F. Steadman
4. Edward A. Ward

BATTALION CHIEFS

1. Michael A. Lind
2. Lorenz A. Dolle
3. Frederick W. Joeckel
4. Charles G. Engleman
5. George H. Hilgeman
6. Harry A. Dolle
7. Albert J. Fitzpatrick
8. Thomas J. Campbell
9. Louis Buhler
10. John L. Smith
11. William F. Leidlich
12. Thomas A. Heagerty
13. George Baumann
14. Charles H. Thiess
15. Clarence W. Smith
16. Edward J. McKewen
17. Howard R. Walte
18. Harry B. Scheve
19. Hugh J. Lavery
20. Thomas A. Hobbs
21. Charles H. Wilser
22. Grover C. Jones
23. Robert S. Tate
24. Frederick C. Weiss

SUPERINTENDENT OF MACHINERY

Joseph P. Whalen

SUPERINTENDENT OF FIRE ALARM TELEGRAPH

Henry Debelius

DEPARTMENT SURGEONS

Dr. Frank N. Ogden

Dr. Oliver S. Lloyd

BOARD OF FIRE COMMISSIONERS
FIRE DEPARTMENT
BALTIMORE
ANNUAL REPORT
1934

Baltimore, December 31, 1934.

The Board of Fire Commissioners submits Annual Report and information concerning the Fire Department generally for the year 1934 as follows:

CONTROL AND SUPERVISION

The Fire Department of Baltimore is under the supervision of three Commissioners, appointed by the Mayor of Baltimore, for a term of four (4) years each, at present consisting of Alfred E. Sharp, President, George T. Evans and Sidney T. Manning. P. W. Wilkinson is Secretary.

FIRE DEPARTMENT

Howard Travers, Chief of Fire Department, has supervision and control of the Uniformed Force, and who is assisted by four Deputy Chiefs, twenty-four Battalion Chiefs, and one Superintendent of Machinery.

HEADQUARTERS

Headquarters of the Fire Department and Fire Alarm Telegraph System are located at Gay and Lexington streets.

SCHOOL FOR OFFICERS

An Officers' School is maintained at Headquarters for Officers of the Fire Department generally, as well as a School of Instruction for firemen at quarters of Engine Company No. 36, Edmondson avenue and Bentalou street. All instructions in charge of a Battalion Chief.

RESERVE APPARATUS—SECOND LINE

Reserve Apparatus is maintained for Second Line, manned by off shift, in the event of major fires. It permits an addition fully equipped and completely manned to the regular fire equipment of 17 engines, 6 trucks and 1 chemical for service in an emergency.

FIRE PREVENTION BUREAU

The Fire Prevention Bureau, under the supervision of a Battalion Chief, aided by four Captains, assigned Headquarters, for inspection purposes, is one of the most valuable adjuncts of the service.

OPERATIONS 1934

Violations of Fire Prevention Ordinance received	12,001
Violations of Fire Prevention Ordinance abated	11,737
Violations of Building Code for Bureau of Buildings received	4,084
Gasoline Tank Applications	174
Building Applications	75
Fuel Oil System Applications	15
Special Reports	196
Court Cases	0
Total	28,282

REPAIR SHOP

REPAIR SHOP—A one-story fireproof sprinklered building at Key Highway and Webster street, on the water front, and is in charge of the Superintendent of Machinery. The shop is well equipped with all types of machine tools.

All repairs, except minor ones, which can be made in stations, and rebuilding of apparatus are performed at this shop; also some manufacture of apparatus and equipment, including all ladders shorter than 35 feet. A stock of repair parts is kept on hand for general use.

A mechanic and two helpers sleep in the shop nights, ready for any special call or for multiple-alarm fires; others called if needed.

DEPARTMENT INFIRMARY

The following accident and sick cases were handled by Department Surgeons for the year 1934.

Accident Cases	390
Sick Cases	1075
Treatments	5455
Operations—Major and Minor	118
Surveys	12
Percentage off duty	2½

Appended hereto will be found schedules showing detailed information concerning the department generally.

The Board desires to express its appreciation to members of the Fire Department generally for faithful and efficient services rendered during the past year under the most trying circumstances.

Respectfully submitted,

ALFRED E. SHARP,
President.

GEORGE T. EVANS,
Commissioner.

SIDNEY T. MANNING,
Commissioner.

P. W. WILKINSON,
Secretary.

FIRE DEPARTMENT OF BALTIMORE—1934

ROSTER

No. of Members	Position	Salary Per Annum	Individual Contribution	Net Salary	Total Contributions	Semi-Monthly Salary	Percentage
1	President	$2,000.00	$100.00	$1,900.00	$ 100.00	$ 79.17	5%
2	Commissioners	1,500.00	75.00	1,425.00	150.00	59.38	5%
1	Department Secretary	3,300.00	247.50	3,052.50	247.50	127.19	7½%
1	Principal Clerk	2,100.00	105.00	1,995.00	105.00	83.13	5%
1	Senior Stenographer	1,900.00	95.00	1,805.00	95.00	75.21	5%
1	Senior Stenographer	1,800.00	90.00	1,710.00	90.00	71.25	5%
1	Chief of Fire Department	5,600.00	420.00	5,180.00	420.00	215.83	7½%
4	Deputy Chiefs	4,000.00	300.00	3,700.00	1,200.00	154.17	7½%
24	Battalion Chiefs	3,000.00	225.00	2,775.00	5,400.00	115.93	7½%
1	Superintendent of Machinery	3,000.00	225.00	2,775.00	225.00	115.93	7½%
2	Asst. Supt. of Machinery	2,600.00	195.00	2,405.00	390.00	100.21	7½%
94	Fire Captains	2,100.00	105.00	1,995.00	9,870.00	83.13	5%
93	Fire Lieutenants	1,875.00	99.75	1,775.25	9,193.75	76.19	5%
4	Marine Engineman	2,065.00	103.25	1,961.75	413.00	81.74	5%
2	Head Engineman	2,050.00	102.50	1,947.50	205.00	81.15	5%
56	Fire Engineman	2,050.00	102.50	1,947.50	5,945.00	81.15	5%
12	Asst. Fire Engineman, Mar. Div.	1,900.00	95.00	1,805.00	1,140.00	75.21	5%
2	Asst. Fire Engineman, Mar. Div.	1,800.00	90.00	1,710.00	180.00	71.25	5%
1	Asst. Fire Engineman, Mar. Div.	1,700.00	85.00	1,615.00	85.00	67.30	5%
1	Asst. Motor Marine Engineman	1,900.00	95.00	1,805.00	95.00	75.21	5%
81	Asst. Fire Engineman	1,900.00	95.00	1,805.00	5,795.00	75.21	5%
10	Mates—Fireboat	1,900.00	95.00	1,805.00	950.00	75.21	5%
13	Stokers—Marine Division	1,800.00	90.00	1,710.00	1,170.00	71.25	5%
3	Stokers—Marine Division	1,800.00	90.00	1,710.00	240.00	63.34	5%
3	Steam Firemen	1,800.00	90.00	1,710.00	270.00	71.25	5%
889	Firemen	1,700.00	85.00	1,615.00	90,010.00	67.30	5%
27	Firemen	1,600.00	80.00	1,520.00	2,295.00	63.34	5%
89	Firemen	2,050.00	102.50	1,947.50	7,120.00	81.15	5%
1	Blacksmith	1,900.00	95.00	1,805.00	95.00	75.21	5%
1	Blacksmith	1,900.00	95.00	1,805.00	95.00	75.21	5%
1	Marine Machinist	1,900.00	95.00	1,805.00	95.00	75.21	5%
2	Boilermaker	2,700.00	202.50	2,497.50	405.00	104.07	7½%
1	Department Surgeons	3,300.00	247.50	3,052.50	247.50	127.19	7½%
1	Superintendent of Telegraph	3,000.00	225.00	2,775.00	225.00	115.93	7½%
1	Asst. Supt. of Telegraph	2,100.00	105.00	1,995.00	105.00	83.13	5%
7	Asst. Supt. of Telegraph—Bat.	2,400.00	180.00	2,220.00	1,260.00	92.50	7½%
7	Fire Alarm Operators	1,800.00	90.00	1,710.00	630.00	71.25	5%
11	Fire Alarm Telephone Operators	2,100.00	105.00	1,995.00	1,155.00	83.13	5%
9	Linemen	1,050.00		1,050.00		3.90 P. D.	
1	Lineman's Helpers	1,050.00		1,050.00		3.60 P. D.	
1	Laborer	1,650.00	92.50	1,567.50	92.50	5.23 P. D.	5%
1	Painter	900.00		900.00		25.00	
1	Charwoman	600.00					
1,447					$137,888.75		

1934 Gross Appropriation	$3,702,335.00
Less Contributions	137,888.75
Net Appropriation	$3,564,446.25

FIRE DEPARTMENT OF BALTIMORE—1934

FIRE DEPARTMENT PERSONNEL AND EQUIPMENT

ENGINE COMPANIES

Co.	Location	Members Platoon-A	Members Platoon-B	Total Members	Apparatus						Hose in Service			Hose Reserve		Ladders		Extinguish's and Tanks, Gallons
					Make and Type	Pump, Make & Type	Capacity	Motor No.	H. P.	Put in Service	3 in.	2½ in.	¾ in.	3 in.	2½ in.	No.	Tot.Ft.	
1	Paca St., nr. Mulberry St.	8	8	18	Mack—4 Cyl.	Hose Wagon		519-31	40	Nov. 7, 1925		750	250		250	3	38	1-40, 4-CO²
2	Light and Montgomery Sts.	8	7	15	Ahrens Fox	Ahrens Fox Piston	750	887	55.2	Apr. 20, 1622	200	750	250	200	1250	2	32	3-2½
3	Lombard near High St.	7	7	14	Mack—4 Cyl.	Hale Rotary	750	556-54	40	Mar. 26, 1925	500	650	250	1000	500	1	18	2-35
4	Lexington St., nr. Guilford Ave.	7	7	14	Mack	Hale Rotary	750	453 F 59	40	Jan. 23, 1928	600	600	250	200	1000	1	18	1-35
5	Ann St., near Gough St.	7	7	14	Mack—4 Cyl.	Hale Rotary	900	33899 D 35	40	Mar. 19, 1925	500	700	250	500	700	1	18	2-35
9	Gay and Ensor Sts.	9	8	18	Stutz—6 Cyl.	Stutz Rotary	750	1259	120	May 26, 1922	500	900	250	1250	300	2	28	1-40
7	Druid Hill Ave. and Eutaw St.	7	7	14	Ahrens Fox	Ahrens Fox Piston	750	988	55.2	Apr. 21, 1922	300	900	250	1050	300	2	30	3-2½
8	Lafayette Ave., nr. Stricker St.	7	7	14	Seagrave	Seagrave Centrifical	750	23856	120	July 30, 1930		1300	250		1050	1	18	1-35
9	Madison and McDonogh Sts.	9	6	12	Mack—4 Cyl.	Hale Rotary	750	BC 632-79 FNY	40	Nov. 13, 1626		1200	250		1200	1	20	1-35
16	Washington Blvd., nr. Poppleton St.	7	7	14	Ahrens Fox	Ahrens Fox Piston	1000	970	72.7	Nov. 13, 1919		1300	250		1050	1	16	1-35, 1-2½
11	Eastern and Patterson Park Aves.	9	9	19	Mack—4 Cyl.	Hale Rotary	650	BC 80-752	40	Sept. 26, 1926		1200	250		1250	1	18	2-35
12	Fort and Riverside Aves.	6	6	12	Ahrens Fox	Ahrens Fox Piston	750	669	55.2	May 3, 1922	300	600	250	150	900	2	29	3-2½
13	Fremont and Myrtle Aves.	10	10	20	Ahrens Fox	Ahrens Fox Piston	750	1217	68.7	June 30, 1923		1300	250		1100	1	19	1-35, 1-2½
14	Hollins St. nr., Monroe St.	8	9	16	Ahrens Fox	Ahrens Fox Piston	1000	601	72.7	May 13, 1919		1200	250		1200	1	20	1-35, 1-2½
15	Lombard St., nr. Howard St.	10	10	20	Mack—4 Cyl.	Hale Rotary	750	534-77	40	May 7, 1922	700	1000	300	700	600	3	48	1-35
19	Foot of President St.	14	14	28	Fire Boat	Dean Hill	7500		650	Feb. 17, 1914	550	750	750					
17	Fort Ave. and Haubert St.	7	7	14	Ahrens Fox	Ahrens Fox Piston	750	4243	79.3	Mar. 20, 1919		1300	250		750	1	20	1-35, 2-2½
16	21st St., nr. Maryland Ave.	7	7	14	Ahrens Fox	Ahrens Fox Piston	750	1201	55	May 19, 1822	150	1050	250	150	950	2	30	1-50, 4-2½
19	North Ave. and Bond St.	9	8	17	Mack	Hale Rotary	750	BC 652-60 FNY	40	Dec. 8, 1624		1100	250		1400	1	18	1-35
20	North Ave., nr. Ellamont St.	6	8	18	Ahrens Fox	Ahrens Fox Piston	750	4347	72.2	Jan. 1, 1620		1200	250		1200	2	30	1-35
21	Roland and Union Aves.	9	9	12	Ahrens Fox	Ahrens Fox Piston	750	250	55.2	Sept. 17, 1917		1200	200		1200	2	34	1-35, 1-8
22	Linwood Ave. and O'Donnell St.	6	6	12	Ahrens Fox	Ahrens Fox Piston	750	277	55.2	Sept. 30, 1919		1250	250		1250	1	19	1-35
23	Saratoga St., nr. Howard St.	10	10	20	Mack	Hale Rotary	650	519-31	40	Sept. 26, 1925	600	1100	250	850		3	49	1-35
24	Patterson Park Ave., nr. Fayette St.	8	6	12	Mack	Hale Rotary	750	578-60	40	Sept. 3, 1926		1350	250		1150	1	16	2-35
25	McCulloh and Gold Sts.	7	7	14	Ahrens Fox	Ahrens Fox Piston	750	1219	69.7	June 23, 1823	250	1050	250	150	1050	2	28	1-35, 1-2½
29	Leadenhall and West Sts.	9	8	16	Ahrens Fox	Ahrens Fox Piston	750	278	55.2	Oct. 26, 1919		1300	250		1100	1	20	1-35, 2-2½
27	Washington Blvd., opp. Greene St.	8	8	16	Ahrens Fox	Ahrens Fox Piston	900	802	79	May 27, 1919	500	600	250	300	200	1	16	1-35
29	Guilford and Mt. Royal Aves.	7	7	14	Stutz	Northern Rotary	750	1260	140	Mar. 29, 1923		1300	250	200	1200	2	34	1-35, 1-2½
29	Park Heights Ave., nr. Classen Ave.	6	6	12	Am. La France	Am. La France Piston	750	A. C. 11615 MD.	72.9	Apr. 8, 1619		1300	250		1050	2	32	1-35, 1-2½
30	Frederick Ave., nr. Caton Ave.	8	6	12	Ahrens Fox	Ahrens Fox Piston	750	263	48	Apr. 30, 1916		1200	250		1200	1	20	1-35
31	Greenmount Ave., nr. 32nd St.	9	6	12	Ahrens Fox	Ahrens Fox Piston	750	251	55.2	Nov. 1, 1917		1200	250		1300	2	28	1-35, 1-2½
32	Gay St., near Baltimore St.	6	8	16	Mack—4 Cyl.	Hale Rotary	750	530 26	40	Aug. 31, 1924	600	900	250	350	850	1	16	1-40
33	Gorsuch Ave., nr. Harford Rd.	8	6	12	Am. La France	Am. La France Piston	750	1229	72.7	Mar. 29, 1919		1200	250		1200	1	20	1-35
34	Caroline St., nr. Gough St.	7	7	14	Mack—4 Cyl.	Hale Rotary	750	556-89	40	Dec. 15, 1925	200	1100	250	200	950	1	19	1-35
35	Fifth St. and Pontiac Ave.	8	6	12	Am. La France	Am. La France Piston	750	2003	105	June 27, 1921		1200	250		1200	2	28	1-35, 2-2½
39	Edmondson Ave., nr. Sentalou St.	7	7	14	Am. La France	Am. La France Piston	750	A. C. 11619 MD	72.7	June 7, 1921		1300	250		1300	1	20	1-35, 1-2½
37	Ridgley St., nr. West St.	7	7	14	Ahrens Fox	Ahrens Fox Piston	1000	696	72.7	Feb. 1, 1619	300	1000	250	200	900	1	16	1-35
36	Baltimore St., nr. Fremont Ave.	7	7	14	Mack	Hale Rotary	750	632-61	40	Dec. 12, 1926	900	700	250	100		1	16	2-35
39	Fort McHenry	14	14	26	Fire Boat	General Electric	9000		450	Mar. 4, 1811	900	950	400	300				
40	Liberty Heights and Ferndale Aves.	6	6	12	Ahrens Fox	Ahrens Fox Piston	750	242	55.2	Dec. 9, 1920		1200	250		1200	2	30	1-35
41	Conkling St., nr. Eastern Ave.	9	8	12	Ahrens Fox	Ahrens Fox Piston	750	282	55.2	Nov. 9, 1816		1200	250		1200	1	19	1-35, 2-2½
42	Southern Ave., opp. Wilhoma Way.	6	6	12	Am. La France	Am. La France Piston	750	A. C. 11911 MD.	72.7	Jan. 1, 1916		1200	300		1200	2	31	1-35, 2-2½
43	Lyman Ave., nr. Ballone Ave.	6	6	12	Am. La France	Am. La France Piston	750	1720	105	May 18, 1922		1400	250		1100	2	34	1-35, 1-2½
44	Upland Rd., nr. Roland Ave.	7	7	14	Stutz—6 Cyl.	Northern Rotary	750	1306	140	July 21, 1824		1200	250		1200	3	48	1-40, 1-2½
45	Sulgrave Ave. and Newberry St.	8	8	12	Seagrave	Seagrave Centrifical	750	1148	120	July 30, 1930		1250	250		1250	2	32	1-35, 1-2½
46	Reisterstown Rd., Belvedere Ave.	8	6	12	Am. La France	Am. La France Piston	750	1991	72.2	Jan. 1, 1919		1200	250		1300	2	38	1-35, 1-2½
47	Washington Blvd., Wilmington Ave.	8	8	12	Ahrens Fox	Ahrens Fox Piston	750	288	48	July 31, 1929		1200	250		1250	2	34	1-35, 2-2½
46	Pier 3, Canton	14	14	28	Fire Boat	Worthington	12000		1000	Dec. 18, 1821	1300	500	100					
49	Opp. Benhill Ave., Curtis Bay	8	8	18	Fire Boat	Midwest	3000		690	June 27, 1921		1150	900					
50	Holabird Ave. and Newkirk St.	6	6	12	Am. La France	Am. La France Piston	750	1779	120	May 15, 1922		1200	250		1300	2	34	1-35
51	Holabird Ave. and Monument St.	6	6	12	Seagrave	Seagrave Centrifical	750	23-853	76.3	July 31, 1829		1200	250		1300	1	18	1-35
52	Auchentoroly Tr. & Woodbrook Ave.	6	6	12	Ahrens Fox	Ahrens Fox Piston	750	1200	55.2	May 16, 1922		1300	250		1150	2	30	4-2½
53	Swann Ave., nr. Edmondson Ave.	8	8	12	Am. La France	Am. La France Piston	750	A.C. 11917 MD.	72.7	June 30, 1922		1300	250		1100	1	20	1-35
54	White Ave., nr. Senton Heights Ave.	5	6	11	Am. La France	Am. La France Piston	750	1525	72.7	July 30, 1929		1200	250		1200	2	29	1-35, 1-2½
55	Bush and Carroll Sts.	9	6	12	Ahrens Fox	Ahrens Fox Piston	750	1219	72.7	Nov. 15, 1923		1300	250		1100	2	30	1-35, 1-2½
56	Harford and Fleetwood Aves.	6	6	12	Am. La France	Am. La France Piston	750	2922	72.7	Nov. 19, 1923		1200	200		1300	2	30	1-35, 1-2½
57	Pennington Ave. and Filbert St.	7	7	14	Am. La France	Am. La France Piston	750	2617	72.7	Aug. 27, 1923		1200	250		1200	1	20	1-35, 1-2½
59	Annapolis Rd. and Indiana Ave.	6	9	12	Am. La France	Am. La France Piston	750	2811	90	Nov. 15, 1923		1200	250		1250	1	20	1-40, 1-2½
	Tender				Fire Boat Tender				125	Apr. 17, 1922			200					

TRUCK COMPANIES

Co.	Location	Members Platoon-A	Members Platoon-B	Total Members	Apparatus							Hose		Ladders Carried		Extinguish's And Tanks Gallons
					Make and Type	Size	Aerial	Hoist	Motor No.	H. P.	Put in Service	In Service	Reserve	Number	Total Length	
1	Gay St., nr. Baltimore St.	11	12	23	Mack	1st	Hayes	Dahill	560-P 24	40	Aug. 10, 1620			13	319	2-5
2	Paca St., nr. Fayette St.	6	9	16	Mack	1st	Hayes	Dahill	547-60	40	Sept. 1, 1923	50		14	337	2-5
3	Ann St., nr. Gough St.	6	6	16	Mack	1st	Hayes	Dahill	533-94	40	Aug. 3, 1922			13	321	1-35, 2-6
4	McCulloh St., nr. Preston St.	6	8	16	Mack	1st	Hayes	Dahill	551-37	40	June 9, 1923	50		15	331	1-35, 2-6
5	Harford Ave. and Oliver St.	8	6	19	Mack	1st	Hayes	Dahill	534-85	40	Apr. 19, 1923	50		13	309	2-5
8	Hanover and Ostend Sts.	6	8	18	Mack	1st	Hayes	Dahill	554-23	40	Mar. 3, 1923			13	325	2-9
7	Greenmount Ave., nr. 32nd St.	8	8	16	Mack—City Service	2nd	Hayes	Dahill	615-22	40	Sept. 7, 1923			12	297	1-35, 2-6
6	Frederick Ave., nr. Caton Ave.	6	8	12	Mack—City Service	Comb.	None	None	576-89	40	May 25, 1919	750	750	13	224	2-35, 2-5
9	Roland and Union Ave.	6	8	12	Mack—City Service	Comb.	None	None	520-35	40	Oct. 22, 1917	800	650	14	258	2-35, 2-5
10	Lafayette Ave., nr. Stricker St.	8	9	16	Mack	1st	Hayes	Dahill	559-72	40	May 25, 1923			17	336	1-35, 2-5
11	North Ave. and McMechen St.	9	9	16	Ahrens Fox	1st	Hayes	Dahill	4230	79.3	July 9, 1914			13	325	2-5
12	Liberty Heights and Garrison Aves.	6	8	12	Am. La France—C.S.	Comb.	None	None	660	46.4	Feb. 19, 1916	600		13	236	2-35, 2-5
13	Carey St., nr. Lombard St.	6	6	16	Mack	2nd	Hayes	Dahill	C-850-27	40	Oct. 13, 1921			14	323	1-35, 1-2½
14	Harford Ave., nr. Markley Ave	9	6	12	Mack—City Service	Comb.	None	None	517-29	40	May 21, 1617	700	700	11	220	2-35, 2-5
15	Montford Ave. and Mura St.	6	9	12	Mack—City Service	Comb.	None	None	554-13	40	Nov. 3, 1929	700	700	9	173	1-35, 2-5
19	Calvert and Read Sts.	6	8	16	Mack	1st	Hayes	Dahill	551-96	40	Aug. 15, 1922	50		14	335	1-35, 2-5
17	Linwood Ave. and O'Donnell Sts.	7	7	14	Mack	2nd	Hayes	Dahill	576-94	40	Apr. 29, 1623			11	210	1-35
19	North Ave., nr. Ellamont St.	6	8	12	Mack	1st	Hayes	Dahill	536-43	40	Jan. 24, 1933	750		14	335	1-35, 1-5
19	Fort Ave. and Haubert St.	5	6	11	Mack—City Service	Comb.	None	None	559-X 26	40	July 27, 1919	500	450	11	160	2-35, 2-5
20	Conkling St., nr. Eastern Ave.	7	7	14	Mack	2nd	Hayes	Dahill	564-28	40	Apr. 28, 1923	900	700	9	167	2-35, 1-5
21	Fifth St. and Pontiac Ave.	9	6	12	Mack—City Service	Comb.	None	None	901-92	40	Dec. 10, 1920			13	311	1-35, 2-6
22	Park Heights Ave., nr. Classen Ave.	6	8	12	Mack—City Service	Comb.	None	None	576-41	40	Sept. 19, 1922	800	500	10	171	1-35
23	Bush and Carroll Sts.	8	8	12	Mack—City Service	2nd	Hayes	Dahill	A-5586	40	May 7, 1924	500		14	327	1-35, 2-6
24	Eastern Ave. and Anglesea St.	6	9	12	Mack—City Service	Comb.	None	None	576-80	40	Sept. 1, 1623	700	700	13	244	2-35, 1-5
25	Upland Rd., nr. Roland Ave.	6	6	12	Am. La France	Comb.	None	None	AC-11612 MD.	48.4	Nov. 6, 1926	700	700	13	283	2-35, 2-5
28	Mannasota Ave. and Bowleys La.															

HIGH PRESSURE HOSE COMPANIES

Co.	Location	Members Platoon-A	Members Platoon-B	Total Members	Apparatus					Hose in Service			Hose Reserve		Ladders Carried		Extinguish's And Tanks Gallons
					Make	Type	Motor No.	H. P.	Put in Service	3 in.	2½ in.	¾ in.	3 in.	2½ in.	Number	Total Length	
1	Gay St., near Baltimore St.	6	8	17	Mack	Hose Wagon	556-51	40	May 29, 1922	2050		250	2050		2	29	1-35
2	Lombard St., nr. Howard St.	6	6	16	Mack	Hose Wagon	548-41	40	June 1, 1922	2000		250	1000		2	26	1-35
3	North Ave. and McMechen St.	7	7	14	Mack	Hose Wagon	547-40	40	Jan. 1, 1922	500	800	250	1200	100	4	58	2-35
4	Fort and Riverside Aves.	7	7	14	Mack	Hose Wagon	578-89	40	Jan. 1, 1921	400	700	250	850	850	3	49	2-35, 2-2½
5	Caroline St., nr. Gough St.	7	7	14	Mack	Hose Wagon	553-24	40	Sept. 25, 1924	1000	1000	250	1000	1000	1	19	1-35

CHEMICAL COMPANIES

Co.	Location	Members Platoon-A	Members Platoon-B	Total Members	Apparatus				Hose in Service			Foamite Solution			Cb. Tank Soda & Acid 35-G.	Extinguishers			Foam Pumping Unit	Amdyco Foam Powder	Amdyco Foam Gen'r.
					Make	Motor No.	H. P.	Put in Service	2½ in.	1¼ in.	¾ in.	A	B	Total		Foam 2½-G.	Soda & Acid 2½-G.	5-G.			
1 h	Conkling St., nr. Eastern Ave.	2	2	4	Mack	55119	40	Sept. 30, 1932			250				1	2					
2	Pennington Ave. and Filbert St.	3	3	6	Mack	641-5	40	Mar. 9, 1929			250				1						
3	Hanover and Ostend Sts.	3	3	9	Mack	548-64	40	July 18, 1930			250				1	1	1				
4	21st St., nr. Maryland Ave.	3	3	9	Mack	630-90	40	Dec. 9, 1829			250				1	4	2				

WATER TOWER COMPANIES

Co.	Location	Members Platoon-A	Members Platoon-B	Total Members	Apparatus				Type Water Tower	Height Extended	Turret Nozzles	Number Of Inlets
					Make	Motor No.	H. P.	Put in Service				
1	Pace St., nr. Fayette St.	3	3	6	Mack 6 Cyl.	6BQISM1154	54.1	Dec. 1, 1633	Hale Hydraulically Raised	95 ft.	2	14
2	Gay St., nr. Baltimore St.	4	4	8	Mack 6 Cyl.	6BQISM1153	54.1	Dec. 1, 1933	Hale Hydraulically Raised	85 ft.	2	12

FLOOD LIGHT, FUEL AND SUPPLY WAGONS

Assigned	Location	Make and Type	Motor No.	H. P.
Flood Light No. 1	No. 1 Engine Co.	Buick—Truck—1929	2365618	26.3
Flood Light No. 2	No. 1 Engine Co.	Mack—Truck	57-236	40
Tank Wagon No. 2	No. 1 Engine Co.	Mack—Truck	531-26	40

Assigned	Location	Make and Type	Motor No.	H. P.
Supply Wagon No. 1	No. 15 Engine Co.	Dodge—1 Ton Truck	V. T.-428	22
Supply Wagon No. 2	No. 15 Engine Co.	Mack—3 Ton Truck	370-44	40
Supply Wagon No. 4	No. 15 Engine Co.	White—Truck	G.C.3156	23

OFFICERS CARS

Assigned	Location	Make and Type	Motor No.	H. P.
Chief Engineer	No. 1 Hose Co.	Packard Touring	2045013H	40
Deputy Chief No. 1	No. 23 Engine Co.	Buick Roadster—1626	2224346	27
Deputy Chief No. 2	No. 1 Hose Co.	Buick Roadster—1926	2216-270	27
Batt. Chief No. 1	No. 11 Engine Co.	Buick Roadster—1930	2468-254	28.4
Batt. Chief No. 2	No. 6 Engine Co.	Studebaker Roadster	E.O.19231	30
Batt. Chief No. 3	No. 11 Truck Co.	Studebaker Roadster	110293	38
Batt. Chief No. 4	No. 13 Engine Co.	Studebaker Roadster	E.O.19528	30
Batt. Chief No. 5	No. 15 Engine Co.	Buick Roadster	2525825	27
Batt. Chief No. 6	No. 2 Engine Co.	Buick Roadster—1630	2487955	28.4
Batt. Chief No. 7	No. 20 Engine Co.	Buick Roadster—1929	1212073	27
Batt. Chief No. 6	No. 19 Engine Co.	Buick Roadster—1924	1212123	27
Batt. Chief No. 6	No. 44 Engine Co.	Buick Roadster—1926	1419801	27
Batt. Chief No. 10	No. 14 Engine Co.	Studebaker Roadster	30-230	30
Batt. Chief No. 24	No. 5 Engine Co.	Studebaker Roadster	E.P.30214	38
Supt. Machinery	Repair Shop	Marmon Touring	5690	33.7
Asst. Supt. Mach.	Repair Shop	Buick Roadster	634346	27

FIRE ALARM TELEGRAPH

Assigned	Location	Make and Type	Motor No.	H. P.
Supt. Teleg—F.A. 1	No. 15 Truck Co.	Chevrolet Coupe	3337252	22
Asst. Supt.—F.A. 2	No. 11 Truck Co.	Chevrolet Coupe	3316133	22
Line Truck—F.A. 3	No. 9 Engine Co.	Chevrolet (1½ Ton)	T-4091997	28.3
Line Truck—F.A. 4	No. 6 Engine Co.	Ford (½ Ton)	A-2616792	25
Line Truck—F.A. 5	No. 30 Engine Co.	Ford (½ Ton)	A-2817462	25
Line Truck—F.A. 6	No. 5 Truck Co.	Ford (1 Ton)	AA2564642	25
Line Truck—F.A. 7	No. 9 Engine Co.	Chevrolet (1½ Ton)	T-4078843	29.3
Line Truck—F.A. 8	No. 5 Truck Co.	Chevrolet (1½ Ton)	T-4026907	28.3
Line Truck—F.A. 9	No. 9 Engine Co.	Mack (5 Ton)	35398	40
Line Truck—F.A. 10	No. 58 Engine Co.	Ford (½ Ton)	A-2592728	25

REPAIR SHOP

Assigned	Location	Make and Type	Motor No.	H. P.
R. S. 1	Repair Shop	Mack—Wrecking Truck	343-63B7	40
R. S. 2	Repair Shop	Mack Truck	235-7	28.9
R. S. 3	Repair Shop	G. M. C. Truck	653906	27
R. S. 4 (Sup. Wag. 5)	No. 22 Engine Co.	White Transportation Wgn.	AC11619MD.	23
R. S. 5				
R. S. 9	Repair Shop	Chevrolet Truck	1430945	27
R. S. 7	Repair Shop	Chevrolet Coupe	3259581	27
R. S. 6	Repair Shop	Chevrolet Coupe	3375527	27
R. S. 9	Repair Shop	Mack Truck	C-695-34	40

MISCELLANEOUS

Assigned	Location	Make and Type		Motor No.	H. P.
Dept. No. 1	No. 18 Engine Co.	Buick Sedan		2311491	27
Dept. No. 2	No. 18 Engine Co.	Packard Touring		72342-A	40
Fire Prevention—2	No. 51 Engine Co.	Chevrolet Coupe		3261220	27
Fire Prevention—3	No. 20 Engine Co.	Chevrolet Coupe		3332902	27
Fire Prevention—4	No. 22 Engine Co.	Chevrolet Coupe		3337183	27
Fire Prevention—5	No. 29 Engine Co.	Chevrolet Coupe		3301802	27
Dept. Ambulance 1	No. 1 Truck Co.	Studebaker Ambulance	1927	57338	39
Municipal Ambul'e 1	No. 23 Engine Co.	Buick Ambulance	1929	2411940	27
Municipal Ambul'e 2	No. 11 Engine Co.	Buick Ambulance	1934	2920605	30.6
Municipal Ambul'e 3	No. 19 Engine Co.	Buick Ambulance	1927	1931397	26.3
Municipal Ambul'e 4	No. 13 Engine Co.	Buick Ambulance	1934	2920645	27
Municipal Ambul'e 5	No. 29 Engine Co.	Buick Ambulance	1927	1931170	28.3
Municipal Ambul'e 6	No. 1 Truck Co.	Studebaker Ambulance	1827	46-773	27.3
Municipal Ambul'e 7	No. 1 Truck Co.	Buick Ambulance	1934	2869637	30.6
Coffee Wagon	No. 28 Engine Co.	Ford Truck	1920	4496627	23

RESERVE ENGINES—SECOND LINE

Res. Engine Co.	Location	Make and Type	Motor No.	H. P.
No. 4 S.L.E.	No. 4 Engine Co.	Mack	1488	40
No. 6 S.L.E.	No. 6 Engine Co.	Mack—H.P. Hose Wagon	756	40
No. 7 S.L.E.	No. 7 Engine Co.	Mack—Pumper	554-100	40
No. 8 S.L.E.	No. 6 Engine Co.	Am. La France—Pumper	57899	72.7
No. 10 S.L.E.	No. 10 Engine Co.	Am. La France—Pumper	647	72.7
No. 15 S.L.E.	No. 15 Engine Co.	Mack—H.P. Hose Wagon	537-11	40
No. 17 S.L.E.	No. 17 Engine Co.	Mack—Hose Wagon	1486	46.4
No. 23 S.L.E.	No. 23 Engine Co.	Mack—H.P. Hose Wagon	551-48	40
No. 25 S.L.E.	No. 25 Engine Co.	Mack—Hose Wagon	1797	40
No. 29 S.L.E.	No. 26 Engine Co.	Mack—Hose Wagon	1772	48.4
No. 27 S.L.E.	No. 27 Engine Co.	Mack—Hose Wagon	1489	40
No. 29 S.L.E.	No. 29 Engine Co.	Am. La France—Pumper	1130	72.7
No. 33 S.L.E.	No. 33 Engine Co.	Am. La France—Pumper	AC11602MD.	49.4
No. 37 S.L.E.	No. 37 Engine Co.	Mack—Hose Wagon	1771	40
No.38 S.L.E.	No. 38 Engine Co.	Mack—Pumper	558-29	40
No. 40 S.L.E.	No. 12 Truck Co.	Am. La France—Pumper	403	72.7
No. 54 S.L.E.	No. 54 Engine Co.	Am. La France—Pumper	634	72.7

RESERVE TRUCKS—SECOND LINE

Res. Truck Co.	Location	Make	Size	Motor No.	H. P.
No. 5. S.L.T.	No. 5 Truck Co.	Mack	1st	550-70	40
No. 6 S.L.T.	No. 33 Engine Co.	Mack	Comb.	596-21	40
No. 6 S.L.T.	No. 8 Truck Co.	Mack	Comb.	1A265	40
No. 10 S.L.T.	No. 36 Engine Co.	Am. La France	1st	AC11613MD.	72.7
No. 17 S.L.T.	No. 17 Truck Co.	Mack	Comb.	576-11	40
No. 16 S.L.T.	No. 18 Truck Co.	Mack	Comb.	AC11614MD.	40

RESERVE CHEMICAL—SECOND LINE

Apparatus	Location	Make and Type	Motor No.	H. P.
No. 1 S.L.C.	No. 41 Engine Co.	Mack	538-83	40

MISCELLANEOUS RESERVE

Apparatus	Location	Make and Type	Motor No.	H.P.
No. 1 Res. Tk. Wag.	No. 5 Engine Co.	Mack	521-25	40
No. 1 R.E.	No. 17 Engine Co.	Christie—Am. La France Str.	590	48.4
No. 2 R.E.	No. 23 Engine Co.	Christie—Am. La France Str.	AC11905MD.	65
No. 3 R.E.	No. 25 Engine Co.	Christie—Am. La France Str.	370	60
No. 4 R.E.	No. 27 Engine Co.	Christie—Am. La France Str.	AC11909MD.	90
No. 5 R.E.	No. 41 Engine Co.	Christie—Am. La France Str.	359	90
No. 8 R.E.	No. 6 Engine Co.	Christie—Am. La France Str.	AC11909MD.	95
No. 7 R.E.	Repair Shop	A. B. Mack—Hose Wagon	3002	40
No. 6. R.E.	No. 4 Engine Co.	Mack—Pumper	550-5	40
No. 6 R.E.	No. 21 Engine Co.	Mack (Used for Dump Fires)	1304	48.4
No. 11 R.E.	No. 29 Engine Co.	Christie—Am. La France Str.	282	49.4
No. 12 R.E.	No. 55 Engine Co.	Mack—Hose Wagon	1084	40
No. 19 R.E.	No. 3 Engine Co.	Christie—Am. La France Str.	352	90
No. 20 R.E.	No. 15 Engine Co.	Christie—Am. La France Str.	561	60
	No. 8 Engine Co.	Horse Drawn Steamer		
Res. Officer No. 1	No. 14 Engine Co.	Buick Roadster	624-401	27
Res. Officer No. 2	No. 17 Engine Co.	Studebaker Roadster	EL44-391	36
Res. Officer No. 3	No. 25 Engine Co.	Buick Roadster	688036	26

FIRE DEPARTMENT OF BALTIMORE—1934

HIGH PRESSURE SERVICE

High Pressure Fire Service installed and operated for the extinguishment of fires within the congested value district, or centrally located area of Baltimore.

PUMPING STATION—GENERAL—Located on west side of South street, north of Pratt street, and extends through to an alley. Suction is taken through a 30-inch cast-iron main 400 feet long connected to the 40-inch domestic supply main in Lombard street having a pressure of about 75 pounds. An auxiliary supply may be taken from a pump well in the station, connected by a 42-inch reinforced concrete conduit with the harbor, 250 feet distant; maximum suction lift about 15 feet. Pumps discharge into a loop so gated the supply may pass through either one or both of the two 24-inch force mains; discharge mains have large air chambers.

DISTRIBUTION SYSTEM—The area covered by the mains of the system is bounded by Pratt, Eutaw, Franklin, Howard, Saratoga, Gay, Baltimore and South streets; it covers about 170 acres. Elevations in the area served range from 8 near the pumping station to 100 at the Northwestern corner.

The general plan consists of 24-inch force mains extending north and south from the pumping station, with 16-inch mains three blocks apart in both directions, and 10-inch lines in other streets. There are 1,275 feet of 24-inch, 17,052 feet of 16-inch, and 28,299 feet of 10-inch pipe in the distribution system, not including 7,137 feet of 8-inch in hydrant connections. Blanked connections left at intersections on border streets to permit extending the system in all directions.

PIPE—All pipe is lap-welded, soft, open-hearth steel, designed for a maximum working pressure of 300 pounds per square inch. The 8, 10 and 16-inch pipes are 7/16-inch thick, and the 24-inch are ½-inch thick; the standard length is 20 feet. Valves are set with ordinary flanged joints made up with corrugated copper gaskets. Joints used for pipe and specials have expanded ends of pipes fitting over an inner separating ring with external surfaces of spherical zones, tightened up by means of bolts and outside steel flanges.

The use of steel pipe and universal joints take care of stresses due to temperature changes, settlement and other disturbing features without the use of expansion joints. The pipe lines, including valves, hydrants and other fittings, were tested and made tight at a pressure of 600 pounds per square inch before backfilling.

GATE VALVES—Gate valves are steel, bronze mounted, of a substantial double-disc type; the 16 and 24-inch valves are geared, and the latter have 4-inch by-passes; the 24-inch are inside the station; others are set in concrete valve boxes, each provided with a gate key. There are 90 16-inch and 193 10-inch valves in the distribution system. Valves are generally located on property lines, ordinarily four at each street intersection, so that except in two or three cases not more than a single side of a block would be put out of service by a single break.

RELIEF AND AIR VALVES—Three large relief valves are located at various points on the distribution system, and six smaller ones in the station. Air valves are provided at all summits.

HYDRANTS—There are 226 hydrants of a specially designed flush type, opening against the pressure, having 10-inch barrels, 28 square inches minimum waterway at valve opening and 8-inch connection to the main; hydrants on 24-inch mains have gated connections. Hydrants are provided with sidewalk covers, upon removal of which are connected portable service heads, locking into position by a slight turn. The average linear spacing is 170 feet and the area served by each 42,700 square feet. Hydrants are located at street intersections between corner of building lines and curb corners, at alley intersections and alternating on opposite sides of the street.

PORTABLE SERVICE HEADS—All heads are provided with four 2½-inch outlets equipped with regulation and shut-off valves, and one 3-inch opening on top for turret or monitor nozzle; one head has a Morse monitor nozzle with tips up to 4 inches in diameter for heavy duty. The type of head does not increase the time consumed in getting into action and permits the use of regulator valves permanently attached, thus giving excellent control of the pressure on hose lines and avoiding dependence on a signaling system. Number in service, 48.

FIREBOAT CONNECTION—A 10-inch fireboat connection, equipped with gate and check-valves, has six 3½-inch inlets located in two manholes near the foot of Cheapside.

FIRE DEPARTMENT OF BALTIMORE—1934

FIRE BOATS

CATARACT (Engine Company No. 16) was put in service in 1914; its propelling engines are oil burning; the 2 fuel oil storage tanks are of 4,116 and 6,530 gallons capacity. The dimensions of the boat are as follows: Length, 100 feet; beam, 25 feet; draft, 12 feet; speed is 12 miles an hour. Hull and deckhouse are of steel construction and main deck wood. Power equipment includes 2 B. & W. boilers, 144 inches in diameter and 8 feet 9½ inches long; 2 single, surface-condensing 18- by 18-inch propelling engines both working on the same shaft; 2 Dean Hill centrifugal pumps with rated capacity of 3,500 gallons each, and 2 duplex, double-acting Ahrens pumps with rated capacity of 1,150 gallons each. Fire fighting equipment includes a steel 25-foot water tower aft; 3 monitor pipes; two manifolds with gated hose outlets; two 450-gallon foam tanks with an air tank and compressor for oil fires either in or outside the boat; 2½- and 3-inch hose, and minor equipment.

DELUGE (Engine Company No. 39) was placed in service in 1911. Its dimensions are: Length, 120 feet; beam, 28 feet; draft 11½ feet; speed, 14 miles an hour. The hull, deck and deck houses are of steel construction. Power equipment includes two Scotch marine boilers, 12½ feet in diameter and 11½ feet long, installed in 1911; two single non-condensing 20- by 20-inch propelling engines; two Worthington 2-stage centrifugal pumps with rated capacity of 4,500 gallons each at 150 pounds pressure driven by two Curtis Multi-stage turbines, and two double-acting La-France piston pumps of 700 and 900 gallons capacity. Fire fighting equipment includes a steel lattice, 30-foot water tower aft; three monitor pipes; two manifolds with 2½- or 3-inch hose connections and minor equipment.

TORRENT (Engine Company No. 48) was placed in service in 1921; its dimensions are: Length, 121¼ feet; beam 29½ feet; draft, 12½ feet; speed 15 miles an hour. The hull and deck houses are of steel construction. Power equipment includes two B. & W. boilers with 42-inch drums, 10¼ feet long, installed in 1921, two single surface-condensing 20- by 20-inch propelling engines, two Worthington single-stage centrifugal pumps with rated capacity of 4,500 gallons each at 150 pounds pressure driven by two Kerr turbines and two vertical, crane-neck, double-piston Ahrens-Fox pumps with rated capacity of 1,000 gallons per minute each. Fire fighting equipment includes a 25-foot steel lattice water tower aft, 4 monitor pipes, three manifolds for hose outlets, and minor equipment.

SUB-CHASER 428 (Engine Company No. 49) was converted and placed in service in 1922. It is 105 feet long, has a beam of 14¾ feet and draft of six feet; speed is 17 miles an hour. The hull, pilot house and deck are wood construction. Power equipment includes two 6-cylinder gasoline Standard engines for propulsion and two Mid-west 1,400-gallon centrifugal pumps each driven by a Van Blerk 6-cylinder gasoline engine. Fire fighting equipment includes two monitor pipes and manifolds, one for each pump, two 100-gallon foam tanks for use either in or outside the boat, and minor equipment.

Each boat also carries a foam generator and about a ton of foam powder.

TENDER, was placed in service and is used by the chief of the marine division as an inspection boat and to direct operations at serious fires. It is a steam cabin launch and is equipped with soda and acid tanks and chemical hose for fire fighting purposes.

FIRE DEPARTMENT OF BALTIMORE—1934

MUNICIPAL AMBULANCE SERVICE

The Municipal Ambulance Service was inangurated by direction of the Mayor of Baltimore, Hon. Howard W. Jackson, June 15, 1927, as a unit of the Fire Department of Baltimore, to handle emergency public service.

The ambulances are intended and used strictly for emergency and charitable purposes. Non-charitable or pay patients are handled by private ambulances.

All accident and emergency sick calls are handled at hospital in the nearest Zone unless the patient or representative directs otherwise.

The system enables the public of Baltimore to secure an ambulance almost as quickly as sounding an alarm of fire.

All calls are received at Fire Department Headquarters and relayed by operators to the nearest ambulance in service. A complete record is made by the attendants of each run and case, forwarded Headquarters daily, and duplicate sent the Police Department for reference.

The service consists of five (5) ambulances for regular duty; an ambulance for special dnty of City Hospitals, an ambulance for departmental work generally, and an ambulance in reserve.

Ambnlances are manned by selected (twenty-four) men from the Fire Department, who have received advance course of the American Red Cross and kept np to date in first aid work instructions.

The ambulance crews operate in two (2) shifts of ten (10) hours day and fourteen (14) hours night, alternating every fourth day, as in the regular fire service.

Each ambulance is fully equipped with all appliances for first aid service.

In addition to men assigned the ambulance service, the Fire Department maintains an ontfit of approximately 758 men capable of rendering first aid in emergencies. All members passing the advance and standard courses of the American Red Cross are certified for this service.

The following is a report of service rendered for the year 1934:

Accidents	2,016
Sick	9,598
Hospital Transfers	3,463
Patients removed before arrival of Ambulance or unnecessary calls	1,173
	16,250
Highway calls	2,779
Residence calls	10,008
Hospital calls	3,463
	16,250

Oxygen Administered:	Cases	Revived	Died
Illuminating Gas	70	46	24
Pneumonia	7	5	2
Heart	3	1	2
Ammonia	1	0	1
Drowning	1	0	1
Hanging	1	0	1
Electrocution	1	0	1
New Born	1	0	1
Unknown	5	2	3
	90	54	36
			90
Blood Transfusions			25

FIRE DEPARTMENT OF BALTIMORE—1934

FIRES

Box Alarms		2,081
Silent Alarms		3,612
Special Alarms and other causes		339
False Box Alarms	169	
False Silent Alarms	37	
Total False Alarms		236
Total		6,248

NUMBER OF BUILDINGS

Brick and Stone	3,078	
Iron-Clad	38	
Frame	594	
Concrete Block and Stucco	69	3,765
Other than Buildings		2,217
False Alarms		236
Total		6,246

EXTENT OF FIRES

Confined to Building or place of origin	5,982
Extending to adjoining buildings	30
False Alarms	236
Total	6,248

GENERAL STATISTICS

Population, 827,401.
Area, 61.93 square miles.
Fire losses—Buildings and contents (approx.), $1,250,000.
Number of fires per 1,000 inhabitants, 7.54.
Percentage of fires confined to building of origin, 0.99.
Loss per capita, $1.50.

CLASSIFICATION OF BUILDINGS

Nature of Occupancy

Apartment Houses	281
Automobile Repair and Service	45
Banks	4
Bakeries	10
Buildings under construction	1
Churches	25
Cleaning Establishments	10
Combined Apartments and Business	59
Combined Dwellings and Business	367
Dwellings—Brick and Stone	1,711
Dwellings—Frame	406
Dwellings—Stucco or Concrete	48
Factories	85
Foundries	7
Garages (Public and Private)	134
Hospitals	8
Hotels	19
Halls	7
Lumber and Coal Yards	7
Office Buildings	23
Railroad Stations	1
Rooming Houses	33
Restaurants	26
Schools	14
Sheds	88
Stables and Barns	7
Storehouses and Warehouses	55
Stores	80
Stores (Department)	21
Tenements	6
Theaters	14
Unoccupied Buildings	28
Unclassified Buildings	169
Total (Buildings)	3,795

Other Than Buildings

Automobiles	797
Bonfires, Fences, etc.	102
Field and Woods Fires	710
Piers and Wharves	15
Vehicles	188
Vessels and Ships	10
Unclassified	395
Total (Miscellaneous)	2,217
Total (Buildings)	3,795
False Alarms	236
Total	6,248

CLASSIFICATION OF CAUSES

Automobiles (Various Causes)	767
Children playing with matches	35
Cleaning with inflamable material	15
Defective Chimneys and Stove Pipes	360
Defective Heating Appliances	32
Defective Oil Burners and Equipment	31
Defective Wiring	11
Explosions	38
Gasoline Leaks	30
Grease or lood on stoves, etc.	69
Hot Ashes	12
Illuminating Gas	4
Incendiary	1
Kerosene Stove and Lamps	53
Lighted Cigarettes and Matches	67
Lighted Candles	10
Lightning	20
Overheating Furnaces and Stoves	174
Overheating Motors	38
Overheating Household Appliances	44
Painters Torch	28
Short Circuits	249
Soot in Chimney	353
Sparks	74
Thawing Water Pipes	38
Miscellaneous	224
Unknown Causes	2,551
Total	5,356
Calls for other than fires	858
False Alarms	236
Total	6,248

FIRE DEPARTMENT OF BALTIMORE—1934

OPERATING EXPENSES

Symbol	Account	CREDITS: 1934 Budget Appropriations	CREDITS: Cash Increments	CREDITS: Acctg. Adjustments	CREDITS: Total Credits	ENCUMBRANCES AND LIQUIDATIONS: Encumbrances	ENCUMBRANCES AND LIQUIDATIONS: Liquidations	DEBITS: Cash Expenditures	DEBITS: Acctg. Adjustments	Unencumbered Balances
2.40A	—Salaries	$2,564,448.25	$41.56	$13,023.79	$2,577,513.60	.....	.....	$2,547,419.33	$30,094.27	.....
2.41	—Equipment and Repairs	30,000.00	407.55	43,275.71	73,683.26	$45,249.00	$44,814.00	71,889.28	1,359.00	.....
2.42	—Hose	8,500.00	67.50	.....	8,587.50	8,571.00	8,571.00	8,573.51	.....	$13.99
2.43	—Fuel and Light	80,000.00	.....	1,863.54	81,863.54	85,964.00	64,758.00	90,368.33	392.21	.....
2.44	—Fire Alarm Telegraph Dept.	18,000.00	1,584.10	10.00	19,594.10	10,462.00	10,462.00	18,584.60	651.47	148.03
2.49	—Accident Insurance	2,000.00	500.00	.....	2,500.00	.....	.....	2,222.90	117.85	159.15
2.50	—Washing	14,000.00	.....	472.00	14,472.00	.....	.....	14,472.00	.....	.....
2.54	—Overhead and Underground Wires	13,000.00	.....	305.18	13,305.18	12,581.00	12,561.00	12,509.22	769.88	6.01
2.56	—Pumping Station Repairs	4,000.00	1.00	.....	4,001.00	413.00	413.00	3,879.47	16.80	3.83
2.57	—Fireboat Repairs	12,500.00	1,551.20	.....	14,051.20	8,955.00	8,855.00	14,046.84	.....	4.36
2.58	—Municipal Heating Line Repairs	1,000.00	.....	.....	1,000.00	102.00	102.00	894.75	.....	5.25
2.59	—Fire Alarm Boxes	7,500.00	.....	.....	7,500.00	7,409.00	7,409.00	7,470.80	.....	29.20
2.60	—Ambulances 1935	.....	.....	.....	.....	.....	.....	5,649.00	.....	5,649.00 DR.
2.60	—Tractors for Water Towers	10,000.00	.....	.....	10,000.00	.....	.....	10,000.00	.....	.....
6.37	—Ambulance for City Hospitals	3,000.00	54.84	.....	3,054.84	2,980.00	2,980.00	2,979.14	.....	75.50
11.10	—Firemen's Regular Pensions	165,513.78	.....	896.41	166,510.17	.....	.....	166,510.17	.....	.....
11.11	—Pensions and Workman's Comp. Firemen's Widows	22,837.50	.....	.....	22,837.50	.....	.....	22,041.91	.....	795.59
		$2,976,299.51	$4,227.55	$60,046.64	$3,040,573.70	$163,666.00	$162,126.00	$3,009,818.23	$33,623.78	$4,409.28 DR.

Form T. C. A. C. No. 69—2-37

CITY OF BALTIMORE—DEPARTMENT OF EDUCATION—BUREAU OF RESEARCH

TEACHER'S CLASS ANALYSIS CHART

PART I: SUB-TEST DISTRIBUTIONS

TESTS USED: BALTIMORE COURSE OF STUDY READING TEST
GRADE 6 FORM B

*The number of a pupil serves both as an index of his general rank by the teacher independent of the test results, and also as identification in this chart.

Examiner……………………………

Date of Test……………………………

Sub-tests: A. Personal Information Following Directions; 1. Word Meaning; 2. Noting Details; 3. Organization; 4. Evaluation; 5. Location of Material; 6. Recreatory Reading; Total Reading

Each sub-test column:

Grade Equiv.	4^5-4^9	5^0-5^4	5^5-5^9	6^0-6^4	6^5-6^9	7^0-7^4	7^5-7^9	8^0-8^4
Terms below or above City Average	−3	−2	−1	At Gde −0	+0	+1	+2	+3
	BELOW			At Gde		ABOVE		

Final School Mark—Previous Term (E.G.M.P.D.)	Identification No. and Rank by Previous Teacher No.*	PUPILS' NAMES Ranked According to Previous Teacher's Class List	A. Personal Information Following Directions	1. Word Meaning	2. Noting Details	3. Organization	4. Evaluation	5. Location of Material	6. Recreatory Reading	Total Reading
	Highest 1									
	Next Highest 2									
	Etc. 3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									
	20									
	21									
	22									
	23									
	24									
	25									
	26									
	27									
	28									
	29									
	30									
	31									
	32									
	33									
	34									
	35									
	36									
	37									
	38									
	39									
	40									
	41									
	42									
	43									
	44									
	45									
	46									
	47									
	48									
	49									
	50									
	51									
	52									
	53									
	54									
			BELOW / At Gde / ABOVE	BELOW / At Gde / ABOVE	BELOW / At Gde / ABOVE	BELOW / At Gde / ABOVE	BELOW / At Gde / ABOVE	BELOW / At Gde / ABOVE	BELOW / At Gde / ABOVE	

Teacher……………………………

Grade……………… School No.………………

Chronological Age

No. Each	Age Yrs.-Mos.	
	15^2	9A
	15^1	
	15^0	
	14^{11}	
	14^{10}	
	14^9	9B
	14^8	
	14^7	
	14^6	
	14^5	
	14^4	8A
	14^3	
	14^2	
	14^1	
	14^0	
	13^{11}	
	13^{10}	8B
	13^9	
	13^8	
	13^7	
	13^6	
	13^5	7A
	13^4	
	13^3	
	13^2	
	13^1	
	13^0	
	12^{11}	7B
	12^{10}	
	12^9	
	12^8	
	12^7	
	12^6	6A
	12^5	
	12^4	
	12^3	
	12^2	
	12^1	
	12^0	6B
	11^{11}	
	11^{10}	
	11^9	
	11^8	
	11^7	
	11^6	5A
	11^5	
	11^4	
	11^3	
	11^2	
	11^1	
	11^0	
	10^{11}	5B
	10^{10}	
	10^9	
	10^8	
	10^7	
	10^6	
	10^5	
	10^4	4A
	10^3	
	10^2	
	10^1	
	10^0	
	9^{11}	
	9^{10}	4B
	9^9	
	9^8	
	9^7	
	9^6	
	9^5	
	9^4	

USE THIS CHART FOR GRADE 6A ONLY

PART II: SUMMARY DISTRIBUTION

READING IN RELATION TO I. Q.

TOTALS I. Q.	
X	
Y	
Z	

I. Q. columns:

Z																	Y											X																	
56	58	60	62	64	66	68	70	72	74	76	78	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110	112	114	116	118	120	122	124	126	128	130	132	134	136	138	140	142	144	

TERMS	Grade Level Equivalent		TOTALS
OVER			
	9^4		
	9^3		
	9^2	9B	
	9^1		
+5	8^{10} (9.0)		
	8^9		
	8^8		
+4	8^7	8A	
	8^6		
	8^5		
	8^4		
	8^3		
+3	8^2	8B	
	8^1		
	7^{10} (8.0)		
	7^9		
	7^8		
+2	7^7	7A	
	7^6		
	7^5		
	7^4		
	7^3	7B	
+1	7^2		
	7^1		
	6^{10} (7.0)		
+0	6^9		
	6^8		
AT GRADE NORMAL	6^7	6A	
	6^6		
	6^5		
	6^4		
	6^3	6B	
	6^2		
−0	6^1		
	5^{10} (6.0)		
	5^9		
	5^8		
−1	5^7	5A	
	5^6		
	5^5		
	5^4		
	5^3		
−2	5^2	5B	
	5^1		
	4^{10} (5.0)		
	4^9		
	4^8		
−3	4^7	4A	
	4^6		
	4^5		
	4^4		
	4^3		
−4	4^2	4B	
	4^1		
	3^{10} (4.0)		
UNDER			

WPA Form 13HR

Room #7

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

18

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Teachers Class Analysis Charts-Secondary Schools".

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1931--.
7 steel drawers. 1931-1932; 1932-1933; 1933-1934;
1934-1935; 1935-1936; 1936-1937; 1937--.

3. Dates of obvious gaps None.

4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawers in all steel filing cases.

5. Types of records included (see form attached)

6. Indexing Arranged numerically by school number.

7. Condition of writing, paper, and containers Writing and paper excellent; the steel drawers excellent.

8. Location by dates and numbers of file boxes, etc. Near east wall, on (Buildings and rooms or vaults) third floor, in office of Bureau of Research.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of School Commissioners

1. Exact title, if any Teachers' Class Analysis Charts, Primary

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 3 steel drawers. Titles and year numbers appear on name cards of each drawer, Sept 1930; Feb 1931; Sept 1931.

3. Dates of obvious gaps ~~Only used as an experiment.~~ No charts were made for prior or subsequent years + the above were

4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawers in all steel filing cases.

5. Types of records included

6. Indexing Arranged numerically by school number

7. Condition of writing, paper, and containers Writing and paper excellent; the steel drawers excellent

8. Location by dates and numbers of file boxes, etc. Near west wall on third floor in office of Bureau of Research.
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 131IR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any Teachers' Class Analysis Charts, Intermediate

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1929-1931
3 steel drawers, Titles and year numbers appear on name cards of each drawer,
1929 - 1930 - 1931

No prior or subsequent records, only used as an experiment

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawers in all steel filing cases.

5. Types of records included

6. Indexing Folders in drawers show number of school and year number.

7. Condition of writing, paper, and containers Writing and paper excellent, the steel drawers excellent,

8. Location by dates and numbers of file boxes, etc. Near west wall, on third
(Buildings and rooms or vaults)
floor, in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4055

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any Teachers' Class Analysis Charts, Elementary and Occupational.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1931 — , 6 steel drawers, 1 wooden drawer, Titles and year numbers appear on name cards of each drawer, 1931-1932; 1932-1933; 1933-1934; 1934-1935-1935-1936; 1936-1937; 1937 — .

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups The steel drawers 11"X16"X26" the wooden drawers 11"X14"X24"

5. Types of records included

6. Indexing Arranged numerically by school number

7. Condition of writing, paper, and containers Writing and paper excellent, the wooden drawers good, the steel drawers excellent,

8. Location by dates and numbers of file boxes, etc. The steel filing cases (1932-1937) (Buildings and rooms or vaults) on third floor in office of Bureau of Research; the wooden filing case (1931-1932) in room #9 (file strax) in basement,

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any Teachers' Class Analysis Charts - White Elementary

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1929 - - 16 steel drawers, 6 wood drawers. Each drawer carries title and year numbers on name card, see attached sheet

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawers in all steel filing cases, wood drawers are 11"X14"X24"

5. Types of records included

6. Indexing Arranged numerically by school number.

7. Condition of writing, paper, and containers Writing and paper excellent; the wooden drawers good, the steel drawers excellent.

8. Location by dates and numbers of file boxes, etc. The steel filing cases (1932-1936) (Buildings and rooms or vaults) on third floor in office of Bureau of Research; the wooden filing cases in room #9 (file storage) in basement.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Bureau of Records & Statistics
Office. 3rd Floor

1 File drawer	Feb. 1932 –	Schools 2 to 84
	Sept 1935 –	2 to 83
	Sept 1935 –	84 to 301 + occupational
	Sept 1937 –	84 to 301 + occupational
1 File drawer	Sept. 1936	84 to 301 + occupational
1 File drawer.	Feb 1937	84 to 301 + occupational
1 File drawer	Sept 1937	2 to 83
1 File drawer	Feb 1936	84 to 301 + occupational
1 File drawer	Sept - 1936	2 to 83
1 File drawer.	Feb 1934	84 to 301
1 File drawer.	Feb. 1937	2 to 83
1 File drawer.	Sept 1933	81 to 301 incl.
1 File drawer.	Sept 1935	2 to 83
1 File drawer	Feb 1936	2 to 83
1 File drawer.	Sept. 1934	84 to 237A + Pre-vocational
1 File drawer.	Feb 1934	2 to 83
1 File drawer.	Feb 1935	84 to 301 + Pre-vocational
1 File drawer.	Sept 1934	2 to 83
1 File drawer	Feb 1935	2 to 83

16 file drawers

Storeroom in Basement.

1 Wood File drawer	Feb. 1932	Schools 84 to 301
1 Wood File drawer	Feb 1933	2 to 83
1 Wood File drawer	Sept 1933	2 to 80
1 Wood File drawer	Sept 1932	2 to 83
1 wood file drawer	Sept 1932	84 to 301
1 wood file drawer	Feb. 1933	84 to 301

6 wood drawers

Tindall & Rinker

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

19

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Social Studies & Bureau of Research.

1. Exact title, if any (Vocational & Prevocational Schools - Semi-Annual Report)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1928 to date. In same file drawers with mind showing on Series #47

"Labeled: Semi Annual Report - Secondary Schools"

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

22" x 16" x 24 in steel cabinets.
H. W. D.

5. Types of records included (see form attached)

6. Indexing Numerically arranged according to number of school.

7. Condition of writing, paper, and containers excellent.

Handwritten on printed forms

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

West Wing 3rd floor - Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Lincoln + Kizaka

20

WPA Form 13HR

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau ~~Board of School Commissioners~~ Bureau of Research.

1. Exact title, if any Correspondence.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1935-1937 1 Steel drawer

Labeled "Correspondence 1935-1936 1936-1937 Unfinished Business and Superintendent Circulars"

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

11"x16"x26" in steel cabinet.

5. Types of records included General correspondence to & from the Director of the Bureau of Research relative to unfinished business and superintendent circulars.

6. Indexing Files alphabetically by subject.

7. Condition of writing, paper, and containers good.

Handwritten & typed on plain sheets, Mimeographed circulars.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

East Wave 3rd floor Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Sandall & Kraka

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

21

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Board of School Commissioners.

1. Exact title, if any Annual Reports - Elementary & Secondary.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1912-1923 approx 4000 reports in 2 file drawers

This system discontinued in Nov. 1923

Card on file drawers lists title as shown in #1

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

File drawers 11"x16"x26" in 1 steel cabinet

5. Types of records included Name of school & number & signature of principal. Record of failures during semester - Record of promotion during semester - Distribution of pupils by ages & years of schooling. Failures by studies and grade - (separating boys & girls) Total pupils at time of report - see other side

6. Indexing Arranged numerically by number of schools.

7. Condition of writing, paper, and containers good Handwritten on printed forms.

8. Location by dates and numbers of file boxes, etc. 1912-1923 - Research Bureau
(Buildings and rooms or vaults)

3rd Floor - Administration Bldg.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Withdrawal during semester - Non-promotions & causes.

Distribution of attendance - Accomplishment & failures by studies & grades

As the system is no longer in use, it is impossible to obtain a blank form.

Lindsay - Rooks

27

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau ~~Board of School Commissioners~~ Bureau of Research.

1. Exact title, if any "General Teacher File - Baltimore City. White"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1920 to date 1 double file drawer in cabinet 4'x1½'x2'

Card in file drawer shows title as in #1

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups 5"x16½"x24" Steel file drawer.

5. Types of records included Names & addresses of teachers - Name & number of school to which assigned.

Note: This is all that appears on card.

6. Indexing Arranged alph. by surnames of teachers.

7. Condition of writing, paper, and containers good Typed on plain cards.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

East wing - Bureau of Research - 3rd Floor Administration Bldg.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Similar to Rosters

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT
(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any "Teachers - Colored."

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1930 to date 1 side of double drawer.
Card on file drawer shows title as in #1

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 5" x 16½" x 24" steel file drawer.

5. Types of records included Name & address of Teacher - Name or number of school to which assigned
Note: This is all that appears on card

6. Indexing Arranged alpha. by surname of teacher

7. Condition of writing, paper, and containers good. Typed on plain cards.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)
Civil Wall - Bureau of Records - 3rd Floor Administration Bldg.

U. S. GOVERNMENT PRINTING OFFICE c16—4955

Lindale x Krahn

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any "Out of Town"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1930 to date In 1 side of double drawer.
Card on file drawer shows title as in #1

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 5" x 16½" x 24" steel file drawer.

5. Types of records included Names & addresses of teachers employed by the Department of Education that are assigned to schools outside of Baltimore City. Name or number of school & which assigned. Note: This is all that appears on the card

6. Indexing Arranged alph. by surnames of teachers

7. Condition of writing, paper, and containers good Typed on plain cards.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)
East wing - Bureau of Records - 3rd Floor Administration Bldg.

U.S. GOVERNMENT PRINTING OFFICE c1C—4955

Sindler & Koraka

23

WPA Form 131HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners Bureau of Research

1. Exact title, if any "General Correspondence"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1935 to date in 1 file drawer in cabinet 4'x1½'x2'.

Card on file drawer shows title as in #1.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

11"x16"x26 in 1 file cabinet.

5. Types of records included Correspondence to & from the Bureau of Research & Statistics regarding Appointments - Engagements - Budget & Activities - Test papers - Tests - Memberships - P.T.A. activities, etc.

6. Indexing Arranged alph by subject.

7. Condition of writing, paper, and containers good - Handwritten & typed on plain & letter head sheets.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

East Wall - Bureau of Research - 3rd Floor - Administration Bldg.

U.S. GOVERNMENT PRINTING OFFICE c16—4955

Lindell + Kraka

WPA Form 13HR

24

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau ~~Board of School Commissioners~~ Bureau of Research.

1. Exact title, if any "Reference material" (See)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1930 to date. 18 File Drawers. 5 File Cabinets.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups 11" x 16" x 24" Steel file drawers.

5. Types of records included Printed Booklets - Pamphlets - & publications of the various schools & communities of this county: Reports of the various schools & surveys & tests (& technical studies) conducted: These booklets also contain sample tests & the results of same in the particular school or community. This data is used in preparing tests in the City

6. Indexing not indexed - Arranged alphabetically by name of school & community

7. Condition of writing, paper, and containers good.

Printed forms.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

East wing - Bureau of Research - 3rd Floor - Administration Bldg.

U.S. GOVERNMENT PRINTING OFFICE o16—4955

Lindell + Rowles

WPA Form 13HR

25

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any "Sample Tests" (see)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1930 to date 8 File drawers - 2 File cabinets.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x24" steel file drawers.

5. Types of records included Sample tests of the following nature:- Social Studies - civics - arithmetic - Geometry - Physiology - Science - Biology - Botany - Chemistry - Foreign Languages - Health & physical education: Reading - Handwriting - Drawing & Art - etc.

6. Indexing not indexed, arranged alpha according to subject

7. Condition of writing, paper, and containers good, mimeographed forms.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

East wing - Bureau of Research - 2nd Floor - Fidelity Tests Office

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Sindall & Kraka

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 196

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any "Report of Summer Schools"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1928 — — 10 steel file drawers

1-1928, 1-1929, 1-1930, 1-1931, 1-1932, 1-1933, 1-1934, 1-1935,

1-1936, 1-1937. 1938 summer schools have not been opened yet.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 11" x 16" x 24" steel file drawers.

5. Types of records included Reports show number numbering schools, lists and [illegible] including [illegible] summary, facility, enrollment & [illegible] instructional staff, average [illegible] + attendance. Letter [illegible] and total [illegible] schools [illegible] summary. Reports [illegible] recommended [illegible] [illegible] [illegible] [illegible]

6. Indexing Arranged by number & name of school
numerically

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

West Wall 3rd Floor Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Number, number of days in session & Percent of attendance.

Table #2 Enrollment by subjects showing subject, grades, from other sources, total enrollment, no. W, not rec'd, delinquent, remarks.

Table #3 Enrollment by subjects, summer & eight between Pupils show, subject, not rec'd, other sources, not rec'd. Show Both public schools, grade, boys & girls, passed or failed, showing totals & percentages.

Sindack + Krisko

27

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT
(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any Professional Examination Questions (Elementary) ...

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1928 to date 3 steel file drawers.

1928-1932 1932-1936 1937---

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 5"x6"x22" steel file drawers in iron safe.

5. Types of records included Tests given applicants for positions as teachers. These files are of confidential nature and no other information is obtainable.

6. Indexing Arranged alph. according to subject.

7. Condition of writing, paper, and ~~containers~~ good - contents excellent. Printed matter.

8. Location by dates and numbers of file boxes, etc. In safe (Buildings and rooms or vaults) Bureau of Research 3rd floor.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

Seidel + Kraker

58

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Ageney or department Department of Education.

Bureau ~~Board of Select Commissioners~~ Bureau of Research.

1. Exact title, if any "Professional Examinations Results" (MW)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1928 to date 1 File drawer.

Name card on file drawer shows title as #1.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups 5" x 6" x 22" steel file drawers in iron safe.

5. Types of records included Actual Examination papers of candidate. These files are of confidential nature and no other information is obtainable.

6. Indexing ~~H.R.~~ alpha. according to surname of candidate.

7. Condition of writing, paper, and containers good Handwritten on ruled paper.

8. Location by dates and numbers of file boxes, etc. In safe West wall Bureau of Research
(Buildings and rooms or vaults)
2nd Flor. Administration Bldg.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Sindall x Kraker

29

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of State Commissioners~~ Bureau of Research

1. Exact title, if any "Professional Examinations (Key Cards)" (air)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1928 to date 1 file drawer.

Card on file drawer shows title as in #1.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups 5 x 6 x 22 steel file drawers.

5. Types of records included These cards contain the solution of the problems that compose the examinations for prospective teachers. These records are of confidential character and no other information is attached.

6. Indexing Arranged alph. according to subject.

7. Condition of writing, paper, and containers good Mimeographed forms.

8. Location by dates and numbers of file boxes, etc. Dir. safe, Bureau of Research, 3rd floor - Administration Bldg.
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE o16—4955

Baltimore v Kirkwood

WPA Form 131HR

30

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any "Professional Examinations (Candidate Cards) Elementary" (sic)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1928 to date 1 card file

Card on file drawer listed title as above no. #1

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 5"x6"x22" steel file drawer.

5. Types of records included Card containing name & address of candidate, how eligible, rating. This is a confidential file & no other information is obtainable.

6. Indexing Alph by surname of candidate.

7. Condition of writing, paper, and containers good. Typed on plain cards.

8. Location by dates and numbers of file boxes, etc. Dom safe - West Wing Bureau of Research - 3rd Flr Administration Bldg.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Lindell v Franks

WPA Form 131IR

31

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau ~~Board of Police Commissioners~~ Bureau of Research.

1. Exact title, if any "Teachers Class Lists."

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1927-1931, 2 steel file drawers, Sept. 1927 – June 1931;
Sept. 1931 – Feb. 1932.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x24" steel file drawers.

5. Types of records included Printed forms containing self-administering tests of mental ability. A class used for intermediate & high grades contains: date of examination, grade of class – name & number of school, name of examiner, name & sex, age, month, year, I.Q. & classification.

6. Indexing Arranged in numerical order according to grade.

7. Condition of writing, paper, and containers Good. Handwritten, on mimeographed forms.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)
East wing 3rd floor Courts of Record.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

Abraham Lincoln

WPA Form 131IR

WORKS PROGRESS ADMINISTRATION

32

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any Testing Program Results - Reports.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1926-1937
1 steel drawer. Drawer carries year number on name card.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawer in all steel filing case.

5. Types of records included Printed forms; contain reports on entrance tests; mental and achievement, summary of results by courses; follow up reports on the Otis Mental Tests of pupils showing low I.Q.'s; Reports on statistics and research in secondary school problems; special study (see other side)

6. Indexing Arranged chronologically by date of report.

7. Condition of writing, paper, and containers Writing and paper good, containers of filing case excellent. Handwritten on mimeographed forms.

8. Location by dates and numbers of file boxes, etc. In filing case near east wall (Buildings and rooms or vaults) on third floor of office of Bureau of Research.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

Cont from line 5

of incoming junior high school pupils, and summary of test results,

WPA Form 13HR

33

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Data submitted by secondary schools for annual reports".

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1935
1 steel drawer. Drawer carries year number on name card.

3. Dates of obvious gaps .....

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x24" drawer in all steel filing case.

5. Types of records included Contain programs of exhibitions in schools, anniversary programs, critical issues, results of tests, recreational data, etc.

6. Indexing Arranged numerically by number of school.

7. Condition of writing, paper, and containers Writing and paper are good, the steel drawer excellent. Typed plain paper, Handwritten on plain paper, mimeographed sheets.

8. Location by dates and numbers of file boxes, etc. Drawer in filing
(Buildings and rooms or vaults)
case near east wall on third floor in office of Bureau of Research.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

Works Sudne

WPA Form 13HR

34

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Testing Program - Circulars, Letters, Etc."

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1932-1937 1 steel drawer. Titled as above on name card.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x24" drawer in all steel filing case.

5. Types of records included Contain semi-annual circulars of detailed instructions for counsellors, schedules of testing programs to principals and counsellors of Elementary, Secondary and High Schools; letters from directors to principals, counsellors and heads (Bottom side)

6. Indexing Arranged chronologically by date of record.

7. Condition of writing, paper, and containers Writing and paper are excellent. The steel drawer excellent; Mimeographed forms

8. Location by dates and numbers of file boxes, etc. In filing case near east wall on third floor in office of Bureau of Research.
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE 16—4955

Cont from line 5

of various departments; lists of test materials, etc. These are mimeographed forms

WPA Form 13HR

35

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any "Junior High - Surplus Tests"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1936 - 1937
2 steel drawers. Only title appears on name card of each drawer.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x24" drawers in all steel files.

5. Types of records included Confidential records which are in locked file drawers at all times, information as to contents not available.

6. Indexing Arranged numerical by number of test.

7. Condition of writing, paper, and containers Excellent.
Mimeographed tests.

8. Location by dates and numbers of file boxes, etc. Near exit in center of (Buildings and rooms or vaults) west wall on third floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

36

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any "Elementry - Part II (White & Colored)"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937
1 steel drawer. Only title appears on name card of drawer.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawers in all steel filing case.

5. Types of records included Confidential records which are in a locked file drawer at all times, information as to contents not available. Actual exams taken by candidates in regular exp. grad.

6. Indexing Arr. alph. by surnames of person examined.

7. Condition of writing, paper, and containers Mimeographed + typed.

8. Location by dates and numbers of file boxes, etc. Near exit in center of west wall on third floor in office of Bureau of Research.
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

37

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any Elementary Parts I and II Special Ed. Parts I and II Junior High — Machine Score Tests.
2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937 1 steel drawer. Title and year number appear on name card of drawer.
3. Dates of obvious gaps .....
4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawer in all steel filing case.
5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available. (Forms filled out by unemployed persons)
6. Indexing Arr. alph. by surname of person examined.
7. Condition of writing, paper, and containers The steel drawer excellent. (Other unknown)
8. Location by dates and numbers of file boxes, etc. Near exit in center of west (Buildings and rooms or vaults) wall on third floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

38

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any "Theory of Junior High Combined Professionals"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937
1 steel drawer. Only title appears on name card of drawer.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawer in all steel filing case.

5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available.
(Examination Results)

6. Indexing Un-alph by surname of person examined.

7. Condition of writing, paper, and containers The steel drawer in filing case, excellent. Hdw on mimeographed forms

8. Location by dates and numbers of file boxes, etc. Near exit in center of (Buildings and rooms or vaults) west wall on third floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 131HR

34

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Junior High Examinations, Subject Matter, Methods."
2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937
   1 steel drawer. Only titles appear on name card of file drawer.
3. Dates of obvious gaps
4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawer in all steel filing case.
5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available.
6. Indexing None alph by subject.
7. Condition of writing, paper, and containers The steel drawer in filing case excellent. (Printed Form, Mimeographed Forms)
8. Location by dates and numbers of file boxes, etc. Near exit in center of (Buildings and rooms or vaults) west wall on third floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

40

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Mentally Handicapped - Parts I + II. Physical Education - Parts I + II"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. no dates 1 steel drawer. Only title appears on name card of drawer.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawer in all steel filing case.

5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available (Examination for mentally handicapped children)

6. Indexing Are alph by subject

7. Condition of writing, paper, and containers The steel drawer in filing case excellent. Printed & Mimeographed forms

8. Location by dates and numbers of file boxes, etc. Near exit in center of west wall on third floor in office of Bureau of Research.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any Elementary - Part I & II (Colored)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. no dates 1 steel drawer. Only title appears on name card of drawer.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawer in all steel filing case.

5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available. (Actual Examination papers & results)

6. Indexing Are alph by surname of person examined

7. Condition of writing, paper, and containers The steel drawer in filing case, excellent, Handwritten on Mimeographed Form.

8. Location by dates and numbers of file boxes, etc. Near exit in center of west wall on third floor in office of Bureau of Research.
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

42

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Elementary - Part 1 (White & Colored)"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. No date 1 steel drawer. (Only title appears on name card of drawer.

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawer in all steel filing case.

5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available. (Actual examination process & results)

6. Indexing See above by surname of person examined

7. Condition of writing, paper, and containers The steel drawer in filing case, excellent. Adhesive on manuscript form

8. Location by dates and numbers of file boxes, etc. Near exit in center (Buildings and rooms or vaults) of west wall on third floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Form 13HR

#3

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore,

Agency or department Department of Education,

Bureau Bureau of Research,

1. Exact title, if any "Elementary - Parts I and II, Surplus Tests."

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
2 steel drawers Only title appears on name card of drawer,

3. Dates of obvious gaps

4. Sizes of file boxes, bundles, etc., by uniform groups 11"X16"X26" drawer in all steel filing case,

5. Types of records included Records of confidential nature which are in a locked file drawer at all times, information as to contents not available. (Actual examination papers & results)

6. Indexing Not applicable by surnames of persons examined.

7. Condition of writing, paper, and containers The steel drawer in filing case excellent. Ndeth on Municipal forms.

8. Location by dates and numbers of file boxes, etc. Near exit in center
(Buildings and rooms or vaults)
of west wall on third floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Mrs. Wilson

44

WPA Form 13HR

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any Absence and Lateness Record.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1929-1937.
5 steel drawers, each drawer containing three sections, about 2500 cards in each section
4 drawers in wood filing case.
Cards on drawers show title and year numbers.

3. Dates of obvious gaps None.

4. Sizes of file boxes, bundles, etc., by uniform groups 5½"x16½"x24" steel drawers in filing cases.

5. Types of records included 3"x5" cards filled in with typewriter and ink, showing name of teacher and school, months and year of school period, number of times late, number of minutes late each time, number of times absent during each month and cause.

6. Indexing Alphabetically by surnames of teachers.

7. Condition of writing, paper, and containers Writing and paper are excellent; the wood and steel drawers excellent. Typed & Admitted.

8. Location by dates and numbers of file boxes, etc. Steel filing cases (1936—) are near east wall, 3rd floor wood filing cases (1929-1935) are near south wall on third floor in office of Bureau of Research.
(Buildings and rooms or vaults)
N.B. This record is used for rating purposes by supervisors, and general reference by superintendent.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

[illegible]

Moaka Wisdale

+5

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Semi-Annual Reports - Compilation Sheets"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1930 - 1937
2 steel drawers. Title and year numbers appear on name cards of each drawer.
1930-1934, 1935 -

3. Dates of obvious gaps None.

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" steel drawers in filing case.

5. Types of records included Absence and tardiness reports; new pupils, all types of schools; data on retarded pupils; permanent withdrawals of white and colored pupils in all types of schools; promotions and non-promotions, all types of schools; failures by (see other side)

6. Indexing Arranged chronologically by date of report.

7. Condition of writing, paper, and containers Writing and paper good; the steel drawers excellent. Ndw. on printed forms.

8. Location by dates and numbers of file boxes, etc. Near east wall on
(Buildings and rooms or vaults)
third floor, in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

cont. from line 5.

subjects and grades; net roll by grades, and by days in all schools; accomplishments and failures in Junior and Senior High schools; promotion of Kindergarten and non-kindergarten pupils, and special classes.

These reports are compiled for annual reports.

TABLE I—DISTRIBUTION OF ENROLLMENT BY SOURCES FROM WHICH STUDENTS WERE RECEIVED

Trade	Enr.[1]	Last Sem[2]	Number Entering This Semester From Each Grade									Other Sources
			6	7	8	9	10	11	12	Pre.	Sp.[3]	
Total												

[1]From Table G; total should be gross enrollment of school
[2]From last semester's net enrollment of this school
[3]Received from special classes of elementary schools, or from school No. 15

TABLE J—FOLLOW-UP OF GRADUATES AND WITHDRAWALS OF THE PREVIOUS SEMESTER

Trade Course	GRADUATES				P. W's			
	No. Graduating	Secured Employment		Unknown	No. P.W	Secured Employment		Unknown
		In line of training	Other			In line of training	Other	
Total								

[1] Vocational schools only.

Form G-46—5-32—SJP

DEPARTMENT OF EDUCATION

BALTIMORE, MARYLAND

Vocational and Prevocational Schools

SEMI-ANNUAL REPORT

of_____School No._____

for the semester ending_____193____

_____Principal

TABLE A—NEW PUPILS

Number admitted as new pupils during the current semester distributed by sources

SOURCES	B	G	TOTALS
From last semester's net enrollment of this school			
From last semester's net enrollment of local elementary public schools			
From last semester's net enrollment of local junior high schools			
From last semester's net enrollment of local senior high schools			
From last semester's net enrollment of pre-vocational schools			
From county public schools of this State			
From public schools of other States			
From local non-public schools			
From other sources (Please list)			
Totals			

TABLE B—DISTRIBUTION OF NET ROLL AT END OF SEMESTER BY NUMBER OF DAYS ATTENDING

No. of Days Attending		VOCATIONAL SCHOOLS Half-Years								PREVOCATIONAL Half-Years			TOTALS
		1	2	3	4	5	6	7	8	1	2	3	
80 to *	B												
	G												
60 to 79	B												
	G												
40 to 59	B												
	G												
20 to 39	B												
	G												
Less than 20	B												
	G												
Totals by sex	B												
	G												
TOTALS													

*—Fill in total number of school days in this semester

TABLE C

NET ROLL
Distributed By Age
Of Students

Age[1]	Voc.	Prevoc. B	Prevoc. G
Under 13			
13½			
14			
14½			
15			
15½			
16			
16½			
17			
17½			
18			
18½			
19			
19½			
20			
Over 20			
Total			

TABLE D

NUMBER OF STUDENTS PERMANENTLY WITHDRAWN[2] DISTRIBUTED BY AGES AND BY HALF-YEARS.

	VOCATIONAL						PREVOCATIONAL							
Age[1]	Half-Years						Half-Years							
							1		2		3		4*	
	1	2	3	4	5	6*	B	G	B	G	B	G	B	G
Under 13														
13½														
14														
14½														
15														
15½														
16														
16½														
17														
17½														
18														
18½														
19														
19½														
20														
Over 20														
Total														

[1]Ages as of last birthdays; 13 means over 13 but not yet 13½
[2]Exclusive of graduates and others who have completed all requirements and have withdrawn during the semester, and re-entered P. W.'s
*or higher

TABLE E—PERMANENT WITHDRAWALS (Exclusive of Graduates) BY CAUSES AND YEARS

Year*	Regular Employment	Removal from city	Death or Physical Disability	To local non-public schools	Other causes	Total
First						
Second						
Third						
Fourth						
Prevoc. Boys						
Prevoc. Girls						
Total						

*The totals of Tables D and E should each agree with the net P. W.'s for the semester on the last monthly report

TABLE F—DISTRIBUTION OF TRANSFERS—OUT

	Voc.	Prevoc.
1. To vocational or prevocational school		
2. To elementary, junior or senior high schools	x	x
From first half-year class		
From second half-year class		
From all other classes		
Total		

TABLE G—ACHIEVEMENT BY TRADES TAUGHT—VOCATIONAL SCHOOLS

Trade	Half Year	Enr.[1]	Net Roll	A N R	ADA	Term Requirements[2]			
						Grad	Comp.[3]	Incomplete[4]	Failed
Total									

TABLE H—ACHIEVEMENT BY SUBJECTS—PREVOCATIONAL SCHOOLS

Subject	Half Year	Enr.[1]	Net Roll	ANR	ADA	Term Requirements[2]			Promoted to Vocational School
						Completed[3]	Incomplete[4]	Failed	
Total									

[1]Total number of different pupils enrolled during semester.
[2]As defined by number of projects or other units of work to be satisfactorily completed within a half-year's time.
[3]Report here number successfully completing term requirements.
[4]Report here students who entered late or for some other satisfactory reason have not been able to complete the required number of units.

TABLE II. Enrollment by Subjects

SUBJECT	FROM BALTIMORE PUBLIC SCHOOLS																FROM OTHER SOURCES				TOTAL ENROLLMENT				P. W.		NET ROLL			
	Grade				Grade				Grade				Grade																	
	Advance		Review		Advance		Review		Advance		Review		Advance		Review		Advance		Review		Advance		Review		Adv.	Rev.	Advance		Review	
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G			B	G	B	G
Algebra																														
Civics																														
English																														
French																														
Gen. Sc.																														
Geog.																														
Geom.																														
History																														
Latin																														
Type.																														
Total																														

TABLE III. Achievement by Subjects, Senior High Advance Pupils

SUBJECT	NET ROLL				NET ROLL FROM BALTIMORE PUBLIC SCHOOLS																									
	Other Sources				Grade				Grade				Grade				Grade				Total				Per cent Passed			
	B		G		B		G		B		G		B		G		B		G		Boys		Girls		Enrollment*		Net Roll*	
	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	B	G	B	G
Algebra																												
Civics																												
English																												
French																												
Gen. Sc.																												
Geog.																												
Geom.																												
History																												
Latin																												
Type																												
Total																												

TABLE IV. Distribution of Net Roll, Junior High Advance Pupils, by Grades and by Sources from which pupils were received

Grades	Net Roll				Other Sources				Baltimore Schools				Per Cent Passed			
	Passed		Failed		Passed		Failed		Passed		Failed		Enrollment*		Net Roll*	
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G
7B																
7A																
8B																
8A																
9B																
9A																
Total																

*Baltimore Public Schools

Summer School Number

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

Report of _____ Summer School Number _____

Date _____, 19____ _____ Principal

Note: In table I be sure to list every member of your faculty whether he keeps a register or not.

TABLE I. General Summary

FACULTY			ENROLLMENT								NET ROLL at end of term				AVERAGE NET ROLL	AVERAGE ATTEND-ANCE
			Advance		Review		P. W.									
Name	Sex		B	G	B	G	B	G	B	G	B	G	B	G		
Totals by sex																
Grand total																
From city schools																
From other sources																
Per cent of enrollment recommended for promotion															X	X
Per cent of net roll recommended for promotion															X	X

Number of days in session _____ Per cent of attendance _____

TABLE V Achievement by Subjects Junior and Senior High Review Pupils

SUBJECT	NET ROLL				NET ROLL FROM BALTIMORE PUBLIC SCHOOLS																									
	Other Sources				Grade				Grade				Grade				Grade				Total				Per cent Passed			
	B		G		B		G		B		G		B		G		B		G		Boys		Girls		Enrollment*		Net Roll*	
	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	B	G	B	G
Algebra																												
Civics																												
English																												
French																												
Gen. Sc.																												
Geog.																												
Geom.																												
History																												
Latin																												
Type.																												
Total																												

*Baltimore Public Schools

TABLE VI Enrollment by Schools From Which Pupils Were Received

School	Pupils	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P

BALTIMORE BULLETIN OF EDUCATION

Vol. XIV JANUARY - FEBRUARY, 1937 No. 5

CONTENTS

A JOURNAL OF THE PUBLIC SCHOOLS OF BALTIMORE, MARYLAND

Published
under authority of the Board of School Commissioners by the Bureau of Measurement, Statistics, and Research

Address all communications to
BUREAU OF MEASUREMENT, STATISTICS, AND RESEARCH,
3 East Twenty-fifth Street, Baltimore, Maryland

The Association of Governing Boards of State Universities has now taken this matter in hand. The result should be a new emphasis on quality and a restriction of the scope of the universities to what each of them can do best.

Nevertheless, these ameliorations of the quantitative problem at the elementary and university levels, even if and when they are realized, will be but slight assistance to the educational profession or the taxpayer. They will be more than matched by the vast increases in the high school and the junior college, which, though less expensive than the university, are far more costly than the elementary school. The Chicago School Board, as a measure of economy and a matter of principle, abolished the only junior college in the city two years ago. Last fall, one year later, they were compelled to open three junior colleges in place of the one they had abolished. We may confidently await the day when every young person may, if he wishes, stay at home and complete the work of the sophomore year in college, and may do so if he wishes at public expense. Graduation from the local junior college will be as customary as graduation from the local high school is today.

If, therefore, the educational profession has not had time to think much, up to now, about the quality of its students, its teachers, or its course of study, there is little reason to expect that it will have more time in the future. Only by deliberate recognition of the importance of these problems and persistent attention to them can we hope to solve them. And only by solving them can we hope to secure the consistent support of the American people.

As we face these problems in turn and examine first what we have done hitherto about the quality of students, we see that most of the thinking that has been done about them has been directed to the negative job of keeping them out of education on the ground that they were unlikely to make passing marks. The whole College Board development has had this object. Even if the College Board Examinations were successful in selecting students, which they are not, they are useless in our present situation. We see now that we shall not be able to keep students out of education, not, at least, until the junior year in college. In the future we shall not be able to select the fit and exclude the unfit below that level. Instead we shall have to discover or create the educational activity which is adapted to the needs and capacities of the individual. Until industry is prepared to absorb the individual, he will have to be engaged in some kind of educational activity. It may not look very educational; it may look something like the Civilian Conservation Corps, though not, I hope, too much like it. The future is certain to see various kinds of institutions, or at least various courses of study, below the junior year in college, some of them designed to meet the needs of those whom we have discarded in the past as unworthy of our efforts.

Of course, these would-be college students were not really unworthy of our efforts; at least, I do not think they were. Education is an act of faith; and it is an article of my faith that no one is ineducable, no one, that is, above the grade of moron. There are two classes of students for whom we have never made provision, those who could not read and those who were not interested in reading. In the high school of the University of Chicago, which has a highly selected student body, not less than ten percent of the pupils are functionally illiterate. This percentage rises to about fifty in a metropolitan high school. These pupils can read words, but aside from the words in the less difficult

school, the technical institute, and the junior college, and a great expansion of the staff and plant essential for them.

Only at two levels is there even temporary relief in sight. A declining birth-rate may for a time, at least, reduce the population of the elementary schools. But the evidence here is quite unclear; and the prediction of sociologists that the number of our people will be stationary by 1960 may not be verified.

The other point at which the volume of students may be reduced is the university, by which I mean the beginning of the junior year. The attitude of the public and of the universities themselves should result in limiting university training at public expense to those who seem likely to profit by it. Since we may expect to see a junior college or a technical institute wherever there is a high school today, we may expect the public to revolt against the great expense of sending any boy or girl who wants to go through the highest degrees at the state university. The real costs of education appear at the beginning of the junior year in college. For work beyond that point specialized courses, small classes, and elaborate equipment are required. All these things are justified for students who have the interest and ability that scholarly and professional work demands. The taxpayer cannot afford them unless the students have this interest and this ability.

The universities too are now abandoning the foolish attitude that more students are needed in order to obtain larger appropriations. The added cost of added students is far greater than any added appropriations obtained because of them. And the social and athletic character that large numbers of students have given the universities has done more than most things to prevent them from being universities and to debase the higher learning in America.

There are some signs, too, that the universities may gradually wipe out those competitive duplications which can best be described as a transfer of the department store spirit to education and research. Universities start departments simply because the institution next door has them. They seem to think it is necessary to offer under one roof everything from aviation to zither playing. They frequently buy books not for use, but to say they have more than their nearest competitor. I leave you to judge the wisdom of this policy in department store retailing. The present wave of enthusiasm for departments of public administration, forestry, housing, and aeronautics will lead to useless expenditure of the taxpayers' money by spotting competing enterprises all over the map, when from the educational point of view two or three centers are all that the country requires.

parts of the newspaper, they have no idea what they mean. An overlapping group, and an even larger one, is composed of pupils who will not learn from books even if they are able to. They may be interested in mechanics, in chemical reactions, in the behavior of animals; they are not interested in reading, or at least in the kind of reading that we have been giving them.

This reading has been, broadly speaking, the kind that New England colleges have expected of the entering freshman for many years. The fact that these pupils were not going to a New England college, or indeed to any college at all, has not deterred us from acting as though they were all bound for the literary delights of a classical education. Naturally, they have failed. They have become the truants, the delinquents, and the young criminals. And we have consoled ourselves with the thought that they were stupid. They were not stupid. They could not fit into an educational scheme that was constructed with other aims, for other students, in other days.

The educational profession has done a good deal of scoffing at the Civilian Conservation Corps, and in this pleasant pastime I have played my part. It is easy to say that some of the five hundred thousand young men in that organization should, since they were of school age, have been financed in school. They should. But it is also true that the C.C.C. results in part from our own failure to deal with functionally illiterate and hand-minded boys. If they had stayed in school we could have done little for them. At present it would be highly beneficial to all concerned if we could arrange an exchange and send the hand-minded boys now in school to the C.C.C. in return for the book-minded ones of whom there are several now in that organization.

I must admit that I do not know the answer to the problem of the functionally illiterate and hand-minded boy. What I am asking for is recognition of the problem and a change in our attitude toward it. Perhaps the work now being conducted by the Office of Education in the C.C.C. and the experiments that will be tried there by the new Youth Commission financed by the General Education Board may give us some inkling of what the answer is. When we find it, we must hasten to put it into effect, for the greatest waste and the greatest failure of public education is at this point.

When we turn from the quality of students to the quality of teachers we find other reasons why the sheep look up and are not fed. It is a gross but suggestive exaggeration to say that we do not know how to teach the three R's or what to teach beyond them. Anybody who has had experience with the multiplication of sales clerks or labored over the written memoranda and reports of junior executives or for that matter anybody who has read dissertations for the doctorate or suffered through the examinations of law students will agree with a sigh that we do not know how to teach reading and writing, and will be ready to assume that we have made a like failure of arithmetic. When we look at the results of our instruction in the fine arts, in the languages, in composition, in natural science, and in the social sciences and history, we must admit that our people cannot write or speak their own language, to say nothing of any other; that they think of science as discoveries announced on the front page of the newspaper; and that they have little appreciation of the arts. We must admit, too, that the current level of discussion of economic and political questions reflects little credit on our instruction in history and social science.

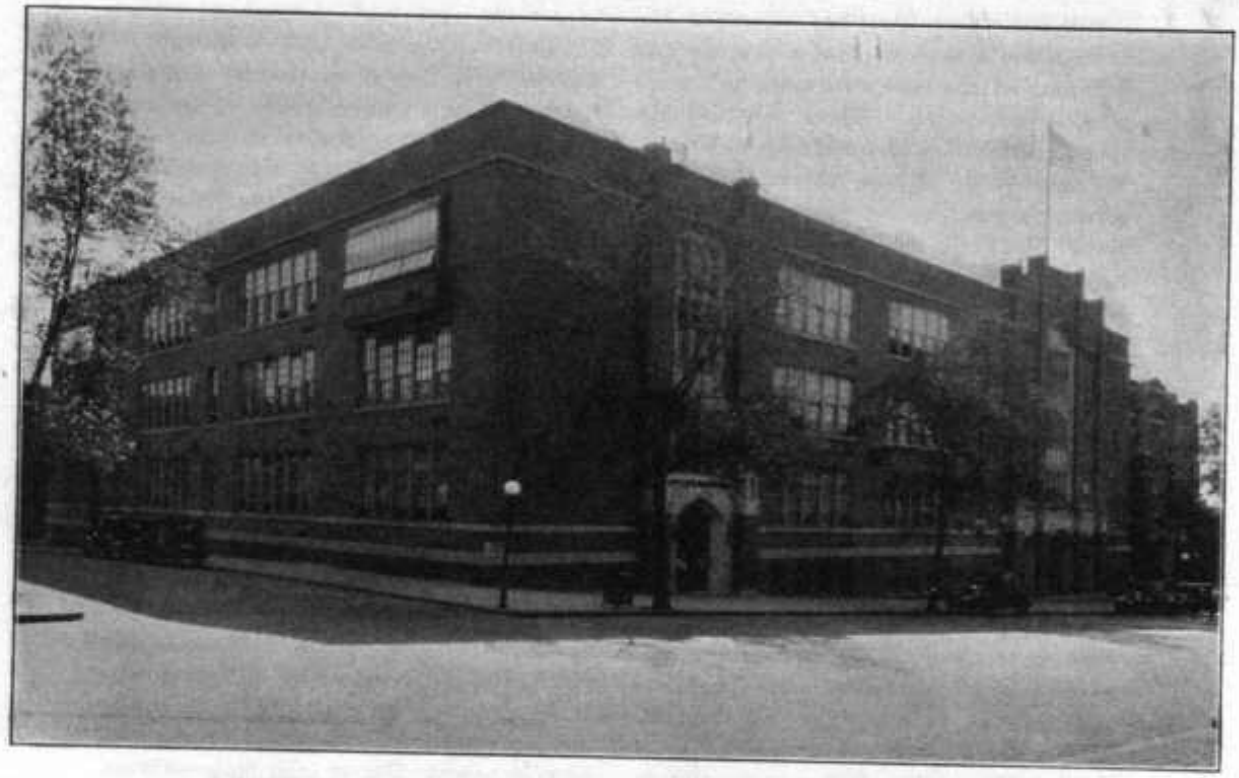
However diversified and expanded the curriculum below the junior year in college may be, the core of it must be a good general education. There are certain special difficulties we must face, of course. We must find out how to communicate a general education to those who cannot read. We must modify it for those who require technical training of a sub-professional type. But a good general education must be the centre or basis of every educational program at every level. We know that such a thing does not exist today. We know that what we give instead is a series of short unrelated courses composed of a smattering of miscellaneous facts which leave the student uneducated and, except perhaps in the spasmodic exercise of his memory, untrained.

In the preparation of teachers we are thus involved in a vicious circle. The teachers are badly educated. They educate their students badly. Some of the badly educated students become badly educated teachers who educate their students badly.

We have tried to improve the quality of our teachers by working for higher salaries, greater security, and academic freedom. All these things are important. In rural counties in Kansas an elementary school teacher's salary is $80.00 a month, which is somewhat less than my cook's, and she is not, by the way, a very good cook. If you pay for cooks, you will get cooks. It is laughable to hear Americans talk about their devotion to public education and then see them resist any increased expenditure upon it, and particularly any expenditure on teachers' salaries. Until adequate rewards are offered, we cannot hope for adequate teachers.

Nor can we hope for adequate teachers as long as teachers may be hired and fired for any reason or for no reason at all. I used to be opposed to permanent tenure for university professors. I thought it was an invitation to mediocrity and had a debasing effect on salaries. I am now convinced that the greatest danger to education in America is the attempt, under the guise of patriotism, to suppress freedom of teaching, inquiry, and discussion. Consequently, I am now in favor of permanent tenure, with all its drawbacks, as by far the lesser of two evils. We cannot expect to get good teachers without decent salaries and security.

Nor can we expect to get good teachers unless they are free to teach. I know of course that everybody in this country knows all about education. Everybody has either had an education or not had one. If he has had one, he knows what was wrong with it; if he has not had one he knows what is wrong with everybody else's. No American ever breathed who cannot and will not tell any educator or any group of educators exactly what and how to teach. But if this deplorable national characteristic is allowed to run riot, nobody with any intelligence or independence will join the ranks of the teaching profession. Particularly is this the case if his behavior and opinions outside the classroom are to be made the basis of his continuance in or expulsion from his post. The general assumption nowadays seems to be that when a teacher becomes a teacher he surrenders some of the rights which the Constitution guarantees to everybody else. Freedom of thought, freedom of speech, freedom of assembly, these are in some mysterious way taken from him. He is a teacher. As such, he cannot do or say outside the classroom, to say nothing of inside it, anything which is objectionable to the most numerous, the most powerful, or the most vocal group in his community.



SOUTHERN HIGH SCHOOL, WARREN AVENUE AND WILLIAM STREET

To add insult to injury, a dozen states have reflected on the patriotism of teachers by requiring them to take an oath to support the Constitution. Has anybody ever heard anything against the patriotism of teachers which would justify singling them out for this distinction? On the contrary, nobody who has had anything to do with education will hesitate to assert that teachers as a whole are the most earnest, hard-working, and loyal group in the entire country.

But, it is said, teachers have great influence on the young; and we must be sure that the young are under proper care. Very well. If we are to insure the patriotism of those who have influence over the young, let us do so. Let us begin with parents and have them take an oath to support the Constitution. Let us include newspaper men, and especially the designers of comic supplements. Let us line up all the movie stars. Let us insist on an oath of allegiance from radio performers. If the teachers are to take an oath, Amos and Andy should be required to salute the flag and sing the Star Spangled Banner twice a day.

No, there is nothing rational about the present excitement over radicalism in the schools. It is an hysterical reaction from the depression. Somebody has to be blamed or criticised when things go wrong. The teachers are easy marks. Why should they take an oath? Why, because they can be forced to take one and other groups cannot. All over this country when there was a cry for reduction of public expenditures, school expenditures were cut first and deepest. The

reason was the same; other groups spending public funds were strongly entrenched. It would have been difficult and unpleasant to dislodge them. School expenditures could be reduced with only a feeble outcry from disorganized teachers and scattered parents.

If we are not to pay decent salaries, if we are not to give some sort of security to the teacher, if we are to tell him in detail how and what he is to teach, if we are to deprive him of his rights as a citizen, we may abandon now our hope of improving the teaching profession and hence the education of our children. Only spiritless drudges will teach on terms like these. Salaries, security, and freedom will not make a good educational system. But we can never make one without them. They are the indispensable prerequisites to any development of American education.

None of them, however, will supply the fatal lack of an educated teaching staff. Nor will that gap be filled by all our splendid achievements in the realm of administration, organization, and finance. The best paper scheme carried on in the best building in the best organization with the most up-to-date materials is nothing in the hands of callow and uncultivated teachers.

You will have long since observed that the refrain that runs through these remarks is the insistence on a good general education. We must develop it for all students; it is especially important for students who are going to be teachers. And we are discovering too that it is the answer to the question of adult education. In England the Workers' Educational Alliance has 65,000 adults enrolled in its classes. Eighty-five percent of them are taking courses which have no vocational tinge whatever. These laboring people are trying to get a general cultural education. When the University of Chicago started to offer courses for freshmen and sophomores which were intended to amount to a general education, it found that it was these very courses which the adults in the University's afternoon and evening classes were most anxious to have. If we can find out what a general education ought to be we can solve the most pervasive and ubiquitous problem of education.

But before tackling this question perhaps we ought to decide at what point a general education may best be offered to the young. I think we shall find that the four years between the beginning of the junior year in high school and the end of the sophomore year in college constitute the logical period for this type of educational experience. Everywhere else in the world, in every country except America, general education is the primary object of the school system at this age level. The practice of other nations suggests that here is a natural social, biological, and intellectual unit.

We see also that the creation of such an educational unit might make our whole program more intelligible. The purposes of both the high school and the university, now befogged by the accidental complexity of our system, would be clarified and corrected. The high school would prepare all students for general education; the university would be limited to those who had demonstrated in the period of general education that they were capable of scholarly and professional work. The great mass of students would end their formal education at the end of what we now call the sophomore year in college. Since American students are the most degree-conscious in the world, except the Chinese, it may be nec-

essary to grant the Bachelor's degree at the end of the sophomore year in order to induce them to leave us. This arrangement is desirable anyway, for the Bachelor's degree, which now stands for nothing but four years in college, might thus be made intelligible by representing a sound general education.

What do we mean, then, by a general education? In the first place we do not mean scholarly or professional training. What we are talking about is a program for all students, for the whole of American youth. That program may and should serve as the basis for professional or scholarly study. But that is not its object. Its object is to provide the kind of education that every citizen should have.

In the second place, a general education has nothing to do with vocational training. This is not to say that those who have had a general education should not and would not be assisted by it in the business of earning a living. The question is one of method and one of emphasis. I believe that vocational emphasis and vocational method lead neither to education nor vocational fitness. It is paradoxical but true that the best practical education is the most theoretical one.

The University of Minnesota asked thirty-seven industries in the Twin Cities what specific training they wanted high school boys to have if they were going to work for them. The whole thirty-seven unanimously replied that they wanted them to have no specific training at all. The machines the schools could train them on were already antiquated. The teachers were more antiquated still. The industries themselves could train the boys on the machines actually in use in about two weeks.

Our experience in professional education is illuminating. In engineering the usual program has been two years of theoretical work followed by two years of detailed instruction in some vocational field. If you elected steam turbine design, you spent two years in doing nothing but designing steam turbines. If, when you graduated, you had to go to work making light bulbs for the General Electric Company, you did so in the disturbing consciousness that two years of your engineering education had been thrown away. If you had spent the last two years as well as the first two in the fundamental sciences you could have worked out your own formulae for either steam turbines or Mazda lamps as necessity required. The whole trend of engineering education is now away from vocational courses and towards increasing emphasis on physics, chemistry, and mathematics. The best practical education is the most theoretical one.

Education is not a substitute for experience. It is preparation for it. There is no substitute for experience. The place to get experience is in life. The way to get experience in a specific activity is to engage in that activity. Thus, we are likely to see in professional education an extension of the principle of interneship that has worked so well in medicine. Even the law schools may eventually abandon the attempt to prepare students for the practice by putting them through little fake experiences in the classroom and in moot courts and may institute a system of interning law students under practicing lawyers after a sound and careful education in the theory and principles of the law.

In these examples we may discern the dangers in the slogans of the progressive educators and the sociologists. The progressive educators with a capital P have made great contributions to the method

of education. They have shown us, as Plato suggested long ago, that we can and must free the student from arbitrary restrictions on his way of educating himself. Thus they have cleared away obstacles to giving and getting an education. They have freed the student so that he may get an education if there is one to get; they have freed the teacher so that he may give an education if he knows what to give. But the serious, the difficult, the important question about education is the question of content. Assuming that you have sound methods, so that you can actually help the pupil to get an education, what is the education that you are going to help him to get? The ideas that the progressive educators have had about content have been either misconceived or misapplied.

The progressive educators say that the object of education is to fit the child for the contemporary scene. The sociologists say it is to adjust the student to his environment. Both slogans contain elements of truth. But the first danger into which they lead us is that of preparing students for the status quo. That becomes the scene for which we fit our students; that becomes the environment to which we seek to adjust them. But we have no idea whether the status quo or some other status will confront the student when he is graduated. Efforts to fit him for the status quo may merely succeed in unfitting him for the actual situation in which he will have to live.

Another difficulty with the slogans of the progressive educators and the sociologists is that they are likely to lead to a course of study composed almost wholly of current facts. But the trouble with current facts is that they do not stay current. Nevertheless, in the effort to fit the student for the contemporary scene, he is crammed full of miscellaneous information which he is expected to regurgitate on the examinations. The facts of science and history, unrelated and unassimilated, serve simply to bewilder the student wandering through the mazes of this present world. He does not understand them. They have little meaning for him. Until he forgets them, as fortunately he does soon, they may give an air of erudition to his conversation; they have no effect upon his conduct or his character. And the consequences to education of framing such a course of study are nothing short of horrendous. My colleague, Professor Ogburn, because he is a progressive educator and a sociologist, has been compelled to say that the mass of our information is increasing so rapidly that we shall have to prolong adolescence at least until age 45 in order to have time to pour it all into the student.

Lately a new school of progressive educators and sociologists has arisen. They appreciate the inadequacy of a curriculum composed of lots of information about the contemporary scene. They propose one instead composed of lots of information about the scene they think the pupil will face when he emerges from school, a scene not contemporary but future. They have gone so far to say that they know what kind of scene the pupil is going to face: it is one dominated by what they call collectivism. This program seems to me even worse than the one that springs from John Dewey and the earlier progressives. It has all its defects and in addition is egregiously conceited. It implies that its sponsors can tell exactly what kind of social order the child now from one to sixteen years old will have to fit into in the next two to eighteen years. With deference to the learning and ability of these gentlemen, I do not believe that

anybody knows what the social order is going to be two to eighteen years from now. My own impression is that within twenty-five or fifty years we shall be about where England is today. Whatever England is today, it is certainly not collectivist. But whatever I think it is, I should not dream of recommending a course of study based upon my opinion; for that opinion hardly rises above the dignity of a hunch.

Nor is the object of general education the development of personality or character. We trust that an integrated personality and a rugged character may result from it. But if we place personality and character before us as the aim of education we shall get neither personality, character, nor education. Character is a by-product, a by-product, as Woodrow Wilson used to say, of hard work well done. The courses in character and personality that I have heard about seem to me calculated to produce in the student a burning desire to commit the most outrageous crimes. Certainly since the time of Plato we have had little reason to suppose that we could teach character directly. The moral virtues are habits. The environment of education should be favorable to them. But only a diffused sentimentality will result from the attempt to make instruction in the moral virtues the object of education. And in addition resources that might go into intellectual training will be lavished on athletics, social life, and student guidance, a kind of coddling, nursing, and pampering of students that is quite unknown anywhere else in the world.

If the object of general education is not scholarly, professional, or vocational; if its primary purpose is not the development of character or personality; if it should not be composed of current information about the status quo or imaginary information about the future, what is its object and of what should it be composed? Clearly the object of general education is the training of the mind. Clearly, too, the mind should be trained for intelligent action. Or to put it another way, the object of general education is to produce intelligent citizens. Facts, data, and information, present and prospective, cannot be ignored. But the emphasis must be on the training of the mind. Facts, data, and information should be used to exemplify and enforce the principles upon which intelligent action must rest. They cannot be ignored; they must be understood. In training for citizenship as for anything else, the best practical education is the most theoretical one.

Such a program of general education proceeds on two assumptions. First, it assumes that everybody has a mind and that we must find out how to train it. Second, it assumes that it is a good thing to train it. Certainly I should be put to it to argue that a trained mind will result in a large income. I have no difficulty in holding that it will result in a happy and useful life. It will result in benefit to the individual and to the community.

It will do more. A program of general education resulting in trained minds will facilitate social change and make it more intelligent. The educational system cannot bring about social change. It cannot work out and impose on the country a blueprint of the social order desired by the teachers colleges. But the educational system can facilitate social change; it can make it more intelligent. A program of general education which is based on ideas, which leads the student to understand the nature and schemes of his-

tory, to grasp the principles of science, to comprehend the fine arts and literature, and to which philosophy contributes intelligibility at every stage is the kind of program that we must now construct. It may seem at first glance remote from real life, from the facts, and from the social order. On the contrary, if we can construct it we shall find that it may give us at last a land fit to be free.

I realize that the suggestions I have made are both vague and violent. What I have been trying to do is to hold before you the dazzling vision of millions of young Americans receiving an education adapted to their needs at the hands of teachers who are truly educated themselves. This is the goal before us. Only if we can achieve it will the sheep, when they look up, be fed.

THE DYNAMIC QUALITIES OF THE PRINCIPALSHIP-I

PHILIP H. EDWARDS, Principal, Baltimore City College

Note: The papers by Doctor Edwards and Miss Coe were presented to the Conference of Principals of Secondary Schools, December 15, 1936.

In our report* of last spring ten abstract qualities were listed, which did not exhaust by any means the number of desired traits and qualities. We said then that there is nothing dynamic in any one of them until the breath of life is breathed upon it and it becomes a living soul. These have been discussed from the time the human race has achieved abstract thinking. St. Paul had his fling; and Cicero his. Dr. Taylor, not satisfied with either the sacred or profane interpretation, calls upon a committee of three to settle the matter. Now St. Paul and Cicero doubtless thought that *they* had settled the matter and we thought we had last spring. I still think we did, as far as we went. Now I presume we are expected to expand and illustrate. Before making the new assignment I must review the last lesson. We said that the emotional quality was the common factor of all these abstractions and that sympathy, affection, to the point of consecration are implicit from A to J and that the three professions of the ministry, medicine, and teaching are linked together in our thinking through their opportunity of wide human contact, as especially desirable fields for this type of consecrated service.

We said further that any principal in possession of all these qualities was ready for Valhalla, the seventh heaven or anywhere else you care to consign him. It comforts you in a way as it does the committee to know there is no such principal. He is also an abstraction, a figment of the imagination whom we will call the Peerless Composite. As we shall

Evaluation of the Work of a Principal, Part III. The Principal's Dynamic Qualities: To what extent does the principal evidence A. Imagination or vision? B. Initiative? C. Courage? D. Ability to inspire confidence? E. Tact? F. Patience? G. The saving sense of humor? H. Ability to work with others? I. Willingness to support the policies of the Superintendent? J. Enthusiasm? *See also* Doctor Edward's discussion of this topic in the BALTIMORE BULLETIN OF EDUCATION, Vol. XIV No. 1, February, 1936.

have to speak of him from time to time, let's call him Peer Comp. for short.

The knowledges and techniques are highly necessary both to achieve entry into the profession and successful functioning therein. But the Peer Comp. of any profession has lifted himself to his eminence above the rest of his profession by his plusage, and this plusage is most often a highly developed humanitarian quality. As examples take Osler and Welch in the medical profession, both highly trained in knowledges and techniques of medicine, but infinitely more. It was this plusage, values of heart rather than of head, that gave them the hearts of their colleagues and students and so enabled them to hand on more vitally even those very knowledges and techniques of their profession.

Adapting to education, Peer Comp. is the teacher or principal who has lived most, lived most vitally, and has associated and is associating most vitally through boyhood and manhood. I know teachers who seem never to have been boys. Like Pallas Athene they seem to have sprung full grown. As it took an ax to give Pallas birth from the head of Jove, it takes well nigh an ax to get an idea of human relations into this type.

I am interested more in some of these qualities from A to J than others. The first, A, seems of overwhelming importance, Imagination or Vision. It is also by all odds the most difficult to inculcate or acquire. I fear it is innate, but blessed indeed is the individual who comes into the world so endowed. I heard of a very little girl who in a thunderstorm when there was a flash of lightning exclaimed, "God's winking at me." I don't know what kind of woman she became but I think she might have made a good principal. Like the lightning flash, imagination lights the way. What one sees one feels. It provides apt metaphor and illustration. It is the handmaid of vital instruction. Well too if it be associated with that other handmaid here listed as G—a sense of humor—the shock absorber in any profession and of especial service in ours.

Quality E is tact. If a man makes a fool of himself and we bluntly tell him so we are not tactful. But if we pat him on the back and say, "How characteristic, old fellow," we *have* been tactful and may have said all that the situation requires. We fall into three classes: 1—The veritable blunderbusses. 2—Those who would not intentionally wound the feelings of others. 3—Those whose grain is so fine that it is, as it were, a sixth sense enabling them to foresee that the word is barbed as well as winged. Saith Holy Writ: "The wise man seeth the storm and hideth himself."

I am somewhat intrigued with quality I—"Willingness to support the policies of the Superintendent." The important consideration is "Just how is that willingness framed?" If it be sheeplike it will be of doubtful service to the Superintendent. I suppose this phrase spells loyalty, a very difficult abstraction to define. In the effort to define I foresee we'd have considerable difficulty in agreeing in this room. In my opinion the yes, yes man is of very doubtful loyalty, as the essence of loyalty is helpfulness. It is highly consistent with loyalty that the principal express his opinion in council, is in fact incumbent upon him, conceivably with such fervor, conviction and enthusiasm as to affect even his temperature. Observe, however, that this is in the family and once his opinion is overruled or outvoted and the Superintendent has announced his decision and outlined policy, then Peer Comp. will direct his energies to further the campaign as planned. This applies both up and down

the line. As principal I have been very fortunate in having advisors who frankly oppose me upon occasion in the family. Their loyalty is absolute and I am infinitely the gainer and the administration of the school is vastly better by reason of this condition.

Now in order that the dynamic qualities of the principal may have a chance to function, delegation plays a part. The principal delegates. If the problem gets away from the legatees and effects a snarl then it comes back to him as referee. Delegating and refereeing are therefore prime factors of the principate. That the principal may have time for the dynamics he must delegate routine. In a large faculty he will find some with rare gift of accuracy and detail. If a principal attempt to absorb all function he becomes a sublimated clerk. I will go farther and be guilty perhaps of heresy. I have rarely known a person of microscopic meticulosity who had not achieved that *n*th degree of accuracy by surrender of other and more worthwhile virtues.

Now I employed in my other paper the following illustration: The sun and the earth form a large dynamo machine in which the sun is the field magnet and the earth is the revolving armature. In his little universe then be the principal the sun. Let him have not alone transforming power but drawing power and warmth as well, and if he can diffuse a little light every day even as his big globular brother, that were well too.

But now upon fuller deliberation I find that in one important connection the metaphor breaks down. The sun is of such blazing heat and unimaginable magnetism that it warms and controls the world thru myriad millions of miles of intervening distance. Not so the principal. There is no lever in his hands to effect remote control.

And so I come to the essence of the contract, the milk in the cocoanut, the *sine qua non,* the *e pluribus unum,* in short the nub of dynamics, viz., everlasting personal contact. Peer Comp. is found in his office a small fraction of the day. He may be summoned thither in emergency by the bell; at our school, two bells for the janitor, three for the principal. Will you forgive me if I illustrate here from personal experience? I have extraordinary advantages of building and equipment, a castle rather than a school. This includes four study halls, seating 150 each, three of them in use every period. There are occasions when I find it advisable to visit some twenty-one such groups in the course of a day when there is something on my heart and I particularly wish to take the school into my confidence. This is a far more intimate procedure than is possible in assembly which also has its special opportunities. I have found this very effective and inspirational. On these occasions I sense cooperation. For instance I did this the week of the Poly-City football game in preparation for the monster pep assembly in which more than 3,200 boys were packed into a room seating less than 2,000. The result was the finest pep assembly we have known, followed by an even finer victory assembly the following Monday morning. With a room so full that it poured out into the corridors thru twenty doors and resembled nothing so much as a big bowl of molasses overflowing the brim, there was in the interval of crashing cheer and song, such silence when the coaches and myself spoke that one might have heard a pin drop. The boys had agreed with me in the prep rooms that they would have that kind of assembly.

So much for group contact. Now for individual contact. It is a deplorable

fact that when I face my senior class of some eight hundred boys in its first September assembly, I realize that full half of them are strangers to me in a school where they have lived two or three years and I twenty-nine. There are, however, numerous individual contacts in the office, when one boy must be put at ease while two contemporaries confer. I choose the word "contemporaries" deliberately. I have rarely seen a boy, I have almost never seen a boy who could not be reasoned with in such circumstance. I am utterly committed to the thesis that a boy is the most reasonable animal there is, that if there is any prejudice in his heart it has been planted there by some adult. It is not indigenous to the soil. It did not come into the world with him.

In such interviews, a Peer Comp., a composite to which I lay no claim, learns many things that add to his wisdom and humility. He learns that many a boy is making his way against the wind and the tide, with no such home background and training as we and many of his fellows have enjoyed. When a boy with eyes clouded and troubled opens up with some of these home conditions and says, "Shall I chuck it all and leave school?" I take it that a principal with any claim to dynamics girds his loins and goes into action.

There are a hundred other ways in which a principal effects personal touch. He sees much of his faculty. He works *with* them, he plays with them figuratively speaking, and much that he learns of inestimable value comes to him in innumerable unofficial and relaxed contacts.

We must admit that the dynamic qualities of the principal are just those most intangible and that they tend to defy measurement and strict analysis. It is just this feature that should give us pause. The problem not alone affects the principate but every step and phase of the educational process. Just what does a boy or girl carry from high school? Definite knowledges and techniques? Yes, surely. But does the youth slam the book shut at the end of a course with a yawn or shout of glee to the gods of deliverance, or have his imagination and heart been touched so that he will carry with him an interest that will be life-long in the field? I never felt satisfied at the end of a course in Vergil save in proportion as I felt that the boys would be, in the future, language mongers, and that the study would prove the yard-stick of later literary appreciation, a guide and stimulus in later thinking, and a treasured memory of school days spent in pleasant collaboration.

THE DYNAMIC QUALITIES OF THE PRINCIPALSHIP—II

M. CAROLINE COE, Principal, School No. 1

After I was asked to speak on the topic "The Dynamic Qualities of a Principal" and had created in my mind a person endowed with rare character and personality traits, I chanced to pick up the December issue of The Readers' Digest. The first article was entitled "Personality Can be Acquired." Four very encouraging words were these! At least, this remarkably dynamic image took on the possibility of being acquired.

I fear that this rare individual in my imagination will be less often found in flesh and blood because his dynamic qualities must be arranged so that they will be well balanced and integrated. He will express them with great discrimination and fine judgment. All of you are familiar with the old mythological character Aeolus, keeper of the winds, who knew which wind he must release from his bag at any given moment. My ideal principal is an Aeolus, too. He must not only possess his bag of dynamic qualities, but he must also control their use with good common sense and judgment.

To realize the importance of balance in the expression of one's dynamic personality it is necessary that we examine only a few of the qualities which are included in the outline prepared by the committee. Tact is one of these qualities. We are tactful when we identify ourselves with others in a way that prevents them from becoming ruffled. Hence, tact is an important leadership quality. However, if it oversteps the mark and becomes flattery and exaggeration, if it degenerates into insincerity, or if it keeps one from expressing his real opinion or best judgment in a matter, it hampers leadership.

Vision is another quality that appears in the list. A person may be so full of vision that he sees only the new and in his eagerness to follow it, he fails to hold on to the best of the past. On the other hand he may concentrate so much on the present task that he sees no further than his nose. In a well-balanced personality, concentration will prevent vision from becoming too aloof, and vision will prevent concentration from remaining in a rut. Two other qualities that balance each other are spontaneity and standardization. The spontaneous individual is magnetic. However, he may be the type of person who is up in spirit one day and down the next, or who has "moods." On the opposite hand is the person who always moves with such great precision and order that he grows tiring and unprogressive. If the too orderly and systematic person becomes spontaneous enough to stimulate others, and the overly spontaneous person becomes systematic and orderly enough to be dependable, a better balanced personality results in either case. Therefore, it becomes evident that the possession of dynamic qualities alone need not make one a leader. The attainment of real leadership depends on how and when one expresses these qualities.

A talk on any thing so intangible as personality traits is very likely to become vague and theoretical unless we can see these qualities exemplified in an individual working in the same capacity as we are. For this reason I have chosen to leave generalities and bring to your attention a man who not only had a dynamic personality, but who showed as well that balance which made him a great leader and a much respected person. I refer to Colonel Francis W. Parker, a distinguished schoolmaster of the early part of this century.

Francis W. Parker was one of those pioneers in education who helped to free the youth from the dulling routine of textbook learning. He came at a time when the individuality of the child meant nothing. He was determined that it should mean everything, and so into this task he put his whole mind and soul. His intense desire to see growth and improvement in all living things, and most of all in human beings, seemed to generate in him the energy which expressed itself through his forceful personality. John Dewey said of him: "Colonel Parker loved his work and did it with his whole mind and soul. Hence

it is as impossible to speak of his personality apart from his educational work as it is to speak of his educational work apart from his personality. He was fortunate in the complete identification of his whole being, his whole personality with the work to which he devoted himself." Certainly a wholehearted interest in one's work and a dynamic personality go hand in hand.

Because Francis Parker had such a remarkable combination of character traits, people often read him differently. One spoke of his "unique personality, so magnetic, so tolerant of one's weakness;" another, of his "dominating personality, his aggressiveness." "A wise and gentle man" said another. His "virility and gruff good humor" were noted by still another. He combined gentleness with courage, wisdom with humility, and wonderful power with great modesty. A beautifully integrated and balanced personality his was. Here was an Aeolus!

By nature Parker was dogmatic, domineering; by principle, he was open-minded, willing to listen to others and ready to accept suggestions. His energy and intellect made him a person of great power, but his philosophy and reason had him use that power with great modesty.

His aggressiveness stirred him to fight for educational freedom for the child, but never for personal power. Coupled with his aggressiveness was a suitable degree of inhibition which kept him from overriding others and from being brutally frank. He was critical, but he was understanding.

This dynamic schoolmaster possessed both a sense of proportion which resulted in the use of tact in difficult situations, and a sense of disproportion which gave him keen humor. He loved fun so much that he often remarked that he wished he could afford to endow a "chair of fun" in his school. His teachers assured him that so long as they had his radiant buoyancy they needed no chair of fun. He believed that only in an atmosphere of happiness could the best work be done. His ability to laugh was his escape from tension and a means for straightening his perspective. He did not take little things that were out of proportion too gravely. His sense of humor kept him close to his fellow workers. If I have read correctly between the lines of his biography, I believe that much of his buoyancy and humor resulted from his keeping close to the pupils. His essentially optimistic nature was held in balance by a touch of pessimism that made him sensitive to harsh realities which he often had to face. Since he was advocating something new, he had his enemies. Realization of this fact did not dampen his courage, but made him use certain safeguards along the way. He was continually making direct contacts with parents and was causing a warm sympathy and a growing understanding to develop between them and him.

Colonel Parker's enthusiasm was a noticeable element in his personal magnetism. It was not an enthusiasm which overshot its mark because it was held in check by self-control and common sense. It was the kind of enthusiasm which created a pleasant atmosphere—the catching kind. When asked about the secret of his enthusiasm, he replied, "If I should tell you the secret of my enthusiasm, if there be any secret to it, it would be my intense desire to see mind and soul grow, to provide them with the proper conditions for growth; for that is the best thing one person can do for another."

Colonel Parker's description of a great teacher is not only a word picture of

himself, but also a description of the well-balanced, dynamic personality which the principal should possess.

"He should be an earnest, devoted, open-minded student of education, with unbounded faith in its possibilities; a person of marked wisdom, ready to abandon the useless and adopt the useful, one not chained by prejudice nor controlled by caprice; a person who inherits the earth through meekness and willingness to listen and understand, and who has, at the same time, the firmness and courage to withstand wrong public opinion and undue personal influence. The one thing, above all, by which the teacher exerts a powerful influence is the spirit in which he works. If he betrays a genuine hunger and thirst after righteousness, if he shows meekness and open-mindedness, and an overwhelming love for children and all mankind, then his spirit passes over to his students and inspires them to the best work of which they are capable."*

*Heffron, Ida Cassa. *Francis Wayland Parker, an Interpretive Biography.*

ENRICHMENT OF THE CURRICULUM

On May 23, 1935, The Board of School Commissioners approved the recommendation of the Superintendent "that permission be given to try an experimental curriculum for pupils of superior ability at the Garrison Junior High School beginning in the 7B class in September next."

In order to have the whole faculty acquainted with some phase of enrichment each teacher was asked to read at least one reference on enrichment, report what was read, and state whether it was helpful or not. The principal met frequently with the teachers of each department to discuss plans for enrichment in each subject. It was finally decided that about one-third of the regular time allotted to a subject should be devoted to enrichment. The plan was to introduce some phase of the unit or topic not usually studied. Emphasis was to be placed upon the creative and experimental side; upon furnishing contacts with the outside world; and upon participation in the extra-curricular activities offered by the school. Initiative, resourcefulness, originality and imagination on the part of these children was to be stressed. The means of stimulating these qualities, however, was left to the individual teacher.

Tentative outlines in 7B and 7A subjects were made by each department, submitted to the junior high supervisors of the various subjects for approval and given to the principal before school closed in June. Typed copies of these outlines were placed in the hands of those selected to teach the classes in enrichment. At the close of each semester each teacher filed in the office a report of the work actually accomplished in enrichment.

It was early determined that in so far as possible classes in enrichment should consist of the upper ten per cent of the superior pupils. From the six hundred eighty- one 7B pupils entering in September 1935 two classes were selected for enrichment and from the four hundred forty-three entering in February 1936 one class was selected. The children were chosen by the counselors with the approval of the principal. The same criteria that had previously been used in selecting pupils for acceleration were used as a basis for selection, namely: I.Q., reading level, arithmetic level, scholarship and attendance in the 5A, 6B and 6A grades of the elementary school.

Teachers, parents and children seem more enthusiastic about and better satisfied with enrichment than with acceleration. However, this evaluation is a subjective estimate since no scientific evaluation of enrichment has yet been evolved. Data on the characteristics and performances of the children in these classes are being collected for use in a scientific evaluation of the results at a later date.

Achsah E. Gibson.

MEASURES ARE MIRACLE WORKERS

Down the ages from prehistoric times came the art of measuring by which things are dimensioned for utility, by which time and place are measured for every fact and act of life.

Measures are miracle workers, when by matching the measured curvature of glass to the measured defect of the eye we restore sight to the aged and perfect the vision of youth. Success in all things is the matching of a measured means to a measured need, shoe to the foot, glove to the hand, key to the lock. We may measure key and lock to a thousandth of an inch, but some measures need no unit. Without a unit a singer matches by ear the pitch of her voice with that of the piano. Without a unit a violinist varies the length of his strings to play true pitch melodies.

Crude measures pass, and by modern methods scientists measure accurately how things happen in nature and in experiment—at what heat and pressure a crude oil cracks into gasoline, or carbon dioxide becomes "dry ice", or air becomes a liquid flowing like water, and countless other phenomena occur.

Ingenuity in measnring rarely excels the bit of genius by which we literally hitch our wagon to a star. An automatic device in Paris catches a star's image at meridian, turns its light into an electric pulse, amplified and broadcast as a radio time signal. Time and tide wait for no man. But a marvel among measuring devices takes thirty-seven measured facts set into its mechanism to predict years ahead the height and time of day of all tides for every port of the world. Mathematically minded, this device turns the measnres of yesterday into prophecy for tomorrow to guide ships unbuilt on voyages yet undreamed of.

Measures are tools of discovery. One interesting story tells how measures solved the mystery of the breeding place of the Atlantic eel. Out from the rivers swarm the eels each autumn, soon lost to sight at sea. Where they bred, no one knew. Catches of eels were measured from millions of square miles. Measuring their way from all directions men followed the lines of shortening eel lengths to the size of the baby eels—all trails leading to the Sargasso Sea, which proved to be the cradle waters of the eels, a mystery solved by measuring lengths.

The engineer puts measures to work in skyscraper, bridge, and other structures. Measures flow through his pencil to scale drawings, each point a location, each line a length to be translated into steel or stone. He matches measured strength against measured stress. Thus by means of measures of strength and dimensions the engineer builds his dream of stability into the structure and the architect actualizes his dream of beauty. When the cathedral stands finished, strong and beautiful, we forget the measures, but they remain forever the strength and beauty of the cathedral.

Excerpts from *The Romance of Measurement* by Henry D. Hubbard, Assistant to the Director, National Bureau of Standards.

Courtesy of the Columbia Broadcasting System and the Science Press.

AMERICAN VOCATIONAL ASSOCIATION CONVENTION—BALTIMORE, 1937

CHARLES W. SYLVESTER, Director, Division of Vocational Education

The American Vocational Association, Inc., in convention at San Antonio, Texas, decided to hold their Thirty-First Annual Convention in Baltimore, December 1 to 4, 1937. The membership of the Association includes state and city superintendents, state directors of vocational education, teacher trainers, employers, labor leaders, directors, supervisors, and teachers of agricultural education, commercial education, vocational guidance, home economics education, industrial arts education, part-time education, vocational rehabilitation, and trade and industrial education.

Baltimore is very fortunate in having the privilege of entertaining the convention in 1937. It is the opportunity of a lifetime for teachers to meet and to know educators who come from every section of the United States and Canada and represent each of the many facets of the vocational field in education. The general and sectional professional programs will be devoted to live, interesting, and worthwhile topics of great value to all teachers. For many this will be their first opportunity to attend a great national convention. In such a series of meetings, problems closely akin to the work of our city schools will be discussed by leaders in the various fields of education in which we are engaged and in which we have our major interests. There will also be opportunities to show the visiting delegates our Baltimore schools and to discuss local problems with them.

The first national vocational association, The National Society for the Promotion of Industrial Education, was organized in 1906. In 1917, the name was changed to the National Society for Vocational Education. This Society, as well as the Vocational Education Association of the Middle West, which was organized in 1914, continued to function until 1926, when the two organizations amalgamated and became known as the American Vocational Association.

There are approximately 15,000 persons holding membership in the American Vocational Association. Nearly every state and the District of Columbia have vocational groups that are affiliated with the American Vocational Association. The Maryland Vocational Education Association was one of the first of these to affiliate with the national society.

The Convention recently held in San Antonio, Texas, ranked high in the history of the Association. All of the delegates were impressed with the excellent arrangements for places of meetings, dinners, educational and commercial exhibits, visits to schools and points of interest in and around the city, and other conveniences for their work and pleasure.

It was estimated that there were at least 3,000 persons in attendance at the Convention including many state and city superintendents, employers, labor leaders, a number of whom actively participated in the programs of the section meetings, as well as principals, teachers, and others who were responsible primarily for general education. There was great interest in the programs and much evidence that the meetings were exceedingly profitable.

One of the major problems of national interest and importance that was considered at the Convention was the administration of the George-Deen Act

which the last Congress enacted for the promotion and extension of vocational education, and the policies which should apply. This new legislation, approved by the President June 8, 1936, is to become effective July 1, 1937. Appropriations authorized under this act, are, in general, subject to the same conditions and limitations as were those made by the Smith-Hughes Act of 1917, which it supplements. The new act not only provides additional appropriations for vocational education in the fields already aided, but it also authorizes funds for the training of workers for the distributive occupations, that is, those who are directly engaged in distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry; or in managing, operating or conducting a commercial service or personal service bnsiness, or in selling the services of such a business.

This cooperation of the States with the Federal Government is based upon four fundamental ideas: (1) that vocational education being essential to the national welfare, it is a function of the National Government to stimulate the States to develop and maintain this service; (2) that Federal funds are required to adjust equitably among the States the burden of providing the service; (3) that since the Federal Government is vitally interested in the success of vocational education, it should, so to speak, secure a degree of participation in this work; and (4) that only by creating such a relationship between the central and the local governments can better and more uniform standards of educational efficiency be set up.

For a period of five years nearly $15,000,000.00 is authorized for distribution to the States, Territories, and the District of Columbia for the salaries and travel expenses of teachers, supervisors, and directors of vocational subjects, and for the maintenance of teacher-training in the distributive occupations, provided the States match by local funds 50 per cent of the appropriations authorized. After the initial five year period the required percentage rises to 60 per cent and is increased 10 per cent annually thereafter until for the fiscal year ending Jnne 30, 1947, 100 per cent matching of the Federal appropriations is required. During this period the appropriations to Maryland will amount to $166,305.70 annnally. For Baltimore, which will be benefited by the new appropriations, this means the possibility of an enlarged program of vocational education, with new courses in trade and industrial education and in the distributive occupations where the need for training is great. The new types of work will bring joy to a large number of our boys and girls who desire such training, but cannot at present be accommodated for lack of adequate facilities.

It was quite obvious from our contacts at the Convention in San Antonio, that there is a continued need for the further development of vocational education everywhere . We in public education face a big responsibility for the expansion and wider diversification of the Baltimore program to meet constantly changing conditions. More and better trained workers are required by business and industry. Youths in large numbers are seeking opportunity to secure an adequate preparation for work. In cooperation with employers and labor leaders, and only with their assistance, the vocational schools can be improved and extended to provide this preparation. Let us accept this challenge in a practical, business-like manner and thus insure bright, profitable futures for our boys and girls, and the trained workers so essential in the modern world.

EXPERIMENTAL PROJECTS AT THE BALTIMORE POLYTECHNIC INSTITUTE-II

EUGENE B. LINK, Instructor in Aeronautics

Radio

The second project completed last year was the development of a device for measuring the various properties of vacuum tubes. With the rapidly increasing use of vacuum tubes throughout the world for a wide variety of purposes, we thought it desirable to give the students of electricity an opportunity to develop a better acquaintance with this remarkable creation of engineering. We wanted the boys to work with vacuum tubes so that they might become familiar with their construction, operation, and application, and appreciate their precision and reliability.

The radio tube consists of a cathode (filament) and one or more electrodes all being enclosed in an evacuated glass bulb. The electrical connections are brought to outside terminals. The cathode, when heated, emits electrons while the electrodes control and collect them. The air is exhausted to permit the free movement of the electrons and to prevent injury to the emitting surface of the cathode.

The radio tube has the desirable characteristic of controlling, almost instantly, the flow of the millions of electrons supplied by the cathode and does this with a minimum of control energy. Because it is almost instantaneous in its action, the radio tube can operate efficiently and accurately at high electrical frequencies. All matter, whether solid, liquid, or gaseous, is made up of molecules which are assumed to be composed of atoms. The present accepted theory is that the atom has a nucleus which is a charge of positive electricity and around this nucleus revolve very small charges of negative electricity known as "electrons." Scientists have estimated that these invisible bits of electricity weigh one forty-sixth billion, billion, billion, billionths of an ounce since they travel at speeds of thousands of miles per second. Heat when applied is a convenient means of speeding up the electrons. When the metal is sufficiently heated some of the electrons acquire enough speed to break away from their nuclei and it is this action that is utilized in the radio tube to produce the necessary electron supply.

After the electrons have been set free by heating the cathode they can be attracted by a positively charged electrode or repelled by a negatively charged element. This is because, electrically, positive attracts negative. To make possible rectification the plate is given a positive charge thus attracting the electrons. This action is dependent upon the degree of heating of the cathode and the amount of positive potential (voltage) on the plate (anode). The actual plate current flow can readily be obtained by connecting a low reading current meter known as an ammeter into the plate circuit. This rectifying action is utilized in alternating current (A.C.) receivers to convert the available alternating current to direct current necessary for the tube elements.

The detector tube, in receiving sets, is necessary because of the neutralization between one half of each wave and the other half. If one half of the carrier (transmitted wave) is eliminated, the audio (within the range of audibility or

TEST SET FOR DETERMINING VACUUM TUBE CHARACTERISTICS

ear drum response) variations in the other half of the carrier wave may be utilized to operate a pair of ear-phones or loud-speaker. The elimination, partially or wholly, of this neutralising effect is the function of the detector tube.

When more energy is fed from the plate or output circuit to the grid or input circuit than is required to equal the power loss in the tube the radio tube functions as an oscillator or producer of radio (above range of audibility) frequency currents. The tube, thus operated, can supply heterodyning frequency. Heterodyne reception means that a head-set or loud-speaker responds to the beat note or differences between the transmitted signal frequency and the receiver oscillating tube frequency. If the transmitter frequency was 100,000 cycles per second and the receiving set is tuned to 101,000 cycles per second the diaphragm of the speaker responds to 1,000 cycles per second which is within the range of head-phone, loud-speaker, and ear-drum response.

Amplification is produced when a small change in the control grid voltage produces a much larger plate current change than would be produced by the same change in plate voltage.

To demonstrate this theory of matter, the writer expressed to members of the Radio Club a desire to augment existing Laboratory facilities with an experimental test set. Since this required some special apparatus which we did not have available, H. A. Kemp, President of the Radio Club, offered to make a test set for this purpose and the picture shows the excellent job he performed. A damaged transformer was obtained from a local dealer, and it was redesigned and reconstructed to supply the necessary voltages and currents peculiar to vacuum tube operation. We had meters but none suitable to the measurement of these special voltages and currents, so these instruments were changed and recalibrated for the purpose. A very high resistance potentiometer was necessary and this unit was constructed to provide the desired voltages.

Radio Club funds were used to buy a few inexpensive condensers, reactances, and resistances and we are indebted to this organization and in particular to its President, H. A. Kemp, for this addition to our Electrical Laboratory facilities.

The students will use this experimental set to obtain sufficient data for tabulation and curve plotting, and on the basis of these findings to interpret a few of the operating characteristics of radio tubes. By these means they will gain a working knowledge of important radio principles.

During the past school year, the licensed operators of the Radio Club have done another good piece of work in establishing two-way communication (verified) with all the States and forty foreign countries. These countries were: Poland, French Equatorial, Africa, Spain, Canary Islands, Canada, Austria, Costa Rica,

Cuba, Jamaica, Antigua, British Honduras, Trinidad, England, Germany, Australia, New Zealand, Hawaii, Canal Zone, Porto Rico, Mexico, Newfoundland, Haiti, France, Belgium, Rumania, Colombia, Panama, Bermuda, Azores, Czechoslovakia, Portugal, Algeria, Madeira Islands, Virgin Islands, Barbadoes, Peru, Denmark, Finland, Argentina, and Brazil.

In this way the club keeps abreast of the latest developments in radio throughout the world. The club operators have sent non-commercial messages to points as far away as Australia.

Donald Simpson, Treasurer of the Polytechnic Radio Club, has successfully communicated with all six continents—Europe, Africa, North America, South America, Oceana, and Asia. Several of the boys have worked five of these but Simpson is the first to get through to Asia, having worked a Japanese station. He has received a "W. A. C." Certificate (Worked All Continents) from the American Radio League.

FROM THE CONTINUOUS EXHIBIT OF PUBLIC SCHOOL ART

This is the second illustration to appear from the continuous exhibit of pupils' work in art at the Administration Building. It was drawn from imagination by Edward Neels, a former student of the Baltimore City College. The lines of the arch of the horse's neck and those of his legs all point to the snake near the lower left corner. The whole expression of the horse shows contempt for the snake which he is trying to kill.

BOOKS RECEIVED

Lawrence, Betty. *Let's Play a Game* and Other Tales. Christopher Publishing House, 1936.

American Nature Association. *A New Development in Natural Science Pedagogy.* American Nature Association, Washington, D. C., 1936.

Bush, George L., Ptacek, Theodore W., and Kovats, John, Jr. *Senior Science*, Socialized for the High School. American Book Company, 1937.

Georges, Joel S., Anderson, Robert F., and Morton, Robert L. *Mathematics Through Experience*, Book One. Silver Burdett Company, 1937.

Georges, Joel S., Anderson, Robert F., and Morton, Robert L. *Mathematics Through Experience*, Book Two. Silver Burdett Company, 1937.

Palmer, E. Laurence. *Guide to Science Teaching.* American Nature Association, Washington, D. C., 1936.

Prosser, C. A. and Anderson, Walter A. *A Health Program*, Life Adjustment Series. Information Book and Practice Book. McKnight and McKnight, 1936.

Prosser, Charles A. *Taking a Look at Yourself*, Life Adjustment Series. Information Book and Practice Book. McKnight and McKnight, 1937.

DO YOU KNOW

That the Forest Park High School Honor Roll for the first quarter of 1936 showed an increase over last year of 12 per cent?

That the sixth grade class of Miss Charlotte Wheatley, School No. 59, has put out an interesting magazine, and the following children comprise the staff: Sonia Cohen, George Kennard, Leonard Eisenberg, Evelyn Lentz, Francis Siagel, and Harry Ortez?

That a "Safe Driving Club" under the direction of William K. Yocum, has been organized at the Forest Park High School to study safe driving, the laws of Maryland, and how to make minor repairs on an automobile?

That the third grade of Miss Beatrice Goodhart, School No. 99, presented a delightful Mexican play for which they prepared the costumes and three changes of scenery?

That the centennial of the entrance of Horace Mann into the field of education was celebrated on October 16 and 17 at Antioch College, Yellow Springs, Ohio and that the addresses are published in the November number of the Journal of the National Education Association?

That the Girls' Occupational Class of Mrs. Sara Jacobson of School No. 82, invited to a demonstration lesson and tea, a number of parents and girls from nearby schools who would be eligible for occupational work in February?

That the Bureau of Research has marked by machine more than 150,000 test sheets?

That 170 people participated in the school radio broadcasts between September 1 and December 31, 1936, of whom there were two parents, one member of the Board of School Commissioners, two members of the Board of Superintendents, four directors, four principals, five supervisors, 21 teachers, one attendance officer, and 130 students?

That the Art and Music Departments of the Hamilton Junior High School presented an excellent program of Indian arts and culture, for which they designed and made all the costumes, sets, and properties?

That the sixth grade class of Miss Josephine Toro, School No. 228, wrote and presented "An Evening on the Trail," a play dealing with westward migration?

That a motion picture entitled WE ARE ALL ARTISTS has been secured for showing in school assemblies where art is to be stressed? That the film is available through the Bureau of Measurement, Statistics, and Research?

That the Gwynns Falls Park Junior High School presented Gilbert and Sullivan's "Pirates of Penzance," under the direction of Marian Bennett, assisted by Sarah Levin and Faith Lightner?

That the Boys' Leaders' Club of the Forest Park High School was invited to visit the Federal Bureau of Investigation, by R. H. Hicks, Special Administrative Superintendent to J. Edgar Hoover, Head of the Department of Justice?

The Playground Athletic League announces the winners of the soccer and touch football tournaments in which teams from the public schools participated during the fall of 1936. In the soccer tournaments 45 teams were entered with 795 players; in the touch football tournament, limited to junior high schools only, 5 teams entered 85 players. The winners of the soccer tournaments were as follows:

Grades 5 and 6, under 95 pounds
School No. 99

Grades 5 and 6, over 95 pounds
School No. 84

Grades 7 and 8, unlimited
School No. 76

Junior High School, under 115 pounds
School No. 76

Junior High School, over 115 pounds
School No. 76

Senior High School, unlimited
Boys Vocational School

The Gwynns Falls Park Junior High School, No. 91, was the winner of the touch football tournament.

TABLE Hj. ACCOMPLISHMENTS AND FAILURES BY SUBJECTS AND GRADES IN JUNIOR HIGH SCHOOLS

Number of pupils accomplishing the required work in the several subjects this semester, and the number failing to do so.

SUBJECT		7B		7A		8B		8A		9B		9A		Totals		
		Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Total
English	Boys															
	Girls															
	Boys															
	Girls															
Latin	Boys															
	Girls															
French	Boys															
	Girls															
German	Boys															
	Girls															
Mathematics[2]	Boys															
	Girls															
Geography	Boys															
	Girls															
History	Boys															
	Girls															
Civics	Boys															
	Girls															
General Science	Boys															
	Girls															
Hygiene	Boys															
	Girls															
Physical Education	Boys															
	Girls															
Art	Boys															
	Girls															
Music	Boys															
	Girls															
Commercial[3] Arithmetic	Boys															
	Girls															
Bookkeeping	Boys															
	Girls															
Penmanship	Boys															
	Girls															
Typewriting	Boys															
	Girls															
Jr. Bus. Training	Boys															
	Girls															
Vocations	Boys															
	Girls															
Industrial Arts:	Boys															
Mechanical Dr.	Boys															
Home Economics	Girls															

[1] In case the same pupil fails in two or more subjects, count the failure in each such subject. Obviously these totals will not agree with those of any other table.

[2] Enter here accomplishment in algebra taken by 9B and 9A technical and academic students.

[3] Enter here accomplishment of commercial students in 9B and 9A mathematics.

TABLE I. DISTRIBUTION OF NET ROLL AT END OF SEMESTER BY NUMBER OF DAYS ATTENDING

Attending No. of Days		GRADES									Totals
										P. G.	
80 to *	B										
	G										
60 to 79	B										
	G										
40 to 59	B										
	G										
20 to 39	B										
	G										
Less than 20	B										
	G										
Totals by sex	B										
	G										
Total											

* Fill in total number of school days in this semester; also grade designations in column headings.

TABLE J. PUPILS PERMANENTLY EXCLUDED FROM SCHOOL BY REASON OF SCHOLARSHIP DEFICIENCY UNDER REVISED RULES, ARTICLE VII, SECTION 21.

1. Number excluded as of the end of last semester _____
2. Number reinstated _____
3. Net number permanently excluded _____
4. Number excluded as of current semester _____

TABLE K. ENROLLMENT OF PUPILS IN SENIOR HIGH SCHOOLS DISTRIBUTED BY CURRICULA.

Semester ending	January 31		June 30					
Curriculum	New Pupils from Table A		From last semester's net enrollment of this school (Table A)		All other new pupils as reported in Table A		Total	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Academic[1]								
Commercial								
Technical[2]								
Accelerate								
Certificate								
Total								

[1]Exclusive of pupils enrolled in accelerate and certificate curricula. Include here pupils enrolled in those curricula for which the academic, modern language or general curriculum of the 9th grade of the junior high school is prerequisite.

[2]Exclusive of pupils enrolled in accelerate and certificate curricula. Include all pupils enrolled in technical curricula regardless of the junior high school curricula from which they were entered.

TABLE D. PERMANENT WITHDRAWALS (And Graduates) THIS SEMESTER BY CAUSES AND GRADES

CAUSES	.....grade		.....grade		.....grade		.....grade		TOTALS		
	B	G	B	G	B	G	B	G	B	G	Total
Regular employment											
Removal from city											
Phys. disability or death											
To local non-public schools											
Other causes											
Totals by sex											
Totals by grade											
Number graduated											

Note:—Do not count graduates among permanent withdrawals in upper part of this table. Combine B and A halves of the same numbered grade. Fill in the grade at top of columns. Deduct re-entered PW's before entering the number of withdrawals. Sum of entries should agree with monthly report (Total PW's *minus* re-entered PW's).

TABLE E. PERMANENT WITHDRAWALS (Excluding Graduates) THIS SEMESTER BY AGES AND GRADES

Age in Years on Last Birthday	.....grade		.....grade		.....grade		.....grade		TOTALS		
	B	G	B	G	B	G	B	G	B	G	Total
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
Over 20											
Totals by sex											

TABLE F. DISTRIBUTION OF NET ROLL BY PROMOTIONS AND NON-PROMOTIONS THIS SEMESTER

Number of pupils earning, or failing to earn, credits required for promotion to next higher grade, including graduation.

ITEM										B	G	Total
NORMAL	Promoted Once	Boys										
		Girls										
	Promoted Once (S. S. only)	Boys										
		Girls										
	Promoted Twice (one S. S.)	Boys										
		Girls										
	Promoted Twice (all other)	Boys										
		Girls										
	Not Promoted	Boys										
		Girls										
RAPID	Promoted Once	Boys										
		Girls										
	Promoted Twice (one S. S.)	Boys										
		Girls										
	Promoted Twice (all other)	Boys										
		Girls										
	Returned to Normal Group	Boys										
		Girls										
SLOW	Promoted (inc. S. S.)	Boys										
		Girls										
	Not Promoted	Boys										
		Girls										
	Continuing[1]	Boys										
		Girls										
Totals by Sex		Boys										
		Girls										
Grand Total												

Promotion of pupils not now on Net Roll of this school:

1. Promoted to a higher school..... B.....G.....T.....
2. Promoted and later P. W..... B.....G.....T.....
3. Promoted and later transferred—out. B.....G.....T.....
4. Other cases (Please explain)..... B.....G.....T.....

[1]Report here pupils who have not completed the curriculum for the semester but are expected to do so during the next semester.

TABLE Hs. ACCOMPLISHMENTS AND FAILURES IN SENIOR HIGH SCHOOLS

(Subjects as Listed in "Curricula of Secondary Schools," June 16, 1932)

NOTE: Please include in the totals only those subjects that are reported in several parts.

Subject	Term 1		Term 2		Total
	+	—	+	—	
English I					
II					
III					
IV					
V					
Total					
Italian I					
II					
Total					
Spanish I (11)					
II (12)					
Total					
French I					
II					
III					
IV					
Total					
Algebra I					
II					
Total					
Geometry, Plane					
Solid					
Anal.					
Trigonometry					
Calculus					
Review Math.					
Review Arith.					
Adv. Algebra					
Mech. Draw. I					
II					
III					
IV					
Total					
Electricity I					
II					
Total					
Phys. Ed. I					
II					
III					
IV					
Total					
Typ. I(9) Mech.					
II(11) Pat. Mak.					
II(10) Aero.En.					
II(12) Forge					
III(11) Foundry					
IV(12) Survey.					
Total					
Comm. Geog.					
Comm. Math.					
Comm. Arith.					
Advertising					
Credits & Coll.					
Office Machines					
Retail Sell. I					
II					
Total					

Subject	Term 1		Term 2		Total
	+	—	+	—	
World History					
Early Euro. Hist.					
Modern European					
English History					
U.S.Hist & Civics					
Total					
Latin I					
II					
III					
IV					
V					
Total					
German I					
II					
III					
IV					
Total					
Biology I					
II					
Total					
General Science					
Physics					
Chemistry I					
II					
Zoology					
Vocations					
Mech. Lab.					
Mech. Materials					
Indust. Man.					
Heat Engines I					
II					
Total					
Office Prac. I					
II					
Total					
Bookkeeping I					
II					
III					
IV (Accounting)					
Total					
Auto Mechanics 9, 10 11, 12					
Printing I					
II					
III					
Total					
Swimming*					
Banking					
Business Org.					
Salesmanship					
Stenography I					
II					
Transcription					
Total					

Subject	Term	Total +	Total —
Art I (9)	1		
	2		
II (10)	1		
	2		
III (11)	1		
	2		
IV (12)	1		
	2		
Major 1	1		
	2		
Major 2	1		
	2		
Total			
Home Ec.			
I (9)	1		
	2		
II(10)	1		
	2		
III(11)	1		
	2		
IV(12)	1		
	2		
Major 1	1		
	2		
Major 2	1		
	2		
Total			
	1		
Elec-	2		
tric	3		
Shop	4		
	5		
	6		
Total			
	1		
Mach.	2		
Shop	3		
	4		
Total			
Sheet	1		
Metal	2		
Shop	3		
Total			
	1		
Wood-	2		
work	3		
Shop	4		
	5		
	6		
Total			
Art Metal			
Econom.			
Com. Law			
Music		Term 1	Term 2
I			
II			
III			
IV			
Total			

*Report total number accomplishing and failing regardless of the term in which subject is taken or the grade in which student is enrolled.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..grade at end of semester by ages and years of schooling

Yrs. of schooling	Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Over......to......		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..................................grade at end of semester by ages and years of schooling

Yrs. of schooling	Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..grade at end of semester by ages and years of schooling

Yrs. of schooling	Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Over.........to.........		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..grade at end of semester by ages and years of schooling

Yrs. of schooling	Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..grade at end of semester by ages and years of schooling

Yrs. of schooling	Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..grade at end of semester by ages and years of schooling

Yrs. of schooling	Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of..........................grade at end of semester by ages and years of schooling

Yrs. of schooling	Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Over........to........		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE—AGE—PROGRESS. Distribution of net roll of................................grade at end of semester by ages and years of schooling

Yrs. of schooling	Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Over.......to.......		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B.—Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Over . . . to . . .		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to..		Over...to..		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to..		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

Sentence + Results

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION 46

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any "Baltimore Bulletin of Education"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1926 to date. 4 steel file drawers.
Labeled as titled with years 1926-1930, 1931-1933, 1934-1936, 1937---

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups
11"x16"x26" in a steel cabinet.

5. Types of records included copy attached.

6. Indexing not indexed Arranged chronologically by date of issue.

7. Condition of writing, paper, and containers excellent. Printed.

8. Location by dates and numbers of file boxes, etc. Near west in center of west wall of office of Bureau of Research 3rd floor Ed. Bldg. 31 Lex.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Sundays & holidays

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION 47-

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau ~~Board of School Commissioners~~ Bureau of Research.

1. Exact title, if any Semi-Annual Report - Secondary Schools (Sec.)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1924 to date approx 11000 reports 9 File drawers

Drawers labeled as titled. with years.

This system originated in 1924

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

File drawers 22"x16"x24" H. W. D in 4 steel cabinets.

5. Types of records included (see form attached)

(Also includes second drawer Sect "19

6. Indexing Arranged numerically by number of school.

7. Condition of writing, paper, and containers good.

Typed on printed forms.

8. Location by dates and numbers of file boxes, etc. Main Hall: Bureau of Research -
(Buildings and rooms or vaults)

2nd Floor: Administration Bldg.

1 { Jan 1924 - June 1924
" 1925 - June 1925

1 { Jan - 1926 - June 1926
Jan 1927

1 { June 1927 - Jan 1928
June 1928

1 { Jan. 1929 - June 1929
Jan 1930

1 { June 1930 - Jan 1931
June 1931

1 { Jan 1932 - June 1932
Jan 1933

1 { June 1933 - Jan 1934
June 1934

1 { Jan 1935 - June 1935
Jan 1936

1 { June 1936 - Jan 1937
June 1937 - Jan 1938

U. S. GOVERNMENT PRINTING OFFICE o16—4955

H-5—4-17-36—S.J.O.

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

SECONDARY SCHOOLS

SEMI-ANNUAL REPORT

of.....School No.....

for the semester ending..... ....., 19.....

.....Principal

TABLE A—NEW PUPILS

Number admitted as new pupils during the current semester, distributed by sources.

SOURCES	B	G	TOTALS
From last semester's net enrollment of this school			
From last semester's net enrollment of local elementary public schools			
From last semester's net enrollment of local junior high schools			
From last semester's net enrollment of local senior high schools			
From county public schools of this State			
From public schools of other States			
From local non-public schools			
From other sources (Please list)			
Totals			

GUIDE FOR GRADE—AGE—PROGRESS TABLES

There are two normal ages at last birthday (by half-years) for each grade; for example, 6 and 6½ for I-B, 6½ and 7 for I-A, etc. Between the heavy horizontal lines in the column at the left of the table insert the two normal ages given below for the grade. Above and below the heavy horizontal lines continue the series *by half-years* to fill the column.

At the top of the column between the heavy vertical lines insert the normal years of schooling for the grade as given below; for example, over 0 to ½ for I-B, over ½ to 1 for I-A, etc. At the tops of the columns continue the series by half-years in both directions.

Keep this Guide where it will be always available for ready reference

ELEMENTARY SCHOOL

Normal ages		Normal yrs. of sch.
I-B	6	
	6½	over 0 to ½
I-A	6½	
	7	½ to 1
II-B	7	
	7½	1 to 1½
II-A	7½	
	8	1½ to 2
III-B	8	
	8½	2 to 2½
III-A	8½	
	9	2½ to 3
IV-B	9	
	9½	3 to 3½
IV-A	9½	
	10	3½ to 4
V-B	10	
	10½	4 to 4½
V-A	10½	
	11	4½ to 5
VI-B	11	
	11½	5 to 5½
VI-A	11½	
	12	5½ to 6
VII-B	12	
	12½	6 to 6½
VII-A	12½	
	13	6½ to 7
VIII-B	13	
	13½	7 to 7½
VIII-A	13½	
	14	7½ to 8

JUNIOR HIGH SCHOOL

Normal ages		Normal time
VII-B	12	
	12½	over 0 to ½
VII-A	12½	
	13	½ to 1
VIII-B	13	
	13½	1 to 1½
VIII-A	13½	
	14	1½ to 2
IX-B	14	
	14½	2 to 2½
IX-A	14½	
	15	2½ to 3

SENIOR HIGH SCHOOL

IX-B	14	
	14½	0 to ½
IX-A	14½	
	15	½ to 1
X-B	15	
	15½	1 to 1½
X-A	15½	
	16	1½ to 2
XI-B	16	
	16½	2 to 2½
XI-A	16½	
	17	2½ to 3
XII-B	17	
	17½	3 to 3½
XII-A	17½	
	18	3½ to 4

Memorandum

Name of Teacher Absent or Late	Dates	Absent (days)	Late (min.)	Cause	Substitute (yes or no)
Totals					

---

a-0 9231 2M

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

MONTHLY REPORT of ________________________________ High School, No. ________

for ____________________, 193___   ________________________________ Principal

Items	Current Month		Previously Reported		To Date		
	B	G	B	G	B	G	Total
Enrollment and other additions to the roll:							
As new pupils							
By transfer							
Re-entered P. W's.							
Totals							
Deductions from the roll:							
Permanently withdrawn							
Transferred out							
Totals							
Net roll at date	x	x	x	x			
Number of days (not half days)							
Aggregate net roll							
Average net roll			x				
Aggregate attendance							
Average attendance			x				
Per cent of attendance			x				
Number promoted							
Number demoted							
Number of fire drills							

Part time: Number of pupils ________   Average number of pupils per home class ___________

Number of classes ________   Average number per faculty member ____________

COMPOSITION OF FACULTY			
Official Classification	M	F	Total
Principal			
Vice-principal			
Heads of depts.			
Sr. High tchrs.			
Jr. High tchrs.			
Elementary tchrs.			
Asst. suprs.			
Lab. ass'ts.			
Shop ass'ts.			
Special subs.			
Emerg. subs.			
Tchr. librarian			
Prin's. ass't.			
Clerks			
Total			
Tchrs. on leave			
Grand Total			

BUILDING CAPACITY											
Type of Room*	Main	Portable	Annex**	Type of Room*	Main	Portable	Annex**	Type of Room*	Main	Portable	Annex**
Auditorium				LABORATORIES	X	X	X	SHOPS	X	X	X
Library				Biology				Forge			
Offices				Chemistry				Machine			
Study Halls				Physics				Sheet M.			
Study Halls				Electricity				Wood			
Cafeteria				Gen. Sci.				Pattern			
Swimming p'l				Cooking				Print			
Teachers'				Sewing				Foundry			
Conference				Lecture Rms.				Auto.			
Health Suite				Apartment							
Gymnasium				Art							
				Typing				Mech. Dr.			
				Off. pr.							
				B'k K'p'g.				Gen'l Class.			
								Total			

*If makeshift, please star.

**Do not include in this column any room in portable.

TABLE 1. Class and Grade Statistics.

		Members of Faculty			Home Classes									
Room	Seats	Names	Official Classification	Subjects Taught	Grade	Course	Normal Rapid, or Slow Advance	Pt. Time A.M. or P.M.	Net Roll			Grade Net Roll	Aver. N.R.	Aver. Attend
									B	G	Total			
			Principal											
			Vice-Pr.											
		x	x	x	x	x	x							

N.B. Give totals at foot of each column except those marked X

DEPARTMENT OF EDUCATION, Baltimore, Md.

MONTHLY REPORT OF.. ELEMENTARY SCHOOL NO.........
for.., 19...... ....Principal

Items	Current Month		Previously Reported		To Date		
	B	G	B	G	B	G	Total
Enrollment and other additions to the roll:							
As new pupils							
By transfer							
Re-entered P. W.'s							
TOTALS							
Deductions from the roll:							
Permanently withdrawn							
Transferred out							
TOTALS							
Net roll at date	x	x	x	x			
Number of half days. (Count one session days as two half days.)							
Aggregate net roll							
Average net roll			x				
Aggregate attendance							
Average attendance			x				
Per cent of attendance			x				
Number promoted (recommended by summer school)							
Number promoted (regular)							
Number demoted							
Number of one-session days (List dates)							
Number of fire drills							

Part-time: (Exclusive of kindergartens) Number of pupils ...... Number of classes ......

Average number of pupils per class; Grades I-VI inc.......; Ungraded and special*...... ...... All classes ....

Average number of pupils per faculty member (Not counting those excluded by Superintendent's circular) ....

Include here *only* classes *officially* designated as *Ungraded* and *Special*.

COMPOSITION OF FACULTY

Official Classification	M	F	Total
PRINCIPAL			
VICE-PRINCIPAL			
TEACHER IN CHARGE			
ASSISTANTS (*elected*)			
SUBSTITUTES:	x	x	x
CLASS I			
CLASS II			
SPECIAL			
EMERGENCY			
TOTAL			
ON LEAVE[1]			
TOTAL PAYROLL			

BUILDING CAPACITY

Instruction Rooms	Main Building						Annex Building					
	Building Classrooms		Portable Classrooms		Makeshift Classrooms		Building Classrooms		Portable Classrooms		Makeshift Classrooms	
	Occ.	Vac.	Occ.	Vac.	Occ.	Vac.	Occ.	Vac.	Occ.	Vac.	Occ.	Vac.
AUDITORIUM												
LIBRARY												
GYMNASIUM												
INDUSTRIAL ARTS												
FOOD LABORATORY												
GENERAL CLASSR'MS												
KINDERGARTEN												
TOTAL												
OTHER INSTR. ROOMS[2]												
HEALTH SUITE												

MEMORANDUM

(Please arrange alphabetically by surnames)

Name of Teacher Absent or Late	Dates	Absent (days)	Late (min.)	Cause	Substitute (if any)
TOTAL					

---

[1] Report here only persons whose names are on payroll

[2] Substandard rooms used for speech instruction, special work etc.

Codes for Special Classes:

P. O. – Primary Opportunity
I. O. – Intermediate Opportunity
Sp. C. – Special Center
H. C. – Hearing Conservation
Sh. C. – Shop Center
A. – Americanization
S. C. – Sight Conservation
M. – Deaf
D. – Disciplinary
O. – Open Air
C. – Cripples

TABLE 1. Class and Grade Statistics.

Room	Seats	Members of Faculty	Official Classification	Grade	Pt. time classes A. M. or P. M.	Class net roll			Grade N. R.	Aver. N. R.	Aver. Att.
						B	G	Total			
			Principal								
			Vice Pr.								
		x	x	x							

N. B. Give totals at foot of each column except those marked X.

Sentence - Remarks

WPA Form 1318

WORKS PROGRESS ADMINISTRATION 50

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education.

Bureau ~~Board of School Commissioners~~ Bureau of Research.

1. Exact title, if any Semi-Annual Reports - Elementary Schools. (Sec.)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1924 to date approx 9000 reports 9 steel drawers six deep #47.

The system organized in 1924.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

Sub drawers 22"x16"x24" in 4 steel cabinets.

5. Types of records included (see form attached)

6. Indexing Arranged numerically by number of school.

7. Condition of writing, paper, and containers good Typed on Printed forms.

8. Location by dates and numbers of file boxes, etc. West wing - Bureau of Research -
(Buildings and rooms or vaults)

3rd floor - Administration Bldg.

U. S. GOVERNMENT PRINTING OFFICE c16—4955

Section 1 Renewal

WPA Form 131HR

48

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any Teachers class lists - Secondary Schools

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1931-1932. 1 steel drawer 1931-1932.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups
11"x16"x26" drawer in steel cabinet

5. Types of records included Mimeographed forms. Class record sheets contains: date, name of school, class, name of teacher, name of student, passed or failed, with score & grade level, also total recording of score & grade level.

6. Indexing Arranged numerically by school numbers.

7. Condition of writing, paper, and containers excellent - Holes on mimeographed form.

8. Location by dates and numbers of file boxes, etc. East wall 3rd floor Bureau of
(Buildings and rooms or vaults)
Research

U. S. GOVERNMENT PRINTING OFFICE 16—4955

Indian & Kansas

49

WPA Form 13HR

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title, if any "Monthly Reports - Elementary & Secondary Schools" (See)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1920 — . approx 4000 reports, 11 file drawers.
Labeled as above with year.
These reports organized in 1920.

1 {1919-1920, 1920-1921}
1 {1921-1922}
1 {1922-1923}
1 {1923-1924, 1924-1925}
1 {1925-1926, 1926-1927}
1 {1927-1928, 1928-1929}
1 {1929-1930, 1930-1931}
1 {1931-1932, 1932-1933}
1 {1933-1934, 1934-1935}
1 {1935-1936}
1 {1936-1937, 1937—.}

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

File drawers 11"x16"x24" in 7 file cabinets.

5. Types of records included (see forms attached)

6. Indexing Arranged numerically by number of school.

7. Condition of writing, paper, and containers good. Holes on printed forms.

8. Location by dates and numbers of file boxes, etc. Bureau of Research
(Buildings and rooms or vaults)
3rd Floor - Administration Bldg.

U.S. GOVERNMENT PRINTING OFFICE o16—4955

In monthly folders for each year, contain
Printed forms of monthly reports, giving school number,
month & year of report, of items described such as
Enrollment and other additions to the roll for current
month, previously reported, and totals to date, number
of half days, composition of faculty, Building capacity,
Memorandum giving name of teachers absent or
late, cause and substitutes; on opposite of sheet
contain class and grade statistics including names
of teachers of special activities.

TABLE D. DISTRIBUTION OF PERMANENT WITHDRAWALS THIS SEMESTER BY CAUSES AND GRADES

CAUSES	1C, 1B & 1A		2C, 2B & 2A		3B & 3A		4B & 4A		5B & 5A		6B & 6A		7B & 7A		8B & 8A		Kindergarten		Special		Total		
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Regular employment																							
Farm work in season																							
Removed from city																							
Physical disability or death																							
To non-public schools																							
Other causes																							
Total by sexes																							
Total by grades																							

Note:—Before entering data be sure to deduct from the total number permanently withdrawn the number of pupils who reentered during the semester. The sum of all items equals the P.W.'s **minus** reentered P.W.'s on last monthly report.

TABLE E. DISTRIBUTION OF PERMANENT WITHDRAWALS THIS SEMESTER BY AGES AND GRADES

Age in Years	1C, 1B & 1A		2C, 2B & 2A		3B & 3A		4B & 4A		5B & 5A		6B & 6A		7B & 7A		8B & 8A		Kindergarten		Special		Total		
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19																							
Total by sexes																							
Under age																							
Normal age																							
Over age																							
Total by grades																							

Note:— This table must agree with Table D, above.

TABLE F. DISTRIBUTION OF NET ROLL BY PROMOTIONS AND NON-PROMOTIONS[1]

Grade	PROMOTED ONCE						PROMOTED TWICE[2]				NOT PROMOTED		TOTAL[3]	
	S. S. recommendation		Semester's end (regular)		All other cases		S. S. and regular		All other cases					
	B	G	B	G	B	G	B	G	B	G	B	G	B	G
1B*														
1A														
2B														
2A														
3B														
3A														
4B														
4A														
5B														
5A														
6B														
6A														
Total[4]														
7B														
7A														
8B														
8A														
9B														
9A														
Total														

Advanced from 1C to 1B:			Not advanced:			
Advanced from 2C to 2B:			Not advanced:			
			Grand total—all entries			

*Exclusive of 1C pupils.

1. Including all pupils promoted on trial.
2. Include here pupils promoted twice or oftener.
3. The total for each grade should equal the net roll.
4. Schools having more than six grades may leave this line blank.
5. This total should agree with the *Total Grade Net Roll* reported in table I.
6. That is, not demoted at end of trial period.

TABLE G. TRIAL PROMOTIONS

Grade	Received by trial promotion		Remaining on roll at end of trial period		Maintaining themselves[6]		Promoted on trial at end of semester	
	B	G	B	G	B	G	B	G
1B								
1A								
2B								
2A								
3B								
3A								
4B								
4A								
5B								
5A								
6B								
6A								
Total[4]								
7B								
7A								
8B								
8A								
9B								
9A								
Total								

Promotion of pupils not now on Net Roll of this school:

1. Promoted to a higher school..... B.....G.....T.....
2. Promoted and later P.W..... B.....G.....T.....
3. Promoted and later transferred—out. B.....G.....T.....
4. Other cases (Please explain..... B.....G.....T.....

Table H. Failures by Subjects and Grades During Current Semester

SUBJECTS		1 B	1 A	2 B	2 A	3 B	3 A	4 B	4 A	5 B	5 A	6 B	6 A	7 B	7 A	8 B	8 A	B Totals G
Reading	Boys																	
	Girls																	
Composition (including language and grammar)	Boys																	
	Girls																	
Spelling	Boys																	
	Girls																	
Handwriting	Boys																	
	Girls																	
Arithmetic	Boys																	
	Girls																	
History	Boys																	
	Girls																	
Geography	Boys																	
	Girls																	
Health Education	Boys																	
	Girls																	
Physical Education	Boys																	
	Girls																	
Music	Boys																	
	Girls																	
Art	Boys																	
	Girls																	
Elementary Science	Boys																	
	Girls																	
	Boys																	
	Girls																	
	Boys																	
	Girls																	
	Boys																	
	Girls																	
	Boys																	
	Girls																	
	Boys																	
	Girls																	
Total																		

NOTE.—In case the same pupil fails in two or more studies, count the failure in each study. Obviously these totals will not agree with total non-promotions. Blank lines are provided for such additional studies as may be desired.

TABLE I. DISTRIBUTION OF NET ROLL AT END OF SEMESTER BY NUMBER OF DAYS ATTENDED.

No. of Days Attended	1B and 1C		1A		2B and 2C		2A		3B		3A		4B		4A		5B		5A		6B		6A	
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G
80 to *																								
60 to 79																								
40 to 59																								
20 to 39																								
Less than 20																								
Total by sexes																								
Total by grades																								

TABLE I. — (Continued).

No. of Days Attended	7B		7A		8B		8A		Total by grades			Kindergarten		Special		Grand Total		
	B	G	B	G	B	G	B	G	B	G	Total	B	G	B	G	B	G	Total
80 to *																		
60 to 79																		
40 to 59																		
20 to 39																		
Less than 20																		
Total by sexes																		
Total by grades																		

* Insert the total number of school days in this semester. This table is to include only the net roll at end of semester; it is not to include pupils transferred to another school, nor P. W. pupils

TABLE J. PROMOTION OF KINDERGARTEN AND NON-KINDERGARTEN PUPILS

Additional Data from 1B and 1A	1B*				1A			
	Promoted		Not Promoted		Promoted		Not Promoted	
	B	G	B	G	B	G	B	G
Previously in kindergarten								
Not previously in kindergarten								

*Do not include 1C pupils

TABLE K. KINDERGARTEN

	B	G	TOTAL
Beginners — first time at school — Kindergarten			
From last semester's net enrollment of this or other Baltimore public school[1]			
By transfer from other Baltimore kindergartens			
Re-entered P. W.'s			
From all other sources			
Total enrollment this semester			
Number transferred out			
Number permanently withdrawn			
Net roll at end of semester			
Average net roll	x	x	
Average attendance	x	x	
Per cent of attendance	x	x	
Number advanced to first grade			

Age - Progress Data				
Age	0-½	½-1	1-1½	1½-2
5				
5½				
6				
6½				
Total				

[1]Report reentered pupils and those received by transfer in the two following lines.

TABLE S. SPECIAL OR UNGRADED CLASSES[1]

Type (see code) _____ Number of classes here reported _____ Promotion[5]

	B	G	Total		Onco		Twice[6]		N. P.	
				Grd.	B	G	B	G	B	G
Net previously enrolled in Baltimore special class				1B						
From last semester's enrollment of this or other Baltimore public schools[2]				1A						
By transfer from other Baltimore special class				2B						
Re-entered P. W.'s				2A						
From all other sources				3B						
Total enrollment this semester				3A						
Transferred to regular classes in this school				4B						
Transferred out				4A						
Permanently withdrawn				5B						
Net roll at end of term				5A						
Average net roll[3]	x	x		6B						
Average attendance[3]	x	x		6A						
Per cent of attendance[3]	x	x		Total						
Number making satisfactory improvement[4]				[5]W						
Number making little or no improvement[4]										
Number deteriorating[4]										

1. Two or more classes of the same code designation may be combined. Use insert sheets for classes of different codes. Report occupational classes in Supplement I.
2. Report reentered pupils and those received by transfer in the two following lines.
3. Do not fail to include all the classes of this type when computing these amounts.
4. Use for the rating of pupils in classes for the mentally handicapped only. Make no entries under "Promotion." Leave blank if class comes under "5" below.
5. Report here promotions in classes for the physically handicapped, Americanization, etc. Distribute Net Roll by grades as in Table F. In line "W" enter promotion data for pupils formerly in this class but no longer enrolled in your school.
6. Twice or oftener.

TABLE T. NET ROLL OF SPECIAL OR UNGRADED CLASSES BY AGES AND YEARS OF SCHOOLING

Years of schooling	0-1		1-2		2-3		3-4		4-5		5-6		Over 6		Totals		
Age in years	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
Over 16																	
Totals by sex																	
Grand total																	

*These totals must agree with net roll reported in Table S.

G-5—12-18-35—M. & T.—1,250

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

ELEMENTARY SCHOOLS

SEMI - ANNUAL REPORT

of..... School No.....

for the semester ending....., 19.....

.....Principal

TABLE A—NEW PUPILS

Number admitted as new pupils during the current semester, distributed by sources.

SOURCES	B	G	TOTALS
Beginners—first time at school—kindergarten			
Beginners—first time at school—grade 1B (including 1C)			
Beginners—first time at school—grade 1A and above			
From last semester's net enrollment of this school			
From last semester's net enrollment of local elementary public schools			
From last semester's net enrollment of local junior high schools			
From county public schools of this State			
From public schools of other States			
From local non-public schools			
From other sources (Please list)			
Totals			

GUIDE FOR GRADE—AGE—PROGRESS TABLES

There are two normal ages at last birthday (by half years) for each grade; for example, 6 and 6½ for I-B, 6½ and 7 for I-A, etc. Between the heavy horizontal lines in the column at the left of the table insert the two normal ages given below for the grade. Above and below the heavy horizontal lines continue the series *by half-years* to fill the column.

At the top of the column between the heavy vertical lines insert the normal years of schooling for the grade as given below; for example, over 0 to ½ for I-B, over ½ to 1 for I-A, etc. At the tops of the columns continue the series by half-years in both directions.

Keep this Guide where it will be always available for ready reference

ELEMENTARY SCHOOL

Normal ages		Normal yrs. of sch.
I-B	6	
	6½	over 0 to ½
I-A	6½	
	7	½ to 1
II-B	7	
	7½	1 to 1½
II-A	7½	
	8	1½ to 2
III-B	8	
	8½	2 to 2½
III-A	8½	
	9	2½ to 3
IV-B	9	
	9½	3 to 3½
IV-A	9½	
	10	3½ to 4
V-B	10	
	10½	4 to 4½
V-A	10½	
	11	4½ to 5
VI-B	11	
	11½	5 to 5½
VI-A	11½	
	12	5½ to 6
VII-B	12	
	12½	6 to 6½
VII-A	12½	
	13	6½ to 7
VIII-B	13	
	13½	7 to 7½
VIII-A	13½	
	14	7½ to 8

JUNIOR HIGH SCHOOL

Normal ages		Normal time
VII-B	12	
	12½	over 0 to ½
VII-A	12½	
	13	½ to 1
VIII-B	13	
	13½	1 to 1½
VIII-A	13½	
	14	1½ to 2
IX-B	14	
	14½	2 to 2½
IX-A	14½	
	15	2½ to 3

SENIOR HIGH SCHOOL

IX-B	14	
	14½	0 to ½
IX-A	14½	
	15	½ to 1
X-B	15	
	15½	1 to 1½
X-A	15½	
	16	1½ to 2
XI-B	16	
	16½	2 to 2½
XI-A	16½	
	17	2½ to 3
XII-B	17	
	17½	3 to 3½
XII-A	17½	
	18	3½ to 4

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to..		Over...to..		Over...to...		Over...to...		Over...to...		Over...to..		Over...to...		Over...to...		Over...to..		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of ....grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to		Over...to...		Over...to...		Over...to..		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to..		Over...to...		Over...to..		Over...to..		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to..		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Total by ages		
Age	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													
No. of "X's"																													
No. of "Y's"																													
No. of "Z's"																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

8

Env. #8

Department of Education Board of School Commissioners

INDEX TO VOLUMES AND UNBOUND RECORDS

Report Number	Title	Date
1	Record of Committee on Accounts	1914-1918
2	Index of Applicants for Position of Teacher	1885-1896
3	Recommendations (Promotions,Dismissals,etc.)	1896--.
4	Proceedings--Commissioners of Public Schools	1836-1897
5	School Reports	1829-1932
6	Building Specifications	1929--.
7	Reports of Committee	1895-1896
8	Record of Deeds	1830-1876
9	Personnel Record	1898-1915
10	"Minutes of Secret Sessions of Commissioner of Public Schools"	1878-1896
11	Confidential File	1896--.
12	Public School Directory	1877--.
13	Private Minutes of the School Board	1900--.
14	Bi-Weekly Reports of School #12	1892-1895
15	Record Book-Annual Examinations	1885-1900
16	Corporal Punishments	Jan.1,1879-Sept.24,1880
17	Card Album- Examination Questions	1882-1896
18	McNally's System of Geography-Monteith and McNally's Series	1886 No date (Act of Congress/
19	Work of the Candidates for Admission to the Western Female High School	1853-1891
20	Absence and Lateness Record	1894-1897
21	Work Performed by the Graduating Class of Western Female High School	1853-1871

Sindall-Kovaka

INDEX TO VOLUMES AND UNBOUND RECORDS

Report Number	Title	Date
	Record of Committee on Accounts	1914-1918
	Index of Applicants for Position of Teacher	1885-1896
	Recommendations (Promotions,Dismissals,etc.)	1896--.
	Proceedings--Commissioners of Public Schools	1836-1897
	School Reports	1829-1932
	Building Specifications	1929--.
	Reports of Committee	1895-1896
	Record of Deeds	1830-1876
	Personnel Record	1898-1915
	"Minutes of Secret Sessions of Commissioner of Public Schools"	1878-1896
	Confidential File	1896--.
	Public School Directory	1877--.
	Private Minutes of the School Board	1900--.
	Bi-Weekly Reports of School #12	1892-1895
	Record Book-Annual Examinations	1885-1900
	Corporal Punishments	Jan.1,1879-Sept.24,1880
	Card Album- Examination Questions	1882-1896
	McNally's System of Geography-Monteith and McNally's System	1886 No date (Act of Congress/
	Work of the Candidates for Admission to the Western Female High School	1853-1891
	Absence and Lateness Record	1894-1897
	Work Performed by the Graduating Class of Western Female High School	1853-1871

Sindall-Kovaka

Bonds & Scraps

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 1

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Record of Committee on Accounts
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1914-1918 1 volume not numbered
The above title appears on the cover of the volume
records prior to 1914 - included in minutes - Proceedings Commissioners of Public Schools

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Record of Requisitions for all supplies & materials used in the public schools & presented to the Committee on Accounts, lists names of persons on committee - Data requisitions received from school - Location & number of school - White or colored - Requ. number - Subject of Requ. - Disposition of Committee

5. Indexing not indexed - Daily record are chron by date.

6. Nature of recording by years Handwritten on printed & ruled sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 14½" x 8½" x 1" approx 200 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On window shelves east wall of
(Buildings and rooms or vaults)
vault in Secretary's Office - First floor - East wing of Administration Bldg

12. Subtitle divisions by dates and volume numbers

13. Other information Since 1919 this record is kept in confidential file - not available

Sentence & Teacher

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 2

CORRE

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Index of Applicants for position of Teacher
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1885 to 1896 1 volume not numbered
The above title appears on the cover of the volume
as issued prior to 1885

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Date of application
Name & address of applicant & how eligible

5. Indexing Alpha by surname of applicant

6. Nature of recording by years Handwritten on ruled & printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 16"x11 3/4"x1" approx 200 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers One wooden shelve, east end of
(Buildings and rooms or vaults)
vault, in Secretary's office - First floor - East wing of Administration Bldg

12. Subtitle divisions by dates and volume numbers

13. Other information This record changed to card system in 1897.
1897 to date kept in confidential file, not available

Finance & Teachers

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

No. 3

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any Recommendations

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1896 to date 4 file drawers.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

File cabinet 4 1/3 x 1 1/3 x 2 1/6 ft - 4 drawers - 11" x 14" x 22"

5. Types of records included

Labeled - Recommendations - Confidential
Recommendation for increases in salary, decreases in salary,
Promotion, dismissal, employing, etc of teachers

6. Indexing Not indexed Arranged ~~according to subject~~ in no particular order

7. Condition of writing, paper, and containers good, Typed & Written on plain sheets

8. Location by dates and numbers of file boxes, etc. In vault Secretary's Office
(Buildings and rooms or vaults)

First Floor - East Wing of Administration Bldg

Information known taken from card on cabinet.
This file can not be gone into

U. S. GOVERNMENT PRINTING OFFICE c16—4955

Sections 1 Remarks

No. 4

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Proceedings - Commissioners of Public Schools
(Indicate variations of title, if any)
(This title appears on the cover of each volume)

2. Dates, total volumes, and volume numbering or lettering by years
1836 - 1897 20 volumes + 1 to 20

VOL #	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR	VOL NO	YR
1	1836-41	3-1844-48		5-1851-53		7-1854		9-1859-62		11-1864-67		13-1870-73		15-1876-79		17-1881-85		19-1889-92	
2	1841-45	4-1848-51		6-1853-54		8-1854-59		10-1863-65		12-1867-70		14-1873-76		16-1879-81		18-1885-91		20-1892-97	

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Minutes of the School Commissioners, Treasurers report of Receipts & Disbursements - Orders of the Commissioners - Appointments & resignations, Names of the members of the school board

5. Indexing Alph. chron. by date of meeting

6. Nature of recording by years Handwritten on ruled paper
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), cloth ( ), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 15 3/4 x 1 1/2" x 2" approx 200 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Kept in the office of the Secretary of the School Board - First floor East wing of Administration Bldg
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information Vol #1 - 1826-1841. Lists the total amount of schools in Baltimore City at that time as 4 & has contained first official meeting of the school board & the elections of the officers of the Board

Sindall v. Hooker

No. 5

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title School Reports
(Indicate variations of title, if any)
This title appears on each volume

2. Dates, total volumes, and volume numbering or lettering by years 1829-1932 - 22 Volumes: 1 to 22

VOL NO	YR REPORT	VOL NO	YR REPORT	VOL NO	YR REPORT	VOL NO	YR REPORT	VOL NO	YR REPORT	VOL NO	YR REPORT	VOL NO	YR REPORT
1	1829-1848-20	2-1849-1854-26		3-1855-1857-29		4-1858-1859-31		5-1860-1862-34		6-1863-1864-37		7-1866-1868-40	
8-1869-1870-42		9-1871-1873-45		10-1874-1876-48		11-1877-1880-52		12-1881-1884-56		13-1885-1887 5914-1888 1890-62			
15-1891-1894-66		16-1895-1899-70		17-1900-1903-74		18-1904-1918-79		19-1909-1914-85		20-1915-1920-91		21-1921-1928-99	
22-1929-1932-103													

3. Missing volumes, by numbers and dates none - reports for 1933-1936 are being found

4. Exact description of contents; summary of forms used; and general remarks Annual Reports of the Commissioners of public schools to the Mayor & City Council - Table of contents on last page of each volume as follows: Report of the President of the Board of School Commissioners to the Mayor & City Council: Financial Report for each calendar year - Report of the Supt. of public instruction. Letter of transmittal to the Board of School Commissioners. See 13

5. Indexing Arranged according to subject on Table of Contents

6. Nature of recording by years Reports in Vol 1 - 1829-1830 are handwritten on ruled
(Handwritten, typescript, print, photostat, etc.)
sheets, all other, printed on plain sheets

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

WPA Form 12HR—Continued

THE VOLUMES FORM—Continued

10. Size 8 1/2 x 5 3/4 x 2" 750 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On window shelves, east wall of vault
(Buildings and rooms or vaults)
in Secretary's office Second floor - East wing of Administration Bldg.

12. Subtitle divisions by dates and volume numbers none

* Referring to Line 2, read: Vol. #1 for years 1829-to 1848 - contains Annual Reports 1 to 20 - Vol. 2 for years 1849-to 1854 - contains Annual Reports #21 to 26 etc.

13. Other information Illustrative description of the school system - Elementary Education - Secondary Education, giving accomplishments of each year. - Vocational Education - General training - Colored schools - Adult Education - Building Program - Table of expenditures on building projects - Statistical table of enrollment - widths, special classes for the handicapped - Educational & business personnel - Annual Reports for scholastic years ending in June & fiscal years ending in December

Dinsmore & Kraker

WPA Form 121HR

WORKS PROGRESS ADMINISTRATION

No. 6

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Building Specifications
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years

1929 to date 120 volumes 1 to 120

The above title appears on the cover of these volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Correspondence & Specifications relating to each school building in Baltimore City. Form of proposals - instructions to bidders - List of drawings - General conditions - General building specifications such as Plumbing - heating - wiring etc.

5. ~~Indexing~~ Not indexed Can in no particular order according to subject

6. Nature of recording by years Printed on white paper
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 12"x8"x1½" Approx. 500 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On wooden shelves west wall of
(Buildings and rooms or vaults)
Vault, Secretary's Office - First Floor - East wing of Administration Bldg.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

Indexed & Checked

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 7

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of Police Commissioners

1. Exact title Reports of Committees
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1895-1896 1 volume # 23
The above title appears on the cover of this volume

3. Missing volumes, by numbers and dates none.

4. Exact description of contents; summary of forms used; and general remarks Reports of the findings of the various committees to the Commissioners. Bills for items not regularly authorized - Reports on night school - Stationery & Supplies Orders - Janitors supplies, etc.

5. ~~Indexing~~ Not alphabetized. Entries chron. on date report is received

6. Nature of recording by years Handwritten on ruled slips
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), cloth ( ), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 16¼ x 11¾" x 2" app. 45 pgs used in 500 pg book
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On wooden shelves, east wall of
(Buildings and rooms or vaults)
vault - Secretary's Office - First floor East Wing of Administration Bldg.

12. Subtitle divisions by dates and volume numbers

13. Other information 1899 to date, kept in confidential file - not available

Sealed & Kraka

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 8

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Record of Deeds
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1830-1896 17 volumes #24
The above title appears on the cover of the volume

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Deed copy of deed for land on which schools are erected, taken from Land Record Books. Date of purchase - date of instrument - names of contracting parties & attorneys. Type-name & number of building erected

5. ~~Indexing~~ not indexed. Arranged chronologically.

6. Nature of recording by years Handwritten on plain paper
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), cloth ( ), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 16¼" x 11¾" x 2½" 600 pgs only 161 used
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Our records shelves instead of vault-
(Buildings and rooms or vaults)
in Secretary's office first floor - East wing of Administration Bldg

12. Subtitle divisions by dates and volume numbers

13. Other information This volume also contains references to Land Record books in which original instrument may be found - Giving date - Volume number - Liber & page number.

The keeping of Liber records was discontinued in 1876

Vindall & Kinsha

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 9

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Personnel Record
(Indicate variations of title, if any)
(This title appears on the cover of each volume)

2. Dates, total volumes, and volume numbering or lettering by years
1898-1915 2 volumes not numbered
1906-1898-1900
1Vol-1901-1915 no records prior to 1898

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Names & addresses of all persons employed by Department of Education such as Teachers - Janitors - Principals - Physicians - Janitors & Firemen. Name & number of school to which assigned - Remarks such as resigned - Transferred or retired

Not indexed

5. Indexing ~~Arranged according to number of school~~ Numerically by school number 1-2-3 etc.

6. Nature of recording by years Handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), cloth ( ), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 13½" x 8½" x 1¼" approx 285 pgs
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On wooden shelves, west wall of
(Buildings and rooms or vaults)
vault, Secretary's office, First floor-back wing of Administration Bldg

12. Subtitle divisions by dates and volume numbers

13. Other information Record 1916--. included in Confidential File

Indices x Kraka

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 10

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title "Minutes of Semi Session of Commissioners of Public Schools" (Indicate variations of title, if any)
~~(This title appears on the cover of the volumes)~~

2. Dates, total volumes, and volume numbering or lettering by years
1878-1896 2 vol #21 & 22
Vol 21 - 1878 - 1892 Labeled as above with volumes & dates
Vol 22 - 1893 - 1896 no prior records.

3. Missing volumes, by numbers and dates none.

4. Exact description of contents; summary of forms used; and general remarks Reports - Names of Teachers - Principals - Teachers in excess - Resolutions relating to dismissal of teachers, appointments of teachers & assignation of teachers - Assignments, substitutions, transfers, Leave of absence Salaries of principals

5. ~~Indexing~~ not indexed Arrangement Bi-monthly entries

6. Nature of recording by years Handwritten on ruled sheets. (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), cloth ( ), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Vol #21 – 13½" x 8½" x 1½" 285 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)
Vol. 22 16¼ x 11½ x 1¼" 200 pgs. Only 35 used.

11. Location by dates and volume numbers On wooden shelves, west wall of
(Buildings and rooms or vaults)
vault - Secretary's office. First floor - East wing of Administration Bldg.

12. Subtitle divisions by dates and volume numbers

13. Other information All records since 1896 - in confidential file - not available

Sealone & Kraker

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

NO. 11

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title, if any "Confidential File"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1890's to date. 4 file drawers

Drawers labeled as shown in Item #5

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

File cabinet 4 1/3 x 1 1/3 x 2 1/6 ft 4 drawers 11" x 14 x 22

5. Types of records included Labeled - Unsatisfactory teachers & principals - Ratings of teachers & principals - Minutes of the Board - Committee Reports, Index to applicant for positions as teachers, Personnel Records - etc.

6. Indexing not indexed Arranged according to surnames of teachers & principals & according to subject

7. Condition of writing, paper, and containers good, typed & hand on plain sheets

8. Location by dates and numbers of file boxes, etc. Inner vault Secretary's Office - First (Buildings and rooms or vaults)

floor - East wing of Administration Bldg.

Information known taken from card on cabinet. These files can not be gone into

U. S. GOVERNMENT PRINTING OFFICE 016—4955

Sindall & Rinaldo

WPA Form 121HR

WORKS PROGRESS ADMINISTRATION

No. 12

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Public School Directory
(Indicate variations of title, if any)
(This title appears on cover of each volume)

2. Dates, total volumes, and volume numbering or lettering by years
1877 to date 59 volumes - years of volume on each volume
1877 to 1884 - then numbered 3 to 39 - 1885-1936

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Names & addresses of the Commissioners - ward number - & date of expiration of office - Location of schools - names of teachers - subjects taught - salaries of principals - teachers - tuition of classified & unclassified schools for 1st - 2nd & 3rd year - Extracts from the rules (See # 13

5. Indexing Alphabetically by subject

6. Nature of recording by years Printed on plain paper
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 6"x3"x1/2" 120 pgs
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On wooden shelves on east wall of
(Buildings and rooms or vaults)
vault in Secretary's office - First floor - East wing of Administration Bldg

12. Subtitle divisions by dates and volume numbers none

13. Other information Appointment & duties of teachers. This directory is published annually

Lindau & Kraka

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION No. 13

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department Department of Education

Bureau Board of School Commissioners

1. Exaet title Private Minutes of the School Board.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1900 to date 5 volumes 1 to 5
The above title appears on the cover of all volumes

3. Missing volumes, by numbers and dates none

4. Exaet deseription of eontents; summary of forms used; and general remarks
Confidential information -
Private & Executive Session of Commissioners relating to matters of private nature, not discussed in open session.

5. Indexing An index by date of meeting

6. Nature of reeording by years Typed on plain sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), eloth ( ), paper ( ). Condition is: Exeellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Exeellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Exeellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 14½" × 9½ × 2" Approx 500 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In safe in vault, Secretary's office
(Buildings and rooms or vaults)
First floor - East Wing of Administration Bldg

12. Subtitle divisions by dates and volume numbers

13. Other information These records are confidential & no information can be secured in reference to the contents

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 14

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Bi-weekly Reports of School No. 12
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1892-1895
1 volume. Not numbered

3. Missing volumes, by numbers and dates Not known

4. Exact description of contents; summary of forms used; and general remarks Printed forms filled in with ink, giving names of teachers, absence and lateness, time, cause, names of teachers substituted, day of week, date, number of teachers, number of pupils present, total absence of teachers, average attendance

5. Indexing Arranged chron. by date of report

6. Nature of recording by years Handwritten and Mimeographed
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 13 3/4" X 8 1/2" X 3/4" 74 double pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On wooden shelf on east
(Buildings and rooms or vaults)
wall in library, north east corner room on third floor of east wing of Board of Education.

12. Subtitle divisions by dates and volume numbers None

cont. from line 4 — of pupils, number of pupils on roll, name and signature of principal submitting report; opposite side of page report shows number of school, date, number of pupils on last report, number of pupils admitted by permit since last report, number by transfer since last report, number by promotion since last report, number re entered since last report, total number in school since last report, number of pupils withdrawn, number transferred, total promoted, total number now on roll, names of teachers, grade to which assigned, number of pupils in grade, total pupils to each teacher, total pupils to each grade, and average attendance in each grade.

~~13. Other information~~

W.P.A. Form 12 H.R. -
Continued

Bi Weekly Reports of
School Number 12

For years 1892-1893 examination questions ~~on~~ mimeographed sheets are pasted over bi-weekly reports; these sheets contain questions that are submitted to the pupils, some of the reports are completely covered, and are filed in no particular order; for instance a page of Bi Weekly Report with date May 26, 1892 is covered with mimeographed sheet of examination questions used in June 29, 1898.

This volume probably used as album after 1895

WPA Form 12HR

No. 15

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Record Book - Annual Examinations
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1885 - 1900
1 Volume Not numbered.

3. Missing volumes, by numbers and dates Not known

4. Exact description of contents; summary of forms used; and general remarks Printed forms filled in with ink, gives record of marks obtained by pupils in the annual examinations of grammar schools, showing grade, name of teacher, date of examination, number of pupils examined, number of pupils on rolls, number of pupils passed, names of pupils (over)

5. Indexing Not indexed. Arr. chron. by date of examination

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 14" x 8 3/4" x 1" 200
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Wooden shelf on east wall
(Buildings and rooms or vaults)
in library, north east corner room on third floor in east wing of Board of Education.

12. Subtitle divisions by dates and volume numbers None
continued from line 4
examined, subjects of examinations, such as spelling, geography, parsing, grammer, arithmetic, composition, map drawing, writing, music, reading and mental arithmetic. There are one hundred twenty five pages used, balance are blank in this volume.

13. Other information This volume was found in one of the schools in Baltimore City, exact school and date when found cannot be ascertained.

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 16

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title "Corporal Punishments Jan 1, 1879"
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Jan. 1, 1879 - Sept. 24, 1880
1 volume Titled as above

3. Missing volumes, by numbers and dates Not known

4. Exact description of contents; summary of forms used; and general remarks Printed forms filled in are used, give name of pupil, grade of class, cause for punishment, date of occurrence of misdemeanor and date of report. Record gives charge committed by pupil, such as, disobedience, bad behavior,

5. Indexing numerically by school number in front of vol. see 6/12

6. Nature of recording by years Handwritten, in ink
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 14" x 9" x 1¼" 400
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Wooden shelf on east wall
(Buildings and rooms or vaults)
in library, northeast corner room on third floor in east wing of Board of Education.

12. Subtitle divisions by dates and volume numbers None

continued from line 5
volume; given, number of school, number of corporal punishments and page numbers.

13. Other information Continued from line 4
impudence, profane language, fighting, impertinence, lateness, truancy, idleness, telling falsehoods, destroying property, dishonesty, carelessness, etc. There are 274 pages filled in, in this volume.

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 17

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title "Card Album"
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1882 - 1896
1 volume. Only title appears on cover.

3. Missing volumes, by numbers and dates Not known

4. Exact description of contents; summary of forms used; and general remarks Printed cards contain examination questions in the following subjects, arithmetic, algebra, parsing, geography, grammar, natural philosophy, spelling, drawing, history and music, these cards are pasted on about one hundred pages; on the

5. Indexing (Not indexed) Arranged in no regular order.

6. Nature of recording by years 1882-1893 printed cards 1894-1896 mimeographed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good ( ), poor (✓), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 12½" x 9¼" x 1½" 150
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers wooden shelf on east wall
(Buildings and rooms or vaults)
in library, north east corner room on third floor, in east wing of Board of Education.

12. Subtitle divisions by dates and volume numbers None
Continued from line 4
following pages are pasted the mimeographed sheets which give date and list of questions submitted to pupils, such as the cards show in front pages. These used for the examinations of candidates for admission to Baltimore City College, Female High Schools and Grammar Schools.

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 18

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title McNally's System of Geography
(Indicate variations of title, if any)
Monteith and McNally's Series.

2. Dates, total volumes, and volume numbering or lettering by years No date. Entered according to Act of Congress, 1886. 1 volume. Published by A. S. Barnes & Co., New York.

3. Missing volumes, by numbers and dates Not Known

4. Exact description of contents; summary of forms used; and general remarks Printed book, table of contents on front pages give list of maps, descriptive geography, physical geography, general review, area and population of the world, population of cities, geographical and

5. Indexing Table of Contents on first pages, (aw. in no regular order) gives subject and page number.

6. Nature of recording by years Printed
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 12¼" x 10" x ¼" 120
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Wooden shelf on east wall
(Buildings and rooms or vaults)
in library, north east corner room on third floor, east wing of Board of Education.

12. Subtitle divisions by dates and volume numbers None
Continued from line 4
statistical tables. The entire volume gives prominent characteristics of the work, clear and concise definitions, maps illustrations are colored, drawings of scenes in various countries.

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 19

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title "Work of the Candidates for Admission to the Western Female High School"
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1853-1891. 111 Volumes. 1853-1856, 1858-1860, 1862, 1864-187, 1872-1879, 1882, 1885, 58 vols. numbered each year; 1857, 1861, 1863, 1871, 1880-1881, 1883-1891, 53 vols. not numbered; 1857, 1859-1891 vols. give title

3. Missing volumes, by numbers and dates 1854; vol # 1, 1855; vol. 1, 1860; 1886, missing.

4. Exact description of contents; summary of forms used; and general remarks ~~Printed forms~~, prepare sheet for each student show date, student's name and address, age, parents name and occupation, also name or number of school student attended, the following pages ruled paper contain problems and results of Arithmetic, Grammar.

5. Indexing Arranged alph. by name of student under each school.

6. Nature of recording by years Handwritten on printed forms, handwritten on ruled pages
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 9½" x 8" x 1½" 400
(Height, width, and thickness, and average number of pages, by uniform groups)

About 20 pages used by each student.

11. Location by dates and volume numbers All on steel shelves near east wall in Room #1 (office supplies room) in basement of east wing of Department of Education.
(Buildings and rooms or vaults)

con't'd from line 2

name and number of school candidate from; all vols give month and year except vols. 1881, 1883-1884 only, year numbers shown, see addenda sheets.

12. Subtitle divisions by dates and volume numbers None.

cont. from line 4
Definition, Parsing, Geography, Spelling and Physiology, Algebra, Composition, Natural Philosophy, Music, Geometry, History and Reading. The last sheet a printed form, a summary giving list of subjects, number of marks required, number obtained and result of examination, name of student and school.

13. Other information cont. from line 7 Volume bindings are torn off beginning in 1864 Vol. 2; 1865, Vol. 1; 1868, vols. 1 and 2; 1869 vol. 1; 1870, vol 2; 1871, school nos. 1, 4, 6, 12; 1874, vols. 1 and 2; 1875, vol 1; 1879, vols. 1, 2, 3, 4; 1883, school nos. 6, 8, 1884 school nos. 19 and 21; and 1885, vol. 1. About 50 pages in back portion of volume, school nos. 6 and 8 in 1883 are very poor writing not eligible; same applies to volume 1, 1885 vols. as appears to have been in water. This entire set of volumes were wrapped and sealed in paper, each volume carrying label exactly as on binding of each volume, work done by W.P.A. workers.

Work of the Candidates for Admission to the Western Female High School

These volumes were placed in storage in this room April 21, 1925, brought here from Western Female High School on Gwynn's Falls Parkway, volumes were originally housed in what is now known as School (colored) #130 at LaFayette and McCullough Sts. The date of removal from LaFayette and McCullough Sts, to Gwynn's Falls Parkway cannot be ascertained as they were not moved all at one time, being moved at intervals, upon completion of construction of rooms in new school.

"Work of The Candidates for Admission to The Western Female High School."

List of volumes. Sheet #1

Vol.	#1	July	1853			
"	2	July	1855			
"	1	July	1856			
"	2	"	1856			
		July	1857	from	School No's.	1, 4, 6
		"	1857	"	" "	8, 9, 10 and 12.
Vol	1	July	1858			
"	2	"	1858			
"	1	July	1859	from	School No's.	1, 4, 6
"	2	"	1859	"	" "	8, 9, 10 and 12.
"	2	July	1860	"	" "	6, 8, 9, 10 and 12.
		July	1861	"	" "	1, 4, 6
		"	1861	"	" "	8, 9, 10, 12 and 15
Vol	1	July	1862	"	" "	1
"	2	"	1862	"	" "	4 and 6
"	3	"	1862	"	" "	8, 9, 10, 12 and 15.
		July	1863	"	" "	1, 4 and 6.
		"	1863	"	" "	8, 9, 10, 12 and 15.
Vol.	1	July	1864	"	" "	1, 4 and 15.
"	2	"	1864	"	" "	6, 8, 10 and 12.
"	1	July	1865	"	" "	1, 4 and 6
"	2	"	1865	"	" "	8, 9, 10, 12 and 15.

Cont. on sheet 2

Work of The Candidates for Admission to The Western Female High School.

Cont'd from sheet 1 sheet #2

Vol. 1	July	1866	from	School No's.		1 and 6
" 2	"	1866	"	"	"	4, 8, 9, 10, 12 and 15
" 1	July	1867	"	"	"	1, 4 and 6.
" 2	"	1867	"	"	"	8, 9, 10, 12 and 15.
" 1	July	1868	"	"	"	1, 6 and 18
" 2	"	1868	"	"	"	4, 8, 9, 10, 12 and 15.
" 1	July	1869	"	"	"	1, 4, 6 and 19
" 2	"	1869	"	"	"	8, 9, 10, 12, 15 and 18.
" 1	July	1870	"	"	"	1, 4, 6 and 12.
" 2	"	1870	"	"	"	8, 10, 15, 18 and 19.
	June	1871	"	"	"	1, 4, 6 and 12
	"	1871	"	"	"	8, 10, 15, 19.
Vol. 1	June	1872	"	"	"	1.
" 2	"	1872	"	"	"	4, 6.
" 3	"	1872	"	"	"	9, 10, 12, 15.
" 4	"	1872	"	"	"	18, 19.
" 1	July	1873	"	"	"	1, 4, 6, 8.
" 2	"	1873	"	"	"	10, 12, 15, 18, 19, 21.
" 1	"	1874	"	"	"	1, 4, 6, 8, 12.
" 2	"	1874	"	"	"	10, 15, 18, 19, 21
" 1	July	1875	"	"	"	1, 4.
" 2	"	1875	"	"	"	6, 10, 18, 19, 21.
" 3	"	1875	"	"	"	8, 12, 15.

Cont. on sheet 3

Work of the Candidates for Admission to the Western Female High School.

cont'd from sheet 2. Sheet #3

Vol. 1 July 1876 from School Nos. 1, 4.
" 2 " 1876 " " " 6, 8, 9.
" 3 " 1876 " " " 10, 12, 15.
" 4 " 1876 " " " 18, 19, 21.
" 1 July 1877 " " " 1, 4.
" 2 " 1877 " " " 6, 8, 9.
" 3 " 1877 " " " 10, 12, 15.
" 4 " 1877 " " " 18, 19, 21, English-German School and Private School.
" 1 June 1878 from School Nos. 1, 4, 6.
" 2 " 1878 " " " 8, 9, 10, 15.
" 3 " 1878 " " " 12, 18, 19, 21 and from English-German School 1, 2.
Vol. 1 June 1879 " " " 1, 4 and English-German Schools 1, 2, 5 and Private Schools.
" 2 " 1879 from school Nos. 6, 8, 12.
" 3 " 1879 " " " 9, 10, 21.
" 4 1879 " " " 15, 18, 19.
June 1880 " " " 19, 21, English-German Schools 1, 2, 5 and Private Schools.
" 1880 from School Nos. 1, 4.
" 1880 " " " 6, 8, 9.
" 1880 " " " 10, 12, 15, 18.

Cont. on sheet 4

Work of the Candidates for Admission to the Western Female High School

Cont'd from sheet 3

1881 from School Nos. 1, 4.
1881 " " " 6, 8, 9.
1881 " " " 10, 12, 15.
1881 " " " 18, 19, 21 and Public Schools 1, 2, 5.

Vol 1 June 1882 from School Nos. 1, 4.
" 2 " 1882 " " " 6, 8, 10.
" 3 " 1882 " " " 12, 15, 18.
" 4 " 1882 " " " 19, 21 and Public Schools 1, 2, 5 and Private Schools.

1883 from School Nos. 21, Public Schools 1, 2, 5 and Private Schools.
1883 from School Nos. 1, 4.
1883 " " " 6, 8.
1883 " " " 10, 12, 15
1883 " " " 18, 19.
1884 " " " 1, 4
1884 " " " 6, 8.
1884 " " " 10, 12, 15, 18.
1884 " " " 19, 21, Public 1, 2, 5 and Private Schools

Vol 1 June 1885 from School Nos. 1, 4, 6, 8.
" 2 " 1885 " " " 10, 18, 19, 21, Public and Private Schools.

Cont. on sheet 5

..Work of the Candidates for Admission to the Western Female High School.

Sheet #5

Cont'd from sheet 4

Vol.	June	1887.	from	School	Nos.	1, 4.
"	"	1887	"	"	"	1, 5 and Private Schools.
"	"	1887	"	"	"	6.
"	"	1887	"	"	"	8, 10, 12
"	"	1887	"	"	"	15.
"	"	1887	"	"	"	21.
"	June	1888	"	"	"	1 and Private Schools.
"	"	1888	"	"	"	4, 6.
"	"	1888	"	"	"	8, 10.
"	"	1888	"	"	"	12, 15.
"	"	1888	"	"	"	18, 19.
"	"	1888	"	"	"	21 and English-German 1, 2.
"	"	1889	"	"	"	1, 6.
"	"	1889	"	"	"	4, 8.
"	"	1889	"	"	"	10, 15.
"	"	1889	"	"	"	12, 18, 21.
"	"	1889	"	"	"	19, English-German

#1, 2, 5 and Annex 5, 9, 10, 11.

Cont. on sheet 6

Work of the Candidates for Admission to the Western Female High School.

Sheet # 6

cont'd from sheet # 5

Vol.	June	1890	from	School	Nos.	1, 4.
"	"	1890	"	"	"	6
"	"	1890	"	"	"	8, 10, 12.
"	"	1890	"	"	"	15,
"	"	1890	"	"	"	18, 21.
"	"	1890	"	"	"	19, English-German

Schools # 1, 2, 5.

Vol.	June	1891	from	School	Nos.	1, 4,
"		1891	"	"	"	6, 8.
"		1891	"	"	"	10, 15.
"		1891	"	"	"	18, 19, 21.
"		1891	"	"	"	English-German

Schools 1, 2, 5; Annex Schools 3, 6, 10, 11 and Private Schools.

Work Performed by the Graduating Class of Western Female High School.

These volumes were placed in storage in this room April 21, 1925; brought here from Western Female High School on Gwynn's Falls Parkway, volumes were originally housed in what is now known as School (colored) #130 at LaFayette and McCullough Sts. The date of removal from LaFayette and McCullough Sts. to Gwynn's Falls Parkway cannot be ascertained as they were not moved all at one time, being moved at intervals, upon completion of construction of rooms in new school.

Rourke & Lindell 7/23/38 No. 20

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title (Absence and Lateness Record)
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1894 - 1897 2 vols.
Not numbered or lettered.
Feb. 1894 - Oct 1895; Oct 1895 - June 1897.

3. Missing volumes, by numbers and dates Not known.

4. Exact description of contents; summary of forms used; and general remarks Handle page gives year number, month, grade, names of pupils (arranged alph); calendar for three months on each page, giving the school days each week; opposite names of pupils lateness of each individual is designated by marking of cross (X) spaces provided under [illegible]

5. Indexing Arranged chronologically by date and grade in school Thereof.

6. Nature of recording by years Handwritten on printed forms
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

10—4054

THE VOLUMES FORM—Continued

10. Size 16" x 10½" x 7/8" 200
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers 1894-1897, 2 vols (in 1 bundle), on steel
(Buildings and rooms or vaults)
shelf on east wall in room #1, office supplies store, east wing of Board of Education building.

12. Subtitle divisions by dates and volume numbers None
cont'd from line 4.
each school day; absence from school is marked thus (1); in number of cases a statement of withdrawal from school, opposite individuals record giving reasons such as, sickness in family, leaving city, death, transferred to other school, papa sick, scarlet fever, etc.

13. Other information These volumes were placed in storage in this room April 21, 1925, brought from Western Female High School on Guyamis Falls Parkway, volumes were originally housed in what is now known as school #130 (Colored), at La Fayette and McCullough sts; the date of removal from from La Fayette and McCullough sts, to Guyamis Falls Parkway cannot be ascertained as they were not moved all at one time, being moved at intervals as rooms were completed in new school.

WPA Form 12HR

No. 21

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners

1. Exact title Work Performed by the Graduating Class of Western Female High School
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1853-1871, 27 vols. year numbers and names of graduates appear on volumes, 1853-1854; Then volumes numbered each year also carrying month and year number, 1855-1871.
(See addenda sheet list of vols)

3. Missing volumes, by numbers and dates 1858-1860; and 1867

4. Exact description of contents; summary of forms used; and general remarks Work of graduate in Thesis form, beginning with volume 1 July 1855 a list containing names of persons on committee, names of candidates and results of examinations on front pages of each volume, following pages contain problems and results of Arithmetic, Parsing
(Cont. on line 12)

5. Indexing Arranged alph. by name of graduates.

6. Nature of recording by years All are handwritten in ink on ruled paper.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 10" x 8½" x 2" 300
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers All on steel shelves on east wall in Room #1 (office supplies room) in basement of east wing of Department of Education
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers None
Continued from line 4
Logic, Mensuration, Algebra, Natural Philosophy, Elocution, Astronomy, Composition, Geometry, Celestial Globes, Rhetoric, Chemistry, Grecian Antiquities, Botany, Grecian History and Music

13. Other information It is difficult to determine the number of volumes missing, in some years only one volume exists, while other years contain two and one years four volumes. Bindings are torn off volumes 1 and 2, 1862; vol. 3, 1863; vols. 1 and 2, 1864; all others are in poor condition. This entire set of volumes were wrapped in paper and sealed with gummed paper tapes, each volume carrying label exactly as on binding, work done by W.P.A. workers.

"Work Performed by The Graduating Class, Western Female High School.

Vol.	Oct.	1853	Vol. 1	June	1871
"	"	1853	" 2	"	1871
"	July	1854	" 3	"	1871
" 1	July	1855			
" 2	"	1855			
" 2	"	1856			
" 1	"	1857			
" 2	"	1857			
" 1	"	1861			
" 1	"	1862			
" 2	"	1862			
" 1	"	1863			
" 2	"	1863			
" 1	"	1864			
" 2	"	1864			
" 1	"	1865			
" 2	"	1865			
" 1	June	1866			
" 2	"	1866			
" 1	"	1868			
" 2	"	1868			
" 1	July	1869			
" 1	June	1870			

EIGHTY-FOURTH
ANNUAL COMMENCEMENT
OF THE
EASTERN HIGH SCHOOL

THE POLYTECHNIC INSTITUTE AUDITORIUM

MONDAY EVENING, JUNE FIFTEENTH

NINETEEN HUNDRED THIRTY-SIX

AT EIGHT O'CLOCK

PROGRAM

"THE HEAVENS ARE TELLING"—*The Creation* ..... Hayden

"CHANSON DU BERCEAU" ..... Schumann

"HUNGARIAN DANCES"—*Nos. 7 and 8* ..... Brahms

"The Star-Spangled Banner"

INVOCATION

REVEREND JOHN F. ARNEAL

CHORUS—*"Praise Ye The Father"* ..... Gounod

SOPRANO SOLO—*"La Partida"* ..... Alvarez

MARY CAPUANO - *February* '36

CONFERRING OF DIPLOMAS

HONORABLE HOWARD W. JACKSON
Mayor of Baltimore

CHORUS (a) *"Sylvia"* ..... Speaks-Deis

(b) *"Morning"* ..... Speaks-Deis

PRESENTATION OF PEABODY MEDALS

MR. LOUIS H. DIELMAN
Executive Secretary, Peabody Institute

CHORUS—*"Stars Brightly Shining"* ..... Bronte

ANNOUNCEMENTS

MISS LAURA J. CAIRNES, *Principal*

CHORUS—*"The Green and Gold"* (School Song) ..... Shackleton

"Baltimore, Our Baltimore" ..... Hemberger

BENEDICTION

REVEREND JOHN F. ARNEAL

RECESSIONAL ..... Orchestra

Chorus and Orchestra under the direction of
MISS JESSIE L. ARMSTRONG, *Director of Music*

JUNE GRADUATES - 1936

Helen Ethel Harris
Dorothy Anne Hasslinger
Alice Elizabeth Hecker
Elise Marie Heldt
Audrey Carolyn Henkelman
Sara Isabel Hepburn
Selma Hess
Eleanor Wallace High
Ruth Elinor Hirzel
Madeline Hlobick
Cynthia Virginia Hobbs
Ruth Muriel Hoeflich
Eva Marie Hoehn
Carolyn Dorothea Hohman
Peggy Holden
Margaret Agnes Holland
Audrey Elizabeth Hoos
Agnes Barbara Horky
Hannah Ann Hornstein
Virginia Sylvia Hosmer
Helen Houck
Edna Mae Carolyn House
Melba Huth
Sarah Delores Ingle
Katherine Anna Jackson
Mary Catherine Jacob
Carolyn Edmonds Jacobs
Frances Dolores Jasko
Doretta Eleanor Jenkins
Ruth Ellen Jensen
Cathryn Estelle Johnson
Helen Marie Johnson
Lila Janet Johnson
Annabelle Lee Jones
Dorothy Louise Jones
Marguerite Tripp Jones
Ruth Doris Jones
Lillian Felicia Kalicinska
Jean Kaminska
Ruth Kauffman
Nancy Gibble Keener
Edith Naomi Keyes
Virginia Rose Keys
Melba Bette Klein
Ruth Hanna Klein
Margaret Louise Knefely
Doris Madeline Knoche
Katherine Marie Kochanski
Margaret Kocher
Elsie Marie Kolb
Beatrice Nadine Koontz
Lottie Korczynski
Marguerite Korff
Jeanne Kravetz
Lois Betty Waring Kriete
Gladys Edith Kuhlman
Peggy Lee Kuhn
Minnie Katherine Kurrle
Pauline Thelma Lacher
Katherine Margaret Lambert
Catherine Stevens Lane
Lois Lapouraille
Mildred Marie Lavicka
Mary Elizabeth Lentz
Miriam Turner Leonard
Edith Lipsitz
Doris Loetell
Eleanor Luise Lohmuller
Frieda Pearl London
Katherine Ann Longest
Mildred Maria Ludloff
Elsa Lois Macauley
Margaret Anne Macauley
Margaret Marie Mader
Audrey Irma Maempel
Bernardine Charlotte Malkus
Mary Bernardine Manke
Anna May Marmelstein
Emma Amelia Martin
Edith Anna Maslin
Helen Matousek
Mildred Frances McCann
Elizabeth McCleary
Doris Ilene McComas
Martha Carole McComas
Jean Caldwell McDougle
Betty Anne McMillin
Dolores Josephine Merendino
Eleanora Dorothy Messick
Irene Lee Metz
Doris Margueritte Meyers
Lillian Evelyn Miglioretti
Helen Louise Miller
Pearl Freda Miller
Doris Mathilde Minde
Ellen Misiora
Florence Virginia Mitchell
Marjorie Louise Mitchell
Victoria Irene Mitchell
Beth Allen Moessbauer
Genevieve Minerva Morris
Eileen Lucretia Morrison
Emma Virginia Mosner
Doris Lillian Mossop
Ella Louise Munk
Helen Olivia Murray
Marion Catherine Myszkowski
Marian Nida
Lillian Beatrice Nieman
Pauline Louise Nitzel
Edith Ruth Nordin
Martha Jane Norris
Elizabeth Irene Novak
Mary Grace Novak
Mary Bertha Oaks
Maryland Osgood
Josephine Panzarella
Anna Estelle Panzer
Thelma Elizabeth Parthree
Ethel Margaret Pavon
Kathryne Joan Pawlik
Dorothy Isabelle Payson

PROGRAM

"THE HEAVENS ARE TELLING"—*The Creation* ..... Hayden

"CHANSON DU BERCEAU" ..... Schumann

"HUNGARIAN DANCES"—*Nos. 7 and 8* ..... Brahms

"The Star-Spangled Banner"

INVOCATION

REVEREND JOHN F. ARNEAL

CHORUS—*"Praise Ye The Father"* ..... Gounod

SOPRANO SOLO—*"La Partida"* ..... Alvarez

MARY CAPUANO - *February '36*

CONFERRING OF DIPLOMAS

HONORABLE HOWARD W. JACKSON
Mayor of Baltimore

CHORUS (a) *"Sylvia"* ..... Speaks-Deis

(b) *"Morning"* ..... Speaks-Deis

PRESENTATION OF PEABODY MEDALS

MR. LOUIS H. DIELMAN
Executive Secretary, Peabody Institute

CHORUS—*"Stars Brightly Shining"* ..... Bronte

ANNOUNCEMENTS

MISS LAURA J. CAIRNES, *Principal*

CHORUS—*"The Green and Gold"* (School Song) ..... Shackleton

"Baltimore, Our Baltimore" ..... Hemberger

BENEDICTION

REVEREND JOHN F. ARNEAL

RECESSIONAL ..... Orchestra

Chorus and Orchestra under the direction of
MISS JESSIE L. ARMSTRONG, *Director of Music*

PEABODY PRIZES

FIRST GRADE

*Irene Louise Quesnel
Lila Janet Johnson
Sara Isabel Hepburn
*Virginia White
*Juanita Lucille Mathias

SECOND GRADE

Peggy Holden
*Naudain Crawford Bowersock
Norma Audrey Eckhoff
Miriam Turner Leonard
Doris Madeline Knoche
Edna Mae Carolyn House
Doris Ilene McComas
Nellie Virginia Stewart
Cathryn Estelle Johnson
Jean Caldwell McDougle

HONORABLE MENTION

*Margaret Louise Evert
Agatha Ann Siegenthaler
Muriel Mary Del Frames
Helen Franz Freitag
Peggy Lee Kuhn
Irene Gertrude Yaeger
Eleanor Kathleen Rich
Dorothy Louise Graf
Dorothy Catherine Snoops
Betty Anne McMillin
Harriett Poole
Nadeshda Petroff

Margaret Louise Evert and Agatha Ann Siegenthaler stood third and eighth respectively, but they are not eligible for Peabody prizes because not all the work offered by them for graduation was done in the public schools of Baltimore.

* Graduated in February, 1936.

GOUCHER COLLEGE SCHOLARSHIPS

Lila Janet Johnson, two years
Miriam Turner Leonard, one year
Agatha Ann Siegenthaler, two years
Peggy Holden, one year

LEONORA E. CARPENTER MEMORIAL SCHOLARSHIP of the Alumnae Association of Eastern High School

IRENE LOUISE QUESNEL

THE LAURA DE VALIN PRIZE, MUSIC PRIZE, AND ART PRIZE

Awarded by the Alumnae Association to the Student whose work is outstanding in each of these subjects.

TO BE ANNOUNCED

JUNE GRADUATES - 1936

Rose Catherine Adams
Elizabeth Stuard Aldrich
Alma Elizabeth Allard
Dorothy Louise Angerman
Mildred Margaret Armiger
Virginia Audrey Arneal
Helen Bailey
Annabelle Ethel Barnes
Louise Bertha Barnes
Sarah Jane Barrett
Eleanor Bartell
Dorothy Virginia Beauchamp
Alice Becan
Rebecca Bettye Bechkes
Myrtle Amelia Becker
Maude Jennie Behrens
Mary Louise Belzner
Teresa Clara Beresh
Julia Berman
Dorothy Carolyn Bertram
Edith Elizabeth Bertrand
Ella Mae Georgette Biggs
Ethelrelda Camilla Bishop
Frances Ludlam Black
Helen Virginia Black
Mary Elizabeth Black
Dorothy Jane Blatchley
Marion Meta Bloberger
Lucia Josephine Bonomo
Rose Bormel
Thelma Ruth Botzler
Constance Rosalie Boyko
Elmira Marie Bradley
Jean Milroy Brady
Jean Elizabeth Brooks
Ruth Schiefer Brouse
Ruth Brown
Virginia Brown
Lorraine Elizabeth Bruck
Louise Anna Buchwald
Dorothy Ruth Buck
Doris Catherine Bucuric
Margaret Elizabeth Burgemeister
Nina Therese Burke
Louise Elsie Burkhardt
Adeline Carmella Calderone
Anna Blanche Camp
Julia Loretta Canoles
Lena Joan Caperna
Evelyn Caplan
Irene Ethel Carback
Thelma Mae Carnes
Mary Gertrude Caulk
Rose Virginia Cavalier
Rose Charkatz
Dorothy Margaret Chenowith
Lillian Cheppe
Eleanor Christine Christ
Virginia Blanche Collier
Anita Mai Cowman
Laura Cairnes Cunningham
Dorothy Audre Curtin
Josephine Rose Czajkowski
Elaine Danforth
Evelyn Marie Davis
Helen Marie Davis
Shirley Mae Davis
Mary Elizabeth Day
Anna Theresa Didusch
Marie Dorothy Dippel
Doris Clara Dorman
Evelyn Frances Dove
Albina Marie Drimal
Jane Lee Dunn
Laura Eastwood
Jeanne Florence Eberenz
Charlotte Anne Eberle
Marie Frieda Ebert
Evelyn Mable Eck
Norma Audrey Eckhoff
Alma Catherine Ehrhardt
Audrey Carolyn Elgin
Marianna Ewell Elliott
Virginia Preston Elliott
Mary Beatrice Elphinstone
Catherine Louise Everhardt
Estelle Dorothy Ewachiw
Helen Louise Eybs
Sylvia Feigin
Margaret Elizabeth Fields
Helen Frances Figinski
Marie Virginia Finney
Rena Dorothy Fleishman
Sarah Louise Fleming
Edith Eleanor Foote
Doris May Ford
Ruth Virginia Foster
Elizabeth Virginia Fountain
Muriel Mary Del Frames
Lorraine Ricaud Francis
Leona Shirley Freedman
Anna Elizabeth Freeman
Helen Franz Freitag
Ethel May Frick
Annamarie Helene Fricke
Jane Lehman Garver
Frieda Helen Gebhardt
Ruth Garnett Gemmill
Gene Carolee German
Dorothy Frances Gibson
Mary Ellen Gilbert
Ruth Amelia Glaeser
Miriam Glushakow
Dorothy Louise Graf
Rose Lucille Granese
Elizabeth Catherine Granofsky
Marjorie Annette Green
Bessie Greenberg
Louise Anna Haberkorn
Ruth Louise Hagedorn
Edith Isabelle Hall
Anna Mathilde Harris

SEVENTY-SEVENTH

ANNUAL COMMENCEMENT

OF THE

EASTERN HIGH SCHOOL

BALTIMORE CITY COLLEGE AUDITORIUM

WEDNESDAY EVENING, JUNE NINETEENTH

NINETEEN HUNDRED TWENTY-NINE

AT EIGHT O'CLOCK

The Eastern High School was founded in 1843 in a small building on the corner of Front and Pitt (Fayette) Streets. The enrollment for the first year was 36, and the faculty consisted of a single member, Mr. David Ring. Mr. Ring resigned in 1844 and was succeeded by Mr. Edward A. Seiker. The school grew steadily in numbers, and in 1846 Mr. Nathaniel H. Thayer was appointed assistant teacher. In the next year Miss Elizabeth A. Baer was added to the faculty. Miss Baer was a woman of splendid character and ability, and exerted a powerful influence for good upon hundreds of girls who came under her tuition and direction during the many years of her connection with the school.

In 1852 the school turned out its first graduates, two in number. In 1853 the first public commencement was held, with six graduates. In 1858, at the sixth commencement, the Peabody medals were awarded for the first time.

Mr. Nathaniel Thayer became principal of the school about 1856 and Miss Baer vice-principal. The school grew steadily in numbers and influence, the curriculum was enriched, a library was added (1863) and a fourth year added to the course (1867). In 1868 the City Council appropriated $40,000 for the erection of a new building, as the dwelling on East Baltimore Street had become inadequate; and in 1870 the school moved into its new building on Aisquith and Orleans Streets.

In 1877 Mr. William F. Wardenburg became principal of the school. In 1881 teachers' certificates were given to all graduates who attained an average of 85 per cent. In 1882 the beginning of a commercial course may be noted in the introduction of bookkeeping.

In 1904, as the enrollment of the school had reached a total of 650 pupils, a new and modern building became necessary, and in 1907 the school moved into the present building on Broadway and North Avenue.

In 1906 Mr. Robert H. Wright became principal, and held the position until 1909, when he was succeeded by Dr. Ernest J. Becker, who continued as principal till January, 1921. From July 1, 1921, until January, 1924, Mr. William R. Flowers was the head of the school. He was followed by the present principal.

Since 1906 the curriculum has been much expanded; a full commercial course and a thoroughly equipped department of household arts have been added. The faculty now consists of 71 members, and the enrollment for the current year is over 2,000.

PROGRAM

ORDER OF EXERCISES

MARCH - - - - - - - - - - - - - - - - Brown

OVERTURE—*"Pirates of Penzance"* - - - Gilbert & Sullivan

WALTZ - - - - - - - - - - - - - - - - Seredy

EXCERPTS—*"Pirates of Penzance"* - - - Gilbert & Sullivan

"The Star-Spangled Banner"

PRAYER - - - - - - - - - - REV. CHARLES D. TAYLOR

CHORUS—*"Hark! Hark, My Soul!"* - - - - - - - Shelley

OBLIGATO: Mary Wiley Dorothy Vogel, Roberta Diggs
Marian Grullemeyer Ena Sinclair

CONFERRING OF DIPLOMAS

HON. WILLIAM F. BROENING
Mayor of Baltimore

CHORUS: (a) *"Welcome Pretty Primrose"* - - - Pinsuti
(b) *"Lovely Spring"* - - - - - - - Coenen

PRESENTATION OF PEABODY MEDALS

MR. LOUIS H. DIELMAN
Executive Secretary Peabody Institute

CHORUS—*"Canoe Song"* - - - - - - - - - - Pestalozza

ANNOUNCEMENTS

CHORUS: (a) *"A May Morning"* - - - - - - - Denza
(b) *"The Green and Gold"* - - - - Shackelton
(School Song)
(c) *"Baltimore, Our Baltimore"* - - - Hemberger

BENEDICTION

REV. CHARLES D. TAYLOR

CHORUS AND ORCHESTRA UNDER THE DIRECTION OF MISS JESSIE L. ARMSTRONG, DIRECTOR OF MUSIC

MUSIC BY EASTERN HIGH SCHOOL ORCHESTRA

EASTERN HIGH SCHOOL

Graduates—February 1929

Abhott, Dorothy Lorraine
Amos, Mabel Virginia
Anderson, Eleanor Julia
Angerman, Sara Marguerite
Blumberg, Mary Phyllis
Bohannon, Ruth Augusta
Boxer, Rose Jean
Bramhle, Evelyn Anne
Caplan, Ida Doris
Davenport, Beatrice Laurel
Diering, Anna Elizabeth
Evans, Birdie Estelle
Firestein, Cecelia Bernice
Fox, Mary Lillian Hughes
Frank, Dorothy Kathryn
Frederick, Norma
French, Mary Elizabeth
Furr, Lola Virginia
Gamerman, Ida Rena
Geiss, Florence Matilda
Getz, Octavia Ida
Gladstone, Dorothy Sylvia
Goetzke, Margaret Emma
Gruber, Doris Vera
Hadsall, Mildred Elizabeth
Hawkins, Helen Augusta
Henderson, Kathryn Virginia
Hirshfield, Hilda
Hodges, Mildred
Hoerr, Evelyn May
Hoover, Marion Grace
Hudgins, Vernona
Keen, Lillian Sheridan
Krach, Gladys Elizabeth
Kroll, Anna Ruth
Kruger, Elda Margaret
LaMar, Beverly Nagle
Lapacek, Louise Carolyn
LeSuer, Mary Louise
Levin, Lea
Levy, Helen Ruth
Mallek, Janet Corinne
Maniosky, Mary Victoria
Marquette, Emma Margaret
McCusker, Jennie Isola Payne
Miller, Kate Catherine
Moore, Mary Jane
Mossovitz, Jeannette
Mulier, Catherine
Myers, Ruth Miriam
Nicholson, Martha Alice
Nuffer, Dorothy Margaret
Popp, Janet Elizabeth
Potts, Lois Elizabeth
Renbaum, Rose Lillian
Roos, Jeannette Wilhelmina
Roseherry, Nell Charlotte
Rowlinson, Katherine Mavis
Rudo, Lillian Ida
Rullman, Beatrice Caroline
Russell, Alice Leonora
Sachs, Anne Helen
Safranek, Edith Kastan
Saur, Anne Virginia
Schapiro, Anna Raye
Shack, Rebecca
Siegel, Esther Frank
Smith, Ada May
Smith, Helen Ridgeley
Spangler, Mary Bihiana
Springmann, Lillian Elizabeth
Stockhausen, Pauline Victoria
Stroehel, Dorothy May
Stroehel, Ruth Virginia
Studz, Helen
Sullivan, Margaret Ann
Svehla, Leoba Josephine
Trovato, Camilla Amelia
Trump, Octavia Anna
Walderman, Sophia
Wasserman, Minnie
Wright, Hannah Helen
Wurzbacher, Dorothy
Yaniger, Dora

Graduates—June 1929

Aaronson, Jeanette Gertrude
Armiger, Edith Dohler
Armstrong, Grace Edna
Arnold, Margaret Lawrence
Ashley, Mabel Celeste
Baker, Myrtle
Ballou, Orrill Elizabeth
Bankard, Gracia May
Bartens, Dorothea Ruth
Bartholomaei, Mildred Adele
Bauer, Mary Elizabeth
Bell, Lucie Boyd
Bennett, Mildred Ann
Bieretz, Sylvia Marie
Billingsley, Dorothy Katherine
Bishop, Helen Frances
Blanchard, Miriam Laura
Block, Dora
Blum, Shirley
Blumenstein, Sylvia
Blumenthal, Gertrude
Bodine, Naomi
Bomstein, Hilda
Bowen, Elizabeth Townsend
Bozman, Revela Catherine
Braden, Frances Teresa

EASTERN HIGH SCHOOL

Graduates—June 1929

Brenize, Charlotte Ruth
Brockman, Elise Marie
Brown, Palmyre Marie
Buhenheim, Anna Elizabeth
Burness, Mary Margaret
Butzler, Marie Louise
Cann, Mary Emily
Caplan, Esther Sadye
Carmine, Alice
Cassidy, Helen Dinan
Carlton, Elvie Lee
Chaikin, Rose Lillian
Chapman, Mary Ellis
Cherry, Catharine Abbott
Christ, Suzanne Catherine
Clarke, Genevieve Louise
Clarkson, Gertrude Mary
Clements, Evelyn Rosalba
Coard, Margaret Louise
Cohen, Mina
Cohen, Pearl Gertrude
Cohen, Sarah
Cole, Thelma Leicht
Conrad, Martha Frances
Cooper, Madeline Mary
Crawford, Catherine
Crusse, Lillian Elizabeth
Cullison, Dorothy Florence
Cunningham, Virginia Tennant
Damitz, Elizabeth Marie
Damm, Dorothy Matilda
Darby, Alice Ruth
Davies, Elizabeth Bessie
Davis, Mary Elizabeth Pickett
Davis, Nancy Blake
Dean, Helen Matilda
Debelius, Esther
DeFord, Catherine Carrie
Dersch, Margaret
Diggs, Zoe Roberta
Dotterer, Grace Virginia
Drach, Marjorie Louise
Drury, Evelyn Katherine
Duncan, Myrtle Mary
Dvorine, Eva Ruth
Eggleston, Myrtle Leola
Eitel, Dorothy Naomi
Elgert, Irma Elizabeth
Erdman, Sylvia Janette
Everett, Evelyn Belle
Fehleisen, Edna Alberta
Feldstein, Anne Doris
Fiedler, Mildred Grace
Finch, Helen
Fink, Katherine Anna
Fleagle, Mildred Carol
Foreman, Florence
Fox, Minnie
Frank, Anne Naomi
Frank, Belle
Frank, Lillian
French, Carol Eugenia
Galbreth, Flora Fern
Gambrell, Vivian
Garnett, Marie Ryland
Gartner, Esther Shirley
Geldman, Zelda Betty
Gerber, Ida Rae
Gershman, Lillian Lee
Gifford, Ruth Evelyn
Glass, Mildred Eunice
Goldberg, Sara Bernice
Goldstein, Ann Lea
Green, Mildred Elizabeth
Greenfeld, Dorothea
Griffner, Lillian Amelia
Grosman, Helen Barbara
Grullemeyer, Marian Lydia
Gwynn, Kathryn Maisie
Hall, Vesta Ruth
Hardesty, Azalee Meta
Hargrave, Hilma Edwena
Harker, Ellen Ruth
Harnstrom, Margaret Edna
Harp, Beulah Elizabeth
Harris, Katharine Danner
Harvey, Jessie Evangeline
Hawse, Doris Virginia
Hayes, Arline
Heck, Olevia Allison
Heiger, Thelma Estelle
Helmstetter Virginia Augusta
Herrmann, Doris Grehh
Hessenauer, Evelyn Ruth
Hewitt, Anne Diedrich
Himmelfarb, Anna
Homlet, Leola Ruth
Howser, Margaret Bramwell
Hunter, Sadie
Hyatt, Ruth
Ireland, Grace Elizabeth
Jefferson, Katharine Virginia
Jester, Thelma Verdella
Johnson, Margaret Virginia
Johnson, Rhoda Hazel
Johnston, Margaret Catherine
Jones, Catheryn Audrey
Kamphaus, Mary Elizabeth
Kaufman, Gloria Whistler
Keach, Helen Marie
Kegan, Ida Delano
Kennard, Doris Mary
Keyes, Katherine Elizabeth
Kilberg, Bertha Rosa
Kilham, Virginia Irene
Kirk, Margaret
Kirsch, Evelyn Elizabeth
Klein, Flora Lorraine

EASTERN HIGH SCHOOL

Graduates—June 1929

Knoepp, Dorothy Rose
Koehrich, Sydney Margaret
Kramer, Doris
Krymski, Lillian Cecile
Lanza, Frances Ann
Lawrence, Ethel Lillian
Lehecka, Emily Amy
Lentz, Gertrude Marie
Lephardt, Kathryn Rae
Lephardt, Rosalie Marie
Leutner, Sophia Amelia
Longley, Elizabeth Fowler Baird
Loveless, Regina Ann
Luckey, Dorothy Margaret
Lyles, Mary Elizabeth
Magsamen, Evelyn May
Malitsoff, Alice
Mariotti, Cora Mary
McBriarty, Jean Richard
McCarthy, Grace Lydia
McDorman, Margaret Mae
McKinney, Virginia Esther
Meads, Mary Hamilton
Medinger, Mary
Merriam, Barbara
Monfried, Fannie Lorraine
Moser, Vera Gladys
Mueller, Barbara Anna
Myers, Catherine Selma
Nagler, Anna Margaret
Nichols, Ruth Vidalia
Oliver, Ethel Virginia
Olsen, Betsy Andrea
Oseroff, Bessie
Overheck, Miriam
Pecker, Rose
Pelovitz, Goldie Bertha
Potts, Evelyn Marie
Pushkin, Mildred
Rahinowitz, Yetta Edna
Ramia, Anna Marie
Reville, Isabelle Christie
Ridgely, Margaret Catherine
Roberts, Agnes Mae
Rodemeyer, Margaret Lydia
Rohm, Catherine Mary
Roll, Esther
Romhach, Dorothy Sara
Rosky, Anna Lorretta
Ross, Vera Braidwood
Rotkowitz, Hannah
Rowland, Alma Gertrude
Royston, Edna Virginia
Ruppert, Ethel Cecelia
Sandidge, Emma Jean
Sander, Adele Caroline Frances
Sapp, Thelma Elizabeth
Saro, Elizabeth Ida
Satisky, Dorothy Reed
Satisky, Toha
Sauter, Anna Catherine
Schaefer, Anna Louise
Schaefer, Dolores Alethea
Schaefer, Elsie Natalie
Schauhode, Ann Helena
Scheidegger, Catherine
Schierer, Margaret Emilie
Schone, Anna Marie
Schwartz, Irma Eloise
Seal, Winifred Kendall
Seldin, Rebecca Betty
Seward, Elizabeth Belle
Seymour, Lucille Anna
Shattuck, Louise Burbank
Shocket, Anna
Shugars, Alice Louise
Sickel, Leona Gertrude
Silver, Mary Sherwood
Simpson, Dorothy Vernon
Simpson, Mary Jane
Sinclair, Dorothy Melville
Sinclair, Ena Gambrill
Skirven, Mildred
Small, Elizabeth Mary
Smith, Martha Lucenia
Smither, Lorell
Sokolowska, Genevieve Dolores
Sparklin, Dorothy
Speert, Mollye
Stallings, Estelle Charlotte
Stange, Evelyn Minnie
Steele, Delma Irene
Stefanska, Martha Evangeline
Steinberg, Lillian
Stevens, Ruth
Sutton, Dorothy Robinson
Tacka, Amelia Margaret
Taetle, Sadie
Talucci, Lorraine Olympia
Tarbox, Bernardine Aremede
Tarses, Clara Edith
Tax, Philomena Marie
Taylor, Mabel Cleopatra
Terry, Grace Lee
Thompson, Viola Blair
Trompeter, Clara
Vogel, Dorothy Louise
Wallace, Helen Jane
Walsky, Elsie
Waltham, Thyra Christine
Warren, Margaret Virginia
Warren, Muriel Irene
Waters, Mildred
Weaver, Dorothy Alice
Weaver, Lavinia Martha
Weber, Mary Catherine

EASTERN HIGH SCHOOL

Graduates—June 1929

Weinberg, Millicent
Weiner, Charlotte Theresa
Weinstein, Nettye Jean
Weisman, Rose Katie
Wells, Ida Sylvine
Werner, Helen Dorothy
Whittle, Edith Mildred
Wickman, Irene Gertrude
Wieland, Evelyn Kathryn
Wiley, Mary Virginia
Wilson, Mildred Ruth
Wittekindt, Beatrice Thelma
Wolfe, Virginia Elizabeth
Wolff, Mary Frances
Wollach, Sophie
Wolman, Rebecca
Woolsey, Margaret Curran
Zebest, Mary Metz

PEABODY PRIZES

First Grade

Sara Marguerite Angerman
Anne Naomi Frank
Ruth Miriam Myers
Sophia Amelia Leutner
Rosalie Marie Lephardt

Second Grade

Miriam Overbeck
Dorothy Melville Sinclair
Dorothy Florence Cullison
Dorothy Kathryn Frank
Hilda Hirshfield
Elizabeth Marie Damitz
Alice Louise Shugars
Mary Metz Zebest
Mary Phyllis Blumberg
Ruth Stevens

Honorable Mention

Virginia Irene Kilham
Margaret Dersch
Anna Margaret Nagler
Mary Emily Cann
Anna Shocket
Dora Yaniger
Ada May Smith
Marie Louise Butzler
Vera Gladys Moser
Dorothy May Stroehel
Lillian Elizabeth Springmann

Elizabeth Belle Seward ranked sixth, but is not entitled to a Peabody medal because not all the work offered by her for graduation was done in the public schools of Baltimore.

GOUCHER COLLEGE SCHOLARSHIPS

Ruth Miriam Myers—4 years
Dorothy Melville Sinclair—2 years

SCHOLARSHIPS GIVEN BY CLASS OF 1929

Goucher College—1 year	Business College
Rosalie Marie Lephardt	Elizabeth Bessie Davies
Alice Louise Shugars	Sadie Hunter
Ada May Smith	Ruth Stevens

UNIVERSITY EXTENSION COURSES

Gertrude Blumenthal
Elizabeth Marie Damitz
Mary Elizabeth Kamphaus
Anna Shocket
Estelle Charlotte Stallings
Mary Metz Zebest

LEONORA E. CARPENTER MEMORIAL SCHOLARSHIP OF THE ALUMNAE ASSOCIATION OF EASTERN HIGH SCHOOL

Sophia Amelia Leutner

The Laura de Valin Prize will be awarded by the President of the Alumnae Association to the student whose work in English is outstanding in originality and appreciation.

BOARD OF SCHOOL COMMISSIONERS

WILLIAM L. RAWLS, *President*

DR. FRANK J. GOODNOW

WARREN S. SEIPP

THEODORE E. STRAUS

MRS. JOHN WESLEY BROWN

MRS. LOUIS H. LEVIN

J. ALAN FLEDDERMAN

JOHN H. DUNCAN

LEWIS W. LAKE

JOSHUA R. JOLLY, *Acting Secretary*

BOARD OF SUPERINTENDENTS

DR. DAVID E. WEGLEIN, *Superintendent*

CARLETON E. DOUGLASS,
Assistant Superintendent, Intermediate Grades

LAURA FRAZEE,
Assistant Superintendent, Primary Grades and Kindergarten

WILLIAM R. FLOWERS,
Assistant Superintendent, General Administration and Elementary Education

JOHN COULBOURN,
Assistant Superintendent, Secondary Education

JOHN W. LEWIS,
Assistant Superintendent, Business Administration

LAURA J. CAIRNES, *Principal*

PRESS OF MEYER & THALHEIMER
BALTIMORE, MD.

H-20 602200

BALTIMORE HIGH SCHOOLS

Record of		Course	
Age at Entrance	Years Months	Entered	By
Parent or Guardian		From	
Home Address		Withdrew	
Business Address		Graduated	

		A 19 –19					B 19 –19					C 19 –19					D 19 –19					19 –19				
		1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER
	English																									
Mathematics	Algebra																									
	Analytic Geometry																									
	Trigonometry																									
	Review Mathematics																									
	Review Arithmetic																									
History	History																									
	Civics																									
	Economics																									
Languages	Latin																									
	German																									
	Spanish																									
	French																									
Science	General Science																									
	Biology																									
	Zoology																									
	Physics																									
	Chemistry																									
Commercial	Bookkeeping																									
	Business Organization																									
	Penmanship																									
	Commercial Arithmetic																									
	Office Practice																									
	Retail Selling																									
	Stenography																									
	Typewriting																									
	Salesmanship																									
	Commercial Law																									
	Commercial Geography																									
	Art																									
	Music																									
	Physical Education																									
	Home Economics																									
	Mechanical Drawing																									
	Food																									
	Clothing																									
	Shop																									
	Deportment																									
	Times Absent																									
	Times Late { Excused / Unexcused																									
	Total Credits or Units																									

15 chromo
1908
Southwest U of Rural Geo.
Class & Summary of skeleton

ACADEMY

CLASS REGISTER

ALLYN AND BACON

BOSTON NEW YORK CHICAGO
ATLANTA SAN FRANCISCO DALLAS

Commerce and Mathematics

Introduction to Business	Reed and Morgan
Business Workbook	Reed and Morgan
The New Mathematics Series	Edgerton and Carpenter
Elementary Algebra	Edgerton and Carpenter
Second Course in Algebra	Edgerton and Carpenter
Plane Geometry; Solid Geometry	Royal A. Avery
Business Arithmetic	Sutton and Lennes
Complete Typewriting	Ollie Depew

English

Elements of English: I, II, and III	Center and Holmes
Targets for English Practice: I, II, and III	Center and Holmes
American Literature with Readings	Roy Bennett Pace
English Literature with Readings	Roy Bennett Pace
Applied English Grammar	David S. Burleson
Standardized English Exercises: I, II	Wisely-Gifford
Unit Workbook in Spelling	Laura S. Johnson

Workbooks to accompany all Leading Texts

Academy Classics

Boy Life on the Prairie	Daniel Boone	Tales from Shakespeare
The White Company	One-Act Plays	The Taming of the Shrew
Robinson Crusoe	Great Speeches	The Comedy of Errors
The Black Arrow	The Alhambra	This Interlocking World
Stories of Adventure	Ivanhoe	The Last of the Mohicans
Quentin Durward	Odyssey	Prairie Song and Western Story
Plays Old and New	Ballads	Stories from the Old Testament
Modern Lives	Myths	A Christmas Carol *and*
The Pathfinder	The Magic Spear	The Cricket on the Hearth
Modern Pioneers	Modern Lyrics	Plays for Young People

The Thurber Shakespeares, American Poetry, Lady of the Lake, Ivanhoe
Three English Comedies, Silas Marner, Golden Treasury, Modern Essays
Three Narrative Poems, Treasure Island, Tale of Two Cities, Sketch-Book
Tales of a Wayside Inn, Lorna Doone, and more than fifty other titles

French

The New Chardenal . . . . . W. H. Grosjean
Lisons! . . . . . Colman D. Frank
La Belle France . . . . . A. Vermont
French Composition . . . . . Joseph S. Galland
Le Petit Chardenal . . . . . W. H. Grosjean
Travaillons! (A Workbook) . . . . . W. H. Grosjean
Manley's Eight French Stories. Les Misérables. L'Abbé Constantin
Colomba. Les Trois Mousquetaires. Sans Famille. Fifteen French Plays
Parker's Favorite French Stories. Le Voyage de Monsieur Perrichon
Le Tour de la France. Pêcheur d'Islande. La Tulipe Noire. Contes Bleus

Latin

First Year Latin . . . . . Smith and Thompson
Second Year Latin . . . . . Jared W. Scudder
Third Year Latin . . . . . Kelsey and Meinecke
Fourth Year Latin . . . . . Carlisle and Richardson
New Latin Grammar . . . . . Charles E. Bennett
New Latin Composition . . . . . Charles E. Bennett
Caesar's Gallic War . . . . . Charles E. Bennett
New Cicero . . . . . Charles E. Bennett
Virgil's Aeneid . . . . . Charles E. Bennett

Spanish

Spanish Grammar . . . . . M. A. DeVitis
Lecciones Elementales . . . . . Ray and Bahret
Walsh's Por España. Espinosa's Cuentos, Romances y Cantares. José
Leyendas Españolas. Vistas de México. Las de Caín. El Capitán Veneno
Fortuna and Tony. El Pájaro Verde. Anécdotas Españolas. Don Quijote

Guideposts for Junior High School Years

James M. Glass, General Editor

I. Our Junior High School . . . . . Holbrook and McGregor
II. Our World of Work . . . . . Holbrook and McGregor
III. Our World of Education . . . . . Holbrook and McGregor
My Guidance Scrapbook (Vocations) . . . . Holbrook and McGregor

1908
L L 99 back
soc Stu

Social Studies

Home Geography	DeForest Stull
Journeys through Our World Today	Stull and Hatch
Our World Today	Stull and Hatch
Elementary Community Civics	R. O. Hughes
Building Citizenship	R. O. Hughes
Civic Training	R. O. Hughes
Fundamentals of Economics	R. O. Hughes
American Government	Frank A. Magruder
Our Nation's Government (A Workbook)	Magruder and Harvey
The Girl Today: The Woman Tomorrow	Lucretia P. Hunter

History

The Story of Our Country, 1935	West and West
The New World's Foundations in the Old	West and West
The American People	West and West
The Making of Our United States	R. O. Hughes
Story of Man's Early Progress	West and West
Story of Modern Progress	West and West
Story of World Progress	West and West
The Making of Today's World	R. O. Hughes

Science

Our Environment: I. Its Relation to Us	Carpenter and Wood
Our Environment: II. How We Adapt Ourselves to It	Carpenter and Wood
Our Environment: III. How We Use and Control It	Wood and Carpenter
Science Discovery Books: For I, II, and III	Wood and Carpenter
First Principles of Chemistry	Brownlee and Others
First Principles of Physics	Fuller, Brownlee, and Baker
New Biology	Smallwood, Reveley, and Bailey
New Laboratory Manual in Biology	Bailey and Greene
Foods and Home Making	Carlotta C. Greer
Health, Public and Personal	Ralph E. Blount

Workbooks to accompany all Leading Texts

TABLE B. GRADE — AGE — PROGRESS. Distribution of net roll of .... grade at end of semester by ages and years of schooling

Yrs. of schooling	Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Over...to...		Totals by ages		
Age last birthday	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	Total
Total by time																													

N. B. — Insert numbers for ages in column at left and numbers for years of schooling at top of column in accordance with the guide, causing normal ages to fall between the heavy horizontal lines and normal years of schooling between the heavy vertical lines and continuing the series in both directions therefrom. In elementary schools, "Years of schooling" is to cover time in all schools here and elsewhere, EXCLUDING time in kindergarten. In junior high schools YEARS OF SCHOOLING shall cover years spent in grades VII, VIII, and IX, including time spent in grades VII and VIII in elementary or other schools. In senior high schools, it shall cover years spent in grades IX to XII, including time spent in grade IX in junior high or other schools.

H-5 6-34

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

SECONDARY SCHOOLS

SEMI - ANNUAL REPORT

of ..... School No. .....

for the semester ending ....., 19 .....

..... Principal

TABLE A—NEW PUPILS

Number admitted as new pupils during the current semester, distributed by sources.

SOURCES	B	G	TOTALS
From last semester's net enrollment of this school			
From last semester's net enrollment of local elementary public schools			
From last semester's net enrollment of local junior high schools			
From last semester's net enrollment of local senior high schools			
From county public schools of this State			
From public schools of other States			
From local non-public schools			
From other sources (Please list)			
Totals			

GUIDE FOR GRADE—AGE—PROGESS TABLES

There are two normal ages at last birthday (by half-years) for each grade; for example, 6 and 6½ for I-B, 6½ and 7 for I-A, etc. Between the heavy horizontal lines in the column at the left of the table insert the two normal ages given below for the grade. Above and below the heavy horizontal lines continue the series *by half-years* to fill the column.

At the top of the column between the heavy vertical lines insert the normal years of schooling for the grade as given below; for example, over 0 to ½ for I-B, over ½ to 1 for I-A, etc. At the tops of the columns continue the series by half-years in both directions.

Keep this Guide where it will be always available for ready reference.

ELEMENTARY SCHOOL

Normal ages		Normal yrs. of sch.
I-B	6	
	6½	over 0 to ½
I-A	6½	
	7	½ to 1
II-B	7	
	7½	1 to 1½
II-A	7½	
	8	1½ to 2
III-B	8	
	8½	2 to 2½
III-A	8½	
	9	2½ to 3
IV-B	9	
	9½	3 to 3½
IV-A	9½	
	10	3½ to 4
V-B	10	
	10½	4 to 4½
V-A	10½	
	11	4½ to 5
VI-B	11	
	11½	5 to 5½
VI-A	11½	
	12	5½ to 6
VII-B	12	
	12½	6 to 6½
VII-A	12½	
	13	6½ to 7
VIII-B	13	
	13½	7 to 7½
VIII-A	13½	
	14	7½ to 8

JUNIOR HIGH SCHOOL

Normal ages		Normal time
VII-B	12	
	12½	over 0 to ½
VII-A	12½	
	13	½ to 1
VIII-B	13	
	13½	1 to 1½
VIII-A	13½	
	14	1½ to 2
IX-B	14	
	14½	2 to 2½
IX-A	14½	
	15	2½ to 3

SENIOR HIGH SCHOOL

IX-B	14	
	14½	0 to ½
IX-A	14½	
	15	½ to 1
X-B	15	
	15½	1 to 1½
X-A	15½	
	16	1½ to 2
XI-B	16	
	16½	2 to 2½
XI-A	16½	
	17	2½ to 3
XII-B	17	
	17½	3 to 3½
XII-A	17½	
	18	3½ to 4

TABLE Hj. ACCOMPLISHMENTS AND FAILURES BY SUBJECTS AND GRADES IN JUNIOR HIGH SCHOOLS

Number of pupils accomplishing the required work in the several subjects this semester, and the number failing to do so.

SUBJECT		7B		7A		6B		6A		9B		9A		Totals		
		Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Acc.	Fail.	Total
English	Boys															
	Girls															
	Boys															
	Girls															
Latin	Boys															
	Girls															
French	Boys															
	Girls															
Spanish	Boys															
	Girls															
Mathematics[2]	Boys															
	Girls															
Geography	Boys															
	Girls															
History	Boys															
	Girls															
Civics	Boys															
	Girls															
General Science	Girls															
	Boys															
Hygiene	Boys															
	Girls															
Physical Education	Boys															
	Girls															
Art	Boys															
	Girls															
Music	Boys															
	Girls															
Commercial[3] Arithmetic	Boys															
	Girls															
Bookkeeping	Boys															
	Girls															
Penmanship	Boys															
	Girls															
Typewriting	Boys															
	Girls															
Stenography	Boys															
	Girls															
Jr. Bus. Training and Practice	Boys															
	Girls															
Industrial Arts:	Boys															
Mechanical Dr.	Boys															
Home Economics	Girls															

[1]In case the same pupil fails in two or more subjects, count the failure in each subject. Obviously these totals will not agree with those of any other table.

[2]Enter here accomplishment in algebra taken by 9B and 9A technical and academic students.

[3]Enter here accomplishment of commercial students in 9B and 9A mathematics.

TABLE I. DISTRIBUTION OF NET ROLL AT END OF SEMESTER BY NUMBER OF DAYS ATTENDING

No. of Days Attending		GRADES										Totals
											P.G.	
80 to *	B											
	G											
60 to 79	B											
	G											
40 to 59	B											
	G											
20 to 39	B											
	G											
Less than 20	B											
	G											
Totals by sex	B											
	G											
Totals												

*Fill in total number of school days in this semester; also grade designations in column headings.

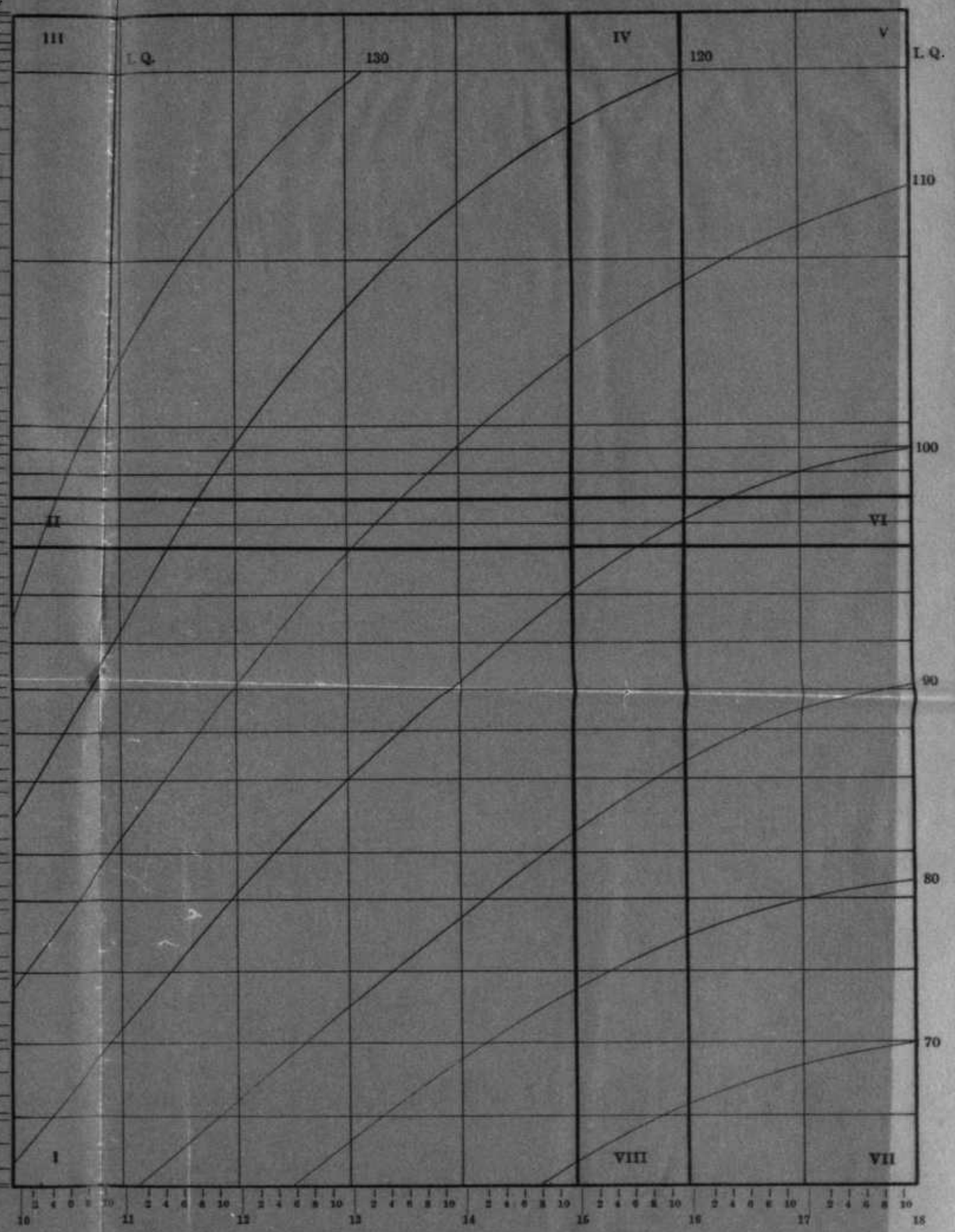
City of Baltimore—Department of Education
Bureau of Research
TEACHERS CLASS ANALYSIS CHARTS
S. H. S. Test Record Form 1—Intelligence 10B—9-34
Self-Computing I. Q. Chart

TEST RESULTS—OTIS SELF-ADMINISTERING TEST OF MENTAL ABILITY
Intelligence Score, Intelligence Quotient, Chronological Age, Group Number, Grade Level Equivalent, Age Norms, Mental Age Equivalent

Pupil No.	NAMES (Alphabetical) (last)	(first)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		

1 2 3

No. Each	Grade Level Equiv.	OTIS INTELLIGENCE Binet M. A. Equiv.	Score Higher
		19.0	70
		18.5	65
		18.3	64
		17.6	58
		17.5	57
		17.3	56
		17.2	55
		17.0	54
		16.11	53
		16.9	52
		16.8	51
		16.6	50
		16.5	49
		16.3	48
		16.2	47
		16.0	46
		15.10	45
		15.8	44
	12A	15.6	43
	12B	15.4	42
	11A	15.2	41
	11B	15.0	40
	10A	14.10	39
	10B	14.8	38
		14.6	37
	9A	14.4	36
		14.2	35
	9B	14.0	34
		13.10	33
	8A	13.7	32
		13.5	31
	8B	13.3	30
		13.0	29
	7A	12.10	28
		12.8	27
		12.6	26
	7B	12.4	25
		12.2	24
	6A	12.0	23
		11.10	22
		11.7	21
	6B	11.5	20
		11.3	19
		11.0	18
	5A	10.10	17
		10.8	16
		10.6	15
	5B	10.4	14
		10.2	13
		10.0	12
	4A	9.9	11
	Under		
	Chronological Age		



	Gp. I	Gp. II	Gp. III	Gp. IV	Gp. V	Gp. VI	Gp. VII	Gp. VIII	Gp. IX	Total
TOTALS By Group										

IX (Center)

P. S. No. .....

Class and Section ..... Course ..... Date .....

(Homeroom Teacher) .....

Curricula-Senior High Schools

Open to Pupils from Academic Curriculum Junior High Schools

A—LATIN-MATHEMATICS

11th Grade		12th Grade	
English III	5	English IV	5
Physics	5	U. S. History	5
Latin III	5	Latin IV	5
Mathematics III	5	Mathematics IV	5
Physical Education	2	Physical Education	2
Music	1	Music	1

B—LATIN-MODERN LANGUAGE

English III	5	English IV	5
Physics or English Hist.	5	U. S. History	5
Latin III	5	Latin IV	5
Modern Language I	5	Modern Language II	5
Physical Education	2	Physical Education	2
Music	1	Music	1

D—SCIENCE-HISTORY-MATHEMATICS

English III	5	English IV	5
Mathematics III	5	U. S. History	5
Early European Hist. or Later European Hist.	5	Later European Hist. or English History	5
Physics	5	Chemistry or Math. IV	5
Physical Education	2	Physical Education	2
Music	1	Music	1

E—SCIENCE-MODERN LANGUAGE (1)

English III	5	English IV	5
English History	5	U. S. History	5
Modern Language I	5	Modern Language II	5
Physics	5	Chemistry	5
Physical Education	2	Physical Education	2
Music	1	Music	1

I—HOME ECONOMICS

11th Grade		12th Grade	
English III	5	English IV	5
Physics	5	Chemistry	5
Home Econ. Major I	5	**Home Econ. Major II**	5
English History	5	U. S. History	5
Physical Education	2	Physical Education	2
Music	1	Music	1

J—ART

English III	5	English IV	5
Modern Language I	5	Modern Language	5
Art Major I	5	**Art Major II**	5
Early European Hist.	5	U. S. History	5
Physical Education	2	Physical Education	2
Music	1	Music	1

K—MODERN LANGUAGE-COMMERCIAL

English III	5	English IV	5
Physics or English Hist.	5	U. S. History	5
Typing	5	Typing	5
Stenography	5	Stenography	5
Modern Language I	5	Modern Language II	5
Physical Education	2	Physical Education	2
Music	1	Music	1

L—SCIENCE-COMMERCIAL (1)

English III	5	English IV	5
Physics	5	Chemistry	5
Typing	5	Typing	5
Stenography	5	Stenography	5
English History	5	U. S. History	5
Physical Education	2	Physical Education	2
Music	1	Music	1

C—LATIN-HISTORY

11th Grade		12th Grade	
English III	5	English IV	5
Physics	5	Chemistry or Biology IV	5
Latin III	5	Latin IV	5
History II	5	U. S. History	5
Physical Education	2	Physical Education	2
Music	1	Music	1

G—MODERN LANGUAGE-HISTORY

English III	5	English IV	5
Modern Language I	5	ModernLanguage II	5
Later European Hist.	5	U. S. History	5
Physics	5	Chemistry or Biology IV	5
Physical Education	2	Physical Education	2
Music	1	Music	1

F—SCIENCE-MODERN LANGUAGE (2)

11th Grade		12th Grade	
English III	5	English IV	5
English History	5	U. S. History	5
Physics	5	Chemistry or Biology IV	5
Modern Language II	5	Modern Language III	5
Physical Education	2	Physical Education	2
Music	1	Music	1

H—MODERN LANGUAGE-MATH.

English III	5	English IV	5
Mathematics III	5	U. S. History	5
Physics	5	Chemistry or Biology IV	5
Modern Language II	5	Modern Language III or Mathematics IV	5
Physical Education	2	Physical Education	2
Music	1	Music	1

M—SCIENCE-COMMERCIAL (2)

English III	5	English IV	5
Physics	5	Chemistry or Biology IV	5
Stenography	5	Stenography	5
Typing	5	Typing	5
Modern Language II	5	U. S. History	5
Physical Education	2	Physical Education	2
Music	1	Music	1

10th Grade

English II	5
Geometry	5
Latin II	5
Biology	4
Physical Education	2
Art	1
Music	1
Home Economics (Girls)	2

10th Grade

English II	5
Geometry	5
Latin II	5
Early European Hist.	4
Physical Education	2
Art	2
Music	1
Home Economics (Girls)	2

10th Grade

English II	5
Geometry	5
Latin II	5
Modern Lauguage I	5
Physical Education	2
Art	2
Music	1
Home Economics (Girls)	2

JUNIOR HIGH SCHOOL
ACADEMIC

9th Grade

1. English I
2. Algebra
3. Civics
4. General Science
5. Latin I

Department of Education
Baltimore, Maryland
Guidance and Placement
February 1934

YG-22-4-34

Curricula

Senior High Schools

Open to Pupils from Academic Curriculum Junior High School

Department of Education
Baltimore, Maryland
Guidance and Placement

February 1934

BALTIMORE CITY, OFFICIAL DEPARTMENTS.

BOARD OF EDUCATION 13 EASTERN FEMALE HIGH SCHOOL

No.	Title	Containers	Incl. dates	Report rec'd.	Returned	Entry Written
1	WORK OF CANDIDATES FOR ADMISSION TO HIGH SCHOOL	106 VOLS	1852 to 1891			
2	WORK OF THE GRADUATING CLASS OF THE SCHOOL	33 VOLS	1873 to 1971			

WPA Form 12HR

No. 1

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Eastern High School

1. Exact title Work of the Candidates for admission to the (Indicate variations of title, if any) Eastern Female High School.

2. Dates, total volumes, and volume numbering or lettering by years

1852 - 1891 106 Volumes

Number of school from which candidate graduated is also listed on cover of volume.

3. Missing volumes, by numbers and dates VOL #3 - 1877 - all volumes 1853 all volumes 1886

4. Exact description of contents; summary of forms used; and general remarks Printed forms, profiles sheet for each student, shows: date, student's name, & address, age, parents name & occupation, & name of school pupil attended. Following pages contain problems & results of tests in Arithmetic, Grammar, Reading, Geography, Writing

5. Indexing Not indexed Test sheets arranged in alphabetical order according to surname of candidate

6. Nature of recording by years by candidates (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 9½"x8"x1½" 11"x9"x1½" 400 pp
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On wooden shelves storeroom rear floor.
(Buildings and rooms or vaults)
Eastern High School

12. Subtitle divisions by dates and volume numbers Spelling, Physiology, Algebra-Computation
Music-Geometry-History & Reading. The last sheet is a
printed form a summary sheet giving results of
examination.

13. Other information These volumes were covered with dust when
found & were in no particular order. Each volume is
now wrapped in heavy paper & sealed with tape &
typewritten labels bearing all dates & other information
attached thereto.

ADDENDA – Labeling.

Sheet #1

Work of the Candidates for admission to Eastern Female High School

1854 - VOL #1
1854 - " 2
1855 - " 1
1855 - - 2
1856 - - 1
1856 - - 2
1857 - - SCHOOLS - 1-2-3-5-9-11 (11)
1857 - " 13 & 14
1858 - 2-3-5-7-11
1858 - 9-13-14

1859 - 11-13-14.

1860 - VOL-1- Schools 2-3-5-7-9-11
1860 - " 2 - " 13-14
1861 — 2-3-5-9
1861 — 11-13-14
1862 - 2-3-5-9-11-13-14
1863 - 2-3-5-7-9
1863 - 11-13-14
1864 - 7-9-13-14
1864 - 2-3-5-11

1865 - VOL 2 13-14
1866 VOL 1 2-3-5
1866 " 2 7-9-11
1866 3 13-14

Work of the Graduating Class of
Boston Female High School

Sheet 2

1871 - VOL 1 - M. PHILOSOPHY - ASTRONOMY - T. GLOBE - CHEMISTRY.

1871 - " 3 - ENGLISH - LITERATURE - FRENCH

1862 - VOL 4 - SYNTAX - RHETORIC - COMPOSITION - ELOCUTION.

(3)

Work of the Candidates for Admission to Boston Female High School

1862 - FIRST DAY SCHOOLS 2, 3, 5, 7, 9, 11, 13, 14.

1869 - 7-11-13

Thomas Lubren

D.S

Work of the Candidates for admission to Boston Female High School.

Sheet 3

1867 -	Vol 1	Schools 2-3
1867 -	2	5-7-11
1867 -	3	13-14
1868 -	-	13-14-16-17-20
1868 -	-	2-3
1868 -	-	5-7-11
1869 -	-	2-3-5
1869 -	-	14-17-20
1870 -	-	14-17-20
1870 -	-	2-3-5-7-9
1871 -	-	11-13-14
1871 -	-	2-3-5-9
1871 -	-	16-17-20
1872 -	-	14-16-17-20
1872 -	-	11-13
1873 -	1	2-3
1873 -	2	5-7-9-11
1873 -	3	13-14
1873 -	4	17-20
1874 -	1	2-3-5-7
1874 -	2	9-11-13
1874 -	3	14-17-20
1875 -	-	9-11-13
1875 -	-	14-17-20
1876 -	1	2-3
1876 -	2	5-7-11
1876 -	3	13
1876 -	4	17-20
1877 -	1	2-3

Boston Female High School

(Sheet 4)

THESES
OF
CLASSES.

1856
1857
1858
1860
1860
1862
1862
1863

8 VOLUMES

(2)

Work of the Candidates for Admission to Boston Female High School

1874	VOL 1	SCHOOLS 2-3-5-7.
1874	" 2	9-11-13
1874	" 3	14-17-20
1852	—	FG. 3-4-5
1872	—	2-3-5-7
1878	—	17-20 ENG-GER-NO 3 - PVT SCHOOLS
1881	—	11-13
1883	—	7-9-11

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

.....HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town .....

Agency or department .....

Bureau .....

1. Exact title, if any .....

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. .....

.....

.....

.....

.....

3. Dates of obvious gaps .....

4. Sizes of file boxes, bundles, etc., by uniform groups .....

.....

5. Types of records included .....

.....

.....

.....

6. Indexing .....

7. Condition of writing, paper, and containers .....

.....

8. Location by dates and numbers of file boxes, etc. .....
(Buildings and rooms or vaults)

.....

.....

.....

.....

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Works of the Candidates for admission to Eastern Female High School.

Slot 5

1877	Vol 2	Schools 5-7 Eng Ger. #3
1877	- 4	17-20
1878	-	7-11-13
1878	-	2-3-5
1879	- 1	2-3-5-7
1879	- 2	11-13
1879	- 3	17-20 Eng. Ger. 3-4 Pvt Schools
1880	-	17-20 " 3-4 " "
1880	-	2-3-5-7.
1880	-	11-13
1881	-	2-3-5-7.
1881	-	17-20 Eng & Ger 3 & Pvt Schools
1882	-	2-3 " 3 & 4.
1882	-	11-13
1882	-	17-20
1882	-	5-7-9
1883	-	2-3-5
1883	-	13-17
1883	-	FG. 20 - Pub 3-4 Pvt Schools
1884	-	FG. 7-9-11 -
1884	-	FG. 20 Pub 3-4 Pvt Schools
1884	-	FG. 2-3-5.
1884	-	FG. 13-14
1885	-	

(1)

Work of the Candidate for admission to Boston Female High School

Sheet 6

1887 -	F.G. 2-3
1887 -	" 3-4
1887 -	" 5-7-9
1887 -	" 13-17
1887 -	" 20
1888 -	F.G. 2-3-5-7
1888 -	" 17-20 ENG GER 3-4
1888 -	" 9-11-13
1889	" 17 - ENG GER - 3 - ANNEX 2-5-6-7
1889	" 11-13
1889	" 2-3-5-7-9
1889	" 20
1890	ENG GER 3-4 ANNEX 2-3-6-7-13
1890	F.G. 9-11-13
1890	" 2-3-5-7
1891	" 20 - ENG GER - 3-4
1891	" 2-3-7
1891	" 13-16-17 ANNEX. 2-7
1891	" 5-9-11

No. 2

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Eastern Female High School

1. Exact title Work of the Graduating Class of the Eastern Female High School
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1853 to 1871 33 volumes,
Subjects covered by graduates, also listed on cover of volumes

3. Missing volumes, by numbers and dates All volumes for years 1854, 1858, 1859, 1860, 1861, 1867, 1869, Vol. #1 - 1862 - Vol #2, 1864.

4. Exact description of contents; summary of forms used; and general remarks Names of Candidates and results of examination on front page of each volume, other pages contain: problems & marks received in Arithmetic, Parsing, Logic, Mensuration, Algebra, Natural Philosophy, Elocution, Astronomy, Composition, Geometry, Science

5. Indexing Not indexed, Work of Graduates arranged in alphabetical order according to surname of Graduate.

6. Nature of recording by years by graduate
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 10"x8"x2" 14"x10"x2" approx. 300-400
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Arranged in chronological order,
(Buildings and rooms or vaults)
on wooden shelves, in storeroom, 2nd floor

12. Subtitle divisions by dates and volume numbers Celestial Globe, Rhetoric, Chemistry
Roman Antiquities, Botany, History & Music

13. Other information These volumes were covered with dust & were found & were in no particular order. Each volume is now wrapped in heavy paper & sealed with tape & typewritten labels bearing all data & other information attached thereto

MISCEL. BOOKS
#6

OFFENSE BOOK 1882

COURSE BOOK 1888

COURSE BOOK 1880

FINANCIAL REPORTS - 1863

2 LISTS OF BOOKS IN USE
1877 - 1881

6 VOLUMES.

MISCEL BOOKS
#7

BOOKKEEPING - 1889

HISTORY - 1889

GRAMMER - 1889

ALGEBRA - 1889

MUSIC - 1889

GERMAN - 1889

LITERATURE - 1889

7 VOLUMES.

ATTENDANCE
1876

1 VOLUME

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

.....HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town .....

Agency or department .....

Bureau .....

1. Exact title, if any .....

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. .....

.....

.....

.....

.....

3. Dates of obvious gaps .....

4. Sizes of file boxes, bundles, etc., by uniform groups .....

.....

5. Types of records included .....

.....

.....

.....

6. Indexing .....

7. Condition of writing, paper, and containers .....

.....

8. Location by dates and numbers of file boxes, etc. .....
(Buildings and rooms or vaults)

.....

.....

.....

.....

U. S. GOVERNMENT PRINTING OFFICE o16—4955

ROLL BOOKS
#2

1892
1882
1895
1888
1845
1878
1886
1877
1893
1898
1879
1901
1909
1906
1883
1885
1879
1897
1882
1881

20 VOLUMES

ROLL BOOKS
#3

1891
1879
1885
1894
1887
1907
1911
1882
1883
1884
1892
1893
1877
1876
1874

15 VOLUMES

BI-WEEKLY REPORT
#4

1901
1893
1807
1879
1890
1886
1877
1883
1885

9 VOLUMES

#5

MISCEL. BOOKS

DEMERITS - 1877
PARENTS NAMES & ADDRESSES - 1875
PUPILS IN SCHOOL - 1850
TARDINESS - 1855
FINAL STATUS - 1875
INSTITUTES - 1876
PARENTS NAME & ADDRESSES - 1883
COURSE BOOK - 1886
LATE REPORTS - 1880

10 VOLUMES

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

.....HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town .....

Ageney or department .....

Bureau .....

1. Exaet title, if any .....

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. .....

.....

.....

.....

.....

3. Dates of obvious gaps .....

4. Sizes of file boxes, bundles, etc., by uniform groups .....

.....

5. Types of reeords ineluded .....

.....

.....

.....

6. Indexing .....

7. Condition of writing, paper, and eontainers .....

.....

8. Loeation by dates and numbers of file boxes, etc. .....
(Buildings and rooms or vaults)

.....

.....

.....

.....

U. S. GOVERNMENT PRINTING OFFICE c16—4955

Rell Binder
No. 1

1884
1889
1894
1892
1890
1898
1877
1894
1885
1899
1896
1886
1900
1880
1900
1899
1891
1901
1901
1896

20 VOLUMES

GRESS ADMINISTRATION

LOCAL HISTORICAL RECORDS: 1936
HISTORICAL RECORDS SURVEY

ND RECORDS FORM

le boxes, bundles, etc.

(Buildings and rooms or vaults)

1955

#2. Sketch ser. of work?

and what the bible really tells about this period?

Ezra

12. Subtitle divisions by dates and volume numbers

H-31-2 9-35

EASTERN HIGH SCHOOL

Certificate of Credits

This is to certify that _____ attended _____ School in the _____ Course from _____ to _____ that she _____ graduated and is entitled to the credits listed on this certificate.
(was or was not)

This school is accredited by _____ The school year is _____ weeks.

Certificating grade _____ Passing mark of school _____

_____ Principal.

	STUDIES	Yr. of Crs. When Taken (I II III IV)	No. of Weeks Pursued	No. of Periods Per Week	Grade		STUDIES	Yr. of Crs. When Taken (I II III IV)	No. of Weeks Persued	No. of Periods Per Week	Grade
	ENGLISH—First Year						BOOKEEPING—First Year				
	Second Year						Second Year				
	Third Year						Third Year				
	Fourth Year						Fourth Year				
	LATIN—First Year						STENOGRAPHY—First Year				
	Second Year						Second Year				
	Third Year						TYPEWRITING—First Year				
	Fourth Year						Second Year				
	FRENCH—First Year						Third Year				
	Second Year						Fourth Year				
	Third Year						COM. ARITHMETIC				
	GERMAN—First Year						COM. MATH.				
	Second Year						COM. GEOGRAPHY				
	Third Year						COM. LAW				
	SPANISH—First Year						ECONOMICS				
	Second Year						BUS. ORG. AND MANAGEMENT				
	HISTORY—Early European						OFFICE PRACTICE				
	Modern						First Year				
	English						Second Year				
	United States, Civics						RETAIL SELLING				
	Com. Civics						First Year				
	ALGEBRA—through Quadratics, Radicals, Exponents						Second Year				
	More Difficult Quadratics and beyond (Intermediate)						CLOTHING MAJOR I				
	Math. Analysis						CLOTHING MAJOR II				
	GEOMETRY—Plane						FOODS MAJOR I				
	Solid						FOODS MAJOR II				
	TRIGONOMETRY						ART MAJOR I				
	ARITH. REVIEW						ART MAJOR II				
	BIOLOGY—Recitation						Music MAJOR I				
	Laboratory						Music MAJOR II				
	PHYSICS—Recitation						PHYSICAL EDUCATION				
	Laboratory						ART				
	CHEMISTRY—Recitation						HOME ECONOMICS				
	Laboratory						MUSIC				

B-82 5-35

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

MAYOR AND CITY COUNCIL
BALTIMORE, MD.

Expenditures incurred for the benefit and in the interest of the Mayor and City Council of Baltimore as detailed below.

TO _____ DR.

[Title] _____ For month of _____ 193

TO BE RENDERED IN TRIPLICATE AND SENT TO BUSINESS OFFICE NOT LATER THAN 5TH OF ENSUING MONTH

Number of Phone Calls				Number of Car Fares						
Date		Date		Date		Date				
1		17		1		17				
2		18		2		18		Phone Calls @ .05		
3		19		3		19		Car Fares @ .10		
4		20		4		20				
5		21		5		21				
6		22		6		22				
7		23		7		23				
8		24		8		24				
9		25		9		25				
10		26		10		26				
11		27		11		27				
12		28		12		28				
13		29		13		29				
14		30		14		30				
15		31		15		31				
16		Total		16		Total		TOTAL		

Personally appeared before me above named city employee and made oath that this statement is a true and correct account of the amounts expended by him for above purposes in the performance of his duties.

_____
Signature, title and seal of attesting officer to be affixed.

Sign three copies

_____
Signature party incurring expense.

Approved:

_____
Supervisor or Director

CHARGE

_____

Approved:

_____
Asst. Supt. (Business)

DEPARTMENT OF EDUCATION
Baltimore, Maryland

PHYSICIAN'S CERTIFICATE

To accompany all applications for leave of absence on account of personal illness sent by teachers and others to the Superintendent's Office.

_____ 19____

I Hereby Certify that _____

is confined to _____ home suffering from _____

_____

_____

and is under my professional care.

It is unlikely that _____ will be able to report for duty before _____

(Signed) _____ M.D.

8-120

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

RECEIVING NOTICE.

Copy of Order or Contract Number Must be Shown

To be sent to Business Office *immediately upon receipt of any material except that delivered by warehouse.* Also for all service rendered, *except by repair shop.*

Received From_____at School No._____

Copy of Order No._____ Contract No._____

QUANTITY	UNIT	DESCRIPTION

All material is to be checked as to quantity and quality at once.
To be used for reporting all material received, except as stated above, both complete and partial shipments.

STATE IF FREIGHT OR EXPRESS CHARGES WERE PREPAID_____
(YES or NO)

Date Material Was Received

_____

I hereby certify that the articles above specified have been received, that the quality and quantity thereof have been verified with exceptions, if any, noted above.

_____

B-54-1 20M 2-34

CLASS

A

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

Requisition

FOLLOW INSTRUCTIONS CAREFULLY

New Furniture, Equipment and Supplies except postage, printed forms, coal and wood. Do not put supplies and furniture or equipment on same sheet. Use separate sheet for each. Indicate in Unit column each doz., yds., ft., etc. State sizes, color, etc., where necessary, Item Nos. for materials on Annual Lists, correct titles, authors and publishers for books and magazines, period magazine subscription is to run and whether new or renewal. Indicate in column C or R with a "C" if material is an addition to your present equipment, and with an "R" if it is to replace others of the same type which is not further usable. Make in duplicate. Mail original to Administrative Assistant. Retain duplicate. Always mention your requisition number when referring to same.

YOUR REQ. No.	DATE	SCHOOL No.	PRINCIPAL OR SUPERVISOR SIGN HERE
A			

(State Purpose of Material below)

Item No.	Quantity	Unit	C or R	MATERIAL	Approx. Cost

PURPOSE OF MATERIAL: (i. e. Kindergarten, Home Economics, Sight Saving, Janitor Supplies, etc.)

APPROVED	DATE	CHARGE	OFFICE DATA	
For Supt.		7.		
Asst. Supt. (Educational)	NOTE →	REQUISITIONS ORIGINATING WITH OTHER THAN PRINCIPALS CALLING FOR DELIVERY OTHER THAN TO SCHOOLS MUST STATE DISPOSITION TO BE MADE OF SAME	P. A.	
Director	NOTE →		S. O.	
Asst. Supt. (Business)	NOTE →		W. O.	OTHER
			T. V.	CODE

B54-2 15M 2-34

CLASS

B

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

Requisition

Necessary repairs to buildings, heating plants, plumbing, lighting or any improvement which requires labor. Emergency calls must be followed by written requisition marked "confirmatory," giving date of call. Make in duplicate. Mail original to Administrative Assistant. Retain duplicate.

ALWAYS MENTION YOUR REQUISITION NUMBER WHEN REFERRING TO SAME

YOUR REQ. No.	DATE	SCHOOL No.	PRINCIPAL OR SUPERVISOR SIGN HERE
B			

LOCATION IN BUILDING

Nature of work to be done (state fully)

DO NOT WRITE BELOW THIS LINE

Chief, Maintenance Bureau

APPROVED	DATE	CHARGE
		7.
For Supt.		
Asst. Supt. (Educational)		
Director		
Asst. Supt. (Business)		

OFFICE DATA

Job No.

P. A.

S. O.

CODE

B54

CLASS

C

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

FOLLOW INSTRUCTIONS CAREFULLY

Requisition

Postage, printed forms, wood and for transfer of materials. **Use separate sheet for each kind of request.** State denomination of postage wanted. Form number of printed matter must be given. State whether one foot or two foot lengths of wood is wanted. Explain transfers fully. State whether ready for removal, or whether any disconnections, etc., are to be made. Mail original to Administrative Assistant. Retain duplicate. Always mention your requisition number when referring to same.

YOUR REQ. No.	DATE	SCHOOL No.	PRINCIPAL OR SUPERVISOR SIGN HERE
C			

Form No.	Quantity	MATERIAL

TRANSFER FROM_____ TO_____

APPROVED:	DATE	CHARGE	OFFICE DATA
			P. A.
For Supt.		DATE	S. O.
Asst. Supt. (Educational)			T. V.
Director			H. O.
			Date Sent
Asst. Supt. (Business)			How Sent

H-22 5-35 602220

BALTIMORE HIGH SCHOOLS

WITHDRAWAL NOTICE

Age .....

Name ..... Class ..... ROOM .....

Cause ..... Residence .....

Date .....

SUBJECTS	TEACHER	BOOKS NOT RETURNED	SIGNATURE OF TEACHER
Vocational Guidance			
Gym Locker Key			
Coat Locker Key			
Library			
Athletic Equipment			

Home Room Teacher .....

Days present this semester:

[THE PUPIL MUST RETURN THIS SLIP TO THE OFFICE]

CHANGE SLIP

SUBJECT TEACHERS WILL PLEASE SEE OTHER SIDE

O.K.'d by _____
Principal

Name _____

Cause of withdrawal from school _____

Change within the school from class _____ to class _____

Releasing Adviser has withdrawn:

Resultant net roll:

Sign _____ Boys ____ Girls _____

Admitting Adviser has enrolled the pupil:

Resultant net roll:

Sign _____ Boys ____ Girls _____

Date Sent from Office _____

To be filled in by the Office

1. Parental sanction in what form: _____
2. Attendance book records:
   a. No. of case _____; Date of notification _____
   b. Report _____
3. In case of transfer:
   a. What credentials sent? Transfer card _____
      Date _____ Letter _____
   b. Place to which _____
4. Filed and closed? _____ Clerk. Date _____

Has gym key, library, locker key, athletic equipment been O.K.'d on other side?

_____ Initials of clerk, if they have been, on the presentation of this slip for final action.

(OVER)

77 daily

602460 H-40

BALTIMORE HIGH SCHOOLS

ATTENDANCE REPORT

Date_____ CLASS_____ Number in Class_____

_____ Number Present_____

ABSENT	LATE	WENT HOME
	Excused	By office permission
	Unexcused	By sick slip

ABSENT FROM RECITATION

First Period	Second Period	Third Period	Fourth Period

Fifth Period	Sixth Period	Seventh Period	Eighth Period

G-60 6-35

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

REPORT OF NON-RETURNED JUNE PUPILS

Date_____

School No._____ _____Principal

N.B. For the purposes of this report, by "*grade*" is meant that grade in which the pupil would be enrolled were he now in school. One copy of this report is to be returned to the Bureau of Research on or before the last Friday in October.

Grade	Employment		Physical Disability		Removal from City		To Non-Public Schools		Other Causes		Unknown[1]		Totals		
	B	G	B	G	B	G	B	G	B	G	B	G	B	G	T
Special															
Vocational															
Occupational															
Kindergarten															
I															
II															
III															
IV															
V															
VI															
VII															
VIII															
IX															
X															
XI															
XII															
TOTAL															

[1]Include only cases which the Attendance Department has been unable to verify or locate. P.W.'s over 16 years of age verified as engaged in domestic service should be reported under "Employment."

1937

DEPARTMENT OF EDUCATION
DIVISION OF HEALTH AND PHYSICAL EDUCATION
BALTIMORE, MARYLAND

SPECIAL REPORT TO PARENTS

TO THE PARENT
OR GUARDIAN OF

_____ SCHOOL No. _____

AN EXAMINATION OF YOUR CHILD BY THE SCHOOL PHYSICIAN SHOWS THE FOLLOWING DEFECT:

NOSE AND THROAT _____

TEETH _____

SIGHT _____

HEARING _____

HEART _____

LUNGS _____

ABDOMEN _____

NERVOUS SYSTEM _____

ORTHOPEDIC DEFORMITY _____

WEIGHT _____

IF NOTHING IS DONE TO IMPROVE THIS CONDITION THERE MAY BE IMPAIRMENT OF HEALTH, RETARDED GROWTH, AND SLOWER PROGRESS IN STUDIES.

YOU ARE URGED TO ASSIST IN THE CORRECTION OF THIS CONDITION BY TAKING YOUR CHILD TO YOUR FAMILY PHYSICIAN. IF DESIRED, THE SCHOOL NURSE WILL CALL.

SIGNED _____
SECONDARY SCHOOL PHYSICIAN

PLEASE SIGN AND RETURN.

SIGNED _____
PARENT OR GUARDIAN

PHYSICIAN OR
NURSE MAY BE SEEN AT SCHOOL _____ AT _____ A. M.

SH 2

1930 to date
7 drawer
class + school
school

Notice To Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,

Laura J. Cairnes, *Principal*

Parent's or Guardian's Signature

1st Quarter.....

2nd Quarter.....

3rd Quarter.....

4th Quarter.....

Remarks

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in this Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in college or university.

H-15-1 4-34

REPORT CARD

EASTERN HIGH SCHOOL

FOURTH YEAR

Report of _____

Year 19_____19_____

STUDIES	Grade	Teacher's Initials	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English									
Algebra									
Trigonometry									
Arithmetic									
Math. Review									
History									
Civics									
Economics									
Latin									
French									
German									
Spanish									
Biology									
Chemistry									
Salesmanship									
Stenography									
Typewriting									
Com. Law									
Bookkeeping									
Office Practice									
Art									
Art (Major)									
Music									
Phys. Training									
Home Ec. (Maj)									
Deportment									
Days Absent									
Late Excused									
Late Unexcused									

The quality of a pupils work is indicated by the first letter of the following words: E—Excellent; G—Good; F—Fair; P—Poor; D—Deficient

G-21 30M 3-29 OMSP

Withdrawn.

BALTIMORE PACKET RECORD SYSTEM

PUPIL'S SCHOOL HISTORY

The BALTIMORE PACKET SYSTEM is designed to provide in a single unit a comprehensive, cumulative history of each pupil's school career. It includes Pupil Record Cards, Medical Cards, Test Cards, etc. Special records becoming available from time to time, such as the Vocational Guidance Card, Psychiatrist's Card, etc., are to be placed in this packet.

NOTE TO PRINCIPAL—THIS PACKET IS TO FOLLOW PUPIL BY MAIL FROM SCHOOL TO SCHOOL.

DESIGNED AT BUREAU OF EDUCATIONAL RESEARCH, BALTIMORE, MD.

Feb 1930
18 days

D. E. 2-b—25M

DEPARTMENT OF EDUCATION
Baltimore, Md.

PUPIL'S RECORD CARD

To be kept for every pupil and to follow him from teacher to teacher and by mail from school to school. Every change of record must be entered on this and on the Principal's Register Card. Upon permanent withdrawal this card becomes the certificate of the pupil and may be given to him. In case of re-entry, this card or a copy, should be presented.

Pupil's last name, first name, initial: Lieb, Esther

Date of birth (Yr.-mo.-da.): 1918-10-16

Country of birth: Lithuania

Sex: F

white or ~~colored~~

Began going to school:

When?

In elementary school?

In kindergarten?

State? City?

Admitted to this school:

When? Sept. 5, 1930

As beginner?

Other school or system?

Left this school

When?	How?
3/6/18	Pro. J. H. S. #[illegible]
3/4/21	Pro - E. H. S.

Returned to this school:

As re-entered P. W.

By transfer?

Parent or guardian:

Name Sam & Olga

Occupation Rabbi

Father's nativity Lithuania

Last residence:

19 N Arch St

2042 E. Baltimore St

Any pupil, permanently withdrawn, upon returning during the same scholastic year, must re-enter the school last attended

Vocational Press

RECORD OF Liebb Esther

School No.	Age Yrs.-Mos.	Date of entry Yr. mo. da.	To grade and class	Teacher (initials)	Half-days present	Scholarship EGMPD
93	11-11	30-9-5	El St	TBH	32	M
93	11-11	30-10-3	Ad. Str	[illegible]	16	M
93	11-11	30-10-17	Int. "	M.E.B.	131	E.
93	12-3	31-2-1	Adv. "	[illegible]	184	G
93	12-8	31-6-18	ad. St	TB		
479	12-11	31-9-8	7B	M.B.C.	90	V.G
47	13-3	32-2-1	7a 13	EBM	83	V.G
47	13-11	32-9-6	8B'	MCS	96	VG
"	14-3	33-2-1	9B'	MCS	85	VG
"	14-11	33-9-7	9a'	MCS	88	VG

H-13-1 6-35

REPORT CARD

EASTERN HIGH SCHOOL

SECOND YEAR

Report of _____

Year 19____-19____

STUDIES	Grade	Teacher's Initials	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English									
Algebra									
Geometry									
History									
Latin									
French									
German									
Biology									
Bookkeeping									
Com. Geog.									
Typewriting									
Art									
Art (Major)									
Music									
Music (Major)									
Phys. Training									
Foods									
Clothing									
Deportment									
Days Absent									
Late Excused									
Late Unexcused									

The quality of a pupil's work is indicated by the first letter of the following words: E—Excellent; G—Good; F—Fair; P—Poor; D—Deficient

(OVER)

Notice To Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,

Laura J. Cairnes, *Principal*

Parent's or Guardian's Signature

First Quarter.....

Second Quarter.....

Third Quarter.....

Fourth Quarter.....

Remarks

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in the Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in college or university.

H-15-4 300

REPORT CARD

EASTERN HIGH SCHOOL

FIRST YEAR

Report of _____

Year 19____-19____

STUDIES	Grade	Teacher's Initials	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English									
Algebra									
Arithmetic									
History									
French									
Latin									
German									
Biology									
Bookkeeping									
Penmanship									
Civics									
Typewriting									
Drawing									
Art (Major)									
Music									
Music (Major)									
Phys. Training									
Cooking									
Dressmaking									
Deportment									
Days Absent									
Times Late									
Excused									
Unexcused									

The quality of a pupil's work is indicated by the first letter of the following words: E — Excellent; G — Good; F — Fair; P — Poor; D — Deficient

(OVER)

NOTICE TO PARENTS

Please sign this report and return it at the earliest possible moment.

Yours truly,

LAURA J. CAIRNES,
Principal

Parent's or Guardian's Signature

1ST QUARTER .....

2ND QUARTER .....

3RD QUARTER .....

4TH QUARTER .....

REMARKS

SCHOOL BOARD RULE CONCERNING CERTIFICATION

Grade Required of High School Graduates to Enter College

(EFFECTIVE FEBRUARY 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in this Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in the college or university.

Students who have passed their 16th birthday and are enrolled in the senior high school, and who have not obtained credit at the end of their first year in senior high school for 2 major subjects, at the end of their second year for 4 major subjects, at the end of their third year for 6 major subjects, may be discharged from the school with the approval of the Assistant Superintendent in charge of high schools.

H-14-1 602141

REPORT CARD

EASTERN HIGH SCHOOL

THIRD YEAR

Report of _____

Year 19____-19____

STUDIES	Grade	Teacher's Initials	1st Qr.	2nd Qr.	1st Term	3rd Qr.	4th Qr.	2nd Term	Year
English									
Algebra									
Trigonometry									
History									
Latin									
French									
German									
Spanish									
Biology									
Physics									
Bookkeeping									
Salesmanship									
Stenography									
Typewriting									
Office Practice									
Bus. Manag.									
Art									
Art (Major)									
Music									
Music (Major)									
Phys. Training									
Home Ec.									
(Major Foods)									
Home Ec.									
(Maj. Clothing)									
_____									
Deportment									
Days Absent									
Late Excused									
Late Unexcused									

The quality of a pupil's work is indicated by the first letter of the following words: E—Excellent; G—Good; P—Poor; D—Deficient

(OVER)

Notice to Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,

Laura J. Cairnes, *Principal*

Parent's or Guardian's Signature

First Quarter.....

Second Quarter.....

Third Quarter.....

Fourth Quarter.....

Remarks

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in the Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in college or university.

VOCATIONAL
GUIDANCE
Junior High School

7		8		9	
B	A	B	A	B	A
	9			1	1

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

J. H. S. 47A
Date May 1932
Course

NAME Liebb Esther
Last First Initial

Date of (grad. leaving)

Address 19 N. Ann St.

Telephone Wolf 3187 W

Date of birth 1918

Place of birth Lithuania

What subjects do you like best? Math, B. T. Latin, History.

Do you take part in music, dramatics, athletics, or other school activities?

Do you hold any office?

Are you studying along any special line outside of school? Hebrew High School.

What do you like to do best in your leisure time? Read

Have you had any working experience? No. If so, please fill in space below

Type of work	*Time*	*Money earned*	*Did you like the work?*

V2

Name two or three occupations in which you are interested

Teacher, Nurse, Stenographer.

Do you expect to graduate from Junior High School? Yes

Do you expect to attend Senior High School? X Vocational School? Printing School?

SOCIAL INFORMATION

	Name	Place of Birth	Occupation
Father	S. C. Liebb	Lithuania	Rabbi
Mother	Olga Liebb	Lithuania	household
Guardian			

Occupations of other members of family no brothers and no sisters

Number and ages of other children 2 sisters - 17, yrs., 11 yrs.
3 brothers - 9 yrs; 7 yrs; 3½ yrs.

Remarks

Try-Out
Information
Character Rating

7		8		9	
B	A	B	A	B	A
13	9			1	1

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

J. H. S. 47 A.
Date Jan. 1932
Course Academic

Name Lieb, Esther
Last First Initial

Address 19 N. Ann Street 2012 E. Baltimore St.

	Latin	Remarks	Junior Business Training	Remarks	Me'h D'w Cl'thing & Textiles	Remarks	Wo'dw'rk	Food and Cookery
Grade	90		90		A		65	G
Initiative	A		A		A		A	A
Perseverance	S		A		G		A	G
Mech. Aptitude	G		A		G		I	G
Interest	G		S		G		A	G
Promptness	S		G		G		A	G
Accuracy	S		A		A		A	A
Neatness	A		G		G		A	G
Ind'e'ce in W'k	A		A		A		A	A
Date	6/6/32		4/8/32		6/3/32		6/3/32	6/3/32
Teacher	W.B.		S.B.M.		C.R. D.		S.B.	C.R. D.

KEY VI- VERY INFERIOR, I- INFERIOR; A- AVERAGE; G- GOOD; S- SUPERIOR.

Character Qualities

A-41 OMSP 20M 2-31

QUALITIES	8th grade VI	8th grade I	8th grade A	8th grade G	8th grade S	9th grade VI	9th grade I	9th grade A	9th grade G	9th grade S	DATE	TEACHERS' REMARKS
Conduct												
Gen. Appearance												
Initiative												
Reliability												
Co-operation												
Promptness												
Intelligence												

Teachers' Names

Additional Information

KEY: VI- VERY INFERIOR; I- INFERIOR; A- AVERAGE; G- GOOD; S- SUPERIOR.

TESTS

NAME Liebb, Esther
LAST FIRST

DATE OF BIRTH 1918-10-16

DATE TESTED	SCHOOL NO.	GRADE WHEN TESTED	NAME OF TEST	RAW SCORE	GRADE* LEVEL
Mar. 1931	93	Amer	Iel. Int. (Equiv. I.Q. 102)	65	9 I.Q.
" "	93	"	New Standford Adv. Reading Test		
			Reading - Paragraph Meaning	57	4a level
			" - Word Meaning	46	3a level
			" Total Score	52	4B level
Sept. 1931	47A	7B	Otis Intell. I.Q. 96	39	6
" "	"	"	New Stan. Read.	74	5 A
" "	"	"	" " Arith.	54	7 A
" 1932	47	8B'	" " Read Total	92	8B
" "	"	"	" " " Para.	94	8A
" "	"	"	" " " World	91	8B

THIS TEST CARD IS DESIGNED ON THE PRINCIPLE OF EXTREME SIMPLICITY WITH A MINIMUM OF WORK. ONLY THE RAW SCORE IS ASKED FOR. ALL INTERPRETATIONS OF WHAT A RAW SCORE MEANS WITH EXCEPTION OF THE GRADE LEVEL COLUMN ARE OMITTED. COMPLETE INTERPRETATIONS OF WHAT ANY RAW SCORE MEANS SUCH AS THE PERCENTILE RANK, GRADE LEVEL, SUBJECT AGE AND SO FORTH, IS OBTAINABLE FROM THE CLASS ANALYSIS CHARTS WHICH ARE TO BE USED AS A MASTER KEY FOR INTERPRETING ALL TEST SCORES.

*IF AN INTELLIGENCE TEST, ENTER I.Q. AND X, Y, OR Z IN THIS COLUMN. E.G., "132—X." IF A COURSE OF STUDY ACHIEVEMENT TEST, HAVING NO GRADE LEVELS, ENTER EQUIVALENT SCHOOL MARK, E.G., E, G, M, P, D, IN THIS COLUMN.

G-20

TESTS
[CONTINUED]

DATE TESTED	SCHOOL NO.	GRADE WHEN TESTED	NAME OF TEST	RAW SCORE	GRADE* LEVEL

OMSP 10-29 25M

ELIMINATION

VG-5 9-39

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

Date of Entry _____

Date of Withdrawal _____

School _____

Course _____

Grade _____

Name _____ *First* _____ *Initial* _____ Age _____ *Yrs.* _____ *Mos.* _____

Address _____ Telephone _____

Parent Interviewed _____ Work Desired _____

Reason for Leaving _____

Scholarship (present)	I. Q.	Reading Ability	
		Grade test given	Grade level

REMARKS

14 pharmacy

1924-date

4-6 card

Type of Position Obtained	Employer	Wages per week	How Position Obtained

Remarks:

Name two or three occupations in which you are interested.

Do you expect to graduate from Senior High School?

Are you planning for further education? Where?

Parents' preference for your occupation

Character Qualities	19....-19.... VI	I	A	G	S
Conduct					
General Appearance					
Initiative					
Reliability					
Co-operation					
Promptness					
Perseverance					

Teachers names:

SUMMARY OF SUBJECTS TAKEN

	Yrs.		Yrs.		Yrs.
Biology		French		Office Practice	
Bookkeeping		German		Physics	
Chemistry		History		Physical Education	
Commercial Geography		Home Economics		Salesmanship	
Commercial Law		Latin		Shop	
Drawing		Mathematics		Stenography	
Economics		Mechanical Drawing		Spanish	
English		Music		Typewriting	

KEY—VI, VERY INFERIOR; I, INFERIOR; A, AVERAGE; G, GOOD; S, SUPERIOR.

VOCATIONAL GUIDANCE
Senior High School

VG-2

10		11		12	
1	2	1	2	1	2

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

S. H. S. .....

Date .....

.....

Course .....

Name _____
Last First Initial

Date of (grad. leaving) _____

Address _____

Telephone _____

Date of birth _____

Place of birth _____

Subjects preferred _____

Major { Music / Drawing

Do you take part in any school activities? _____

(Name) _____

Do you hold any office? _____

Do you take part in any outside activities? _____

(Name) _____

What do you like best to do in your leisure time? _____

Have you had any working experience? _____ If so, fill in spaces below.

Type of work	Time	Money earned	Did you like the work?

SOCIAL INFORMATION

VG-4 11-35 606040

DIVISION OF VOCATIONAL EDUCATION

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

SOCIAL INFORMATION

S.H.S. _____
Date _____
Grade _____

Name _____ Age _____ Date of (grad., leaving) _____
Last First Years Months

Address _____ Telephone _____

Course _____

	Name	Place of Birth	Occupation
Father			
Mother			
Guardian			

Occupations of other members of family _____

Number and ages of other children _____

Remarks _____

DATES	INTERVIEWS
1924	Adrian

Department of Education, Baltimore, Md. Junior and Senior Summer School Record Card

FAMILY NAME GIVEN NAME. INITIAL PUPIL'S REGULAR SCHOOL CLASS

SUMMER SCHOOL AT Passing Mark Is

DATE AGE YRS. MOS.

PARENT'S SIGNATURE

ADDRESS

TEXT BOOKS RECEIVED FROM

DATE WITHDRAWN REGULAR SCHOOL SUMMER SCHOOL

DATE TRANSFERRED TO SCHOOL

REMARKS

This card must be signed by the principal of pupil's regular school. The principal will send card to Summer School Principal.

(OVER) (PUPIL'S REGULAR PRINCIPAL)

SUMMER SCHOOL SUBJECTS AND MARKS

SUBJECT (Advance Work)	Year	Course	Term	S. S. Mark
1				
2				

FOLLOW UP DATA

For the following regular school term

SUBJECT	Passed or Failed Subject Feb. 1 (X) Pass	Fail	Discontinued After S.S. (X)
1	Check	Check	Check .....
2	Check	Check	Check .....

SUMMER SCHOOL PRINCIPAL

THIS CARD IS TO BE USED FOR

1 ENROLLING PUPILS IN SUMMER SCHOOL (Advance Work Only)

Principal of pupil's regular school will send this card to Summer School principal several days before Summer School opens. This is necessary in order that Summer School principal can determine size of school and make schedule.

2 REPORTING RESULTS OF SUMMER SCHOOL WORK TO PUPIL'S REGULAR PRINCIPAL

This card will be sent by Summer School Principal at the close of Summer School Session to pupil's regular principal.

3 FOLLOWING UP SUMMER SCHOOL PUPIL'S WORK IN THE FOLLOWING TERM AT HIS REGULAR SCHOOL

At the close of the next regular term following the Summer School Session, the principal of the pupil's regular school will supply the information called for on other side under FOLLOW UP DATA.

If pupil transfers to another school after the Summer School Session, either in September or during the term, the pupil's regular principal will forward this card to the pupil's new principal who then becomes responsible for sending the card in February to the Summer School principal.

(over)

VG-6 9-33

DEPARTMENT OF EDUCATION
GUIDANCE AND PLACEMENT
Baltimore, Maryland

PLACEMENT RECORD

Name of Student Placed				Address	
School	Grade Completed	Course		Date of: Grad. P. W.	Age When Placed
Name of Employer				Address	
Employer's Line of Business					
Name or Type of Position			Date Started		Probable Duration: Permanent Temporary
Initial Salary	Promotional Possibilities: Occupation Salary				
Do you consider that the student has been placed in the trade trained for?					

Placed by _____

Please send this report to the Supervisor of Guidance and Placement as soon as a placement has been made.

(*Over*)

DIRECTIONS

A Placement

1. A placement is the filling of a position by a present or former *student referred to the employer by your school.* This includes the filling of positions by students sent in response to requests from employers received by the Supervisor of Guidance and Placement and transferred to you. (Do not report jobs students secure for themselves.

2. For the purpose of this record, we consider a student placed only after he has definitely severed connection with the school through graduation or withdrawal. Exception: Counselors in elementary, junior, and senior high schools should report part-time placements although the student has not severed his connection with the school. (Do not include calls from ten-cent stores for girls for Saturday work.)

School

Name of the school in which the student is enrolled at the time of placement.

Grade Completed

Not to be filled out by vocational or prevocational schools.

Date of: Grad. P. W.	Check either graduation or withdrawal, and give the date.

Probable Duration

Check "permanent" or "temporary." If "temporary," and it is known, give the length of time the job will last.

Date Started

See paragraph 2.

Do you consider that the student has been placed in the trade trained for?

Not to be filled out by elementary, junior, or senior high school counselors.

Keep This Card

THE PLACEMENT SERVICE

3 East Twenty-fifth Street
Telephone University 6300

MISS FLORENCE H. MILLER, Placement Counselor for Girls
Mr. MEDINGER, Placement Counselor for Boys

This is to inform you that _____

has graduated / withdrawn from _____ School and wishes to

apply for placement. He / She has an appointment with you at _____ o'clock

on _____, 19____.

_____
Educational and Vocational Counselor.

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

Temporary

DEPARTMENT OF EDUCATION - GUIDANCE and PLACEMENT
Baltimore, Maryland

To Placement Service

SCHOLASTIC RECORD

NAME OF SCHOOL

PUPIL'S LAST NAME FIRST NAME DATE LEFT (WILL LEAVE)

19

Month Year

Grade Compl.	B	A
Birth Date		
	19	
Health		
Physical Defects		

CURRICULA			
TECHNICAL		COMMERCIAL	
SCIENCE TECH.		Stenographic	
ACADEMIC		Office Practice	
MODERN LANG.		Bookkeeping	
GENERAL		Retail Selling	
CERTIFICATE		Sales Advertising	
OCCUPATIONAL		Coll. Commercial	
VOCATIONAL		Acad. Commercial	

MARKS			
English		Mathematics	
Mech. Drawing		Commercial Arith.	
Bookkeeping		Biology	
Retail Selling		Chemistry	
Office Practice		Physics	
Transcription			
Stenography			
Typing			
		Speed	
		Speed	
		Shops	

Habits and Qualities (check)	Low	Aver.	High
Attendance			
Punctuality			
Conduct			

Subjects Failed

Which Half Grades Retard. or Accel.

I. Q.	Standing	Gen'l or Grad. Average

(Over for Remarks)

REMARKS

REASON FOR P.W.

RECORD PREVIDUS SCHOOL (for P.W.'s who attended your school short time)

GRADES RETARDED GEN'L AVERAGE

" ACCELERATED

(Attach Guidance, Test, and Interview Record Cards)

Name ..... Class .....

Date .....

Time of leaving school .....

Cause .....

Time of arrival .....

.....

PARENT OR GUARDIAN

H-17 11-35 6021

BALTIMORE HIGH SCHOOLS

M ..... Class .....

has permission to go home.

Cause .....

Date ..... Hour .....

Home Room Teacher .....

Class Teacher .....

H-43 5-35

GRADUATION INFORMATION CARD

Name Elizabeth Virginia Fountaine

Address 4635 Kenwood Avenue

Telephone Chesapeake 4126

Class 1936 February, June, ✓

Do you intend entering college? undecided

What college and when?

Do you intend seeking immediate employment? no

Do you object to leaving city? no

YOU ARE REQUESTED TO KEEP THE PRINCIPAL INFORMED AS TO YOUR WHEREABOUTS AND CHANGES OF RESIDENCE OR EMPLOYMENT

19 drawings
1924 Date?

STUDY HALL

ROW _____ SECTION _____

SEAT	NAME	CLASS					

Inquiry

H-18 11-35 602180

Name _____ Class _____ Curriculum _____

SUBJECTS	NOW	DESIRED	SUBJECTS	NOW	DESIRED
English			Bookkeeping		
Civics			Typing		
History: E. E.			Bus. Organ.		
M. E.			Stenography		
Eng.			Arithmetic		
U. S.			Comm. Geog.		
Science: Bio.			Transcription		
Phy.			Office Practice		
Chem.			Comm. Law		
Mathematics			Economics		
Latin			Home Ec. Major		
French			Art		
German					

Lingamy

VG-15 6-35

DEPARTMENT OF EDUCATION, BALTIMORE, MD.

_____ 193__

_____

_____

_____

This will introduce _____

who { has completed / is in the } _____ grade at _____ school

and is an applicant for a position in your office.

For additional information kindly telephone University 6300.

Department of Guidance
and Placement

_____
Educational and Vocational Counselor

Manfiscript

Department of Education, Baltimore, Md. Junior and Senior Summer School Record Card

FAMILY NAME	GIVEN NAME. INITIAL	PUPIL'S REGULAR SCHOOL	CLASS

SUMMER SCHOOL AT _____ Passing Mark Is _____

DATE AGE YRS. MOS.

PARENT'S SIGNATURE

ADDRESS

TEXT BOOKS RECEIVED FROM

DATE WITHDRAWN | REGULAR SCHOOL / SUMMER SCHOOL

DATE TRANSFERRED TO SCHOOL

REMARKS

This card must be signed by the principal of the pupil's regular school. The principal will send card to Summer School Principal.

(OVER) (PUPIL'S REGULAR PRINCIPAL)

SUMMER SCHOOL SUBJECTS AND MARKS

SUBJECT (Review Work)	Year	Course	Term	S. S. Mark
1				
2				

FOLLOW UP DATA

For the following regular school term

SUBJECT	Passed or Failed Subject Feb. 1 (X) Pass	Fail	Discontinued After S.S. (X)
1	Check____	Check____	Check____
2	Check____	Check____	Check____

SUMMER SCHOOL PRINCIPAL

M. D. B. 659

THIS CARD IS TO BE USED FOR

1 ENROLLING PUPILS IN SUMMER SCHOOL (Review Work Only)

Principal of pupil's regular school will send this card to Summer School principal several days before Summer School opens. This is necessary in order that Summer School principal can determine size of school and make schedule.

2 REPORTING RESULTS OF SUMMER SCHOOL WORK TO PUPIL'S REGULAR PRINCIPAL

This card will be sent by Summer School principal at the close of Summer School Session to pupil's regular principal.

3 FOLLOWING UP SUMMER SCHOOL PUPIL'S WORK IN THE FOLLOWING TERM AT HIS REGULAR SCHOOL

At the close of the next term following the Summer School Session, the principal of the pupil's regular school will supply the information called for on other side under FOLLOW UP DATA.

If pupil transfers to another school after the Summer School Session, either in September or during the term, the pupil's regular principal will forward this card to the pupil's new principal who then becomes responsible for sending the card in February to the Summer School principal.

(OVER)

H 73

2d [illegible]
Algebra & [illegible]
5 & V

Daily program of _____ Class _____ Room _____

PERIOD	SUBJECT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1						
2						
3						
4						
5						
6						
7						
8.						

Date

M-24-1 11-39 002341

BALTIMORE HIGH SCHOOLS
REGISTRATION CARD

SECTION _____

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

ENTERED _____ AGE: YRS. _____ MOS. _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

FROM SCHOOL _____

RESIDENCE _____

_____

PHONE NUMBER _____

PARENT OR GUARDIAN _____

RESIDENCE _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

OCCUPATION _____

COURSE _____ LOCKER NO. _____

H-42 11-35 602420

BALTIMORE HIGH SCHOOLS—LATENESS

Name ..... Class .....

Date ..... Hour .....

.....

TEACHER

1936 - Idaho Church

Assessment of church

H-11 5-35

DEPARTMENT OF EDUCATION, BALTIMORE, MARYLAND

DEPORTMENT RECORD

Name _____ Class _____

Offense _____

_____

_____

_____

Date _____ Teacher _____

Mark _____

1936 - Edable Oham

~~Oham~~ + percent of Oham

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

NOTICE OF DEFICIENCY
SECONDARY SCHOOLS

_____, class_____

is deficient in_____

_____

_____

_____

To M_____

Address_____ _____Teacher

Date_____ _____Principal

A REPLY IS REQUESTED

H 10 602100

h-52-2 11-35 602522

Daily program of .....Class.....Room.....

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5					
6					
7					
8					

Class Discussion Topics
3 drawers

S.W SUBJECT	ROOM	TEACHER
LOCKER NO.		

DATE _____

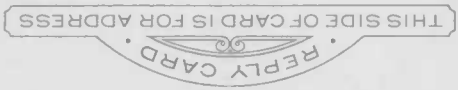
m-52-2 11-35 602522

Daily program of .....Class.....Room.....

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5					
6					
7					
8					

SUBJECT	ROOM	TEACHER
LOCKER NO.		

DATE _____



Vocational Counselor

----------High School

Baltimore, Md.

VG-9 606090

My dear

We are very much interested in knowing just what you have been doing since you left ..... High School. Will you, therefore, answer the questions on the attached post card and mail it as soon as possible?

Thank you for answering the questions.

Educational Vocational Counselor

HIGH SCHOOL

THIS SIDE OF CARD IS FOR ADDRESS

Sample 1931

Date _____

Are you taking a special course? _____

If so where and in what subject? _____

Name firm by which you are employed _____

Address of firm _____

Type of position? _____

Initial salary in the above position _____ Present salary _____

At home (not employed) _____

If the above questions do not cover your case, may we know what you are doing? _____

_____

Name _____

Address _____

Date of graduation _____

Date of withdrawal _____

PHYSICIAN'S STATEMENT

Miss _____

Physical Condition:

_____

_____

_____

_____

Take all; omit; do with care:

1.
2.
3.
4.
5.
6.
7.

Remarks:

Physician's Signature

_____

Date _____

BALTIMORE HIGH SCHOOLS

BALTIMORE, MD.

Dr. _____

Dear Sir:

The work in the Physical Training Department in this school consists of the following exercises.

1. Free-standing exercises and marching tactics, to develop good posture and carriage.

2. Aesthetic dancing and running, for grace and elasticity.

3. Light apparatus, involving mild efforts of strength, speed and endurance.

4. Heavy apparatus, calling for moderate attempts of strength, speed and endurance.

5. Gymnastic games.

6. Athletics, (running high and standing broad jump) not exceeding any pupil's individual limitation.

7. Athletic games:— basket-ball; baseball.

Will you kindly examine Miss _____ and advise me of her physical condition and her ability to do all or part of the work mentioned above. Please include in the examination the heart, lungs, spine, eyes, ears, throat, nose, feet.

Instructor of Physical Training.

(OVER)

Vocational Press

H-8 9207 15M

BALTIMORE HIGH SCHOOLS

Baltimore_____193___

Mr._____

Dear_____

This is to inform you that _____

has been absent_____days and tardy _____times

since _____Please co-operate with us to secure regular attendance, as the progress of pupils is seriously hindered by absence from school.

Yours respectfully,

AN ANSWER IS REQUESTED

_____
Principal

H-25 11-35 602250

NOTICE OF ABSENCE

_____

_____ *Class* _____

has been absent from school 3 consecutive days beginning

_____ *19* ____

Cause, if known _____

Date _____

_____

Home Room Teacher.

Notice sent _____

Tuesday.

H-48 15M 3-30 OMSP

BALTIMORE HIGH SCHOOLS

STUDENT ACTIVITIES CARD

NAME _____ CLASS _____ HOME ROOM _____

School Organizations of which I am a member _____

_____

_____

_____

Offices I hold in my class or club _____

_____

_____

_____

Special Activities in which I have participated this year _____

_____

_____

Outside Organizations in which I take part _____

_____

_____

B-54 OMSP 25M 4-3

10 Hours
S.W.

CLASS

D

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

Requisition

Necessary repairs to Furniture and Equipment, including Window Shades (new or repair). Also for tuning pianos, sharpening saws, knives, etc. Make in duplicate. Mail original to Administrative Assistant. Retain duplicate.

ALWAYS MENTION YOUR REQUISITION NUMBER WHEN REFERRING TO SAME

YOUR REQ. NO.	DATE	SCHOOL NO.	PRINCIPAL OR SUPERVISOR SIGN HERE
D			

LOCATION IN BUILDING

Article to be repaired

Nature of repair (explain fully)

DO NOT WRITE BELOW THIS LINE

APPROVED	DATE	CHARGE	OFFICE DATA
		7.	P. A
For Supt.		DATE	S. O.
Asst. Supt. (Educational)			W. O.
Director			H. O.
Asst. Supt. (Business)			CODE

1937
1 drawer

CITY OF BALTIMORE – DEPARTMENT OF EDUCATION – DIVISION OF HEALTH AND PHYSICAL EDUCATION

Physical Examination

This Page to be Filled out by Student

Name _____ *Class* _____ *School* _____ *Date* _____
MO. DAY YR.

FAMILY HISTORY

My Father's Health is Excellent_____Good_____Fair_____Poor_____If not living state cause of death

My Mother's Health is Excellent_____Good_____Fair_____Poor_____If not living state cause of death

I have_____Sisters older Health Number younger Health

I have_____Brothers older " " " "

Brothers or sisters died at Age Cause

Has any member of Father's or Mother's family suffered from Tuberculosis?

Mental Disease? Epilepsy? Nervous Disorders?

STUDENT'S HISTORY

Age years months Height_____inches Weight_____pounds Physical Ed. Test Number _____

Present residence (home)

The general condition of my health has been Excellent_____ Good_____ Poor_____ Indifferent _____

I have had the following diseases at the age written after each:

Appendicitis	Heart Palpitation
Asthma	Indigestion
Bleeding of nose	Influenza (grip)
Breath, shortness of	Malaria
Bronchitis	Measles
Colds of nose and throat	Mumps
Chicken pox	Neuralgia
Constipation	Nervous Breakdown
Diarrhoea	Rheumatism
Diphtheria	Rupture
Earache	Scarlet Fever
Fainting Attacks	Skin Eruptions
Goitre	Tonsillitis
Hay Fever	Typhoid
Headache	Whooping Cough

My most serious or protracted illness was Its nature?

My most serious surgical operation was Nature of? Date

I have missed_____days of school because of

I have had these accidents or injuries

I have / have not worn glasses since_____years of age

I have / have not had medical treatment as follows for Ears, Throat, Nose

Name _____

	1st Date _____	2nd Date _____	3rd Date _____	4th Date _____
CHEST				
Abnormalities (shape or movement)				
Lungs				
Heart (murmurs, rate and rhythm)				
Pulse (before, immediately after and two minutes after exercise)				
ABDOMEN				
Hernia				
ORTHOPEDIC DEFORMITIES OR LOSS OF MOTION				
Limbs				
Spine				
Feet				
GENITO-URINARY				
Abnormalities or disease				
ATTITUDE				
(towards hygiene, physical activity, society, life)				
TYPE				
Active, reclusive, quiet				
CLASSIFICATION				
Excellent, good, fair or poor				
SUMMARY				
Conditions needing special attention				
ACTION TAKEN				
Parents notified? Date				
Special conference with pupil				
Academic load lightened				
Physical activity restricted				
Special exercises recommended				
RESULTS OF RECOMMENDATION:				
SIGNATURE OF SECONDARY SCHOOL PHYSICIAN				

Index to Reports. 75

Department of Education, Douglass High School

Date	No	Title of Record.	Date of Record
	1	Report of Physical Examination	1931--.
	2	Expense Accounts.	1930--.
	3	Teachers Class Register	1925--.
	4	Receiving Notice	1925---
	5	Requisitions "A" & "A" "F"	1925--.
	6	Accident Report	1925--.
	7	Report Cards	1932--.
	8	Schedule Cards	1933--.
	9	Permanent Registration Card	1925--.
	10	Students Cumulative Record Card	1925--.

Index to Reports. 75

Department of Education, Douglass High School

Date	No	Title of Record.	Date of Record
	1	Report of Physical Examination	1931--.
	2	Expense Accounts.	1930--.
	3	Teachers Class Register	1925--.
	4	Receiving Notice	1925--.
	5	Requisitions "A" & "A" "F"	1925--.
	6	Accident Report	1925--.
	7	Report Cards	1932--.
	8	Schedule Cards	1933--.
	9	Permanent Registration Card	1925--.
	10	Students Cumulative Record Card	1925--.

2. How marked?

(Buildings and rooms or vaults)

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

/

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Report of Physical Examination

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1931 to date 6 file Bureau stat

This system was started in 1931

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

16"x14"x22" in 2 steel cabinets 44½"x13½"x27½"

5. Types of records included See attached forms, which are filled in by pupil, (1) 1931 to 1936; (2) 1937

Indexing

6. Indexing Arranged in alphabetical order according to surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

Office of Physical Director & Nurse, on Second Floor

U.S. GOVERNMENT PRINTING OFFICE c16—4955

Have you ever been told by a physician that your health has been impaired in any way? If so, give particulars:

Do you believe yourself to be in fit condition for gymnastics, athletics and games? If not, give particulars:

Tell briefly in what way, if any, you have taken part in athletics:

Have your parents any objection to having you take part in competitive athletics, provided you are found to be in fit condition?

In what way do you take your recreation?

SUBSEQUENT HISTORY

DATE	CONFERENCE	CONSULTATION	COMMENTS	EXAMINER

HEALTH EXAMINATION RECORD

APPEARANCE	1ST Date --------	2ND Date --------	3RD Date --------	4TH Date --------
Health				
Skin				
Nutrition				
Musculature				
Posture				
Cleanliness				
SIGHT				
Without glasses, R and L				
With glasses, if prescribed				
Date of prescription				
Color perception defects				
HEARING				
Any impairment, R or L?				
Is condition progressive?				
Discharge				
Odor				
Treatment				
NASO-PHARYNX				
Nasal obstruction				
Odor				
Obstructive or diseased adenoids				
MOUTH				
Gums				
Teeth (clean, neglected, dirty)				
Number of teeth filled; carious				
TONSILS (enlarged, diseased) Is medical history borne out by above findings?				
Speech defects				
NECK				
Lymph nodes				

	1ST Date _____	2ND Date _____	3RD Date _____	4TH Date _____
CHEST				
Abnormalities (shape or movement)				
Lungs				
Heart (murmurs, rate and rhythm)				
Pulse (before, immediately after and two minutes after exercise)				
ABDOMEN				
Hernia				
ORTHOPEDIC DEFORMITIES OR LOSS OF MOTION				
Limbs				
Spine				
Feet				
GENITO-URINARY				
Abnormalities or disease				
ATTITUDE				
(towards hygiene, physical activity, society, life)				
TYPE				
Active, reclusive, quiet				
CLASSIFICATION				
Excellent, good, fair or poor				
SUMMARY				
Conditions needing special attention				
ACTION TAKEN				
Parents notified? Date				
Special conference with pupil				
Academic load lightened				
Physical activity restricted				
Special exercises recommended				
RESULTS OF RECOMMENDATION:				
SIGNATURE OF SECONDARY SCHOOL PHYSICIAN				

CITY OF BALTIMORE—DEPARTMENT OF EDUCATION—DIVISION OF HEALTH AND PHYSICAL EDUCATION

(2)

Physical Examination

This Page to be Filled out by Student

Name _____ *Class* _____ *School* _____ *Date* _____ (MO. DAY YR.)

FAMILY HISTORY

My Father's Health is Excellent_____Good_____Fair_____Poor_____If not living state cause of death

My Mother's Health is Excellent_____Good_____Fair_____Poor_____If not living state cause of death

I have_____Sisters older Healtb Number younger Health

I have_____Brothers older " " " "

Brothers or sisters died at Age Cause

Has any member of Father's or Mother's family suffered from Tuberculosis?

Mental Disease? Epilepsy? Nervous Disorders?

STUDENT'S HISTORY

Age years months Height_____inches Weight_____pounds Physical Ed. Test Number _____

Present residence (home)

The general condition of my health has been Excellent_____ Good_____ Poor_____ Indifferent _____

I have had the following diseases at the age written after each:

Appendicitis	Heart Palpitation
Asthma	Indigestion
Bleeding of nose	Influenza (grip)
Breath, shortness of	Malaria
Bronchitis	Measles
Colds of nose and throat	Mumps
Chicken pox	Neuralgia
Constipation	Nervous Breakdown
Diarrhoea	Rheumatism
Diphtheria	Rupture
Earache	Scarlet Fever
Fainting Attacks	Skin Eruptions
Goitre	Tonsillitis
Hay Fever	Typhoid
Headache	Whooping Cough

Name

My most serious or protracted Illness was Its nature?

My most serious surgical operation was Nature of? Date

I have missed_____days of school because of

I have had these accidents or injuries

I have / have not worn glasses since_____years of age

I have / have not had medical treatment as follows for Ears, Throat, Nose

Born

Have you ever been told by a physician that your health has been impaired in any way? If so, give particulars:

Do you believe yourself to be in fit condition for gymnastics, athletics and games? If not, give particulars:

Tell briefly in what way, if any, you have taken part in athletics:

Have your parents any objection to having you take part in competitive athletics, provided you are found to be in fit condition?

In what way do you take your recreation?

SUBSEQUENT HISTORY

DATE	CONFERENCE	CONSULTATION	COMMENTS	EXAMINER

HEALTH EXAMINATION RECORD

	1st	2nd	3rd	4th
APPEARANCE	Date	Date	Date	Date
Health				
Nutrition				
Musculature				
Posture				
Hygiene				
	H. N.W. W.	H. N.W. W.	H. N.W. W.	H. N.W. W.
HEIGHT AND WEIGHT				
Marked gain or loss				
(how recently)				
Comment on any deviation found				
SIGHT				
Without glasses, R and L				
With glasses, if prescribed				
Date of prescription				
Color preception defects				
HEARING				
Any impairment, R or L?				
Is condition progressive?				
Discharge				
Odor				
Treatment				
NASO-PHARYNX				
Nasal obstruction				
Odor				
Obstructive or diseased adenoids				
MOUTH				
Gums				
Teeth (clean, neglected, dirty)				
Number of teeth filled; carious				
TONSILS (enlarged, diseased)				
Is medical history borne out by above findings?				
Speech defects				
NECK				

CHEST

Abnormalities (shape or movement)

	1st	2nd	3rd	4th
CHEST—Continued	Date	Date	Date	Date
Lungs				
Heart (murmurs, rate and rhythm)				
Pulse (before, immediately after and two minutes after exercise)				
ABDOMEN	P.P.D.			
Hernia				
ORTHOPEDIC DEFORMITIES OR WEAKNESS				
Limbs	L shoulder [illegible]			
Spine				
Feet				
GENITO-URINARY				
Abnormalities or disease				
DISORDERS OF MOTION				
Limb, trunk, feet				
ATTITUDE				
(Towards hygiene, physical training, society, life)				
TYPE				
Active, reclusive, quiet				
CLASSIFICATION				
Excellent, good, fair or poor				

SUMMARY

Conditions needing special attention				
ACTION TAKEN				
Parents notified? Date 11/3/34	X			
Special conference with pupil				
Academic load lightened				
Physical activity restricted	Except with shoulder in proper posture afterward			
Special exercises recommended				
RESULTS OF RECOMMENDATION:				
SIGNATURE OF EXAMINER	N. L. Young.			

CITY OF BALTIMORE
DEPARTMENTS OF EDUCATION AND HEALTH
PHYSICAL EXAMINATION
TO BE FILLED OUT BY PUPIL

Name, Powell, Helen Date, 11/3/36 19 Class, School,

FAMILY HISTORY

Health of Father — If not living state cause of death

" " Mother — If not living state cause of death

Number of Sisters older — Health — Number younger — Health

" " Brothers older — " — " " — "

Have any brothers or sisters died? Age Cause

Has any member of Father's or Mother's family suffered from Tuberculosis?

Mental Disease? Epilepsy? Nervous Disorders?

STUDENT'S HISTORY

Age years months Birthplace

Present residence (home)

What has been the general condition of your health good bad indifferent?

Check (v) the Diseases you have had:

Measles Scarlet Fever Chickenpox Mumps Whooping Cough Diphtheria

Malaria Typhoid Fever Tonsilitis Pleurisy Pneumonia Bronchitis

Frequent Colds Shortness of Breath Fainting Attacks Palpitation of Heart

Influenza Asthma Hay Fever Hernia "Nervous Breakdown"

Chorea Convulsions Neuralgia Rheumatism Enlarged Glands Skin Eruptions

Nose Bleeding? Indigestion? Constipation? Headache? Backache?

Diarrhoea (chronic)? "Bilious Attacks"? Appendicitis? Exopbthalmic Goitre?

Have you had any serious or protracted illness? Its nature?

Have you had any surgical operations? Nature of? Date

Has your school life been interrupted by illness? Nature of Time lost

With what Accidents or Injuries have you met?

Have you worn glasses? At what age first used? By whom prescribed?

For what symptoms?

What medical treatment, if any, have you had for your ears?

Nose? Throat?

Teeth?

Remarks:

2. How marked?

4 Size of drawers? H.W.D.

7. How written?

(Buildings and rooms or vaults)

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

2

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Expense Accounts

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1938 to date 2 steel file drawers.

This system started in 1938

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

9"x7½"x22" in 1 steel file cabinet. 20"x16"x24"

5. Types of records included Ruled & printed form listing money expended for car fare & phone calls for the period of month. This form is submitted in triplicate to the Mayor & City Council for reimbursement.

6. ~~Indexing~~ nothing Arranged chronologically by date

7. Condition of writing, paper, and containers good.

8. Location by dates and numbers of file boxes, etc. (Buildings and rooms or vaults)

South wall of General Office 1st floor

U. S. GOVERNMENT PRINTING OFFICE o16—4955

copy attached.

B-82 5-35

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

MAYOR AND CITY COUNCIL
BALTIMORE, MD.

Expenditures incurred for the benefit and in the interest of the Mayor and City Council of Baltimore as detailed below.

TO _____ DR.

[Title] _____ For month of _____ 193

TO BE RENDERED IN TRIPLICATE AND SENT TO BUSINESS OFFICE NOT LATER THAN 5TH OF ENSUING MONTH

Number of Phone Calls				Number of Car Fares						
Date		Date		Date		Date				
1		17		1		17				
2		18		2		18		Phone Calls @ .05		
3		19		3		19		Car Fares @ .10		
4		20		4		20				
5		21		5		21				
6		22		6		22				
7		23		7		23				
8		24		8		24				
9		25		9		25				
10		26		10		26				
11		27		11		27				
12		28		12		28				
13		29		13		29				
14		30		14		30				
15		31		15		31				
16		Total		16		Total		TOTAL		

Personally appeared before me above named city employee and made oath that this statement is a true and correct account of the amounts expended by him for above purposes in the performance of his duties.

_____
Signature, title and seal of attesting officer to be affixed.

Sign three copies

_____
Signature party incurring expense.

Approved:

_____
Supervisor or Director

CHARGE

_____

_____

Approved:

_____
Asst. Supt. (Business)

3

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department Department of Education

Bureau Douglass High School.

1. Exaet title Teachers Class Register
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years

1925 to date 1342 Volumes.

Records prior to 1925 are incomplete.

3. Missing volumes, by numbers and dates none

4. Exaet deseription of eontents; summary of forms used; and general remarks Teachers Register of Students - A daily record of pupils attendance, grades & classrooms attended & marks received in subjects taken. This is a printed form which is kept by the teacher for each semester & at the conclusion of semester (5x)

Not indexed.

5. Indexing Students names are arranged in alphabetical order according to surname

6. Nature of reeording by years on printed & ruled sheets
(Handwritten, typeseript, print, photostat, etc.)

7. Binding: Leather ( ), eloth ( ), paper (✓). Condition is: Exeellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Exeellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 13 1/4" x 9 3/8" x 1/4" Average 50 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)
Tied in Bundles for each Semester being first assorted according to Grades.

12. Subtitle divisions by dates and volume numbers

13. Other information is forwarded to General Office. It is from this register that the Students Information Record Card is Compiled.

2. How marked?

4 Size of drawer? W. M. D.

7 How written?

(Buildings and rooms or vaults)

WPA Form 1311R

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

4

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Registration for Athletic Activities

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1925 to date 1 steel file drawer

This system started in 1925

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

16" x 14" x 22" in 1 steel cabinet 4 1/2 x 1 3/4 x 2 ft

5. Types of records included Ruled & Printed registration form used to obtain the necessary equipment for the Athletic Activities at the school. Form M- which is forwarded in duplicate to the Director of Physical Education & copy returned. The form (see)

6. Indexing not indexed, Arranged chronologically by date of Registration

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

South wall of General Office 1st floor

U. S. GOVERNMENT PRINTING OFFICE o16—4955

lists; Name & address of person to whom material is to be shipped., Requisition number, date of requisition, school number, activity, date material needed & name of principal or athletic director, Items number, Quantity, unit, Description of article & approx. cost, Total cost of all articles, Date & signature of person upon whose approval material is requisitioned, and branch of activities to which chargable

(copy attached)

CLASS

M

DEPARTMENT OF EDUCATION

Baltimore, Maryland

FOLLOW INSTRUCTIONS CAREFULLY

4

REQUISITION—ATHLETIC ACTIVITIES

Material and Equipment

INSTRUCTIONS: This requisition, in duplicate, is to be forwarded to the Director of Health and Physical Education, 3 East 25th Street. At least one copy should be retained by the School.

Deliver to _____ at (address) _____

NAME OF PERSON

YOUR REQ. NO.	DATE	SCHOOL NO.	ACTIVITY	DATE MATERIAL NEEDED	PRINCIPAL OR ATHLETIC REPRESENTATIVE

Item No.	Quantity	Unit	Material (Descriptions, sizes, Catalog No., Etc.)	Approx. Cost
			Total	

APPROVED: _____ DATE _____

DIRECTOR, HEALTH AND PHYSICAL EDUCATION

APPROVED: _____ DATE _____

DIRECTOR, EDUCATIONAL SUPPLIES AND EQUIP.

OFFICE DATA

P. A.

S. O.

W. O.

T. V.

OTHER

2. How marked?

4. Size of drawer? H.H.B.

7 Store written?

(Buildings and rooms or vaults)

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

5

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Receiving Notice

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1925 to date 1 steel file drawer.

This system started in 1925

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

16"x14"x20" in 1 steel cabinet 4'1" x 1 3/4 x 2 ft.

5. Types of records included Duplicate notice of material & supplies received at this school except from Warehouse. This notice lists: From whom received, when received, Order number, Contract number & description of article received. Date of receipt.

6. Indexing not indexed. Arranged in alphabetical order according to name of consignor.

7. Condition of writing, paper, and containers good.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

Located rear of General Office, 1st Floor

U.S. GOVERNMENT PRINTING OFFICE 616—4955

and certification of person receiving same. This notice must be forwarded to the Business Office of the Department of Education, upon receipt of material.

copy attached

B-120 12-33

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

5

RECEIVING NOTICE

Copy of Order or Contract Number Must be Shown

To be sent to Business Office *immediately upon receipt of any material except that delivered by warehouse.* Also for all service rendered, *except by repair shop.*

Received From_____at School No._____

Copy of Order No._____ Contract No._____

QUANTITY	UNIT	DESCRIPTION

All material is to be checked as to quantity and quality at once.
To be used for reporting all material received, except as stated above, both complete and partial shipments.

STATE IF FREIGHT OR EXPRESS CHARGES WERE PREPAID_____
(YES or NO)

Date Material Was Received

_____

I hereby certify that the articles above specified have been received, that the quality and quantity thereof have been verified with exceptions, if any, noted above.

_____

#2. How reached?

#4. Size of drawers? H.H.D.

#7. How written?

(Buildings and rooms or vaults)

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

5

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Regulations "A", "C", "D", "F"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1925 to date 2 steel file drawers

This system started in 1925

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

16"x14"x22" in 1 steel cabinet 4½x1¾x2 ft.

5. Types of records included Ruled & printed forms used by the schools for all necessary supplies & equipment. Two copies of these forms properly executed are forwarded to the Business Office, Department of Education, & a duplicate retained at the school (over)

Not indexed

6. Indexing Arranged chronologically by date of Requisition

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. (Buildings and rooms or vaults)

South wall of General Office 1st floor

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Class "A": white forms;
Used for all new furniture, equipment & supplies

Class "C" Pink form.
Used for Postage, printed forms, wood & for transfer of material.

Class "D"
Used for repair work.

Class "F" Salmon form.
Used for Electric Light Bulbs.

(copies attached)

B-54-1 9-33

CLASS

A

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

Requistion

FOLLOW INSTRUCTIONS CAREFULLY

New Furniture, Equipment and Supplies except postage, printed forms, coal and wood. Do not put supplies and furniture or equipment on same sheet. Use separate sheet for each. Indicate in Unit column each doz., yds., ft., etc. State sizes, color, etc. where necessary, Item Nos. for materials on Annual Lists, Correct titles, authors and publishers for books and magazines, period magazine subcription is to run and whether new or renewal. Indicate in column C or R with a "C" if material is an addition to your present equipment, and with an "R" if it is to replace others of the same type which is not further usable. Make in duplicate. Mail original to Administrative Assistant. Retain duplicate. Always mention your requisition number when referring to same.

YOUR REQ. No.	DATE	SCHOOL No.	PRINCIPAL OR SUPERVISOR SIGN HERE
A			

(State Purpose of Material below)

Item No.	Quantity	Unit	C or R	MATERIAL	Approx. Cost

PURPOSE OF MATERIAL: (i. e. Kindergarten, Home Economics, Sight Saving, Janitor Supplies, etc.)

APPROVED	DATE	CHARGE	OFFICE DATA
For Supt.		7.	
Asst. Supt. (Educational)	NOTE →	REQUISITIONS ORIGINATING WITH OTHER THAN PRINCIPALS CALLING FOR DELIVERY OTHER THAN TO SCHOOLS MUST STATE DISPOSITION TO BE MADE OF SAME	P. A.
Director	NOTE →		S. O.
Asst. Supt. (Business)	NOTE →		W. O. OTHER
			T. V. CODE

B,54

CLASS

C

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

FOLLOW INSTRUCTIONS CAREFULLY

Requisition

Postage, printed forms, wood and for transfer of materials. **Use separate sheet for each kind of request.** State denomination of postage wanted. Form number of printed matter must be given. State whether one foot or two foot lengths of wood is wanted. Explain transfers fully. State whether ready for removal, or whether any disconnections, etc., are to be made. Mail original to Administrative Assistant. Retain duplicate. Always mention your requisition number when referring to same.

YOUR REQ. No.	DATE	SCHOOL No.	PRINCIPAL OR SUPERVISOR SIGN HERE
C			

Form No.	Quantity	MATERIAL

TRANSFER FROM_____ TO_____

APPROVED:	DATE	CHARGE	OFFICE DATA
			P. A.
For Supt.		DATE	S. O.
Asst. Supt. (Educational)			T. V.
Director			H. O.
Asst. Supt. (Business)			Date Sent
			How Sent

#2. How marked?

#4 Size of boxes? H.H.B.

#7 How written?

(Buildings and rooms or vaults)

B-54 OMSP 25M 4-3

CLASS

D

FOR

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

Requisition

Necessary repairs to Furniture and Equipment, including Window Shades (new or repair). Also for tuning pianos, sharpening saws, knives, etc. Make in duplicate. Mail original to Administrative Assistant. Retain duplicate.

ALWAYS MENTION YOUR REQUISITION NUMBER WHEN REFERRING TO SAME

YOUR REQ. NO.	DATE	SCHOOL NO.	PRINCIPAL OR SUPERVISOR SIGN HERE
D			

LOCATION IN BUILDING

Article to be repaired

Nature of repair (explain fully)

DO NOT WRITE BELOW THIS LINE

APPROVED	DATE	CHARGE	OFFICE DATA
		7.	P. A.
For Supt.		DATE	S. O.
Asst. Supt. (Educational)			W. O.
Director			H. O.
Asst. Supt. (Business)			CODE

A-6 700546

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

CLASS
F

Requisition for Electric Light Bulbs

FOLLOW INSTRUCTIONS CAREFULLY

SEND ONE COPY OF THIS REQUISITION DIRECT TO THE BUSINESS OFFICE AND RETAIN ONE COPY FOR YOUR FILE

YOUR REQ. NO.	DATE	SCHOOL NO.	PRINCIPAL OR SUPERVISOR SIGN HERE
F			

ITEM NO.	QUANTITY	UNIT	WATTAGE	VOLTAGE	BASE	CLEAR OR FROSTED	LOCATION WHERE TO BE USED	INVENTORY ON HAND	USED PAST 3 MONTHS

APPROVED	DATE	CHARGE	OFFICE DATA
		7	
DISTRICT SUPERVISOR	NOTE →	Requisitions originating with other than principals calling for delivery other than to schools must state disposition to be made of same.	P. A.
CHIEF MAINTENANCE & OPERATION	NOTE →		S. O.
			W. O.
ASST. SUPT. (BUSINESS)	NOTE →		T. V. OTHER CODE

2. How marked?
Box or drawer?

4. Size of box or drawer?

H.H.D.

7. How written?

(Buildings and rooms or vaults)

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

6

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Accident Report

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1925 to date 1 file box

The form was started in 1925

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups

5. Types of records included Used to report an accident of any one except building employees. One copy is sent to the city solicitor, another to the administrative assistant and 1 copy is kept by school

6. Indexing not index arranged in alphabetical order according to surname

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. South wall of general office 1st floor.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE o16—4955

#2 How initiated?

4 sign of boy? H. M. D.

7 How settled?

(Buildings and rooms or vaults)

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

7

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Ageney or department Department of Education

Bureau Douglass High School.

1. Exaet title, if any Report Cards.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1932 to date. 9 steel file Boxes

This record is only kept for 5 years

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups

10" x 5" x 22" on shelves in Vault in Principals Office.

5. Types of records included Report cards of students. Small folders is used for both boys & girls of the 8th Grade. Simple cards used for ~~grades~~ grades designated 9th, 10th, 11th, 12th. White card for girl, Blue card for Boy.

6. Indexing Arranged alphabetical order according to surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

Vault in the office of the Principal

U. S. GOVERNMENT PRINTING OFFICE c16—4955

#2 How marked?

#4 Edge of drawers? NHD.

#7 How written?

(Buildings and rooms or vaults)

G-31 11-35 600310

DEPARTMENT OF EDUCATION

BALTIMORE, MARYLAND

ACCIDENT REPORT

(PUPILS AND TEACHERS)

This form is not to be used for accidents to building employees

Date: _____ Time: _____

School: _____

Name: _____ Address: _____

Age: _____ Grade: _____

Nature of injury: _____

_____

_____

Cause of accident: _____

_____

_____

_____

Was first aid applied? _____

By whom? _____

_____

Was injured sent for treatment? _____

Where? _____

_____

Remarks: _____

_____

_____

_____

_____

_____

Signed _____

1 Copy to City Solicitor

1 Copy to Administrative Assistant

Girl

Ninth Grade

REPORT CARD

Frederick Douglass Senior-Junior High School, No. 450

Baltimore, Maryland

19... . -19.....

Record of..... ....Class . .....

Homeroom Teacher ....

Failing marks in red ink

Subjects	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term
English						
Mathematics						
History						
Civics						
Geography						
General Science						
Latin						
Com. Arithmetic						
Bookkeeping						
Typewriting						
Junior Business Tr.						
Art						
Music						
Physical Education						
Industrial Arts						
Home Economics						
Average						

The quality of a pupil's work is indicated as follows: Excellent—90-100; Good—80-89; Fair—70-79; Poor—60-69; Deficient—0-59

For the pupil to answer: Does the above record represent your best work? ....

If anything is interfering with your progress please mention it

....

Make a brief comment about your record..... ....

Pupil Sign Here ....

(over)

Notice to Parents

Please sign this report and return it at the earliest possible moment.

Parent's or Guardian's Signature

I have noted the entries upon this report card and have read the retardation and truancy rules.

1st Quarter.....

2nd Quarter .....

3rd Quarter .....

4th Quarter.....

School Board Rule Concerning Certification

(1) For College and (2) Normal School

1. The principal of the senior high school shall certify for admission to college without examination, any pupil who has attained a scholastic average of 80 per cent or more in senior high school major subjects provided that the pupil has not received a grade lower the 70 per cent in any major subject.

2 No graduate of a senior high school shall be recommended for enrollment at the Coppin Normal School unless the applicant has attained an average of at least 80 per cent, in scholarship, based on major subjects in the third and fourth years of senior higb school.

School Board Retardation Rule.

(Very Important for Parents and Guardians to understand)

Pupils who are 16 years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes 16 years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness.

Cases of such prolonged illness shall be referred to the assistant superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question.

Truancy

Pupils who are 16 years of age or over, who are frequently truant, shall be permanently dropped from the schools.

High Schools Are For Students Who Have The Capacity And The Willingness To Profit From The Opportunities Offered.

Bag -

Ninth Grade

REPORT CARD

Frederick Douglass Senior-Junior High School, No. 450

Baltimore, Maryland

19... . -19.....

Record of..... ....Class . .. .

Homeroom Teacher ....

Failing marks in red ink

Subjects	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term
English						
Mathematics						
History						
Civics						
Geography						
General Science						
Latin						
Com. Arithmetic						
Bookkeeping						
Typewriting						
Junior Business Tr.						
Art						
Music						
Physical Education						
Industrial Arts						
Home Economics						
Average						

The quality of a pnpil's work is indicated as follows: Excellent—90-100; Good—80-89; Fair—70-79; Poor—60-69; Deficient—50-59

For the pupil to answer: Does the above record represent your best work? ....

If anything is interfering with your progress please mention it

....

Make a brief comment about your record..... ....

Pupil Sign Here ....

(over)

Notice to Parents

Please sign this report and return it at the earliest possible moment.

Parent's or Guardian's Signature

I have noted the entries upon this report card and have read the retardation and truancy rules.

1st Quarter.....

2nd Quarter .....

3rd Quarter .....

4th Quarter.....

School Board Rule Concerning Certification

(1) For College and (2) Normal School

1. The principal of the senior high school shall certify for admission to college without examination, any pupil who has attained a scholastic average of 80 per cent or more in senior high school major subjects provided that the pupil has not received a grade lower the 70 per cent in any major subject.

2. No graduate of a senior high school shall be recommended for enrollment at the Coppin Normal School unless the applicant has attained an average of at least 80 per cent, in scholarship, based on major subjects in the third and fourth years of senior high school.

School Board Retardation Rule.

(Very Important for Parents and Guardians to understand)

Pupils who are 16 years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes 16 years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness.

Cases of such prolonged illness shall be referred to the assistant superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question.

Truancy

Pupils who are 16 years of age or over, who are frequently truant, shall be permanently dropped from the schools.

High Schools Are For Students Who Have The Capacity And The Willingness To Profit From The Opportunities Offered.

WPA Form 13HR

8

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Schedule Card

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1933 to date 4 steel file boxes

This record is only kept for 4 years

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

6"x5"x22" in 1 steel cabinet 13"x11"x24"

5. Types of records included copy attached

6. ~~Indexing~~ Not indexed Arranged in alphabetical order according to surnames of pupils

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. (Buildings and rooms or vaults)

North wall of General office 1st floor

U. S. GOVERNMENT PRINTING OFFICE c16—4955

SCHEDULE CARD—FREDERICK DOUGLASS HIGH SCHOOL

Name ..... Class..... Room..... Phone.....

Address..... Home Room Teacher.....

Parent or Guardian..... Term Ending.....19.....

PERIODS TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	SUBJECT	ROOM	SUBJECT	ROOM	SUBJECT	ROOM	SUBJECT	ROOM	SUBJECT	ROOM
Home Room 9 00-9 05										
1 9 05-9 50										
2 9 50-10 35										
3 10 35-11 20										
11 20-11 45 4 11 45- 12 10										
12 10-12 35 5 12 35-1 00										
6 1 00-1 45										
7 1 45-2 30										
Dismissal										

D. E. No. 124 3000

CIRCULAR OF INFORMATION

FREDERICK DOUGLASS HIGH SCHOOL

(for Colored Pupils)

BAKER STREET AT CAREY

INFORMATION FOR PARENTS

"If a pupil fails in one major subject, or in one major and one minor subject, or two minor subjects, he shall be promoted 'on trial' from grade to grade in the junior high school. Pupils promoted 'on trial' may be returned to the former grade at any time during the following quarter.

"Pupils who are 16 years of age or over, and who, at the end of a semester, fail in two major subjects, or the equivalent, after having failed previously in the work of the same semester or grade, shall be permanently dropped from the school unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned together with a written report of the Department of Health concerning the illness of the pupil in question."

REPLY OF PARENT OR GUARDIAN

I have examined carefully the statements made in this report.

FIRST REPORT

_____

Parent or Guardian

SECOND REPORT

_____

Parent or Guardian

8th Gr. Rep. Cards

DEPARTMENT OF EDUCATION

BALTIMORE, MARYLAND

_____

JUNIOR HIGH SCHOOL

NUMBER_____

REPORT OF

_____

For the School Year 19_____ - 19_____

Semester_____ Class_____

Harry T. Pratt

Principal

H-16 50M 9-35

CONDUCT AND WORK HABITS

Conduct and work habits are rated below as S–Satisfactory or U–Unsatisfactory. If your child has been given an unsatisfactory rating, you are urged to consider carefully the cause or causes as shown by the items checked below, and to confer with the principal or teachers if any questions arise. All conferences with teachers should be held before or after school hours or during non-teaching periods.

The school needs the help of the home in order to do its best work. Your co-operation will be an advantage both to your child and to the school.

	1	2
Conduct		
Work Habits		

Causes for Unsatisfactory Rating in Conduct

	1	2	
Does not work well with others			
Does not observe school regulations			
Does not observe the usual forms of courtesy			
Lacks self-conttol in the class-room			
Deliberately annoys the teacher and the class			

Causes for Unsatisfactory Rating in Work Habits

	1	2	
Wastes time in the class-room			
Does not put forth proper effort			
Often comes to class poorly equipped or work			
Is not accurate			
Is not neat in his work			
Does not regularly prepare home assignments			

Attendance

	1	2
Times Absent		
Times Late		

SCHOLARSHIP

Plan of Rating

E, 90–100 G, 80–89
F, 70–79 P, 60–69
D, Below 60 (Failing)

REPORTS	1	2		REPORTS	1	2	
English				Typewriting			
Latin				Junior Business Training			
French				Electrical Work			
German				Machine Shop Practice			
Mathematics				Printing			
Geography				Sheet Metal Work			
History				Woodwork			
Civics				Mechanical Drawing			
General Science				Clothing and Textiles			
Hygiene				Foods and Cookery			
Physical Education				Home Management			
Art				Guidance			
Music							
Commercial Arithmetic							
Bookkeeping							

_____ Homeroom Teacher

Promoted at end of Semester Yes_____ No_____

Grade next semester_____ Homeroom next semester_____

2. How marked?

7. How written?

(Buildings and rooms or vaults)

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

9

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Douglass High School

1. Exact title, if any Permanent Registration Card

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1925 to date in 2 double file drawers

This system was started in 1925

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups In 2 steel drawers 4½ X 5¾ X 22 in 1 steel cabinet 4½ X 4 X 2 ft.

5. Types of records included This record includes name in full (last name first), Residence, Born, years, month, day, state, course selected, Latin, French, commercial, vocational, Entered class

6. Indexing not indexed arranged in alphabetical order according to surname of applicant

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. South wall of (Buildings and rooms or vaults) general office 1st floor

U. S. GOVERNMENT PRINTING OFFICE c16—4955

5) date, name of homeroom teacher, from school, Parent or Guardian, how withdrawn (Graduated or left), when Withdrawn.

DOUGLASS HIGH SCHOOL

Permanent Registration Card

.....

Name in full (last name first)

Residence .....

Born: Year .....Month.....Day .....State .....

Course Selected (*Mark with X*)

Latin	*French*		*Commercial*		*Vocational*

Entered Class.....Date .....

Name of Home-Room Teacher .....

From ..... School

Parent or Guardian .....

How Withdrawn .....

Graduated or left

When Withdrawn.....

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION 10

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Ageney or department Department of Education

Bureau Douglass High School

1. Exact title, if any Students Cumulative Record Card

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1925 to date. 9 steel file drawers

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

16 14×22" in 3 steel cabinets 4 ft × 1 3/4 × 2 ft

5. Types of records included Small cards used 1925 to 1934. Blue card for Boys, White Card for Girls. - Large card 1934 to date. Green print Boys. Black print Girls

not indexed

6. Indexing Arranged in Alphabetical order, according to surnames of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

South wall of General Office 1st floor

U. S. GOVERNMENT PRINTING OFFICE c16—4955

n 30 4-35

PERMANENT RECORD CARD, DOUGLASS HIGH SCHOOL

BALTIMORE, MARYLAND

NAME OF PUPIL..... (LAST NAME FIRST)

Vocation	Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending		
	Class.....			Class.....			Class.....			Class.....			Class.....			Class.....			Class.....			Class.....			Class.....		
SUBJECTS	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits
Algebra																											
Benchwork																											
Biology																											
Bookkeeping																											
Chemistry																											
Com. Arithmetic																											
Commercial Law																											
Domestic Art																											
Domestic Science																											
English																											
Forging																											
Freehand Draw.																											
Geometry																											
German																											
History																											
Latin																											
Machine Practice																											
Mech. Draw.																											
Phys. Geog.																											
Phys. Training																											
Physics																											
Physiology																											
Printing																											
Stenography																											
Typewriting																											
Woodturning																											
General Average and Total Credits																											
Days Present																											
Days Absent																											
Times Tardy																											
Attend. Credits																											
Grand Total of Credit																											

Make up work entered in red ink. Marks below passing mark (65%) are not recorded. Pupils not promoted receive credit for work in which an average of 65% or over is obtained.

Name in full .....

Class .....

Residence .....

Parent or Guardian .....

Residence of Parent or Guardian .....

How Entered .....

Last School Attended .....

Name of Last Teacher .....

Date of Entry .....

Date of Leaving .....

Manner of Leaving .....

Date of Graduation .....

General Health .....

Remarks .....

n-30 4-35

PERMANENT RECORD CARD, DOUGLASS HIGH SCHOOL

BALTIMORE, MARYLAND

NAME OF PUPIL ..... (LAST NAME FIRST)

Vocation	Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending			Term Ending		
	Class			Class			Class			Class			Class			Class			Class			Class		
SUBJECTS	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits	Course	Mark	Credits
Algebra																								
Benchwork																								
Biology																								
Bookkeeping																								
Chemistry																								
Com. Arithmetic																								
Commercial Law																								
Domestic Art																								
Domestic Science																								
English																								
Forging																								
Freehand Draw.																								
Geometry																								
German																								
History																								
Latin																								
Machine Practice																								
Mech. Draw.																								
Phys. Geog.																								
Phys. Training																								
Physics																								
Physiology																								
Printing																								
Stenography																								
Typewriting																								
Woodturning																								
General Average and Total Credits																								
Days Present																								
Days Absent																								
Times Tardy																								
Attend. Credits																								
Grand Total of Credit																								

Make up work entered in red ink. Marks below passing mark (65%) are not recorded. Pupils not promoted receive credit for work in which an average of 65% or over is obtained.

Name in full .....

Class .....

Residence .....

Parent or Guardian .....

Residence of Parent or Guardian .....

How Entered .....

Last School Attended .....

Name of Last Teacher .....

Date of Entry .....

Date of Leaving .....

Manner of Leaving .....

Date of Graduation .....

General Health .....

Remarks .....

STUDENT'S CUMULATIVE RECORD CARD — Frederick Douglass Senior-Junior High School — CUMULATIVE RECORD CARD STUDENT'S

Name (Last, First, Middle)	M. F.	Birthdate	Place	Gen'l Health	D'c's'd Date	Ed.—Am't Kind	Occupation	Address	Phone
Father									
Mother									
Step-Parent or Guardian									

CURRICULA: Academic | Home Economics | History | Technical | General | Commercial(S) | Commercial(G-B)

If parents separated give date

YEAR	19	19	19	19	19	19	19	19	19	19	19	19
Gr. and Cur. attained	8B	8A	9B	9A	10B	10A	11B	11A	12B	12A		
School Last Attended												
Mental Age												
Chronological Age												

PHOTO

GRADES AND CREDITS — SUBJECTS

SUBJECT	1	2	Cr	SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.		1	2
English				English				English				English				English						
												French				French						
History				History				Hist. E. Europ.				Hist. Mo. Eur.				History U. S.						
Latin				Latin				Latin				Latin				Latin						
Mathematics				Algebra				Geometry				Algebra				Rev. Arith.						
Gen. Science				Science (Gen.)				Biology				Physics				Chemistry						
Clothing				Clothing				Domestic Art				Domestic Art				Domestic Art						
Foods				Foods				Dom. Science				Dom. Science				Dom. Science						
Home Mgt.				Home Mgt.												Economics						
Electrictiy				Electricity				Electricity				Eectricity				Electricity						
Machine Prac.				Machine Prac.				Machine Prac.				Machine Prac.				Machine Prac.						
Mech. Drawing				Mech. Drawing				Mech. Drawing				Mech. Drawing				Mech. Drawing						
Printing				Printing				Printing				Printing				Printing						
Sheet Metal				Sheet Metal				Sheet Metal				Sheet Metal				Sheet Metal						
Woodwork				Woodwork				Woodwork				Woodwork				Woodwork						
Art				Art				Art				Art				Art						
Music				Music				Music				Music				Music						
Physical Ed.				Physical Ed.				Physical Ed.				Physical Ed.				Physical Ed.						
Bookkeeping				Bookkeeping				Bookkeeping				Bookkeeping				Bookkeeping						
Geography				Com. Arith.				Com. Geog				Bus Organ.				Com. Law						
Typewriting				Typewriting				Typewriting				Typewriting				Typewriting						
Vocations				Vocations								Office Practice				Transcription						
Jun. Bus. Tra.												Stenography				Stenography						
Hygiene																						
AVERAGE																				General Av.		
Make-Up Work																				Total Credits		
																				%ile Rank		

Academic Aptitude or Reading Index	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile
Other Test Results																								

Date Entered | How | Grade Assigned | Remarks

Date Withdrawn, or Graduated | Occupation Entered | School Entered | Course

Cumulative Student Personnel Record—Frederick Douglass Senior-Junior High School

		Initiative			Achievement			Age Grade Distribution						
								Retarded				Advanced		
43	NAME	L	A	H	L	A	H	3	2	1	N	1	2	3
44	Year and Age													
45	Home Room Advisers													
46	Attendance	Days Pres.... / Days Abs..... / Times Tardy — 1 / 2 / T												
47	Discipline													
48	P. W. How? When?													
49	Home Influences and Social Adjustment													
50	Mental and Emotional													
51	Physical and Athletic													
52	Extra-Curricular and Free Time Activities and Interests													
53	Notable Accomplishments and Experiences Offices Held Honors													
54	Vocational Experiences and Plans													
55	Educational Experiences and Plans													
56	Personality Ratings +2													
57	+1													
58	N													
59	−1													
60	−2													

61	Boys in Family	Age	Living at Home	Schooling	Occupation	Girls in Family	Ages	Living at Home	Schooling	Occupation
62										
63										

B. 1935

STUDENT'S CUMULATIVE RECORD CARD — Frederick Douglass Senior-Junior High School — CUMULATIVE RECORD CARD STUDENT'S

Name (Last, First, Middle)	M. F.	Birthdate	Place	Gen'l Health	D'c's'd Date	Ed.—Am't Kind	Occupation	Address	Phone
Father									
Mother									
Step-Parent or Guardian									

CURRICULA: Academic — Home Economics — History — Technical — General — Commercial(S) — Commercial(G-B)

If parents separated give date

YEAR	19	19	19	19	19	19	19	19	19	19	19	19
Gr. and Cur. attained	8B	8A	9B	9A	10B	10A	11B	11A	12B	12A		
School Last Attended												
Mental Age												
Chronological Age												

PHOTO

GRADES AND CREDITS — SUBJECTS

SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.	SUBJECT	1	2	Cr.		1	2	Cr.
English				English				English				English				English							
												French				French							
History				History				Hist. E. Europ.				Hist. Mo. Eur.				History U. S.							
Latin				Latin				Latin				Latin				Latin							
Mathematics				Algebra				Geometry				Algebra				Rev. Arith.							
Gen. Science				Science (Gen.)				Biology				Physics				Chemistry							
Clothing				Clothing				Domestic Art				Domestic Art				Domestic Art							
Foods				Foods				Dom. Science				Dom. Science				Dom. Science							
Home Mgt.				Home Mgt.												Economics							
Electricity				Electricity				Electricity				Eectricity				Electricity							
Machine Prac.				Machine Prac.				Machine Prac.				Machine Prac.				Machine Prac.							
Mech. Drawing				Mech. Drawing				Mech. Drawing				Mech. Drawing				Mech. Drawing							
Printing				Printing				Printing				Printing				Printing							
Sheet Metal				Sheet Metal				Sheet Metal				Sheet Metal				Sheet Metal							
Woodwork				Woodwork				Woodwork				Woodwork				Woodwork							
Art				Art				Art				Art				Art							
Music				Music				Music				Music				Music							
Physical Ed.				Physical Ed.				Physical Ed.				Physical Ed.				Physical Ed.							
Bookkeeping				Bookkeeping				Bookkeeping				Bookkeeping				Bookkeeping							
Geography				Com. Arith.				Com. Geog.				Bus. Organ.				Com. Law							
Typewriting				Typewriting				Typewriting				Typewriting				Typewriting							
Vocations				Vocations								Office Practice				Transcription							
Jun. Bus. Tra.												Stenography				Stenography							
Hygiene																							
AVERAGE																				General Av.			
Make-Up Work																				Total Credits			
																				%ile Rank			

Academic Aptitude or Reading Index — Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile	Test	Score	IQ	%ile
Other Test Results																							

Date Entered — How — Grade Assigned — Remarks

Date Withdrawn, or Graduated — Occupation Entered — School Entered — Course

Cumulative Student Personnel Record—Frederick Douglass Senior-Junior High School

		Initiative			Achievement			Age Grade Distribution						
								Retarded				Advanced		
43	NAME	L	A	H	L	A	H	3	2	1	N	1	2	3

44	Year and Age																									
45	Hom Room Advisers																									
46	Attendance	Days Pres.....	1	2	T	Days Pres.....	1	2	T	Days Pres.....	1	2	T	Days Pres.....	1	2	T	Days Pres.....	1	2	T	Days Pres.....	1	2	T
		Days Abs.....				Days Abs.....				Days Abs.....				Days Abs.....				Days Abs.....				Days Abs			
		Times Tardy				Times Tardy				Times Tardy				Times Tardy				Times Tardy				Times Tardy			
47	Discipline																									
48	P. W. How? When?																									
49	Home Influences and Social Adjustment																									
50	Mental and Emotional																									
51	Physical and Athletic																									
52	Extra-Curricular and Free Time Activities and Interests																									
53	Notable Accomplishments and Experiences Offices Held Honors																									
54	Vocational Experiences and Plans																									
55	Educational Experiences and Plans																									
56	Personality Ratings	+2																								
57		+1																								
58		N																								
59		—1																								
60		—2																								

61	Boys in Family	Age	Living at Home	Schooling	Occupation	Girls in Family	Ages	Living at Home	Schooling	Occupation
62										
63										

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

/

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Baltimore City Fire Department

Bureau Headquarters

1. Exact title, if any Fire Report

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. From 1859-July 1,1934 were kept in loose leaf form, these records were in 1934 removed from the files and placed in the Fire Department Record Vault in the basement of City Hall; the reports from July 1,1934 to date are on a card file in 9 filing drawers.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Loose leaf records are stored in transfer boxes 24 x 13 x 12, the card filing drawers are the same size.

5. Types of records included Fire report and record data, i.e., box pulled, time of each alarm, location, occupant, owner and address of same, type of building, nature of occupancy, extent of fire, place of origin, cause of fire, general remarks, and apparatus responding, signatures of department officials.

6. Indexing A to Z according to location of fire

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. Loose leaf records from 1859 to July 1,1934 are kept in basement of City Hall in a vault known as the Fire Department Record Vault. ~~Card file is kept in the clerks office at~~ Headquarters. Each fire house that sends in a report retains a duplicate copy for their files.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE c16—4955

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters

1. Exact title Annual Reports of the Board of Fire Commissioners of the Fire Department of Baltimore (to the Mayor and Council)
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1859-1936; 52 volumes; are marked according to date each volume covers.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Yearly reports of all branches and divisions of the Fire Department.

5. Indexing Not Indexed

6. Nature of recording by years Printed
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (x), cloth ( ), paper ( ). Condition is: Excellent ( ), good (x), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (x), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 9½ x 7 x ½; Approximately 50 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers 1st floor, Secretary's Private Office
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 13HR

3

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters

1. Exact title, if any Correspondence

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
100 transfer boxes from 1859 to 1930; 12 filing drawers from 1930 to date and lettered A to Z.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Transfer boxes are 24 x 13 x 12 and filing drawers are 24 x 13 x 12

5. Types of records included All correspondence pertaining to the Fire Department

6. ~~Indexing~~ Arranged A-Z, surname or name of correspondent

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. 100 transfer boxes from 1859-1930 are
(Buildings and rooms or vaults)
kept in the basement of City Hall in a vault known as the Fire Department Record Vault. 12 filing drawers from 1930 to date are kept in the office of the Secretary of the Fire Department, 1st floor headquarters.

U. S. GOVERNMENT PRINTING OFFICE o10—4955

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

4

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters

1. Exact title, if any Fire Record

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. from 1920 to date in 27 filing drawers

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups filing drawers 24 x 18 x 6

5. Types of records included fire record giving location, date, box number, time, occupant and cause.

6. Indexing A to Z according to location of fire(street)

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. 1920 to date, Clerk's Office, 1st floor, Fire Department Headquarters.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE c16—4955

FIRE RECORD

1937

Location .....

Date .....

Box .....

Time ..... A.M. ..... P.M.

Occupant .....

.....

.....

Cause .....

FORM 486

M.D.B. 4226

1920 to date

27 drawers

18 x 24 x 6

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

5

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters E. Lexington St. between Gay and Holiday Sts.

1. Exact title, if any Fire Department (Fire Prevention Building Record)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 18 filing drawers from 1913 (date began) to date.

3. Dates of obvious gaps None.

4. Sizes of file boxes, bundles, etc., by uniform groups 27¾ x 13 x 14 inches.

5. Types of records included Building form giving a complete description of all business houses with special forms for garages and theatres. Type of fire appliances installed.

6. Indexing Arranged according to street.

7. Condition of writing, paper, and containers Excellent

8. Location by dates and numbers of file boxes, etc. In filing Cabinets along the west wall, (Buildings and rooms or vaults) duplicate copies are on file in each Company.

U. S. GOVERNMENT PRINTING OFFICE c16—4955

WPA Form 13HR

6

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Municipal Ambulance Service

1. Exact title, if any Report of the Municipal Ambulance Service

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. From June 15,1927 to date in 33 filing drawers.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Filing drawers, 13 x 24 x 6"

5. Types of records included Ambulance report giving the following data, date ambulance number, time called, time arrived hospital, time returned, location, hospital, name and address, nature of sickness or injury, police representative, ambulance attendant and driver, time hospital took charge, hospital representative and general remarks.

6. Indexing A-Z, according to location, cross indexed by name of patient.

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. June 15,1927, Clerks Office, 1st floor Fire Department Headquarters.
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE c16—4955

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

7

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Water Tower, Paca St. near Fayette St.

1. Exact title Daily Journal from 1893 to 1900;Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1893 to 1900 in 5 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets. Daily record,
(Handwritten, typescript, print, photostat, etc.)
handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

8

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Water Tower, Gay St. near Baltimore St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1908 to date, in 29 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4054

9

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau High Pressure Service, Pumping Station, South St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's offices.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

10

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Chemical Company, Third St. near Eastern Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1924 to date in 13 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on printed and ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12 x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

11

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Chemical Company, Pennington Ave. and Filbert St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1920 to date, in 17 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

12

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Chemical Company, Gay and Ensor Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1926 to date, in 11 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

13

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Chemical Company, 21st St. near Maryland Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1926 to date in 11 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

14

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Hose Company, Gay St. near Baltimore St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

15

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Hose Company, Lombard St. near Howard St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

16

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Hose Company, Eastern and Patterson Park Avenues.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1921 to date, in 16 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

17

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Hose Company, Fort and Riverside Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

18

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #5 Hose Company, Caroline St. near Gough St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1924 to date, in 13 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

19

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Engine Company, Paca near Mulberry St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date, 30 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers 2nd floor in storeroom, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

20

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Engine Company, Light St. near Montgomery

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1920 to date, 17 volume.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing Arranged according to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Engine Company, Lombard Street near High Street

1. Exact title Daily Journal from 1876 to 1898. Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1898 in 13 volumes; Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates Daily Journal from 1898 to 1900

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume

6. Nature of recording by years Daily Journal handwritten on ruled sheets; Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

Daily Journal

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair (x), poor ( ), very poor ( ).

Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).

Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)

Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)

Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department City of Baltimore Fire Department

Bureau # 4 Engine Company

1. Exact title Daily Journal from 1898 to 1900. Daily Record from 1901 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1898-1901; 7 volumes
1901-date; 36 volumes

3. Missing volumes, by numbers and dates The company was organized in 1859 or 1860 and records (if any) prior to 1898 are missing.

4. Exact description of contents; summary of forms used; and general remarks Daily records of accidents, supplies received, detail of men, names and addresses of members, meal hours when fireman were on 24 hour duty, names of horses, care of equipment, orders verbal and written, in other words the daily journalizing of all activities of the company.

5. Indexing Alphabetically arranged by item or events.

6. Nature of recording by years 1898 to 1900, handwritten on ruled sheets; 1901 to date, handwritten on printed and ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper (x). Condition is: Excellent (x), good ( ), fair (x), poor ( ), very poor ( ).
1901 to date 1898 to 1900 1900 to date 1898-1900

8. Condition of writing: Excellent ( ), good (x), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 1898-1900, 9 x 11½ x 1; Approx. 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
1901 to date, 17½ x 12½ x 3, 471 pp.

11. Location by dates and volume numbers 2nd floor extreme rear
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #5 Engine Company, Ann Street near Gough Street

1. Exact title Daily Journal from 1876 to 1900, Daily Record from 1900 to date
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 19 volumes, Daily Record from 1900 to date in 37 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11-1/2 x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

24

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #6 Engine Company, Gay and Ensor

1. Exact title Daily Journal from 1880 to 1899, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1880 to 1900 in 12 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair (x), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

25

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #7 Engine Company, Eutaw Street near Druid Hill Avenue

1. Exact title Daily Journal from 1888 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1888 to 1900 in 9 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

26

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #8 Engine Company, Lafayette Avenue near Stricker Street

1. Exact title Daily Journal from 1897 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1897 to 1900 in 3 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

27

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #9 Engine Company, Madison and McDonough Street

1. Exact title Daily Journal from 1880 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1880 to 1900 in 9 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets; Daily Record,
(Handwritten, typescript, print, photostat, etc.)
handwritten on ruled and printed sheets.

Daily Journal

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).

Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).

Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

28

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #10 Engine Company, Washington Boulevard near Poppleton Street

1. Exact title Daily Journal from 1876 to 1900, Daily Record from 1900 to date
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 17 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

Daily Journal

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).

Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).

Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volumes at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

29

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #11 Engine Company, Eastern and Patterson Park Avenues

1. Exact title Daily Journal from 1876 to 1900. Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 19 volumes. Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Daily Journal handwritten on ruled sheets; Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).
Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

30

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #12 Engine Company, Fort and Riverside Avenues

1. Exact title Daily Journal from 1876 to 1900. Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 17 volumes. Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject in same volume

6. Nature of recording by years Daily Journal handwritten on ruled sheets. Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, aud average number of pages, by uniform groups)

Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)

Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

31

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #13 Engine Company, Myrtle Avenue and Fremont Avenue

1. Exact title Daily Journal from 1890 to 1897, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1890 to 1897 in 6 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates Daily Journal from 1898-1900

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

3 ✓

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #14 Engine Company, Hollins Street near Monroe Street

1. Exact title Daily Journal from 1890 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1899 to 1900 in 9 volumes, Daily Record from 1910 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volumes kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

33

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #15 Engine Company, Lombard Street near Howard Street

1. Exact title Daily Journal from 1890 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1890 to 1900 in 15 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)

Daily Record 17½ x 12½ x 3 470 pp.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)

Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

34

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #16 Engine Company, Pier #7 foot of President St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing Arranged according to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information Fire-boat station.

U.S. GOVERNMENT PRINTING OFFICE 18—4954

35

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #17 Engine Company, Fort Avenue and Haubert St.

1. Exact title Daily Journal from 1898 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1898 to 1900 in 2 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets; Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (X), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom, 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

36

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of BaltimoreFire Department

Bureau #18 Engine Company, Twenty-first St. near Maryland Ave.

1. Exact title Daily Journal from 1893 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1893 to 1900 in 7 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets; Daily Record, handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

37

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department City of Baltimore Fire Department

Bureau #19 Engine Company, North Ave. and Bond St.

1. Exact title Daily Journal from 1897 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1897 to 1900 in 3 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exaet deseription of eontents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets; Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), eloth (x), paper ( ). Condition is: Exeellent (x), good (x), fair ( ), poor ( ), very poor ( ). Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ). Journal

9. Condition of paper: Exeellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Cap-
(Buildings and rooms or vaults)
tain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

38

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #20 Engine Company, North Ave. near Ellamont St.

1. Exact title Daily Journal from 1899 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1899 to 1900 in 1 volume, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets; Daily Record
(Handwritten, typescript, print, photostat, etc.)
handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Cap-
(Buildings and rooms or vaults)
tain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

39

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #21 Engine Company, Roland and Union Aves.

1. Exact title Daily Journal from 1894 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1894 to 1898 in 4 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates Daily Journal from 1899 to 1900.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

40

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #22 Engine Company, Linwood Ave. and O'Donnell St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1911 to date, 36 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

41

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #23 Engine Company, Saratoga St. near Howard.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1902 to date, 35 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

4 ✓

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #24 Engine Company, Patterson Park Ave., near Fayette.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1903 to date. 34 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

43

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #25 Engine Company, McCulloh and Gold Streets

1. Exact title Daily Record
(indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1903 to date, 34 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

44

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau (City of Baltimore) #26 Engine Company, West St. and Leadenhall St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1905 to date, 32 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor. current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

45

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #27 Engine Company, Washington Blvd. opposite Green Street.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1905 to date. 32 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

46

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #28 Engine Company, Guilford and Mt. Royal Avenues.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1906 to date, 31 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

47

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #29 Engine Company, Park Heights Ave. near Allen Avenue

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1906 to date, 31 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

48

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #30 Engine Company, Frederick Ave. near Caton Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date. 30 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Sheet Attached.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

49

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #31 Engine Company, Greenmount Ave. near Gorsuch Ave.

1. Exact title Daily Report
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1901 to date, 36 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, etc. See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept in the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

50

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #32 Engine Company, Gay St. near Baltimore.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date, 30 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

51

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #33 Engine Company, Gorsuch Ave. near Harford Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

5 v

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #34 Engine Company, Caroline St. near Gough St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1908 to date, 29 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

53

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #35 Engine Company, Fifth and Potomac Streets

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1900 to date, 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Cap-
(Buildings and rooms or vaults)
tain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

54

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #36 Engine Company, Edmondson Ave. near Bentalou St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

55

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #37 Engine Company, Ridgely St. near West St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

56

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #38 Engine Company, Baltimore St. near Fremont Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

57

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #39 Engine Company, Fort McHenry

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1910 to date, 27 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's Desk.

12. Subtitle divisions by dates and volume numbers

13. Other information Fire-boat station.

U.S. GOVERNMENT PRINTING OFFICE 16—4954

58

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #40 Engine Company, Liberty Heights and Packard Avenues.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

59

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #41 Engine Company, Third St. near Eastern Avenue.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

60

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #42 Engine Company, Southern Ave. near Belair Road.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on second floor, current volume kept at
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

61

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #43 Engine Company, Bellons and Lyman Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volumes.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #44 Engine Company, Upland Road near Roland Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4054

63

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #45 Engine Company, North Ave. and First St. Mt. Washington

1. Exact title Daily Record.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

64

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #46 Engine Company, Reisterstown Road near Belvedere Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

65

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #47 Engine Company, Washington Blvd. and 8th St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

66

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #48 Engine Company, Pier #3 Canton.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information This is a Fire-boat station.

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

67

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #49 Engine Company, Foot of Benhill Ave., Curtis Bay

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

68

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #50 Engine Company, Fifth Ave. and 14th St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1921 to date in 16 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

69

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #51 Engine Company, Highland Ave. and Monument St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

70

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #52 Engine Company, Morris Ave. and Auchentoroly Terrace

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

71

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #53 Engine Company, Swan Ave. near Edmondson Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #54 Engine Company, White Ave. near Belair Road.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom of 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

73

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #55 Engine Company, Bush and Carroll Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

74

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #56 Engine Company, Harford Road near Fleetwood Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

75

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #57 Engine Company, Pennington Ave. and Filbert St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

76

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #58 Engine Company, Maryland and Indiana Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

77

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau # 1 Truck Company

1. Exact title Daily Journal from 1876 to 1900. Daily Record from 1901 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1876-1900; 10 volumes
1901-date; 36 volumes

3. Missing volumes, by numbers and dates The company was organized in 1859 or 1860 and records (if any) prior to 1876 are missing.

4. Exact description of contents; summary of forms used; and general remarks Daily records of accidents, supplies received, detail of men, names and addresses of members, meal hours when firemen were on 24 hour duty, names of horses, care of equipment, orders verbal and written, in other words the daily journalizing of all activities of the company.

5. Indexing Alphabetically arranged by item or events.

6. Nature of recording by years 1876-1900, handwritten on ruled sheets; 1901 to date, handwritten on printed and ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

1901 to date 1876-1900 1900 to date

7. Binding: Leather ( ), cloth (x), paper (x). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor (x). 1876 to 1900

8. Condition of writing: Excellent ( ), good (x), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 1876-1900, 9 x 11½ x 1; approx. 400 pp.
(Height, width, and thickness, and average number of pages, by uniform groups)
1901-date, 17½ x 12½ x 3 671 pp.

11. Location by dates and volume numbers In storeroom in yard formerly a storage
(Buildings and rooms or vaults)
bin for coal.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

78

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Truck Company, Paca St. near Fayette

1. Exact title Daily Journal from 1887 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1887 to 1900 in 4 volumes, Daily Record from 1900 to date, in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets. Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (xx), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal, 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record, 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

79

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Truck Company, Ann St. near Gough

1. Exact title Daily Journal from 1876 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 19 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets; Daily Record,
(Handwritten, typescript, print, photostat, etc.)
handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

80

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Truck Company, McCulloh St. near Preston St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date in 30 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

81

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #5 Truck Company, Harford Ave. and Oliver St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1904 to date in 33 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, etc. See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

8 v

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #6 TruckCompany, Hanover and Ostend Streets.

1. Exact title Daily Journal from 1888 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1888 to 1900 in 6 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets, Daily Record, handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

83

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #7 Truck Company, Roland and Union Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1901 to date in 36 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

8 +

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #8 Truck Company, Frederick Ave. near Caton Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date in 30 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

85

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #9 Truck Company, Roland and Union Aves.

1. Exact title Daily Journal from 1894 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1894 to 1900 in 2 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets; Daily Record,
(Handwritten, typescript, print, photostat, etc.)
handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

86

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Baltimore City Fire Department

Bureau #10 Truck Company, Lafayette Ave. near Stricker St.

1. Exact title Daily Journal from 1898 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1898 to 1900 in 2 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets, Daily Record handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x 11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

87

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #11 Truck Company, North Avenue and McMechen St.

1. Exact title Daily Journal from 1898 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1898 to 1900 in 2 volumes, Daily Record from 1900 to date, in 37 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets; Daily Record,
(Handwritten, typescript, print, photostat, etc.)
handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good (x), fair ( ), poor ( ), very poor ( ).
Journal

8. Condition of writing: Excellent (x), good (x), faded ( ), illegible ( ).
Journal

9. Condition of paper: Excellent (x), good (x), poor ( ), very poor ( ).
Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9 x11½ x 1 inch. Approximately 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 inches. 470 pages.

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

88

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #12 Truck Company, Liberty Heights near Garrison Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1905 to date, in 32 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

89

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #13 Truck Company, Carey St. near Lombard St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1906 to date in 31 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 13—4954

WPA Form 12HR

90

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #14 Truck Company, Harford Ave. near Grindon Lane

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

91

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #15 Truck Company, Montford Ave. near Mura St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date, in 30 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

97

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #16 Truck Company, Calvert and Read Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1908 to date, in 29 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

93

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #17 Truck Company, Linwood Ave. and O'Donnell St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, in 18 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #18 Truck Company, North Ave. near Ellamont St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

95

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #19 Truck Company, Fort Ave. and Haubert St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1916 to date, in 21 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on printed and ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

96

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #20 Truck Company, Third St. near Eastern Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1920 to date, in 17 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

97

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #21 Truck Company, Fifth and Potomac Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1921 to date, in 16 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor,current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

98

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #22 Truck Company, Park Heights Ave. near Allen Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 13—4954

99

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #23 Truck Company, Bush and Carroll Streets

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

100

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #24 Truck Company, Eastern Ave. and 25th St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

101

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #25 Truck Company, Upland Road near Roland Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1926 to date, in 11 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

107

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #26 Truck Company, Mannasota Ave. and Bowleys Lane

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1934 to date, in 3 volumes.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks See Attached Sheet.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (x), paper ( ). Condition is: Excellent (x), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (x), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (x), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 inches. 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the
(Buildings and rooms or vaults)
Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 18—4954

H20 6-24-32 10M

BALTIMORE HIGH SCHOOLS

Record of _____ Course _____

Age at Entrance _____ Years _____ Months _____ Entered _____ By _____

Parent or Guardian _____ From _____

Home Address _____ Withdrew _____

Business Address _____ Graduated _____

		A 19 –19					B 19 –19					C 19 –19					D 19 –19					19 –19				
		1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER	1st Term	2nd Term	Year	Units or Cred.	TEACHER
	English																									
Mathematics	Algebra																									
	Geometry																									
	Trigonometry																									
	Review Mathematics																									
	Review Arithmetic																									
History	History																									
	Civics																									
	Economics																									
Languages	Latin																									
	German																									
	Spanish																									
	French																									
Science	General Science																									
	Biology																									
	Zoology																									
	Physics																									
	Chemistry																									
Commercial	Bookkeeping																									
	Penmanship																									
	Commercial Arith.																									
	Office Practice																									
	Stenography																									
	Typewriting																									
	Salesmanship																									
	Commercial Law																									
	Commercial Geography																									
	Art																									
	Music																									
	Physical Training																									
	Home Economics																									
	Mechanical Drawing																									
	Shop																									
	Deportment																									
	Times Absent																									
	Times Late { Excused / Unexcused																									
	Total Credits or Units																									

Have you ever been told by a physician that your health has been impaired in any way? If so, give particulars:

Do you believe yourself to be in fit condition for gymnastics, athletics and games? If not, give particulars:

Tell briefly in what way, if any, you have taken part in athletics:

Have your parents any objection to having you take part in competitive athletics, provided you are found to be in fit condition?

In what way do you take your recreation?

SUBSEQUENT HISTORY

DATE	CONFERENCE	CONSULTATION	COMMENTS	EXAMINER

HEALTH EXAMINATION RECORD

	1st Date --------	2nd Date --------	3rd Date --------	4th Date --------
APPEARANCE				
Health				
Skin				
Nutrition				
Musculature				
Posture				
Cleanliness				
SIGHT				
Without glasses, R and L				
With glasses, if prescribed				
Date of prescription				
Color perception defects				
HEARING				
Any impairment, R or L?				
Is condition progressive?				
Discharge				
Odor				
Treatment				
NASO-PHARYNX				
Nasal obstruction				
Odor				
Obstructive or diseased adenoids				
MOUTH				
Gums				
Teeth (clean, neglected, dirty)				
Number of teeth filled; carious				
TONSILS (enlarged, diseased) Is medical history borne out by above findings?				
Speech defects				
NECK				
Lymph nodes				

	1st Date _____	2nd Date _____	3rd Date _____	4th Date _____
CHEST				
Abnormalities (shape or movement)				
Lungs				
Heart (murmurs, rate and rhythm)				
Pulse (before, immediately after and two minutes after exercise)				
ABDOMEN				
Hernia				
ORTHOPEDIC DEFORMITIES OR LOSS OF MOTION				
Limbs				
Spine				
Feet				
GENITO-URINARY				
Abnormalities or disease				
ATTITUDE				
(towards hygiene, physical activity, society, life)				
TYPE				
Active, reclusive, quiet				
CLASSIFICATION				
Excellent, good, fair or poor				
SUMMARY				
Conditions needing special attention				
ACTION TAKEN				
Parents notified? Date				
Special conference with pupil				
Academic load lightened				
Physical activity restricted				
Special exercises recommended				
RESULTS OF RECOMMENDATION:				
SIGNATURE OF SECONDARY SCHOOL PHYSICIAN				

CITY OF BALTIMORE—DEPARTMENT OF EDUCATION—DIVISION OF HEALTH AND PHYSICAL EDUCATION

Physical Examination

This Page to be Filled out by Student

Name _____ *Class* _____ *School* _____ *Date* _____ (MO. DAY YR.)

FAMILY HISTORY

My Father's Health is Excellent_____Good_____Fair_____Poor_____If not living state cause of death

My Mother's Health is Excellent_____Good_____Fair_____Poor_____If not living state cause of death

I have_____Sisters older Health Number younger Health

I have_____Brothers older " " " "

Brothers or sisters died at Age Cause

Has any member of Father's or Mother's family suffered from Tuberculosis?

Mental Disease? Epilepsy? Nervous Disorders?

STUDENT'S HISTORY

Age years months Height_____inches Weight_____pounds Physical Ed. Test Number _____

Present residence (home)

The general condition of my health has been Excellent_____ Good_____ Poor_____ Indifferent _____

I have had the following diseases at the age written after each:

Appendicitis	Heart Palpitation
Asthma	Indigestion
Bleeding of nose	Influenza (grip)
Breath, shortness of	Malaria
Bronchitis	Measles
Colds of nose and throat	Mumps
Chicken pox	Neuralgia
Constipation	Nervous Breakdown
Diarrhoea	Rheumatism
Diphtheria	Rupture
Earache	Scarlet Fever
Fainting Attacks	Skin Eruptions
Goitre	Tonsillitis
Hay Fever	Typhoid
Headache	Whooping Cough

Name _____

My most serious or protracted illness was Its nature?

My most serious surgical operation was Nature of? Date

I have missed_____days of school because of

I have had these accidents or injuries

I have / have not worn glasses since_____years of age

I have / have not had medical treatment as follows for Ears, Throat, Nose

N. B.—Before filling this table read footnotes.

TABLE 1

No. [1]	FACULTY OF SCHOOL [2]	Subjects Taught	Code [3]	NET ROLL ON LAST NIGHT															Aggregate Net Roll	Average Net Roll [6]	No. of Nights	Aggregate Attendance	Average Attendance
				Ameri-canization		ACADEMIC				Commer-cial		VOCATIONAL				TOTALS							
						Elementary		Secondary				Industrial		Home Economics									
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total					
1		Principal																					
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							
22																							
23																							
24																							
25																							
26																							
27																							
28																							
29																							
30																							
31																							
32																							
33																							
34																							
35																							
36																							
37																							
38																							
39																							
	Totals by Sexes																						
	Totals																						

[1] At the foot of this column write the total number in faculty. Do not count anyone twice.

[2] List the names of vocational counselors and others who are not in charge of classes immediately after the principal. Group classes of the same code designation together (see note 3). If a teacher has charge of more than one home class attending on the same or on different nights, each such class must be regarded as a distinct unit and data therefor be given on separate reports by the teacher and on separate lines on the principal's monthly report.

[3] Be sure to designate class correctly by **type**, as Day-Americanization, Smith-Hughes, Non-Smith-Hughes, Junior High Academic, etc. If in doubt consult Night School Director. For code see Payroll Instructions. See also note 5.

[4] Commercial classes are to be reported separately from academic as heretofore. Classes officially designated as **Junior High School** will be coded 28.35.

[5] Academic instruction officially designated as **Junior High School** should be reported under **Academic Secondary** with code 28.35.

[6] In schools where all the classes are not in session the same number of nights during the month, find the average net roll and average attendance for each class according to the number of nights the class was in session (to one decimal in the quotient). The sum of these class averages will be the average for the school.

[7] Enter below department headings the code describing the types of work offered in each department.

TABLE 2. AVERAGE NET ROLL AND WITHDRAWALS BY DEPARTMENTS

Departments [7]	Average Net Roll	P.W.'s				C.W.'s			
		Current Month		To Date		Current Month		To Date	
		M	F	M	F	M	F	M	F
Am'ization									
Academic									
Commercial									
Vocational									
Totals									

TABLE 4. DISTRIBUTION OF PUPILS BY SUBJECTS TAUGHT[1]

SUBJECTS TAUGHT	American-ization		ACADEMIC				Commercial		VOCATIONAL				TOTALS	
			Elementary		Secondary				Industrial		Home Economics			
	No. Section	No. Pupil	No. Section	No. Pupil	No. Section	No. Pupil	No. Section	No. Pupil	No. Section	No. Pupil	No. Section	No. Pupil	No. Section	No Pupil

[1] Place the number of pupils and sections taking the subject in the department column to which the subject pertains. To illustrate: Arithmetic may be either elementary academic or commercial, chemistry and electricity either secondary academic or industrial. Possibly both kinds of a subject may be offered in the same school. Distribute the data accordingly. A class may be split up for part of its time, each section taking a different subject; therefore number of sections is used in this table rather than number of classes.

MEMORANDUM

TEACHERS ABSENT OR LATE	Date	Time absent	Time late	CAUSE	NAME OF SUBSTITUTE
Aggregate absence or lateness					

N-9 1000 8499

DEPARTMENT OF EDUCATION

BALTIMORE, MARYLAND

NIGHT SCHOOLS

MONTHLY REPORT OF ..... SCHOOL for ..... 19....

Nights ..... Hours .... Principal

Note: This report must give in full the information called for by the headings printed in the several tables and must be sent to the Bureau of Research and Statistics on or before the fifth of the succeeding month.

Items	Current Month		Previously Reported		To Date		
	B	G	B	G	B	G	Total
Enrollment and Other Additions:							
a. New pupils admitted[1]							
b. Number eliminated							
c. Net additions (a-b)							
d. Re-entered P. W.'s							
e. NET ENROLLMENT							
Deductions:							
f. Permanently withdrawn							
g. Completed unit and withdrawn							
h. Class discontinued[2]							
Totals (f+g+h)							
i. NET ROLL [e—(f+g+h)]							

j. Aggregate Net Roll .....

k. Average Net Roll* .....

l. Aggregate Attendance .....

m. Average Attendance* .....

n. Per cent of Attendance (m÷k)

[1] Exclusive of re-entered P.W.'s

[2] Members of discontinued classes who are no longer enrolled in this school.

*See Table 1, footnote 6.

TABLE 3. ENROLLMENT BY DEPARTMENTS

Code[1]	a Enrollment last report		b Admitted since[2]		c Received by transfer[3]		a+b+c Total admitted		b Eliminated		e Transferred out[2]		a+d+c—(d+e) Enrollment to date[4]	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Am'ization														
Academic														
Commercial														
Vocational														
Totals by sex														
Total														

[1] Enter class code in space below department headings. (See Table 1)

[2] Include re-entered P.W.'s

[3] Interdepartmental transfers only.

[4] The total of this column should be the net enrollment of the school.

Baltimore City, Official Departments

Dept. of Education — Western High School

12

No.	Title	Containers	Incl. dates	Report rec'd.	Returned	Entry Written
1	Pupils Record	12 T.F.	1908-date			
2	Correspondence	3 F.D	1933 - "			
3	Report Cards		1924 - "			
4	Attendance Record	40 Vols	1927 - "			
5	Physical Examination	3 T.F.	1936 - "			
6	Daily Schedule Cards	3 F.D	1936 - "			
7	Geography of the Heavens	1 Vol	1836			
8	Public Ledger	1 Vol	1836			
9	Studies in Poetry, etc	12 Vols	1830			
10	Pupils Certificates	8 F.B	1933-date			
11	Graduates	2 Vols	1887-1907			
12	Night Schools	1 S.D.	1929-date			
13	Attendance Report		1937-date			

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

/

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title, if any Pupils Record

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1908 to date, 12 transfer cases approx 25,000 cards in 12 transfer cases

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups Wooden transfer cases
18" x 12" x 10"

5. Types of records included Card index file of pupils school record, listing name of pupil, age, parents name & address, business address of parent, course pursued, date of entrance, how entered (from what school), date of withdrawal, date of graduation (if so)

6. Indexing not indexed: Arranged in alphabetical order by surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. On wooden shelves in
(Buildings and rooms or vaults)
Storeroom of Principal's office

U. S. GOVERNMENT PRINTING OFFICE 016—4955

subjects of course pursued, such as, English, Math. History, Languages, Sciences & Commercial, marks & credits obtained in various studies, Deportment, attendance & tardiness. This file constitutes a complete record of the students activities & progress since entering this school & is used in ascertaining whether the pupil should be demoted, promoted or graduated

2. How marked?

4. Size of file drawers? NOTE.

7. How written?

(Buildings and rooms or vaults)

WPA Form 131HR

WORKS PROGRESS ADMINISTRATION

V

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Ageney or department Department of Education

Bureau Western High School

1. Exact title, if any Correspondence File - Confidential (sic)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1933 to date 3 file drawers
This file is kept only as long as pupil attends school.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 3 steel file drawers 16"x11"x22" in 1 steel cabinet 4½ x 1¾ x 2 ft

5. Types of records included Confidential correspondence relative to pupils, to & from the parents and authorities of the Board of Education

6. Indexing not indexed. Arranged alphabetically by surname of pupil in cardboard folders A to Z.

7. Condition of writing, paper, and containers good.

8. Location by dates and numbers of file boxes, etc. Northeast corner of Principal's Office, 1st floor
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE c16—4955

#2. How many file boxes,
drawers or bundles?
How marked?

#4 Size? W. H. D.

#7 How written?

(Buildings and rooms or vaults)

WPA Form 13HR

3

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title, if any Report Cards

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1924 to date approx 25000 cards.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups Bundles of various sizes according to number of pupils in each class.

5. Types of records included Report card covering a full term, listing name of pupil, date, years of course, studies, department, absence or lateness during year, marks received, each class & year. On the reverse side thereof is a space for

6. ~~Indexing~~ Arranged alphabetically by surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. On wooden shelves in
(Buildings and rooms or vaults)
storeroom of Principal's office.

U. S. GOVERNMENT PRINTING OFFICE c16—4955

signature of parent, also an abstract from the rules of the School Board concerning certificates. There is a different color card for each year.

1st yr. Pink
2 " " Buff
3 " " Yellow
4 " " Blue.

Notice to Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,
Ernest J. Becker, *Principal*

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness."

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with the written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in this Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in the college or university.

Parent's or Guardian's Signature

First Quarter .....

Second Quarter .....

Third Quarter .....

Fourth Quarter .....

REPORT CARD

WESTERN HIGH SCHOOL

FIRST YEAR

*Report of*_____

*Year of 19*_____*-19*_____

STUDIES	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English							
Algebra							
Arithmetic							
History							
Civics							
Biology							
Latin							
Bookkeeping							
Penmanship							
Typewriting							
Art							
Phys. Education							
Music							
Home Econ.							
Deportment							
Days Absent							
Times Late							
Excused							
Unexcused							

The quality of a pupil's work is indicated by the first letter of the following words: E—Excellent; G—Good; F—Fair; P—Poor; D—Deficient.

(OVER)

H-13-2 6-35

REPORT CARD

WESTERN HIGH SCHOOL

SECOND YEAR

Report of --

Year 19-----*-19*-----

STUDIES	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English							
Algebra							
Geometry							
History							
Latin							
French							
German							
Biology							
Bookkeeping							
Com. Geog.							
Typewriting							
Art							
Phys. Education							
Music							
Clothing							
Foods							
Deportment							
Days Absent							
Times Late							
Excused							
Unexcused							

The quality of a pupil's work is indicated by the first letter of the following words: E — Excellent; G — Good; F — Fair; P — Poor; D — Deficient

(OVER)

Notice To Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,

Ernest J. Becker, *Principal*

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness"

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with the written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in this Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in the college or university.

Parent's or Guardian's Signature

First Quarter.....

Second Quarter.....

Third Quarter.....

Fourth Quarter.....

H-13-2 602132

REPORT CARD

WESTERN HIGH SCHOOL

THIRD YEAR

*Report of*_____

*Year of 19*_____*19*_____

STUDIES	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English							
Algebra							
Geometry							
Trigonometry							
History							
Latin							
French							
German							
Spanish							
Physics							
Bookkeeping							
Business Org.							
Stenography							
Typewriting							
Office Practice							
Com. Geog.							
Retail Selling							
Art (Major)							
Clothing (Maj.)							
Foods (Major)							
Music							
Phys. Education							
Deportment							
Days Absent							
Times Late							
Excused							
Unexcused							

The quality of a pupil's work is indicated by the first letter of the following words: E—Excellent; G—Good; F—Fair; P—Poor; D—Deficient.

(OVER)

Notice to Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,

Ernest J. Becker, *Principal*

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness."

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with the written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in this Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in the college or university.

Parent's or Guardian's Signature

First Quarter .....

Second Quarter .....

Third Quarter .....

Fourth Quarter .....

H-15-2 6-35

REPORT CARD

WESTERN HIGH SCHOOL

FOURTH YEAR

Report of _____

Year 19____-19_____

STUDIES	1st Quar.	2nd Quar.	1st Term	3rd Quar.	4th Quar.	2nd Term	Year
English	----	----	----	----	----	----	-----
Analytics	----	----	----	----	----	----	-----
Arith. Review..	----	----	----	----	----	----	-----
Math. Review..	----	----	----	----	----	----	-----
Trigonometry ..	----	----	----	----	----	----	-----
History	----	----	----	----	----	----	-----
Latin	----	----	----	----	----	----	-----
French	----	----	----	----	----	----	-----
German	----	----	----	----	----	----	-----
Spanish	----	----	----	----	----	----	-----
Biology	----	----	----	----	----	----	-----
Chemistry	----	----	----	----	----	----	-----
Accountancy ...	----	----	----	----	----	----	-----
Economics	----	----	----	----	----	----	-----
Law	----	----	----	----	----	----	-----
Stenography ...	----	----	----	----	----	----	-----
Typewriting ...	----	----	----	----	----	----	-----
Office Practice	----	----	----	----	----	----	-----
Retail Selling ..	----	----	----	----	----	----	-----
Art (Major) ...	----	----	----	----	----	----	-----
Clothing (Maj.)	----	----	----	----	----	----	-----
Foods (Major) .	----	----	----	----	----	----	-----
Music	----	----	----	----	----	----	-----
Phys. Education	----	----	----	----	----	----	-----
.....	----	----	----	----	----	----	-----
Deportment ...	----	----	----	----	----	----	-----
Days Absent ...	----	----	----	----	----	----	-----
Times Late	----	----	----	----	----	----	-----
Excused	----	----	----	----	----	----	-----
Unexcused ...	----	----	----	----	----	----	-----

The quality of a pupil's work is indicated by the first letter of the following words: E — Excellent; G — Good; F — Fair; P — Poor; D — Deficient

(OVER)

Notice To Parents

Please sign this report and return it at the earliest possible moment.

Yours truly,

Ernest J. Becker, *Principal*

School Board Rule Concerning Retardation

"Pupils who are sixteen years of age or over and who have failed in two or more major subjects during any school year, the end of which occurs after the date on which the pupil becomes sixteen years of age, shall be permanently dropped from the schools, unless failure has been due to prolonged illness"

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with the written report of the Department of Health concerning the illness of the pupil in question."

School Board Rules Concerning Certification

Grade Required of High School Graduates to Enter College

(Effective February 1, 1928.)

(A) The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

(B) Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

(C) Any pupil not recommended under Regulation (A) or (B) in this Rule shall be certified only in those subjects in which he has received an average of 80% or more.

(D) A pupil shall not be certified to a higher institution of learning if the curriculum completed by him in the secondary school does not prepare him for the particular curriculum to be pursued in the college or university.

Parent's or Guardian's Signature

First Quarter.....

Second Quarter.....

Third Quarter.....

Fourth Quarter.....

#2. Hur-strachsed ?

(Buildings and rooms or vaults)

#7. Now written?

(Buildings and rooms or vaults)

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title Attendance Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1927 to date 40 volumes not numbered.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks This record consists of printed & ruled sheets giving number of pupils in class, number of pupils present, class letter, month, day, names of pupils arranged in alphabetical order, Symbols A & L used to designate absence or lateness placed in block under day (over)

5. Indexing not indexed. Arranged chronologically by date (see 13)

6. Nature of recording by years ✓
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 10 1/2" x 14" x 3/4" approx 100 double pgs
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Arranged in chronological order
(Buildings and rooms or vaults)
on wooden shelves in store room of Principal Office

12. Subtitle divisions by dates and volume numbers

13. Other information and date of occurrence. This record is compiled in the office of the Principal from the Daily Attendance Report and is used in making up the Quarterly Report of Pupils

WPA Form 13HR

5

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title, if any Physical Examinations

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1936 to date in 3 steel transfer file cases
Prior records are incomplete

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups File boxes ~~12"H x 16"W x 22"D~~ 16" x 12" x 22" in steel cabinet 4½'H x 1⅔'W x 2'D.

5. Types of records included Report of physical condition of student as per attached forms. These forms are used by the Department of Education to keep an accurate check on the health of the student & to compile the annual report to the city

6. Indexing not indexed. Arranged alphabetically by surname of student

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. Dry northeast corner of the
(Buildings and rooms or vaults)
Office of the Physical Director, 1st floor

U. S. GOVERNMENT PRINTING OFFICE c16—4955

Board of Health.

the Principal's office, the exact place that the pupil can be found at any time during the day.

#2. How mailed? Where are prior records?

#7. How written?

(Buildings and rooms or vaults)

2. How are asked?

7. How written?

(Buildings and rooms or vaults)

WPA Form 131HR

6

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title, if any Daily Schedule Card

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1936 to date, approx 2500 cards 6"x5" in 3 wooden file drawers
Annual record, prior records destroyed

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups
5"x7"x18" 7"x8"x18" in wooden file cabinet 4'x4'x2'

5. Types of records included Daily schedule card of pupil, showing pupil name, class & home room. Periods of study for each day of the week, Room number, subject taught, name of teacher. Locker number of pupil & date of card. Used to inform [illegible]

6. Indexing not indexed, Arranged alphabetically by surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. Northeast corner of Principal's
(Buildings and rooms or vaults)
Office. 1st Floor.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

the Principal's Office, the exact place that the pupil can be found at any time during the day.

7

WPA Form 121HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School - Library

1. Exact title The Geography of the Heavens.
(Indicate variations of title, if any)
Class Book of Astronomy, accompanied by a Celestial Atlas

2. Dates, total volumes, and volume numbering or lettering by years
1836 1 volume not numbered

3. Missing volumes, by numbers and dates —

4. Exact description of contents; summary of forms used; and general remarks Explanatory remarks regarding the various planets, stars & comets, their sign relative to that of the earth, locations in the heavens & approximate distance from the earth. Also contains a table showing the Latitude and Longitude of some of the See #12

5. Indexing ~~Cat.~~ alpha in front of volume according to subject.

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ). Binding Broken

8. Condition of writing: Excellent ( ), good ( ), faded (✓), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

10—4956

WPA Form 12HR—Continued

THE VOLUMES FORM—Continued

10. Size 4"×6½"×1" approx 300 pgs
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Located in Lower right hand drawer of Librarian's desk in Library on Second Floor
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers principal places in the United States with the distance in miles from the City of Washington. In the back of the volume there are problems & tables regarding the manner in which you may convert degrees into time & vice versa. also problems regarding the location of the stars, moon & sun at various times.

13. Other information This is the 3rd Edition of this book, written by Elijah H. Burritt. A.M. with an introduction by Thomas Dick LL.D. and was published by J. J. Huntington of Hartford Conn. in 1836

H-52-1 1-35

Daily program of _____ Class _____ Room _____

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5					
6					
7					

SUBJECT	ROOM	TEACHER
LOCKER NO.		

DATE ____________________

#2 Have received?

(Buildings and rooms or vaults)

WPA Form 14HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS, 1936

Maryland Historical Records Survey
(Name of State)

THE NEWSPAPER FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

Name of other owner, if any City of Baltimore

Name of building Western High School Gwynn Falls Parkway
(Street address)

1. Public Ledger (Name of paper) Philadelphia, Pa (Place of publication)
2. Daily (Frequency of publication) (Dates of publication)
3. Dates covered by holdings of the above This is a copy of Vol. 1, number 1 of the Public Ledger, printed in the City of Philadelphia, Pa Friday March 25. 1836
4. Dates for which bound ✓
5. Dates for which unbound but arranged ✓
6. Dates for which loose March 25. 1836
7. Merged with or succeeded by ..... Date .....
8. Successor to ..... Date .....
9. Location, by years In lower right hand drawer of the Librarian's desk, in the Library, 2nd Floor.
(Room and vault names or numbers)
10. Other information This paper, according to an editorial on the second page thereof, was the first penny paper to be printed in the State of Pennsylvania. It consists of one sheet folded in half, making four pages size 10 1/4" x 13 1/4". The print is very small and

over

U.S. GOVERNMENT PRINTING OFFICE 16—4942

was published by Swain, Abell & Simmons, at numbers 38 & 39 Arcade, Lower Story, Philadelphia Pa.

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

9

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title Studies in Poetry and Hebrew Poetry
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1830 1 volume, not numbered

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Poems written by the world's most famous poets, such as: Edmund Spenser, William Shakespeare, John Milton, Allan Ramsey, James Thompson & others.

5. Indexing not included, arranged alphabetically according to surname of author

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good ( ), faded (✓), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 4½" x 7½" x 1½" 480 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Lower right hand drawer of the
(Buildings and rooms or vaults)
Librarians desk, in the Library, 2nd floor.

12. Subtitle divisions by dates and volume numbers

13. Other information This volume was written by George B Cheever and published in Boston, Mass. by Carter & Hendee in 1830

#4 age of file key? 34 M. 2.

#7 How written?

(Buildings and rooms or vaults)

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

10

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title, if any Pupils Certificates

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1933 to date, 8 wooden file boxes, These records consists of 3 forms clamped together (1) Enrollment Card, (2) Selection of subjects (3) Certificate of Credits in 8 wooden file boxes. These records are only kept until the student graduates.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups
16"x10"x5"

5. Types of records included (1) Enrollment Card lists, name of pupil, class, year of study, Date of entry, age, date & place of birth, From what school received, residence of pupil, phone number, name & business address of parent or guardian, parents (over)

6. Indexing not indexed, Arranged alphabetically by surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. On wooden shelves in
(Buildings and rooms or vaults)
storeroom of Principals' Office, 1st floor

U. S. GOVERNMENT PRINTING OFFICE o10—4955

phone number & occupation, and course chosen by pupil.

(2) Selection of Subjects lists, name of pupil, curriculum, class, name of subjects chosen, periods for each subject & in additional space is needed the credits received in each subject upon completion of semester, also lists approval of parents & date thereof.

(3) Certificate of Credits is a compiled report of the pupils progress & upon graduation is forwarded to the College or University that pupil will next attend. This form is typed in the Office of the Principal upon the completion & graduation of the pupil. It lists pupils name, name of school, course pursued, dates attended, whether or not graduated, Scholastic standing of school, number of weeks in course. Student average recitations per week for subjects taken, passing mark & name & signature of principal. Student, year of credit, number of weeks pursued, number of periods per week & Grade

H-56 602560

BALTIMORE HIGH SCHOOLS

ENROLLMENT CARD

CLASS

1st Yr.

ENTERED: AGE: Yrs. Mos. 2nd Yr.

DATE OF BIRTH: PLACE OF BIRTH: 3rd Yr.

FROM SCHOOL: 4th Yr.

RESIDENCE: 5th Yr.

PHONE NUMBER:

PARENT OR GUARDIAN:

HIS BUSINESS ADDRESS:

PHONE NUMBER:

OCCUPATION:

COURSE:

H-18 5M 3-34-OMSP

BALTIMORE HIGH SCHOOLS

SELECTION OF SUBJECTS

Name of Pupil_____

Curriculum_____ Class_____

Subjects	Periods	Credits

APPROVED:

Father_____

Mother_____

Date_____

H-76 5000 7-30 OMSP

WESTERN HIGH SCHOOL

Certificate of Credits

This is to certify that ..... attended ..... School in the ..... Course from ..... to ..... that she ..... graduated and is entitled to the credits listed on this certificate, and is honest, reliable
(was or was not)
and of good character.

The school is accredited by ..... The school year is ..... weeks.

Average number recitations per week for subjects taken ..... Passing mark of school is .....

..... Principal.

	STUDIES	Yr. of Crs. When Taken (I II III IV)	No. of Weeks Pursued	No. of Periods Per Week	Grade		STUDIES	Yr. of Crs. When Taken (I II III IV)	No. of Weeks Pursued	No. of Periods Per Week	Grade
	ENGLISH—First Year						PHYSICS—Recitation				
	Second Year						Laboratory				
	Third Year						CHEMISTRY—Recitation				
	Fourth Year						Laboratory				
							BOTANY—Recitation				
							Laboratory				
							BIOLOGY—Recitation				
	LATIN—First Year						Laboratory				
	Second Year										
	Third Year										
	Fourth Year										
	FRENCH—First year						DRAWING				
	Second Year										
	Third Year						Commercial Branches:				
	Fourth Year						Bookkeeping—First Year				
	GERMAN—First Year						Second Year				
	Second Year						Third Year				
	Third Year						Accountancy				
	Fourth Year						Stenography—First Year				
	SPANISH—First Year						Second Year				
	Second Year						Third Year				
	Third Year						Typewriting—First Year				
	Fourth Year						Second Year				
	HISTORY—Ancient						Third Year				
	Medieval and Modern						Fourth Year				
	English						Com. Arithmetic				
	United States						Com. Geography				
	Civics						Com. Law				
	ALGEBRA—To Quadratics						Retail Selling				
	Quadratics and Beyond						Art				
	GEOMETRY—Plane						Music				
	Solid						Home Ecomonics				
	TRIGONOMETRY						Physical Education				
	ARITHMETIC REV. MATH. REV.										

2. How awarded? Where are records since 1908?

(Buildings and rooms or vaults)

11

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title Graduates
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1887-1907 2 volumes not numbered
This system changed to card file in 1908

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Names of the pupils of the Graduating Class of each year 1887-1907. Listing, subjects, studies & marks obtained, general average, annual marks received in department, total days late or absent

5. Indexing not indexed — Arranged in chronological order of Graduation date

6. Nature of recording by years on printed & ruled paper
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—1954

THE VOLUMES FORM—Continued

10. Size 24"×16"×1" approx 100 double pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On shelf rear of Principal's Office
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

Kovacs-Lindell

17

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Bureau of Research

1. Exact title, if any Night Schools.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1929-to date. 1 steel drawer in filing case. Drawer carries title and year numbers.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16½"x26" steel drawer in 4'½x1'3½x2' filing case.

5. Types of records included Filed in folders according to year. Printed forms filled in are used, consists of monthly reports and term reports, monthly class reports of continuation classes, College Center consisting of monthly reports.

6. Indexing Not indexed Arranged according to school

7. Condition of writing, paper, and containers Writing and paper good the containers excellent; Handwritten on printed forms.

8. Location by dates and numbers of file boxes, etc. Near east wall on (Buildings and rooms or vaults) third floor of Bureau of Research in east wing of Administration building

U.S. GOVERNMENT PRINTING OFFICE 61C—4955

Cont'd from line 5

for 1934-1935; F.E.R.A. consists of monthly reports of night schools, monthly reports of F.E.R.A. classes in nursery school (white) College Center for 1934-1935; W.P.A. consists of monthly reports of night schools, monthly reports of W.P.A. classes in nursery school (white) College Center for 1935-1936

and year, in folder, between guide cards.

#4. Size of drawer? N.M.A. ✓

#7. Hand written? ✓

Note

This Report belongs with Bur. of Research records worked by Kovako-Sindall.

(Buildings and rooms or vaults)

N-10

DEPARTMENT OF EDUCATION

BALTIMORE, MD.

NIGHT SCHOOLS

TERM REPORT of.....*School for the term ending April 30, 19*.....

.....*Principal*

N. B.—This report is due on or before May 15.

Net enrollment - - - M.....F.....Total.....

Withdrawals:

P. W.'s during term - M.....F.....Total.....

Completed unit of work - M.....F.....Total.....

Net roll at end of term - M.....F.....Total.....

No. re-entered P. W.'s - M.....F.....Total.....

No. eliminated - - - M.....F.....Total.....

Aggregate net roll - - - - - - .....

Aggregate attendance - - - - - - .....

Average attendance[1] - - - - - - .....

Per cent of attendance[2] - - - - - .....

Number of nights in session:

Academic.....Commercial.....Industrial.....Average number of teachers.....

Average Net Roll by Departments:[1]

Americanization - - - - .....

.....

Academic Elementary - - - .....

Secondary - - - .....

Junior High - - - .....

Commercial - - - - - .....

.....

Industrial S. H. - - - - .....

Industrial non-S. H. - - - .....

Home Economics S. H. - - - .....

Home Economics non-S. H. - - .....

Total - - - - - .....

NOTES: [1]The sum of the monthly averages divided by the number of months. (See Table II, note 2.)
[2]Average attendance divided by average net roll.

TABLE 1.—NET ENROLLMENT BY DEPARTMENTS AND AGES

AGES	American-ization[1]		Academic[2]		Commercial[2]		Smith-Hughes				Non-Smith-Hughes				Totals by Sex		Totals
	.....		.....		.....		Industrial		Home Economics		Industrial		Home Economics				
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
14, 15																	
16, 17																	
18–20																	
21–24																	
25–29																	
30–39																	
40–49																	
50–59																	
60–Over																	
Total by Sex																	
Total by Dept.																	

TABLE 2.—DISTRIBUTION OF ATTENDANCE (including P. W. pupils)

NIGHTS PRESENT	American-ization[1]		Academic[2]		Commercial[2]		Smith-Hughes				Non-Smith-Hughes				Totals by Sex		Totals
	.....		.....		.....		Industrial		Home Economics		Industrial		Home Economics				
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Over 85																	
73–85																	
61–72																	
49–60																	
37–48																	
25–36																	
12–24																	
Under 12																	
Enrollment by Sex																	
Enrollment by Dept.																	

[1]If report includes both day and night Americanization classes, use separate columns with proper code.
[2]Enter code describing type (elementary, secondary or junior high) on blank line. Do not combine different codes.

TABLE 3.—DISTRIBUTION OF SUBJECTS BY NUMBER TAKING AND ACCOMPLISHING

SUBJECTS*	Americanization			Academic			Commercial			Industrial			Home Economics			Total	
	N.R.	Acc.	P.W.	N.R.	Acc.	P.W.	N.R.	Acc.	P.W.	N.R.	Acc.	P.W.	N.R.	Acc.	P.W.	N.R.	Acc.
TOTALS																	

*Do not combine accomplishment data in subjects of different codes.

TABLE 4.—DISTRIBUTION OF ENROLLMENT BY OCCUPATIONS

Occupations	M	F	Occupations	M	F
			Brought Forward		
Total			Total		

TABLE 5 ENROLLMENT BY NATIVITY

Place of Birth	No.
Baltimore	
Maryland	
Other U. S.	
Foreign Countries	
Enrollment	

DEPARTMENT OF EDUCATION
Baltimore, Maryland

MONTHLY REPORT OF CONTINUATION CLASS AT.....for the

month ending.....193 .....Teacher

	Current Month		Previously Reported		To Date		
	B	G	B	G	B	G	Total
New pupils admitted[1]							
Admitted by transfer[2]							
Re-entered							
Total admitted							
Permanently withdrawn							
Completed unit and withdrawn[3]							
Transferred out[2]							
Total withdrawn							
Net roll at date	X	X	X	X			

COMPILING TABLE, BY SECTIONS OR CLASSES

Section[4]	Net Roll	Aggregate Net Roll	Aggregate Attendance	Number Sessions	Average[5] Net Roll	Average Att.[5]	% of Att.[6]

Notes: [1]Pupils not previously enrolled in any continuation class this scholastic year, including pupils registering for short unit courses.

[2]Pupils transferred for one continuation class to another.

[3]Students enrolling for short unit courses and completed same are to be deducted here.

[4]Enter section or class designations below. For each section enter data indicated. If class meets in one section only, use total line.

[5]The average net roll and average attendance for the school is the sum of the items for each section.

[6]Average attendance divided by average net roll.

SUMMARY OF PUBLICATION
[illegible], 1950

Summary table of contents (list) ..... for the month ending 195[illegible] .....

	Current Issue		Previously Reported		To Date		
	E	G	P	D	S	A	Total
New titles added[1]							
Added by transfer[2]							
Discontinued							
Total additions							
Currently withdrawn							
Completed units and withdrawn[3]							
Transferred out[4]							
Total withdrawn							
Net roll at date		X	X	X			

CURRENT TITLES, BY SECTIONS OF CLASSES

Section[5]	Ten Full	Aggregate Issues	Number Issues	Average Issue	Average Date	% of Acc.

Notes: [1]Titles not previously reported; they continuation class this month-only, individual units reinstated for other sub sections.

[2]Titles transferred for one continuation class to another.

[3]Titles omitted for other sub sections and completed zone are in the subsection zero.

[4]Titles reached or class discontinued below. For each a class under sub indication. If class ends in one section only, use total line. Also summarized roll and correspondingness for the month in the issues for sub-class.

[5]Average attendance crediting by average not roll.

TABLE 1. Class and Grade Statistics.

Room	Seats	Members of Faculty			Home Classes									
		Names	Official Classification	Subjects Taught	Grade	Course	Normal Rapid, or Slow Advance	Pt. Time A.M. or P.M.	Net Roll			Grade Net Roll	Aver. N.R.	Aver. Attend
									B	G	Total			
			Principal											
			Vice-Pr.											
		x	x	x	x	x	x							

N.B. Give totals at foot of each column except those marked X

Memorandum

Name of Teacher Absent or Late	Dates	Absent (days)	Late (min.)	Cause	Substitute (yes or no)
Totals					

8-b 9231 2M

DEPARTMENT OF EDUCATION
BALTIMORE, MD.

MONTHLY REPORT of ____________________________________ High School, No. ________

for ____________________, 193___ ______________________________ Principal

Items	Current Month		Previously Reported		To Date		
	B	G	B	G	B	G	Total
Enrollment and other additions to the roll:							
As new pupils							
By transfer							
Re-entered P. W's.							
Totals							
Deductions from the roll:							
Permanently withdrawn							
Transferred out							
Totals							
Net roll at date	x	x	x	x			
Number of days (not half days)							
Aggregate net roll							
Average net roll			x				
Aggregate attendance							
Average attendance			x				
Per cent of attendance			x				
Number promoted							
Number demoted							
Number of fire drills							

Part time: Number of pupils __________ Average number of pupils per home class ___________

Number of classes __________ Average number per faculty member _____________

COMPOSITION OF FACULTY

Official Classification	M	F	Total
Principal			
Vice-principal			
Heads of depts.			
Sr. High tchrs.			
Jr. High tchrs.			
Elementary tchrs.			
Asst. suprs.			
Lab. ass'ts.			
Shop ass'ts.			
Special subs.			
Emerg. subs.			
Tchr. librarian			
Prin's. ass't.			
Clerks			
Total			
Tchrs. on leave			
Grand Total			

BUILDING CAPACITY

Type of Room*	Main	Portable	Annex**	Type of Room*	Main	Portable	Annex**	Type of Room*	Main	Portable	Annex**
Auditorium				LABORATORIES	X	X	X	SHOPS	X	X	X
Library				Biology				Forge			
Offices				Chemistry				Machine			
Study Halls				Physics				Sheet M.			
Study Halls				Electricity				Wood			
Cafeteria				Gen. Sci.				Pattern			
Swimming p'l				Cooking				Print			
Teachers'				Sewing				Foundry			
Conference				Lecture Rms.				Auto.			
Health Suite				Apartment							
Gymnasium				Art							
				Typing				Mech. Dr.			
				Off. pr.							
				B'k K'p'g.				Gen'l Class.			
								Total			

*If makeshift, please star. **Do not include in this column any room in portable.

2. How money handles?

7. How written?

(Buildings and rooms or vaults)

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

13

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Western High School

1. Exact title, if any Attendance Report

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
Jan 1932 to date
Records are only kept for 1 year

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups
12" x 8½" & 12" 8½" w 12" d x 12" d. Securely tied with stout twine

5. Types of records included Daily attendance report listing date, class number of pupils in class, number of pupils present, name of absentee, if late by excuse or unexcused, if absent, by permission of office or by sick slips. Second half of form

6. Indexing not indexed. Arranged alphabetically by surname of pupil

7. Condition of writing, paper, and containers good

8. Location by dates and numbers of file boxes, etc. Are stored in shelves in storeroom
(Buildings and rooms or vaults)
of Principal's office 1st Floor.

U. S. GOVERNMENT PRINTING OFFICE c10—4955

reports lists periods absent. 1-8, if absent, reason is stated, if present, signature of teacher, class letter & grade.

This record is transferred to the Permanent Record Card of the Pupil at the end of each month.

602400 H-40

BALTIMORE HIGH SCHOOLS

ATTENDANCE REPORT

Date_____ CLASS_____ Number in Class_____

_____ Number Present_____

ABSENT	LATE	WENT HOME
	Excused	By office permission
	Unexcused	By sick slip

ABSENT FROM RECITATION

First Period	Second Period	Third Period	Fourth Period

Fifth Period	Sixth Period	Seventh Period	Eighth Period

H-19 9229 7500

14

90–100—Excellent
85—Very Good
80—Good
70—Pass

√—Time devoted to each subject

BALTIMORE POLYTECHNIC INSTITUTE

Advanced College Preparatory Course College Preparatory Course High School Technical Course

FIRST YEAR

TERM I		TERM II		COURSE	
Late		Late		TERM I	
Absent		Absent		TERM II	

PERIODS PER WEEK	Algebra	Geometry	French or German	English History	Community Civics	English	Mechanical Drawing	Physical Education	Shop Practice: Wood	Shop Practice: Metal		
1st Term												
2nd Term												
1st Quarter												
2nd Quarter												
Examination												
Average												
3rd Quarter												
4th Quarter												
Examination												
Average												
Yearly Average												

THIRD YEAR

TERM I		TERM II		COURSE	
Late		Late		TERM I	
Absent		Absent		TERM II	

PERIODS PER WEEK	Algebra	Trigonometry	Plane Analytic Geometry	European History	Chemistry	Electricity	English	French or German	Heat Engines	Mechanical Drawing	Shop Practice: Wood	Shop Practice: Metal	Physical Education	Elem. of Aeronautics
1st Term														
2nd Term														
1st Quarter														
2nd Quarter														
Examination														
Average														
3rd Quarter														
4th Quarter														
Examination														
Average														
Yearly Average														

SECOND YEAR

TERM I		TERM II		COURSE	
Late		Late		TERM I	
Absent		Absent		TERM II	

PERIODS PER WEEK	Algebra	Geometry	Trigonometry	Physics	American History	English	French or German	Mechanical Drawing	Physical Education	Shop Practice: Wood	Shop Practice: Metal	
1st Term												
2nd Term												
1st Quarter												
2nd Quarter												
Examination												
Average												
3rd Quarter												
4th Quarter												
Examination												
Average												
Yearly Average												

FOURTH YEAR

TERM I		TERM II		COURSE	
Late		Late		TERM I	
Absent		Absent		TERM II	

PERIODS PER WEEK	Solid Geometry	Review Mathematics	Calculus	American History	Chemistry	Electricity	English	Mechanics	Mechanics of Meterials	Heat Engines	Engineering Laboratory	Surveying	Drawing	Shop Practice			
1st Term																	
2nd Term																	
1st Quarter																	
2nd Quarter																	
Examination																	
Average																	
3rd Quarter																	
4th Quarter																	
Examination																	
Average																	
Yearly Average																	

Scholarship Record of _____

LAST NAME _____

INITIALS _____

ADVISERS

	I	II
1st Year		
2nd Year		
3rd Year		
4th Year		

	1st Year	2nd Year	3rd Year	4th Year	Four Years
Average					
Order of Merit					
Number in Class					
Checked by					

SECTIONS

	I	II
1st Year		
2nd Year		
3rd Year		
4th Year		

Sheet No. _____

3 22 many
1922 – date
under center

BALTIMORE POLYTECHNIC INSTITUTE
PUPIL'S RECORD

FULL NAME OF PUPIL _____ (FIRST NAME / MIDDLE NAME / LAST NAME)

DATE OF BIRTH _____ AGE AT ENTRY _____ (YEARS / MOS.)

NAME OF PARENT _____

RESIDENCE _____

RESIDENCE _____

ENTERED FROM SCHOOL _____

RESIDENCE _____

DATE OF ENTRY
- 1ST YEAR _____
- 2ND YEAR _____
- 3RD YEAR _____
- 4TH YEAR _____

DATE OF WITHDRAWAL
- 1ST YEAR _____
- 2ND YEAR _____
- 3RD YEAR _____
- 4TH YEAR _____

GRADUATED _____ 193

REMARKS

PRINCIPAL'S OFFICE

EXTRA-CURRICULAR AWARDS

YEAR	1		2		3		4		
TERM	1	2	1	2	1	2	1	2	
Conduct									
Initiative									
Reliability									
Co-operation									
Promptness									
Industry									

Name _____ Class _____

Date _____

Time of leaving school _____

Cause _____

Time of arrival _____

_____

Parent or Guardian

H-17 20M 8296

BALTIMORE HIGH SCHOOLS

M _____ Class _____

has permission to go home.

Cause _____

Date _____ Hour _____

_____

This is destroyed when child returns to school

DISTRIBUTION OF NET ROLL BY AGES AND YEARS OF SCHOOLING

Section_____ Net Roll_____ Adviser_____

Years spent in Grades 9 to 12 (See note below)

Age	1/2	1	1½	2	2½	3	3½	4	4½	5	5½	6	
12													
12½													
13													
13½													
14													
14½													
15													
15½													
16													
16½													
17													
17½													
18													
18½													
19													
19½													
20													
20½													
Totals													

Note: Years spent in Grade 9 include time in either Junior or Senior High.

Transport

Size

Model

Manufacturer

Mfg. No.

Mfg. Cat No.

Serial No.

Description of Motor

Make

Serial No.

Type of Starting

R. P. M.

H. P.

Current

Phase

Cycles

Voltage

INV. 5

ITEM NO.	UNIT	DESCRIPTION	LOCATION

Date	REQUISITIONED		Quantity Received	WITHDRAWN		BALANCE		Date	REQUISITIONED		Quantity Received	WITHDRAWN		BALANCE	
	How	Quantity		How	Quantity	Unsatisfactory	Satisfactory		How	Quantity		How	Quantity	Unsatisfactory	Satisfactory

BALTIMORE POLYTECHNIC INSTITUTE
OFFICE OF THE VICE-PRINCIPAL

To Teachers of Fourth Year Sections:

Your attention is called to the rule which allows you to exempt from examination any pupil in the Fourth Year who has previously passed the subject and, who, on repeating, obtains satisfactory quarter grades (70 or better.) The quarter sheet in such cases will show, for example:

Q1	Q2	Examination	Average
70	70 (this term)	EX (meaning exempt)	72 (this being the previous average)

In order to follow up such cases, make inquiries in the sections which you teach and write on this form the names of boys who claim exemption from the examination in your subject. Return to office not later than _____. This sheet will be returned to you with the previous term mark indicated for each pupil.

Name	Section	Previous Term Mark (to be supplied by office)

_____
Date

_____
Teacher

BALTIMORE POLYTECHNIC INSTITUTE

REPORT TO PRINCIPAL

TIME REQUIRED BY BOYS TAKING EXAMINATIONS

Note: Use this sheet as Tally Sheet and Report Sheet

Due: Teacher-

Section	Subject	Number Leaving Examination Room							
		At 10:30 A		10:31 -11:00 B		11:01-11:30 C		11:31-12:00 D	
		Pass	Tot.	Pass	Tot.	Pass	Tot.	Pass	Tot.
		Fail		Fail		Fail		Fail	
		Pass		Pass		Pass		Pass	
		Fail		Fail		Fail		Fail	
		Pass		Pass		Pass		Pass	
		Fail		Fail		Fail		Fail	
		Pass		Pass		Pass		Pass	
		Fail		Fail		Fail		Fail	
		Pass		Pass		Pass		Pass	
		Fail		Fail		Fail		Fail	
		Pass		Pass		Pass		Pass	
		Fail		Fail		Fail		Fail	

Temporary

H-83 12-35

TEMPORARY ROLL
AND
TEXTBOOK DISTRIBUTION RECORD

-------------------- 19 --------

-- SECTION

-------------------- TITLE OF BOOK

-------------------- EDITION

-- TEACHER

RECORD NAMES AND CHECK WHEN BOOKS ARE ISSUED	DATE							DATE					

Section Designations of Special Pupils must be given.
Write "Excused" beside names of pupils not taking your subject.

Number on Roll

Transcribing

BALTIMORE HIGH SCHOOLS

CONDITIONS—FAILURES—TURN BACKS

DATE _____ 192 SECTION _____

_____
ADVISER

NAME AND INITIALS	SUBJECT	YEAR COURSE TERM	AV.	SUBJECT	YEAR COURSE TERM	AV.	SUBJECT	YEAR COURSE TERM	AV.

H-27 2500 3-29 OMSP

Temporary
kept for records

BALTIMORE POLYTECHNIC INSTITUTE

Absentees- Examinations

Section _____

This information is required to follow up text books:

NAME	SUBJECTS

H-24 2-36

BALTIMORE HIGH SCHOOLS

QUARTERLY RECORD SHEET

Subject ______________________ Section ______________________

Term ______________________ Advisor ______________________

______________________ 19 ______ Checked by ______________________ Instructor ______________________

OFFICIAL ROLL	QUARTER	QUARTER	EXAM.	AVERAGE	OFFICIAL ROLL	QUARTER	QUARTER	EXAM.	AVERAGE
					No. in section				
					No. passed				
					No. conditioned				
					No. failed				

temporary
kept for reader

H-54 9-34

BALTIMORE POLYTECHNIC INSTITUTE

Official Roll of Section_____

Locker No.	Last Name	Initials		Locker No.	Last Name	Initials	

Adviser_____

temporary
hold for section

#19

H-15-4 602154

BALTIMORE POLYTECHNIC INSTITUTE

SCHOLARSHIP REPORT

Of .....

TERM ENDING .....

SECOND YEAR COURSE ..... SECTION .....

90-100—EXCELLENT 80—GOOD 85—VERY GOOD 70—PASS	GRADE			
	Quarter	Quarter	Exam.	Term Avg
Algebra				
Geometry				
Trigonometry				
Physics				
American History				
English				
French or German				
Mechanical Drawing				
Physical Education				
Shop Practice — Wood				
Shop Practice — Metal				
Days Absent				
Times Late				
Excused				
Unexcused				
Deportment				

Parents should read carefully the notices on reverse side.

give to pupils

NOTICE TO PARENTS

In order that students may advance satisfactorily in their studies it is necessary that they be punctual and regular in attendance, *present during the entire daily session*, attentive to all explanations by the teacher and diligent in the preparation of lessons at home.

Parents and guardians are advised that the proper preparation of lessons at home demands that the student should have a satisfactory place in which to study and a regular fixed home study schedule, during which time the student should devote his entire attention to school work. It is impossible to say just how much time should be used in the preparation of lessons at home, but certainly no day's assignment of lessons can be prepared in less than TWO HOURS of study at home.

WILMER A. DEHUFF, *Principal*

SCHOOL BOARD RULES CONCERNING CERTIFICATION

A. The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

B. Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

SCHOOL BOARD RULE CONCERNING RETARDATION

Pupils who are 16 years of age or over and who, at the end of a semester, fail in two major subjects, or the equivalent, after having failed previously in the work of the same semester or grade, shall be permanently dropped from the school unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

I have read carefully the notice to the parents and the School Board Rules and have examined the report of my son.

.....

PARENT.

Temporary
obtain form No (1)

NAME OF PUPIL	SECTION	DATE

The above named pupil has been told to report to Detention Room at 2.35 p. m. today as a penalty for unexcused lateness.

.....

Signature of Adviser

Initials

Proctor will sign initials when pupil has reported.

Return this card to Principal's Office.

Name _____ Class _____

Date _____

Time of leaving school _____

Cause _____

Time of arrival _____

_____

Parent or Guardian

H-17 15M OMSP 3-30

BALTIMORE HIGH SCHOOLS

M _____ Class _____

has permission to go home.

Cause _____

Date _____ Hour _____

_____

DISTRIBUTION OF NET ROLL BY ATTENDANCE

Section _____ Adviser _____

Number Days Attending	No. Boys
80 to 95	
60 to 79	
40 to 59	
20 to 39	
Less than 20	
Total Net Roll	

Temporary
information for some - other purposes

H-38 OMSP 85M 4-30

LIBRARY CARD
BALTIMORE HIGH SCHOOLS
STUDENT BLANK

Date _____

Period _____

Name _____

Class _____

Subject _____

Books used _____

Baltimore Polytechnic Institute

BALTIMORE, MARYLAND

Name _____

Date _____ Section _____

As a penalty for your tardiness you are directed by this notice to report to Detention Room at 2.35 today.

Reported _____

Proctor

Terpenes

1933-date Books.
Each dept.

WITHDRAWALS OR LOANS.

Date	Quantity	Teacher	Returned	Date	Quantity	Teacher	Returned	Date	Quantity	Teacher	Returned

ITEM NO.	UNIT	DESCRIPTION	LOCATION

Date	REQUISITIONED		Quantity Received	WITHDRAWN		BALANCE	
	How	Quantity		How	Quantity	Unsatisfactory	Satisfactory

Date	REQUISITIONED		Quantity Received	WITHDRAWN		BALANCE	
	How	Quantity		How	Quantity	Unsatisfactory	Satisfactory

INV. 3

H 12-4 6-35

BALTIMORE POLYTECHNIC INSTITUTE

SCHOLARSHIP REPORT

Of _____

TERM ENDING _____

FIRST YEAR COURSE _____ SECTION _____

90-100—EXCELLENT 80—GOOD 85—VERY GOOD 70—PASS	GRADE			
	Quarter	Quarter	Exam.	Term Av.
Algebra				
Geometry				
French or German				
English History				
Community Civics				
English				
Mechanical Drawing				
Shop Practice — Wood				
Shop Practice — Metal				
Physical Education				
Days Absent				
Times Late				
Excused				
Unexcused				
Deportment				

Parents should read carefully the notices on the reverse side.

NOTICE TO PARENTS

In order that students may advance satisfactorily in their studies it is necessary that they be punctual and regular in attendance, *present during the entire daily session,* attentive to all explanations by the teacher and diligent in the preparation of lessons at home.

Parents and guardians are advised that the proper preparation of lessons at home demands that the student should have a satisfactory place in which to study and a regular fixed home study schedule, during which time the student should devote his entire attention to school work. It is impossible to say just how much time should be used in the preparation of lessons at home, but certainly no day's assignment of lessons can be prepared in less than two hours of study at home.

WILMER A. DEHUFF, *Principal.*

SCHOOL BOARD RULES CONCERNING CERTIFICATION

A. The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

B. Any pupil whose general scholastic average in senior high school major subjects is 70% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

SCHOOL BOARD RULES CONCERNING RETARDATION

"Pupils who are 16 years of age or over and who, at the end of a semester, fail in two major subjects, or the equivalent, after having failed previously in the work of the same semester or grade, shall be permanently dropped from the school unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

I have read carefully the notice to the parents and the School Board Rules and have examined the report of my son.

PARENT.

H-14-4 602144

BALTIMORE POLYTECHNIC INSTITUTE

SCHOLARSHIP REPORT

Of _____

TERM ENDING _____

THIRD YEAR COURSE _____ SECTION _____

90-100—EXCELLENT 80—GOOD 85—VERY GOOD 70—PASS	GRADE			
	Quarter	Quarter	Exam.	Term Avg
Algebra				
Trigonometry				
Analytic Geometry				
European History				
Chemistry				
Electricity				
Elem. of Aero				
English				
French or German				
Heat Engines				
Mechanical Drawing				
Shop Practice — Wood				
Shop Practice — Metal				
Physical Education				
Days Absent				
Times Late				
Excused				
Unexcused				
Deportment				

Parents should read carefully the notices on reverse side.

NOTICE TO PARENTS

In order that students may advance satisfactorily in their studies it is necessary that they be punctual and regular in attendance, *present during the entire daily session*, attentive to all explanations by the teacher and diligent in the preparation of lessons at home.

Parents and guardians are advised that the proper preparation of lessons at home demands that the student should have a satisfactory place in which to study and a regular fixed home study schedule, during which time the student should devote his entire attention to school work. It is impossible to say just how much time should be used in the preparation of lessons at home, but certainly no day's assignment of lessons can be prepared in less than TWO HOURS of study at home.

WILMER A. DEHUFF, *Principal*

SCHOOL BOARD RULES CONCERNING CERTIFICATION

A. The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

B. Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

SCHOOL BOARD RULE CONCERNING RETARDATION

Pupils who are 16 years of age or over and who, at the end of a semester, fail in two major subjects, or the equivalent, after having failed previously in the work of the same semester or grade, shall be permanently dropped from the school unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

I have read carefully the notice to the parents and the School Board Rules and have examined the report of my son.

_____

PARENT.

H-51 5-35

Old Sec. Last Name Initials New Sec.

BALTIMORE POLYTECHNIC INSTITUTE

Old Adviser _____

New Adviser _____

(a) Current yearly average if pupil is finishing a year's work.

(b) Last yearly average if pupil is finishing a term's work.

(c) Write X if pupil has no yearly average.

Yearly Average

_____

T.B. PASSED

Cross out one that does not apply.

Merit Roll

Rank _____

Transmission section.

H-52-1 1-35

Daily program of _____ Class _____ Room _____

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5					
6					
7					

Tomorrow only 1 dep. Week
2 weeks school

SUBJECT	ROOM	TEACHER
LOCKER NO.		

DATE

NOTICE OF DEFICIENCY
SECONDARY SCHOOLS

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

_____, class _____

is deficient in _____

_____

_____

_____

To M _____

Address _____

Date _____

_____ Teacher

_____ Principal

A REPLY IS REQUESTED

H-10 12-34

temporary
dept for insert offices
Lancaster

H-28 9217 10M

Section

Last Term ... This Term ...

Family Name ..... Initials .....

BALTIMORE HIGH SCHOOLS

Subject of Examination .....

Year .....

Course .....

Term .....

Signature of Pupil ..... Date of Examination .....

Adviser .....

Remarks: .....

Examination Mark

Original .....

Make Up .....

Recorded .....

Approved .....

Head of Department

temporary
2 or 3 years till
graduation physician
storeroom.

temporary

BALTIMORE POLYTECHNIC INSTITUTE

STUDENT CHARACTER RATING SHEET

SECTION_____

Subject Teacher _____ Adviser _____

A-Superior
B-Average
C-Inferior

NAME	Conduct	Initiative	Reliability	Co-operation	Industry	Promptness

H-15-4 602154

BALTIMORE POLYTECHNIC INSTITUTE

SCHOLARSHIP REPORT

Of _____

TERM ENDING _____

Fourth YEAR COURSE _____ SECTION _____

90-100—EXCELLENT 80—GOOD 85—VERY GOOD 70—PASS	GRADE			
	Quarter	Quarter	Exam.	Term Avg.
Solid Geometry				
Math. Review				
Calculus				
American History				
Chemistry				
Electricity				
English				
Mechanics				
Mechanics of Materials				
Heat Engines				
Engineering Laboratory				
Surveying				
Drawing				
Shop Practice				
Days Absent				
Times Late				
Excused				
Unexcused				
Deportment				

Parents should read carefully the notices on reverse side.

NOTICE TO PARENTS

In order that students may advance satisfactorily in their studies it is necessary that they be punctual and regular in attendance, *present during the entire daily session*, attentive to all explanations by the teacher and diligent in the preparation of lessons at home.

Parents and guardians are advised that the proper preparation of lessons at home demands that the student should have a satisfactory place in which to study and a regular fixed home study schedule, during which time the student should devote his entire attention to school work. It is impossible to say just how much time should be used in the preparation of lessons at home, but certainly no day's assignment of lessons can be prepared in less than TWO HOURS of study at home.

WILMER A. DEHUFF, *Principal*

SCHOOL BOARD RULES CONCERNING CERTIFICATION

A. The principal of the senior high school shall certify for admission to college, without examination, any pupil who has attained a scholastic average of 80% or more in senior high school major subjects, provided that the pupil has not received a grade lower than 70% in any major subject.

B. Any pupil whose general scholastic average in senior high school major subjects is 75% or more, but less than 80%, may be certified by the principal of the senior high school if, in the judgment of the principal, such pupil should be recommended.

SCHOOL BOARD RULE CONCERNING RETARDATION

Pupils who are 16 years of age or over and who, at the end of a semester, fail in two major subjects, or the equivalent, after having failed previously in the work of the same semester or grade, shall be permanently dropped from the school unless failure has been due to prolonged illness.

"Cases of such prolonged illness shall be referred to the Assistant Superintendent in charge of the division concerned, together with a written report of the Department of Health concerning the illness of the pupil in question."

I have read carefully the notice to the parents and the School Board Rules and have examined the report of my son.

PARENT.

H-47 50-M 3-30 OMSP

Name _____ Class _____

Address _____ Date _____

BALTIMORE HIGH SCHOOLS

BOOK RECEIPT

_____

_____

_____

_____

_____

_____

Department of

Перевод
Ивенсон

and notion of absolute.

H-9 10,000 OMSP 3-29

BALTIMORE HIGH SCHOOLS

Baltimore, _____192____

Mr._____

Dear_____,—

Some days ago I sent a note of inquiry concerning the frequent absence of but up to the present writing I have not received a reply. We find that absence from school seriously interferes with the work of pupils, and I shall be greatly obliged to you if you will co-operate with us to secure h regular attendance.

Awaiting your reply, I am,

Very truly yours,

_____

Principal

Index to Reports. 9 #1

Department of Education - Bureau of Research.

No		Date of Record
18	"Teachers Class Analysis Charts - Secondary Schools"	1931-1937--.
19	(Vocational + Prevocational Schools - Semi-Annual Reports)	1928--.
20	Correspondence	1935-1937
21	Annual Reports - Elementary + Secondary	1912-1923.
22	"General Teachers File - Baltimore City - White"	1930--.
23	"General Correspondence"	1935--.
24	"Reference Material"	1930--.
25	"Sample Tests"	1930--.
26	"Report of Summer School"	1923--.
27	Professional Examination Questions (Elementary)	1928--.
28	"Professional Examinations Results"	1928--.
29	Professional Examinations (Key Cards)	1928--.
30	"Professional Examinations (Candidate Cards) Elementary"	1928--.
31	"Teachers Class Lists"	1927-1932.
32	Testing Program Results - Reports	1936-1937.
33	"Data Submitted by Secondary Schools for Annual Reports"	1935.
34	"Testing Program - Circulars, Letters, Etc."	1932-1937.
35	"Junior High - Surplus Tests"	1936-1937.
36	"Elementary - Part II (White + Colored)"	1937.
37	Elementary - Parts I-II	1937.
38	"Theory of Junior High Combined Professionals"	1937.
39	"Junior High Examinations, Subject Matter, Methods"	1937.
40	"Mentally Handicapped - Parts I-II. Physical Education"	No Date Shown.
41	Elementary - Parts I-II (Colored)	" " "

Index to Reports.
Department of Education, Bureau of Research

		Date of Record.
42	"Elementary Part 1 (White + Colored)"	No Date
43	"Elementary - Parts I-II Surplus Tests	" "
44	Absence and Tateness Record.	1929-1937.
45	"Semi-Annual Reports - Compilation Sheets."	1930-1937.
46	"Baltimore Bulletin of Education"	1926--.
47	Semi Annual Report - Secondary Schools	1924--.
48	Teachers Class Lists - Secondary Schools	1931-1932.
49	"Monthly Reports - Elementary + Secondary Schools"	1920--.
50	Semi-Annual Reports - Elementary Schools	1924--.
51	"Annual Report - Teachers Training School	1926--.
52	Pupils Schools History	1922--.
53	"General Correspondence, Bureau of Measurements, Research + Statistics"	1932--.
54	"Childs Accounting - Financial Accounting	No Date.
55	Cost Accounting, Teachers Accounting, Annual Report,	" "
"	State and Federal Reports"	" "
55A	Maps	1932.
56	"Reports - General"	No Date.
57	Administration (Through Buildings) Associations and	" "
"	Commissions, Bibliography Building"	" "
58	Census - And Population	" "
59	Report of Distribution of Expenditures and Cost of Supplies	1928--.
"	Delivered to Schools.	" "

ORDINANCE

No. 553.

An ordinance to exercise certain powers conferred by the General Assembly of Maryland upon the Mayor and City Council of Baltimore by establishing a general system of pensions and retirements for the benefit of its officers, agents, servants and employees; providing for the inclusion of members of the Teachers' Retirement Fund, for the inclusion of certain officers and employees, by whatever authority appointed, whose salary or compensation is paid by the Mayor and City Council of Baltimore, and for the exclusion of others so appointed; providing for the creation of a Board of Trustees to manage and operate the general system of pensions and retirements, to decide who is an employee, to decide whether certain classes of officials and employees shall be admitted to said system, and to control and supervise generally the establishment and maintenance of said system.

Whereas, By Chapter 411 of the Acts of the General Assembly of Maryland of 1924, authority is conferred upon the Mayor and City Council of Baltimore to establish and maintain a general system of pensions and retirements for the benefit and advantage of its officers, agents, servants and employees:

Be it ordained by the Mayor and City Council of Baltimore, as follows:

1. Definitions.

The following words and phrases as used in this ordinance, unless a different meaning is plainly required by the context, shall have the following meanings:

(1) "Retirement System" shall mean the Employees' Retirement System of the City of Baltimore as defined in Section 2 of this Ordinance.

(2) "Employee" shall mean any regular and permanent officer, agent, servant or employee of the City of Baltimore. "Employee" shall also include any regular and permanent officer, agent, servant or employee, by whatever authority appointed, whose salary or compensation is paid by the Mayor and City Council of Baltimore, except those appointed directly by the Governor (such as the Police Commissioner, Justices of the Peace, Coroners, members of the Board of Election Supervisors, members of the Board of Police Examiners, etc.) and except members of the Police Department of Baltimore City.

In all cases of doubt the Board of Trustees shall decide who is an employee within the meaning of this Ordinance.

(3) "Member" shall mean any person included in the membership of the system as provided in Section 3 of this Ordinance.

(4) "Board of Trustees" shall mean the Board provided in Section 5 of this Ordinance to administer the retirement system.

(5) "Medical Board" shall mean the board of physicians provided for in Section 5, Subsection 12 of this Ordinance.

(6) "Service" shall mean service as an employee as described in Subsection 2 of this Section and paid for by the City of Baltimore.

(7) "Prior Service" shall mean service rendered prior to the first day of January, nineteen hundred and twenty-six, for which credit is allowable under the provisions of Section 4, Subsection 1 of this Ordinance.

(8) "Membership Service" shall mean service as an employee rendered since becoming a member.

(9) "Creditable Service" shall mean "Prior Service" plus "Membership Service" for which credit is allowable as provided in Section 4, Subsection 5 of this Ordinance.

(10) "Beneficiary" shall mean any person in receipt of a pension, an annuity, a retirement allowance or other benefit as provided by this Ordinance.

(11) "Regular Interest" shall mean interest at four per centum per annum, compounded annually.

(12) "Accumulated Contributions" shall mean the sum of all the amounts deducted from the compensation of a member and credited to his individual account in the Annuity Savings Fund together with regular interest thereon as provided in Sections 7 and 8 of this Ordinance.

(13) "Average Final Compensation" shall mean the average annual compensation, pay or salary earnable by a member during his last ten years of service as an employee, or if he had had less than ten years of service then the average annual compensation, pay or salary earnable by him during his total years of service. "Earnable" shall include all usual compensation, in whatever manner paid, such as, lodging, subsistence, etc. In cases where compensation is not all paid in money, the Board of Trustees shall fix the value of that part of the compensation not paid in money.

(14) "Annuity" shall mean payments for life derived from the "accumulated contributions" of a member. All annuities shall be paid in equal monthly instalments.

(15) "Pension" shall mean payments for life derived from money provided by the City of Baltimore. All pensions shall be paid in equal monthly instalments.

(16) "Retirement" shall mean withdrawal from active service when a retirement allowance granted under the provisions of this Ordinance.

(17) "Retirement Allowance" shall mean the sum of the "annuity" and the "pension."

(18) "Annuity Reserve" shall mean the present value of all payments to be made on account of any annuity or benefit in lieu of any annuity computed upon the basis of such mortality tables as shall be adopted by the Board of Trustees and regular interest.

(19) "Pension Reserve" shall mean the present value of all payments to be made on account of any pension or benefit in lieu of any pension computed upon the basis of such mortality tables as shall be adopted by the Board of Trustees and regular interest.

ORDINANCE

No. 553.

An ordinance to exercise certain powers conferred by the General Assembly of Maryland upon the Mayor and City Council of Baltimore by establishing a general system of pensions and retirements for the benefit of its officers, agents, servants and employees; providing for the inclusion of members of the Teachers' Retirement Fund, for the inclusion of certain officers and employees, by whatever authority appointed, whose salary or compensation is paid by the Mayor and City Council of Baltimore, and for the exclusion of others so appointed; providing for the creation of a Board of Trustees to manage and operate the general system of pensions and retirements, to decide who is an employee, to decide whether certain classes of officials and employees shall be admitted to said system, and to control and supervise generally the establishment and maintenance of said system.

Whereas, By Chapter 411 of the Acts of the General Assembly of Maryland of 1924, authority is conferred upon the Mayor and City Council of Baltimore to establish and maintain a general system of pensions and retirements for the benefit and advantage of its officers, agents, servants and employees:

Be it ordained by the Mayor and City Council of Baltimore, as follows:

1. Definitions.

The following words and phrases as used in this ordinance, unless a different meaning is plainly required by the context, shall have the following meanings:

(1) "Retirement System" shall mean the Employees' Retirement System of the City of Baltimore as defined in Section 2 of this Ordinance.

2. Name and Date Operative.

A retirement system is hereby established and placed under the management of the Board of Trustees for the purpose of providing retirement allowances under the provisions of this ordinance for employees of, or employees paid by, the City of Baltimore. It shall be known as the "Employess' Retirement System of the City of Baltimore." The retirement system so created shall begin operation as of the first day of January, nineteen hundred and twenty-six.

3. Membership.

(1) Membership in the retirement system shall begin not earlier than the first day of January, nineteen hundred and twenty-six. The membership shall consist of the following:

(a) All persons who become employees and all employees who enter or re-enter the service of the City of Baltimore after the first day of January, nineteen hundred and twenty-six, may become members on their own application, and all such employees who shall complete six months of service thereafter shall become members of the retirement system and shall receive no pension or retirement allowance from any other pension or retirement system supported wholly or in part by the City of Baltimore, nor shall they be required to make contributions to any other pension or retirement system of said City, anything to the contrary notwithstanding; provided, however, that no person who may become an employee in the classified service of the City of Baltimore after the first day of July, 1927, and who shall at the time of becoming such employee have attained the age of fifty-five years shall be eligible for membership in the Employees' Retirement System of the City of Baltimore.

(b) All employees in service on the first day of January, nineteen hundred and twenty-six, who are not members of the Teachers' Retirement Fund, established by Chapter 78 of the Acts of 1908, of the General Assembly of Maryland shall become members as of the first day of January, nineteen hundred and twenty-six, unless on or before a date not more than 90 days thereafter to be set by the Board of

Trustees any such employee shall file with the Board of Trustees on a form prescribed by such Board a notice of his election not to be covered in the membership of the system and a duly executed waiver of all present and prospective benefits which would otherwise inure to him on account of his participation in the retirement system.

(c) Members of the Teachers' Retirement Fund shall not be entitled to share in the benefits of this retirement system unless a majority of the members of such fund shall indicate by a notice filed with the Board of Trustees on a form prescribed by the Board that they vote to have the privilege to participate in this retirement system. Should a majority of such employees so vote, then the Board of Trustees of this retirement system shall announce by a notice duly filed with the Board of School Commissioners and the Board of Trustees of the Teachers' Retirement Fund that, on and after a certain date to be set by the Board of Trustees of this retirement system not more than thirty days next succeeding the date of the majority vote, but not prior to January 1, 1926, all members of the Teachers' Retirement Fund shall be eligible to participate in this retirement system. All members of the Teachers' Retirement Fund shall become members of this system on such date, unless within the thirty days next succeeding they shall elect not to become members. Any teacher eligible to participate who shall elect not to become a member of the system shall file with the Board of Trustees on the form prescribed by the Board an election not to be covered in the membership of the system and a duly executed waiver of all present and prospective benefits which would otherwise inure to him on account of his participation in the retirement system.

Any teacher who would become eligible for retirement under the provisions of Chapter 78 of the Acts of 1908 within three years from July 1, 1926, and who may desire to obtain the benefits which would have accrued under the Acts of 1908, and no more, may, with the approval of the Board of Trustees, upon filing on the form prescribed by the Board an election to remain subject to the operation of the Teachers' Retirement Fund, be permitted to continue to make payments on the same basis and, at the time of

retirement, to receive the same benefits as if this ordinance had not been passed; provided, such election is made on or before a certain date to be fixed by the Board.

(2) An employee whose membership in the retirement system is contingent on his own election and who elects not to become a member may thereafter apply for and be admitted to membership; but no such employee shall receive prior service credit unless he becomes a member on or before the first day of January, nineteen hundred and twenty-seven.

(3) The Board of Trustees may deny the right to become members to any class of elected officials, or any class of officials appointed for fixed terms, or to any class of part-time employees, or it may, in its discretion, make optional with persons in any such class their individual entrance into membership.

(4) Should any member in any period of six consecutive years after last becoming a member be absent from service more than five years, or should he withdraw his accumulated contributions, or should he become a beneficiary or die, he shall thereupon cease to be a member.

(5) It shall be the duty of the head of each department to submit to the Board of Trustees a statement showing the name, title, compensation, duties, date of birth and length of service of each member and such information regarding other employees in his department as the Board of Trustees may require. The Board of Trustees shall then place each member in one of the following groups:

Group 1. Clerical, administrative, professional and technical workers engaged in duties requiring principally mental exertion.

Group 2. Laborers, mechanics and other workers engaged in duties requiring principally physical exertion.

Group 3. Members of the teaching staff of the public schools of the City of Baltimore.

Group 4. Members of the fire department of the City of Baltimore.

Or in any other group of not less than 250 persons which may be hereafter recommended by the actuary on the basis of service and mortality experience and approved by the Board of Trustees, to cover all or part of any group or groups previously created or any additional classes of employees. When the duties of a member so require, the Board of Trustees may reclassify him in and transfer him to another group.

(6) After January 1, 1926, the services of any employee in the classified service of the City of Baltimore who attains or has attained the age of 70 and who is not a member of this system shall terminate forthwith. This provision is not to become effective in the year 1926 until all persons entitled to become members of the system have been given an opportunity to join, and until the Board of Trustees is ready to provide the benefits which such members may be entitled to receive from the date of retirement. Members of the teaching or administrative staffs of the Department of Education may, with the approval of the Board of School Commissioners, be retained in active service until the end of the school year in which they attain the age of 70. Those persons who were appointed for fixed terms, but whose positions have become part of the classified service under the provisions of Ordinance No. 450, approved July 17, 1925, shall not be barred by anything herein from continuing in service for the period for which they were originally appointed.

4. Service Creditable.

(1) Under such rules and regulations as the Board of Trustees shall adopt each member who was an employee at any time during the year 1925 and who becomes a member during the year 1926, shall file a detailed statement of all service as an employee rendered by him prior to that date for which he claims credit, including all service creditable to him under any other retirement system supported wholly or in part by the City of Baltimore at the time he becomes a member of this system, and of such other facts as the Board of Trustees may require for the proper operation of the retirement system. The Board of Trustees shall have power to add to the service creditable to any member the service in a similar capacity rendered by him for Baltimore

or Anne Arundel County provided such person was employed in that capacity in the territory annexed to Baltimore City at the time the provisions of the Annexation Act of 1918 became effective.

(2) The Board of Trustees shall fix and determine by appropriate rules and regulations how much service in any year is equivalent to a year of service, but in no case shall more than one year of service be creditable for all service in one calendar year, nor shall the Board of Trustees allow credit as service for any period of more than one month's duration during which the employee was absent without pay. In the case of teachers' service during the regular school year shall be equivalent to service for a calendar year.

(3) Subject to the above restrictions and to such other rules and regulations as the Board of Trustees may adopt, the Board of Trustees shall verify, as soon as practicable after the filing of such statement of service, the service therein claimed.

(4) Upon verification of the statements of service the Board of Trustees shall issue prior service certificates certifying to each member the length of service rendered prior to the first day of January, nineteen hundred and twenty-six, with which he is credited on the basis of his statement of service. So long as membership continues a prior service certificate shall be final and conclusive for retirement purposes as to such service, provided, however, that any member may, within one year from the date of issuance or modification of such certificate, request the Board of Trustees to modify or correct his prior service certificate.

When membership ceases such prior service certificate shall become void. Should the employee again become a member, such employee shall enter the system as an employee not entitled to prior service credit except as provided in Section 6, Subsection 7, Paragraph (b) of this Ordinance.

(5) Creditable service at retirement on which the retirement allowance of a member shall be based shall consist of the membership service rendered by him since he last became a member, and also if he has a prior service certificate which is in full force and effect, the amount of the service certified on his prior service certificate.

5. Administration.

Board of Trustees.

(1) The general administration and the responsibility for the proper operation of the retirement system and for making effective the provisions of this Ordinance are hereby vested in a Board of Trustees which shall be organized immediately after three of the trustees provided for in this section have qualified and taken the oath of office.

(2) The Board shall consist of five trustees as follows:

(a) The Comptroller of the City of Baltimore, ex-officio.

(b) Two members of the system to be elected by the membership of the system under such rules and regulations as may be adopted by the Board of Trustees to govern such election, to serve for a term of four years, provided, however, that the term of office of the first two trustees so elected shall begin immediately following their election and shall expire January 1, 1928, and January 1, 1930, respectively.

(c) Two citizens of the City of Baltimore who are not employees within the meaning of this Ordinance, one of whom shall be a responsible officer of a bank authorized to do business within the State of Maryland, or a person with similar experience, to be appointed by the Mayor, with the consent of the City Council, as provided in Section 25 of the Charter of Baltimore City, to serve for terms of four years each, provided, however, that immediately following the passage of this Ordinance the Mayor shall appoint one trustee to serve until January first, nineteen hundred and twenty-seven, and one trustee to serve until January first, nineteen hundred and twenty-nine, such trustees to take office at appointment.

(3) If a vacancy occurs in the office of a trustee, the vacancy shall be filled for the unexpired term in the same manner as the office was previously filled.

(4) The trustees shall serve without compensation, but they shall be reimbursed from the Expense Fund for all necessary expenses that they may incur through service on the Board.

(5) Each trustee shall, within ten days after his appointment or election, take an oath of office that, so far as it

devolves upon him he will diligently and honestly administer the affairs of the said Board, and that he will not knowingly violate or willingly permit to be violated any of the provisions of law applicable to the retirement system. Such oath shall be subscribed to by the member making it and certified by the Mayor before whom it is taken and shall be immediately filed in the office of the City Register.

(6) Each trustee shall be entitled to one vote in the Board. Three votes shall be necessary for a decision by the trustees at any meeting of said Board.

(7) Subject to the limitations of this ordinance the Board of Trustees shall, from time to time, establish rules and regulations for the administration of the funds created by this Ordinance and for the transaction of its business.

(8) The Board of Trustees shall elect from its membership a chairman and shall by a majority vote of all its members appoint a secretary, who may be, but need not be, one of its members. It shall engage such acturial and other service as shall be required to transact the business of the retirement system. The compensation of all persons engaged by the Board of Trustees, and all other expenses of the Board necessary for the operation of the retirement system shall be paid at such rates and in such amounts as the Board of Estimates shall approve, and in accordance with appropriations in the annual Ordinance of Estimates.

(9) The Board of Trustees shall keep in convenient form such data as shall be necessary for actuarial valuation of the various funds of the retirement system and for checking the experience of the system.

(10) The Board of Trustees shall keep a record of all of its proceedings which shall be open to public inspection. It shall publish annually on or before the first day of May a report showing the fiscal transactions of the retirement system for the year ending on the preceding thirty-first day of December, the amount of the accumulated cash and securities of the system, and the last balance sheet showing the financial condition of the system by means of an actuarial valuation of the assets and liabilities of the retirement system. The Board shall submit said report to the Mayor and shall furnish copies thereof to the heads of the various

departments for their use and the use of the members employed therein.

Legal Adviser.

(11) The City Solicitor of the City of Baltimore shall be the legal adviser of the Board of Trustees.

Medical Board.

(12) The Board of Trustees shall designate a medical board to be composed of three physicians not eligible to participate in the retirement system. If required, other physicians may be employed to report on special cases. The medical board shall arrange for and pass upon all medical examinations required under the provisions of this Ordinance, shall investigate all essential statements and certificates by or on behalf of a member in connection with application for disability retirement, and shall report in writing to the Board of Trustees its conclusions and recommendations upon all the matters referred to it.

Duties of Actuary.

(13) The Board of Trustees shall designate an actuary who shall be the technical adviser of the Board of Trustees on matters regarding the operation of the funds created by the provisions of this Ordinance and shall perform such other duties as are required in connection therewith.

(14) Immediately after the establishment of the retirement system the actuary shall make such investigation of the mortality, service and compensation experience of the members of the system as he shall recommend and the Board of Trustees shall authorize, and on the basis of such investigation he shall recommend for adoption by the Board of Trustees such tables and such rates as are required in subsection 15, paragraph (a), (b) and (c) of this section. The Board of Trustees shall adopt tables and certify rates, and as soon as practicable thereafter, the actuary shall make a valuation basis on such tables and rates, of the assets and liabilities of the funds created by this Ordinance.

(15) In the year 1929, and at least once in each five-year period thereafter, the actuary shall make an actuarial inves-

tigation into the mortality, service and compensation experience of the members and beneficiaries of the retirement system, and shall make a valuation of the assets and liabilities of the funds of the system and taking into account the result of such investigation and valuation, the Board of Trustees shall

(a) adopt for the retirement system such mortality, service and other tables as shall be deemed necessary;

(b) certify the rates of contributions payable by members under the provisions of this Ordinance; and

(c) certify the rates of contribution payable by the City of Baltimore on account of new entrants at various ages.

(16) On the basis of such tables as the Board of Trustees shall adopt, the actuary shall make an annual valuation of the assets and liabilities of the funds of the system created by this ordinance.

6. Benefits.

Service Retirement Benefit.

(1) (a) Any member in service may retire upon his written application to the Board of Trustees setting forth at what time, not less than thirty days nor more than ninety days subsequent to the execution and filing thereof, he desires to be retired, provided that the said member at the time so specified for his retirement shall have attained the age of sixty, and notwithstanding that, during such period of notification, he may have separated from service.

(b) Any member in service who has attained the age of seventy, shall be retired forthwith, or on the first day of the calendar month next succeeding that in which the said member shall have attained the age of seventy years. If the member holds an elective position, he may remain in service until the end of the term for which he was elected. If the member has been appointed for a fixed term he may remain in service until the end of the term for which he was appointed. If the member is a teacher in the school system, he may, with the approval of the School Board, remain in service until the end of the school year. Those members who were appointed for fixed terms, but whose positions have become part of the classified service under the provisions of Ordinance No. 450, approved July 17, 1925, shall not be barred by anything herein from continuing in service for the period for which they were originally appointed.

Allowance on Service Retirement.

(2) Upon retirement for service a member shall receive a service retirement allowance which shall consist of:

(a) An annuity which shall be the actuarial equivalent of his accumulated contributions at the time of his retirement; and

(b) A pension, in addition to his annuity, which shall be equal to one one-hundred and fortieth of his average final compensation multiplied by the number of years of his service since he last became a member; and

(c) If he has a prior service certificate in full force and effect, an additional pension which shall be equal to one-seventieth of his average final compensation multiplied by the number of years of service certified on his prior service certificate.

Ordinary Disability Retirement Benefit.

(3) Upon the application of a member in service or of the head of his department, any member who has had five or more years of creditible service may be retired by the Board of Trustees, not less than thirty and not more than ninety days next following the date of filing such application, on an ordinary disability retirement allowance, provided that the medical board, after a medical examination of such member, shall certify that such member is mentally or physically incapacitated for the further performance of duty, that such incapacity is likely to be permanent, and that such member should be retired.

Allowance on Ordinary Disability Retirement.

(4) Upon retirement for ordinary disability a member shall receive a service retirement allowance if he has attained the age of 60; otherwise he shall receive an ordinary disability retirement allowance which shall consist of:

(a) An annuity which shall be the actuarial equivalent of his accumulated contributions at the time of retirement; and

(b) A pension which, together with his annuity, shall provide a total retirement allowance equal to ninety per centum of one-seventieth of his average final compensation multiplied by the number of years of his creditable service, if such retirement allowance exceeds one-quarter of his average final compensation; otherwise a pension which, together with his annuity, shall provide a total retirement allowance equal to ninety per centum of one-seventieth of his average final compensation multiplied by the number of years which would be creditable to him were his service to continue until the attainment of age sixty, so far as the resulting total retirement allowance shall not exceed one-quarter of his average final compensation.

Accidental Disability Benefit.

(5) Upon application of a member, or of the head of his department, any member who has been totally and permanently incapacitated for duty as the natural and proximate result of an accident occurring while in the actual performance of duty at some definite time and place, without wilful negligence on his part, shall be retired by the Board of Trustees, provided that the medical board shall certify that such member is mentally or physically incapacitated for the further performance of duty, that such incapacity is likely to be permanent, and that such member shall be retired.

Allowance on Accidental Disability Retirement.

(6) Upon retirement for accidental disability a member shall receive a service retirement allowance if he has attained age 60; otherwise he shall receive an accidental disability retirement allowance which shall consist of:

(a) An annuity which shall be the actuarial equivalent of his accumulated contributions at the time of his retirement; and

(b) A pension, in addition to the annuity, of sixty-six and two-thirds per centum of his average final compensation.

Re-Examination of Beneficiaries Retired on Account of Disability.

(7) Once each year during the first five years following retirement of a member on a disability retirement allowance and once in every three-year period thereafter, the Board of Trustees may, and upon his application shall, require any disability beneficiary who has not yet attained age sixty to undergo a medical examination, such examination to be made at the place of residence of said beneficiary or other place mutually agreed upon, by a physician or physicians designated by the Board of Trustees. Should any disability beneficiary who has not yet attained the age of sixty refuse to submit to at least one medical examination in any such year by a physician or physicians designated by the Board of Trustees, his allowance may be discontinued until his withdrawal of such refusal, and should his refusal continue for one year, all his rights in and to his pension may be revoked by the Board of Trustees.

(a) Should the medical board report and certify to the Board of Trustees that such disability beneficiary is engaged in or is able to engage in a gainful occupation paying more than the difference between his retirement allowance and his average final compensation, and should the Board of Trustees concur in such report, then the amount of his pension shall be reduced to an amount, which, together with his annuity and the amount earnable by him, shall equal the amount of his average final compensation. Should his earning capacity be later changed, the amount of his pension may be further modified; provided that the new pension shall not exceed the amount of the pension originally granted nor an amount, which, when added to the amount earnable by the beneficiary together with his annuity, equals the amount of his average final compensation. A beneficiary restored to active service at a salary less than the average final compensation upon the basis of which he was retired shall not become a member of the retirement system.

(b) Should a disability beneficiary be restored to active service at a compensation not less than his average final compensation, his retirement allowance shall cease, he shall again become a member of the retirement system, and he shall contribute thereafter at the same rate he paid prior to

disability. Any prior service certificate on the basis of which his service was computed at the time of his retirement shall be restored to full force and effect, and in addition upon his subsequent retirement he shall be credited with all his services as a member.

Ordinary Death Benefit.

(8) Upon the receipt of proper proofs of the death of a member in service there shall be paid to his estate or to such person having an insurable interest in his life as he shall have nominated by written designation duly executed and filed with the Board of Trustees,

(a) His accumulated contributions and, if the member has had one or more years of creditable service, and no pension be payable under the provisions of Sub-section 9 of this section, in addition thereto,

(b) An amount equal to fifty per centum of his average final compensation.

Accidental Death Benefit.

(9) Upon the receipt of proper proofs of the death of a member by the Board of Trustees there shall be paid to the member's designated beneficiary or to his estate the amount of his accumulated contributions, and if, upon the receipt of evidence or proofs that such death was the natural and proximate result of an accident occurring at some definite time and place while the member was in the actual performance of duty, the Board of Trustees shall decide that the death was the result of an accident in the performance of duty and not caused by wilful negligence on the part of the member there shall be paid in lieu of the ordinary death benefit provided by the contributions of the City, a pension of one-half of the average final compensation of such employee,

(a) To his widow, to continue during her widowhood; or

(b) If there be no widow, or if the widow dies or remarries before the youngest child of such deceased member shall have attained the age of eighteen years, then to his child or children under said age, divided in such manner as the

Board of Trustees in its discretion shall determine, to continue as a joint and survivorship pension for the benefit of the child or children under such age until every child dies or attains said age; or

(c) If there be no widow or child under the age of eighteen years surviving such deceased member, then to his dependent father or dependent mother, as the deceased member shall have nominated by written designation, duly acknowledged and filed with the Board of Trustees, or if there be no such nomination, then to his dependent father or to his dependent mother as the Board of Trustees in its discretion shall direct, to continue for life.

(d) If no beneficiary has been designated, and if a member dies intestate and without heirs, then the amounts which would have been paid out under the provisions of paragraphs (8) or (9) shall remain part of the funds of the system, and shall be credited to such accounts as the Board of Trustees may direct.

Return of Accumulated Contributions.

(10) Should a member cease to be an employee except by death or retirement under the provisions of this Ordinance he shall be paid such part of the amount of the accumulated contributions standing to the credit of his individual account in the Annuity Savings Fund as he shall demand; provided, however, that the Board of Trustees may, in its discretion, withhold for not more than one year after a member has ceased to be an employee all or part of his accumulated contributions, if after a previous discontinuance of service he withdrew from the Annuity Savings Fund all or part of the amount of his accumulated contributions and failed to redeposit such withdrawn amount in such fund.

Optional Allowances.

(11) With the provision that no optional selection shall be effective in case a beneficiary dies within thirty days after retirement, and that such a beneficiary shall be considered as an active member at the time of death; until the first payment on account of any benefit becomes normally due, any member may elect to receive his benefit in a retire-

ment allowance payable throughout life, or he may elect to receive the actuarial equivalent, at that time, of his retirement allowance in a lesser retirement allowance payable throughout life with the provisions that:

Option 1. If he dies before he has received in payments the present value of his retirement allowance as it was at the time of his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees; or

Option 2. Upon his death, his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 3. Upon his death, one-half of his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 4. Some other benefit or benefits shall be paid either to the member or to such person or persons as he shall nominate provided such other benefit or benefits, together with the lesser retirement allowance, shall be certified by the actuary to be of equivalent actuarial value to his retirement allowance and shall be approved by the Board of Trustees.

Pensions Offset by Compensation Benefits.

(12) Any amounts which may be paid or payable by the City of Baltimore under the provisions of any workmen's compensation or similar law to a member or to the dependents of a member on account of any disability or death shall be offset against and payable in lieu of any benefits payable out of funds provided by the City of Baltimore under the provisions of this Ordinance on account of the same disability or death. In case the present value of the total commuted benefits under said workmen's compensation or similar law is less than the pension reserve on the benefits

otherwise payable from funds provided by the City of Baltimore under this Ordinance, then the present value of the commuted payments shall be deducted from the pension reserve and such benefits as may be provided by the pension reserve so reduced shall be payable under the provisions of this Ordinance.

7. Management of Funds.

(1) The Board of Trustees shall be the trustees of the several funds created by this Ordinance as provided in Section 8 and shall have full power to invest and reinvest such funds, subject to all the terms, conditions, limitations and restrictions imposed by the law of Maryland upon life insurance companies in the making and disposing of their investments; and subject to like terms, conditions, limitations and restrictions, said trustees shall have full power to hold, purchase, sell, assign, transfer and dispose of any of the securities and investments in which any of the funds created herein shall have been invested, as well as the proceeds of said investments and any moneys belonging to said funds.

(2) The Board of Trustees annually shall allow regular interest on the mean amount for the preceding year in each of the funds with the exception of the Expense Fund. The amounts so allowed shall be due and payable to said funds, and shall be annually credited thereto by the Board of Trustees from interest and other earnings on the moneys of the retirement system. Any additional amount required to meet the interest on the funds of the retirement system shall be paid by the City of Baltimore and any excess of earnings over such amount required shall be deductible from the amounts to be contributed by the City of Baltimore.

(3) The City Register of the City of Baltimore shall be the custodian of the several funds. All payments from said funds shall be made by him only upon vouchers signed by two persons designated by the Board of Trustees. A duly attested copy of a resolution of the Board of Trustees designating such persons and bearing upon its face specimen signatures of such persons shall be filed with the City Register as his authority for making payments upon such vouchers.

No voucher shall be drawn unless it shall have been previously authorized by resolution of the Board of Trustees.

(4) For the purpose of meeting disbursements for pensions, annuities, and other payments there may be kept available cash, not exceeding ten per centum of the total amount in the several funds of the retirement system, on deposit in one or more banks or trust companies of the City of Baltimore, organized under the laws of the State of Maryland or of the United States, provided, that the sum on deposit in any one bank or trust company shall not exceed twenty-five per centum of the paidup capital and surplus of such bank or trust company.

(5) Except as otherwise herein provided, no trustee and no employee of the Board of Trustees shall have any direct interest in the gains or profits of any investment made by the Board of Trustees, nor as such receive any pay or emolument for his services. No trustee or employee of the Board shall, directly or indirectly, for himself or as an agent in any manner use the same, except to make such current and necessary payments as are authorized by the Board of Trustees; nor shall any trustee or employee of the Board of Trustees become an endorser or surety or in any manner an obligor for moneys loaned by or borrowed from the Board of Trustees.

8. Method of Financing.

All of the assets of the retirement system shall be credited according to the purpose for which they are held to one of five funds, namely, the Annuity Savings Fund, the Annuity Reserve Fund, the Pension Accumulation Fund, the Pension Reserve Fund, and the Expense Fund.

(1) *Annuity Savings Fund.*

(a) The Annuity Savings Fund shall be a fund in which shall be accumulated contributions from the compensation of members to provide for their annuities. Upon the basis of such tables as the Board of Trustees shall adopt and regular interest, the actuary of the retirement system shall determine for each member the proportion of compensation which, when deducted from each payment of his prospective earnable annual compensation prior to his attainment of age sixty and accumulated at regular interest until his attainment of such

age shall be computed to provide at that time an annuity equal to the pension to which he will be entitled at that age on account of his service as a member. Such proportion of compensation shall be computed to remain constant.

(b) The proportion so computed for a member age fifty-nine shall be applied to a member who attains a greater age before he becomes a member of the retirement system. The Board of Trustees shall certify to the head of each department and the head of each department shall cause to be deducted from the salary of each member on each and every payroll of such department for each and every payroll period the proportion of earnable compensation of each member so computed. But the head of any department shall not make any deduction for annuity purposes from the compensation of a member who elects not to contribute if he has attained age sixty and has completed thirty-five years of service. In determining the amount earnable by a member in a payroll period, the Board of Trustees may consider the rate of annual compensation payable to such member on the first day of the payroll period as continuing throughout such payroll period, and it may omit deduction from compensation for any period less than a full payroll period if an employee was not a member on the first day of the payroll period, and to facilitate the making of deductions it may modify the deduction required of any member by such an amount as shall not exceed one-tenth of one per centum of the annual compensation upon the basis of which such deduction is to be made.

(c) The deductions provided for herein shall be made notwithstanding that the minimum compensation provided for by law for any member shall be reduced thereby. Every member shall be deemed to consent and agree to the deductions made and provided for herein and shall receipt for his full salary or compensation, and payment of salary or compensation less said deduction shall be a full and complete discharge and acquittance of all claims and demands whatsoever for the services rendered by such person during the period covered by such payment, except as to the benefits provided under this ordinance. The head of each department shall certify to the Board of Trustees on each and every payroll the amounts to be deducted; and each of said amounts shall be deducted, and when deducted shall be paid into said Annuity Savings Fund, and shall be credited, together with

regular interest thereon, to the individual account of the member from whose compensation said deduction was made.

(d) In addition to the contributions deducted from compensation as hereinbefore provided, subject to the approval of the Board of Trustees, any member may redeposit in the Annuity Savings Fund by a single payment or by an increased rate of contribution an amount equal to the total amount which he previously withdrew therefrom as provided in this Ordinance, or any part thereof; or any member may deposit therein by a single payment or by an increased rate of contribution an amount computed to be sufficient to purchase an additional annuity, which, together with his prospective retirement allowance, will provide for him a total retirement allowance of not to exceed one-half of his average final compensation at age sixty. Such additional amounts so deposited shall become a part of his accumulated contributions except in the case of disability retirement, when they shall be treated as excess contributions returnable to the member in cash or as an annuity of equivalent actuarial value. The accumulated contributions of a member withdrawn by him, or paid to his estate or to his designated beneficiary in event of his death as provided in this ordinance, shall be paid from the Annuity Savings Fund. Upon the retirement of a member his accumulated contributions shall be transferred from the Annuity Savings Fund to the Annuity Reserve Fund.

(2) *Annuity Reserve Fund.*

The Annuity Reserve Fund shall be the fund from which shall be paid all annuities and all benefits in lieu of annuities, payable as provided in this Ordinance. Should a beneficiary retired on account of disability be restored to active service with a compensation not less than his average final compensation at the time of his last retirement his annuity reserve shall be transferred from the Annuity Reserve Fund to the Annuity Savings Fund and credited to his individual account therein.

(3) *Pension Accumulation Fund.*

(a) The Pension Accumulation Fund shall be the fund in which shall be accumulated all reserves for the payment of all pensions and other benefits payable from contributions

made by the City of Baltimore and from which shall be paid all pensions and other benefits on account of members with prior service credit and lump sum death benefits for all members payable from the said contributions. Contributions to and payments from the Pension Accumulation Fund shall be made as follows:

(b) On account of each member who is an employee of the City of Baltimore there shall be paid annually into the Pension Accumulation Fund by the said City, for the preceding fiscal year a certain percentage of the earnable compensation of each member to be known as the "normal contribution," and an additional percentage of his earnable compensation to be known as the "accrued liability contribution." The rates per centum of such contributions shall be fixed on the basis of the liabilities of the retirement system as shown by actuarial valuation. Until the first valuation the normal contribution shall be four and thirty-three hundredths per centum, and the accrued liability contribution shall be two and ninety-four hundredths per centum of the annual compensation of all members.

(c) On the basis of regular interest and of such mortality and other tables as shall be adopted by the Board of Trustees, the actuary engaged by the Board to make each valuation required by this Ordinance during the period over which the deficiency contribution is payable, immediately after making such valuation, shall determine the uniform and constant percentage of the earnable compensation of the average new entrant, which, if contributed on the basis of compensation of such new entrant throughout his entire period of active service would be sufficient to provide for the payment of any death benefit or pension payable on his account. The rate per centum so determined shall be known as the "normal contribution" rate. After the accrued liability contribution has ceased to be payable, the normal contribution rate shall be the rate per centum of the earnable salary of all members obtained by deducting from the total liabilities of the Pension Accumulation Fund the amount of the funds in hand to the credit of that fund and dividing the remainder by one per centum of the present value of the prospective future salaries of all members as computed on the basis of the mortality and service tables adopted by the

Board of Trustees and regular interest. The normal rate of contribution shall be determined by the actuary after each valuation.

(d) Immediately succeeding the first valuation, the actuary engaged by the Board of Trustees shall compute the rate per centum of the total annual compensation of all members which is equivalent to four per centum of the amount of the total pension and death benefit liability on account of all members and beneficiaries which is not dischargeable by the aforesaid normal contribution made on account of such members during the remainder of their active service. The rate per centum originally so determined shall be known as the "accrued liability contribution rate."

(e) The total amount payable in each year to the Pension Accumulation Fund shall be not less than the sum of the rates per centum known as the normal contribution rate and the accrued liability contribution rate of the total compensation earnable by all members during the preceding year; provided, however, that the amount of each annual accrued liability contribution shall be at least three per centum greater than the preceding annual accrued liability payment, and that the aggregate payment by the City of Baltimore shall be sufficient, when combined with the amount in the fund to provide the pensions and other benefits payable out of the fund during the year then current.

(f) The accrued liability contribution shall be discontinued as soon as the accumulated reserve in the Pension Accumulation Fund shall equal the present value, as actuarially computed and approved by the Board of Trustees, of the total liability of such fund less the present value, computed on the basis of the normal contribution rate then in force, of the prospective normal contributions to be received on account of persons who are at that time members.

(g) All pensions, and benefits in lieu thereof, with the exception of those payable on account of members who receive no prior service allowance, and all lump sum death benefits on account of death in active service payable from contributions of the City of Baltimore shall be paid from the Pension Accumulation Fund.

(h) Upon the retirement of a member not entitled to credit for prior service, an amount equal to his pension reserve shall be transferred from the Pension Accumulation Fund to the Pension Reserve Fund.

(4) *Pension Reserve Fund.*

(a) The Pension Reserve Fund shall be the fund from which shall be paid the pension to members not entitled to credit for prior service and benefits in lieu thereof. Should such a beneficiary retired on account of disability be restored to active service with a compensation not less than his average final compensation at the time of his last retirement the pension reserve thereon shall be transferred from the Pension Reserve Fund to the Pension Accumulated Fund. Should the pension of such a disability beneficiary be reduced as a result of an increase in his earning capacity, the amount of the annual reduction in his pension shall be paid annually into the Pension Accumulation Fund during the period of such reduction.

(5) *Expense Fund.*

The Expense Fund shall be the fund to which shall be credited all money provided by the City of Baltimore to pay the administration expenses of the retirement system, and from which shall be paid all the expenses necessary in connection with the administration and operation of the system. Annually, the Board of Trustees shall estimate the amount of money necessary to be paid into the Expense Fund during the ensuing year to provide for the expense of operation of the retirement system and, such estimate shall be submitted to the Board of Estimates, in accordance with the provisions of Section 36 of the Baltimore City Charter.

(6) (a) On or before the first day of October in the year nineteen hundred and twenty-six and in each year thereafter the Board of Trustees shall certify to the Board of Estimates the amount of the appropriation necessary to pay to the various funds of the retirement system the amounts payable by the City of Baltimore as enumerated in this Ordinance for the year beginning on January first of the sue-

ceeding year and items of appropriation providing such amounts shall be included in the Ordinance of Estimates.

(b) To cover the requirements of the system for the period prior to the first day of January, nineteen hundred and twenty-seven, the amount previously set aside for the creation of the retirement system shall be transferred to the system and credited to the Pension Accumulation Fund, and such other amounts as shall be necessary to cover the needs of the system shall be paid into the Pension Accumulation Fund and the Expense Fund by special appropriations or transfers to the system by the City of Baltimore.

9. Provision for Discontinuing Existing Teachers' Retirement Fund of Baltimore City.

In the event that on or before January first, nineteen hundred and twenty-seven a majority of all the members of the existing Teachers' Retirement Fund becomes members of this system such existing Teachers' Retirement Fund shall be discontinued as of January first, nineteen hundred and twenty-seven, or on such date previous thereto on which the Teachers' Retirement System may become unable to pay its pension roll. All cash and securities of such discontinued fund shall be transferred to the credit of the Pension Accumulation Fund created by this Ordinance as of the date of dissolution and thereafter the pensions of all persons on the pension roll of such system on the said date shall be paid from the Pension Accumulation Fund according to the terms and conditions under which they were granted. Any member of the Teachers' Retirement Fund at the time of its dissolution who does not become a member of the retirement system established by this Ordinance shall be created with an amount equal to one-half of the total amount of the contributions which such person made to the Teachers' Retirement Fund, and he or his legal representatives shall be entitled to a return of such amount on withdrawal from service by resignation, dismissal or death. The additional amounts required to continue the payment of the pensions existing at the time of dissolution and the amounts required to cover the payment for past contributions shall become a liability of the Pension Accumulation Fund and the City of Baltimore shall pay such additional accrued liability contributions as shall be required to cover this liability.

10. Guaranty.

The creation and maintenance of reserves in the Pension Accumulation Fund, the maintenance of annuity reserves and pension reserves as provided for, and regular interest creditable to the various funds as provided in Section 7, Subsection (2) of this Ordinance and the payment of all pensions, annuities, retirement allowances, refunds and other benefits granted under the provisions of this Ordinance and all expenses in connection with the administration and operation of this retirement system are hereby made obligations of the City of Baltimore. All income, interest and dividends derived from deposits and investments authorized by this Ordinance shall be used for the payment of the said obligations of the said City. Any amounts derived therefrom which, when combined with the regular amounts, otherwise contributable by the City of Baltimore as provided under the provisions of this Ordinance, exceed the amount required to provide such obligations, shall be used to reduce the regular appropriations otherwise required.

11. Assignments Prohibited.

The right of a person to a pension, an annuity or a retirement allowance, to the return of contributions, the pension annuity or retirement allowance itself, any optional benefit or death benefit, any other right accrued or accruing to any person under the provisions of this Ordinance and the moneys in the various funds created by this Ordinance shall be unassignable.

12. Protection Against Fraud.

Any person who shall knowingly make any false statement, or shall falsify or permit to be falsified any record or records of this retirement system in any attempt to defraud such system as a result of such act shall be guilty of a misdemeanor, and shall be punishable therefor under the laws of the State of Maryland. Should any change or error in the records result in any member or beneficiary receiving from the retirement system more or less than he would have been entitled to receive had the records been correct, the Board of Trustees shall correct such error, and as far as practicable,

shall adjust the payments in such a manner that the actuarial equivalent of the benefit to which such member or beneficiary was correctly entitled shall be paid.

13. Limitation of Other Statutes.

(1) No other provision of any local law or ordinance which provides wholly or partly at the expense of the City of Baltimore for pensions or retirement benefits for employees of the said City, their widows or other dependents, shall apply to members or beneficiaries of the retirement system established by this Ordinance, their widows or other dependents. Members of the Fire Department in the service at the time this Ordinance takes effect who elect not to join the Retirement System created herein shall be entitled to pensions for themselves, their widows or dependents, under existing laws, as if this Ordinance had not been passed.

(2) If any section or part of any section of this Ordinance is declared to be unconstitutional, the remainder of the Ordinance shall not thereby be invalidated.

(3) All provisions of law inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Sec. 14. And be it further ordained, That, except as otherwise herein provided, this ordinance shall take effect from the date of its passage.

Approved February 1, 1926.

HOWARD W. JACKSON, *Mayor.*

Attest: A True Copy:

JOHN A. SLOWIK,

City Librarian.

ELEVENTH ANNUAL REPORT

EMPLOYEES' RETIREMENT SYSTEM

OF THE

CITY OF BALTIMORE

12/7/22

Rm

YEAR 1936

ELEVENTH ANNUAL REPORT

EMPLOYEES' RETIREMENT SYSTEM

OF THE

CITY OF BALTIMORE

YEAR 1936

BOARD OF TRUSTEES

EMPLOYEES' RETIREMENT SYSTEM

OF THE

CITY OF BALTIMORE, MD.

HON. R. WALTER GRAHAM, Comptroller, Chairman

Trustees

MR. LAURENCE M. MILLER

MR. JOHN B. H. DUNN

MISS PEARL HEAPS

MISS MARY T. WALSH

Secretary

SHERWOOD R. MURPHY

Medical Board

DR. FRANK S. HUNDLEY

DR. WIRT A. DUVALL

DR. ANDREW KUNKOWSKI

Actuary

GEORGE B. BUCK

150 Nassau St.

New York City

The Employees' Retirement System began operation on January 1, 1926, under the provisions of Ordinance No. 553, with certain powers conferred by the General Assembly of Maryland upon the Mayor and City Council of Baltimore, Maryland. The System is a jointly contributory system, in which the share of cost to employees and to the city is approximately equal. The city makes special provisions for employees who were in service at the time of the establishment of the system by allowing them to take credit for prior service and by making additional contributions to cover the cost of benefits dependent upon prior service. The first deductions were made from the employees' payrolls on April 1, 1926.

Membership is compulsory with employees in the competitive and non-competitive classes of the classified City Service who enter the City Service on or after January 1, 1926. Membership is optional with all who were in service January 1, 1926.

ORGANIZATION AND ADMINISTRATION OF THE SYSTEM

The responsibility of the administration of the system is placed in the hands of a Board of Trustees, consisting of the City Comptroller, a member ex-officio, two citizens of Baltimore appointed by the Mayor, and two city employees elected by the entire membership of the system.

BOARD OF TRUSTEES

The present board is composed of the Hon. R. Walter Graham, City Comptroller and Chairman of the Board; Mr. Laurence M. Miller and Mr. John B. H. Dunn, both of whom were appointed by the Mayor; Miss Mary T. Walsh and Miss Pearl Heaps, elected by the members of the system.

MEETINGS OF THE BOARD

The regular meetings of the Board are held in the offices of the system, second floor, City Hall, the second Friday in each month at 2.30 P. M.

MEMBERSHIP

There were registered on December 31, 1936, 22,961 active members, of whom 13,150 have withdrawn from the system by cause of resignations, dismissals and deaths, and of this number 1,759 have been retired for disability and service.

There were 642 terminations of retired members on account of death.

The active membership December 31, 1936, is 9,811 members.

EMPLOYEES' RETIREMENT SYSTEM

BALANCE SHEET

as of

December 31, 1936

Assets			Liabilities	
Cash		$ 1,695,001.20	Annuity Savings Fund	$ 6,004,904.80
Investments (at cost)		15,421,674.77		
Federal	$2,877,737.58		Annuity Reserve Fund	687,572.76
Canada	29,837.50			
Baltimore City	6,551,006.55		Pension Accumulation Fund	10,224,410.18
State and Municipal	1,793,163.44			
Rails	3,194,078.45		Pension Reserve Fund	199,788.23
Public Service	938,796.25			
Industrial	37,055.00			
		$ 17,116,675.97		$ 17,116,675.97

CASH RECEIPTS AND DISBURSEMENTS YEAR ENDING DECEMBER 31, 1936

Balance January 1, 1936		$ 98,195.38
Receipts—		
Investments Called for Redemption	$ 1,220,603.93	
Members' Contributions	741,244.68	
Normal Contributions—City	682,030.00	
Accrued Liability—City	751,787.00	
Interest on Securities	656,778.87	
Interest on Loans to Members	151.79	
Foreign Exchange	131.34	
Unpaid Coupons Collected	4,233.88	
Profit on Sale and Calls of Securities	95,207.50	
Pensions Refunded Account Deaths	1,492.76	
Pensions Refunded Old Teachers' System	98.34	
Refund of Annuities	123.47	
Received Account Members' Loans	1,573.33	
Refunds Miscellaneous Items	2.82	
		$4,155,459.71
		$4,253,655.09
Disbursements—		
Securities Purchased	$ 1,491,900.03	
Pensions to Members with Prior Service	645,809.46	
Pensions to Members without Prior Service	15,745.16	
Pensions to Members Old Teachers' System	31,825.64	
Annuities to Members with Prior Service	73,861.66	
Refunds Contributions Account Resignations	118,396.61	
Refunds Contributions Account Deaths	60,082.72	
Refunds Contributions Account Overpayments	389.77	
Lump Sum Options	52,167.88	
Death Claims Members in Active Service	47,864.24	
Loans to Members	7,812.11	
Interest on Securities Purchased	6,369.74	
Rental and Services Safe Deposit Boxes	5,646.90	
Unpaid Coupons Returned	562.50	
Loss on Securities Sold	160.00	
Old Teachers' System—One-Half Refunds	53.74	
Foreign Exchange Adjustment	5.73	
		2,558,653.89
Balance December 31, 1936		$ 1,695,001.20

Baltimore, Maryland, January 23, 1937.

SECURITIES

At the request of the Hon. R. Walter Graham, City Comptroller and Chairman of the Board of Trustees, the following gentlemen examined the securities held in the safe deposit box as of the close of business, May 5th, 1936. Charles E. Rieman, President, Western National Bank; Edwin W. Levering, Jr., Vice-President, U. S. F. & G. Co.; Edward L. Robinson, President, Entaw Savings Bank.

The following securities were examined and report attached:

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due January and July

Amount	Description	Pct.	Due
$10,000	Annapolis Metropolitan Sewerage Commission. Annapolis, Md., Series "A"	4½	July 1, 1981
15,000	Anne Arundel Co., Md., Public School Series "V"	4½	July 1, 1951
10,000	Anne Arundel Co., Md., Public School Series "W"	4½	July 1, 1952
4,753.12	Asheville, N. C., City of, Water	1	July 1, 1976
15,246.88	Asheville, N. C., Gen. Refunding	1	July 1, 1976
25,000	Atchison, Topeka & Santa Fe Tran. Cont. Short Line 1st Mtge.	4	July 1, 1958
36,000	Atlantic City Railroad Co. 1st Cons. Mtge.	4	July 1, 1951
25,000	Austin & Northwestern R. R. Co. 1st Mtge.	5	July 1, 1941
25,000	B. & O. R. R. Southwestern 1st Mtge.	5	July 1, 1950
50,000	B. & O. R. R. Co. Toledo, Cinn. Div. 1st Lien Refunding Mtg. Series "A"	4	July 1, 1959
13,000	Baltimore Transit Co. 1st "A" Debenture 5's	5	July 1, 1975
13,000	Baltimore Transit Co. Voting Trust Preferred	5	July 1, 1975
7,500	Baltimore Transit Co. 1st "A" Debenture	4	July 1, 1975
7,500	Baltimore Transit Co. Voting Trust Preferred	4	July 1, 1975
14,000	Birmingham, City of Alabama Municipal Bond	5	July 1, 1945
3,000	Birmingham, City of Alabama Funding Bonds	5	July 1, 1945
15,000	Buffalo General Electric First Refunding	5	Apr. 1, 1939
25,000	California, State of, Unemployment Relief	4½	July 1, 1941
10,000	Calvert County, Md., Road Bonds	4½	July 1, 1938
10,000	City of Camden, N. J., Municipal Building Bond	4¼	July 1, 1958
15,000	City of Camden, N. J., Public Imp. 1930	4¼	July 1, 1941
25,000	Canadian Pacific Railway Co., Coll. Trust	4½	July 1, 1960
16,000	Canadian Pacific Railway, Equipment Trust	5	July 1, 1944
13,000	Central Railroad Company of N. J., Gen. Mtge.	4	July 1, 1987
7,000	Charlottesville, City of Va., General Imp. Series 1930	5	Jan. 1, 1960
17,000	Charlottesville, City of Va., General Imp. Series 1930	5	Jan. 1, 1961
1,000	Charlottesville, City of Va., General Imp. Series 1930	5	Jan. 1, 1962
2,000	Chattanooga Station Co., 1st Mtge.	4	Jan. 1, 1957
5,000	Chesapeake & Ohio R. R. Co. Equipment Trust, Series "V"	5	July 1, 1937
12,000	Chesapeake & Ohio R. R. Potts Creek Branch 1st Mtge.	4	July 1, 1946
50,000	Chicago, Burlington & Quincy, Ill., Div. Mtge.	4	July 1, 1949
15,000	Chicago, Milwaukee & St. Paul Railway Co., General Mtge. Series "E"	4½	May 1, 1989

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due January and July—(Continued)

Amount	Description	Pct.	Due
40,000	Cleveland, Cincinnati, Chicago & St. Louis R. R. Series "E" Refunding & Improvement Mtge.	4½	July 1, 1977
30,000	Commonwealth Edison Co., 1st Mtge. Coll. Series "D"	4½	July 1, 1957
16,000	Durham, City of N. C., Funding	4½	Jan. 1, 1941
5,000	Durham, City of N. C., Sewerage Bond	4½	July 1, 1941
25,000	Federal Land Bank Cons.	3	Jan. 1, 1956
14,000	Florida Southern R. R. Co. 1st Mtge.	4	Jan. 1, 1945
20,000	Georgia R. R. & Banking Co. 1st Mtge.	4	Jan. 1, 1947
5,000	Grand Rapids & Indiana R. R. Co. 1st Mtge.	4½	July 1, 1941
25,000	Great Northern R. R. Co. General Mtge. Series "D"	4½	July 1, 1976
25,000	Great Northern R. R. Co. Series "E" General Mtge.	4½	July 1, 1977
5,000	Hagerstown, City of Md., Series "7" Sewerage System & Disposal Pl.	5	July 1, 1963
50,000	Kansas City Terminal 1st Mtge.	4	Jan. 1, 1960
12,000	Kentucky Central Railway Co., 1st Mtge.	4	July 1, 1987
11,000	Lehigh Valley Railway Company, 1st Mtge.	4½	Jan. 1, 1940
5,000	Lincoln Park & Charlotte Railroad Company, 1st Mtge.	5	Jan. 1, 1939
5,000	Louisville, Henderson & St. Louis Railway Co., 1st Mtge.	5	July 1, 1946
5,000	Macon Terminal Company, 1st Mtge.	5	July 1, 1965
20,000	Memphis, City of Tenn., Board of Education, City Schools	4¾	Jan. 1, 1952
25,000	Michigan Central R. R. Co., 1st Mtge. Air Lines	4	Jan. 1, 1940
3,000	Michigan Central R. R. Company 1st Mtge.	4	July 10, 1957
5,000	Michigan Central R. R. Company, Refunding & Imp. Mtge. Series "C"	4½	Jan. 1, 1979
10,000	N. Y. Central & Hudson R. R. Debenture Bonds	4	Jan. 1, 1942
40,000	New York & Westchester Lighting Company, General Mtge.	4	July 1, 2004
8,000	Newport & Cincinnati Bridge Co., General Mtge.	4½	July 1, 1945
10,000	Newport News, City of Virginia, Water Works	4¾	July 1, 1944
30,000	Newport News, City of Virginia, Water Works	4¾	July 1, 1954
2,000	North Carolina, State of, Highway Serial	4½	Jan. 1, 1941
15,000	North Carolina, State of, Highway Serial	4½	July 1, 1947
2,000	North Carolina, State of, State Redemption Bond	4	July 1, 1950
25,000	North Carolina, State of, Highway Serial	4½	July 1, 1954
3,000	North Carolina, State of, Highway Serial	4½	July 1, 1956
10,000	North Carolina, State of, Highway Serial	4½	July 1, 1958
7,000	North Carolina, State of, Building Bond for Educational and Charitable Institution	4½	Jan. 1, 1962
2,000	North Carolina, State of, Institutional Bldg. Bond	4½	Jan. 1, 1966
50,000	Oregon Wash. R. R. & Navigation 1st & Refunding Mtge. Series "A"	4	Jan. 1, 1961
5,000	Pawtucket, City of R. I., Highways	4¼	Jan. 1, 1945
10,000	Peoples Gas Light & Coke Co., 1st & Refunding Mtge. Series "B"	4	July 1, 1981
3,000	Philadelphia, City of Pa., Loan October 5, 1923	4¼	April 1, 1946/76
20,000	Philadelphia, City of Pa., Loan of Dec. 30, 1919	4¼	June 1, 1949/59
25,000	Philadelphia, City of Pa.	4¼	Dec. 16, 1950/80

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due January and July—(Continued)

Amount	Description	Pct.	Due
10,000	Philadelphia, City of Pa., Definitive	4¼	Feb. 27, 1951/81
27,000	Philadelphia, Baltimore & Wash. R. R. Company, General Mtge. Series "C"	4½	July 1, 1977
5,000	Prince George's County, Md., Lateral Roads	4½	July 1, 1943
5,000	Prince George's County, Md., Public School, Series "R"	4¾	Jan. 1, 1949
10,000	Province of Ontario, Debenture	4½	Jan. 15, 1944
20,000	Province of Ontario, Debenture	4½	Jan. 15, 1954
25,000	Reading Company General & Refund Mtge. Series "A"	4½	Jan. 1, 1997
10,000	Reading Company, Series "B" Gen. & Refund Mtge.	4½	Jan. 1, 1997
13,000	Richmond, City of Va., Curb & Gutter Series, "C-G"	4¼	July 1, 1965
25,000	San Antonio & Arkansas Pass. Rwy. Co. 1st Mtge.	4	Jan. 1, 1943
25,000	San Francisco City & County of Calif., Spring Valley Serial	4½	July 1, 1943
10,000	San Francisco City & County of Calif., Spring Valley Serial	4½	July 1, 1945
25,000	San Francisco City & County of Calif., Spring Valley Serial	4½	July 1, 1965
35,000	Seaboard & Roanoke R. R. 1st Mtge.	5	July 1, 1931
25,000	Tennessee, State of, Highway Note	4¾	Jan. 1, 1939
25,000	Terminal Railroad Asso. of St. Louis, Gen. Mtge. Refund, Sinking Fund	4	Jan. 1, 1953
25,000	Union Pacific R. R. Co. 1st Mtge. & Land Grant	4	July 1, 1947
5,000	Utica, Clinton & Binghampton Railroad Co. 1st Mtge.	5	July 1, 1939
20,000	Wabash R. R. 1st Lien Terminal	4	Jan. 1, 1954
24,000	Washington County, State of Md.	4½	July 1, 1943
10,000	Washington Water Power Co. 1st & Gen. Mtge. Series	5	Jan. 1, 1960
25,000	West Shore R. R. Co. 1st Mtge.	4	Jan. 1, 2361
25,000	West Virginia, State of, Road	4½	Jan. 1, 1943
25,000	West Virginia, State of, Road	4½	Jan. 1, 1945
25,000	Western Union Telegraph Co., Coll. Trust	5	Jan. 1, 1938

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due February and August

Amount	Description	Pct.	Due
$36,000	American Tobacco Company Indenture	4	Aug. 1, 1951
9,000	Baltimore County, Md., Public Road & School Series "Z"	4½	Feb. 1, 1949
5,000	B. & O. Equipment Trust Series "C"	4½	Feb. 1, 1940
10,000	Buffalo General Electric Gen. & Refunding Mtge. Series "B"	4½	Feb. 1, 1981
25,000	Central Pacific Railway Co. Guaranteed Indenture	5	Aug. 1, 1960
20,000	Chicago, Burlington & Quincy R. R. Series "B" 1st & Refunding Mtge.	4½	Feb. 1, 1977

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due February and August—(Continued)

Amount	Description	Pct.	Due
20,000	City of Baltimore, Md., Paving Loan	4	Aug. 1, 1951
40,000	City of Baltimore New Sewerage Imp. Loan 1961	4	Aug. 1, 1961
10,000	City of Baltimore Second Airport Serial 1936-1970 Loan	4	Aug. 1, 1951
10,000	City of Baltimore Second Airport Serial 1936-1970 Loan	4	Aug. 1, 1953
5,000	City of Baltimore Second Airport Serial 1936-1970 Loan	4	Aug. 1, 1955
10,000	City of Baltimore Second Airport Serial 1936-1970 Loan	4	Aug. 1, 1957
2,000	City of Baltimore Third Paving & Bridge Serial 1936-1955	4	Aug. 1, 1950
5,000	City of Balto. Third Paving & Bridge Serial	4	Aug. 1, 1953
10,000	City of Baltimore Conduit 1962 Loan	4	Aug. 1, 1962
5,000	Consolidated Tobacco Co., Collateral Trust	4	Aug. 1, 1951
1,706.25	City of Detroit Refunding "B"	3¼	Aug. 1, 1962
25,000	Detroit Edison Company, General & Refunding Mtge. Series "D"	4½	Feb. 1, 1961
115,000	Illinois Central R. R. Company 40-year Gold Bond	4¾	Aug. 1, 1966
2,000	Maryland, State of, General Construction Loan 1931, Series "S"	4¼	Feb. 15, 1940
5,000	Maryland, State of, General Construction Loan 1931, Series "T"	4¼	Feb. 15, 1941
1,000	Maryland, State of, General Construction Loan 1931, Series "U"	4¼	Feb. 15, 1942
12,000	Maryland, State of, General Construction Loan 1931, Series "X"	4¼	Feb. 15, 1945
13,000	Maryland, State of, General Construction Loan 1931, Series "Z"	4¼	Feb. 15, 1947
5,000	Maryland, State of, General Construction Loan 1929, Series "LL"	4½	Aug. 15, 1944
30,000	Maryland, State of, General Construction Loan 1931, Series "LL"	4½	Aug. 15, 1946
10,000	Montgomery County, Md., School Bond, Series "J"	4½	Aug. 1, 1948
25,000	N. Y. Connecting R. R. 1st Mtge. Series "B"	5	Aug. 1, 1953
15,000	N. Y. Connecting R. R. Co. 1st Mtge. Series "A"	4½	Aug. 1, 1953
30,000	Norfolk, City of Virginia, Public Improvement	4½	Aug. 15, 1950
25,000	Seaboard Air Line Receivers Certificates ZX	2	Feb. 1, 1945
15,000	Seaboard Air Line Receivers Certificates of indebtedness, 1st Series "ZX"	2	Feb. 1, 1945
25,000	St. Louis, City of Missouri, Public Bridge & Improvement	4½	Feb. 1, 1942
18,000	Toledo & Ohio Central Rwy. Co. 1st Mtge. St. Mary's Division	4	Feb. 1, 1951
10,000	Wheeling Terminal Railway 1st Mtge.	4	Aug. 1, 1940

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due March and September

Amount	Description	Pct.	Due
$10,000	Alabama, State of, Series "J" Public Road, Highway and Bridge	4½	Mar. 1, 1955
25,000	Atchison, Topeka & Santa Fe Rwy. Co., Series "A" California-Arizona Lines, 1st & Refunding Mtge.	4½	Mar. 1, 1962
5,000	Atlanta, Knoxville & Northern Railway Co., 1st Const. Mtge.	4	Mar. 1, 2002
50,000	Atlantic Coast Line Railroad Co. 1st Cons. Mtge.	4	July 1, 1952
75,000	Baltimore, City of Md., Paving & Bridge Serial	4	Mar. 1, 1947
25,000	Baltimore, City of Md., Paving & Bridge Serial	4	Mar. 1, 1955
25,000	Baltimore, City of Md., Paving & Bridge Serial	4	Mar. 1, 1959
11,000	Baltimore, City of Md., 2nd Sewer Serial Loan of 1924	4	Mar. 1, 1945
25,000	Baltimore, City of Md., Second Sewer Serial 1924	4	Mar. 1, 1951
12,000	Baltimore, City of Md., Second Sewer Serial	4	Mar. 1, 1967
9,000	Baltimore, City of Md., Second Sewer Serial	4	Mar. 1, 1970
3,000	Baltimore, City of Md., Dock Imp. 1961	4	Mar. 1, 1961
10,000	B. & O. R. R. Refund. & General Mtge., Series "D"	5	Mar. 1, 2000
15,000	Bell Telephone Co. of Canada, 1st Mtge. Series "A"	5	Mar. 1, 1955
50,000	Birmingham Terminal Co., 1st Mtge. 50-yr. Gold Bond	4	Mar. 1, 1957
10,000	Canadian Pacific R. R. Coll. Tr. Gold	4½	Sept. 1, 1946
65,000	Chesapeake & Ohio Railway Co., General Mtge.	4½	Mar. 1, 1992
75,000	Chicago, Burlington & Quincy R. R. Co., General Mtge.	4	Mar. 1, 1958
35,000	Commonwealth Edison Co., 1st Mtge. Series "F"	4	Mar. 1, 1981
15,000	Connecting Railway Pennsylvania, 1st Mtge.	4	Mar. 15, 1951
25,000	Florida East Coast R. R. Equip. Trust Series "H"	4½	Mar. 1, 1940
25,000	Hoboken, City of N. J., Sewer	4¼	Mar. 15, 1960
5,000	Illinois, State of, Highways	4	Mar. 1, 1939
60,000	Milwaukee Gas Light Co. of Wis. 1st Mtge. Series	4½	Mar. 1, 1967
25,000	Milwaukee, Sparta & N. W. Rwy. Co. 1st Mtge.	4	Mar. 1, 1947
40,000	Missouri Pacific R. R. Co., 1st & Refund Mtge. Series "F"	5	Mar. 1, 1977
2,000	Mohawk & Malone Railway Co. 1st Mtge.	4	Sept. 1, 1991
10,000	New York, N. Y., Various Municipal Purposes	4¼	Mar. 1, 1942
5,000	New York, City of N. Y., Construction of Schools, Series "10E"	4¼	Mar. 1, 1951
10,000	New York, City of N. Y., Various Municipal Purposes, Series "8V"	4¼	Mar. 1, 1953
5,000	New York, City of N. Y., School Construction Series "10E"	4¼	Mar. 1, 1968
5,000	New York, City of N. Y., Various Municipal Purposes, Sr. "8Y"	4¼	Mar. 1, 1970
10,000	New York, City of N. Y., Construction of Schools, Sr. "10E"	4¼	Mar. 1, 1970
5,000	New York, City of N. Y., Rapid Transit Railroad, "R26"	4¼	Mar. 1, 1981

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due March and September—(Continued)

Amount	Description	Pct.	Due
10,000	N. Y., Chicago & St. Louis Railroad Co., Refunding Mtge. Series "C"	4½	Sept. 1, 1978
25,000	Northern Central R. R. Co. Gen. & Refunding, Series "A"	4½	Mar. 1, 1974
18,000	Northern Central Railway Co., Gen. & Refund. Mtge., "Series "A"	5	Mar. 1, 1974
5,000	Pawtucket, City of R. I., Sewer	4¼	Mar. 1, 1949
15,000	Penn. Water & Power Company 1st Refunding Mtge., Series "B"	4½	Mar. 1, 1968
5,000	Pere Marquette Railway Co. 1st Mtge. Series "C"	4½	Mar. 1, 1980
70,000	Southern Pacific R. R. Co., Oregon Line, 1st Series "A"	4½	Mar. 1, 1977
50,000	Southern Pacific R. R. Co. 40-yr. Gold Bonds	4½	Mar. 1, 1968
306,500	U. S. Treasury 1948-51	2¾	Mar. 15, 1951
1,350,000	U. S. Treasury 1956-59	2¾	Sept. 15, 1959
1,241,000	U. S. Treasury 1955-60	2⅞	Mar. 15, 1960
10,000	Wabash R. R. Co., Toledo & Chicago Division 1st Mtge.	4	Mar. 1, 1941
20,000	Western Union Telegraph Co. 30-yr. Gold	5	Mar. 1, 1960

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due April and October

Amount	Description	Pct.	Due
$10,000	Akron, City of Ohio, Water Works Extension	4½	Oct. 1, 1939
50,000	Alleghany & Western Ry. Co. 1st Mtge.	4	Oct. 1, 1998
50,000	Atchison, Topeka & Santa Fe R. R. General Mtge.	4	Oct. 1, 1995
3,000	Baltimore, City of Md., Airport Serial 1933-1967	4	Oct. 1, 1944
12,000	Baltimore, City of Md., Second Paving Bridge Serial 1933-1952	4	Oct. 1, 1949
114,000	Baltimore, City of Md., Public Building Serial, 1933-1967 Loan	4	Oct. 1, 1944
114,000	Baltimore, City of Md., Public Building Serial, 1933-1967 Loan	4	Oct. 1, 1945
114,000	Baltimore, City of Md., Public Building Serial, 1933-1967 Loan	4	Oct. 1, 1946
114,000	Baltimore, City of Md., Public Building Serial, 1933-1967 Loan	4	Oct. 1, 1947
114,000	Baltimore, City of Md., Public Bldg. Serial 1933-1967 Loan	4	Oct. 1, 1948
114,000	Baltimore, City of Md., Public Bldg. Serial 1933-1967 Loan	4	Oct. 1, 1949
114,000	Baltimore, City of Md., Public Bldg. Serial 1933-1967 Loan	4	Oct. 1, 1950
114,000	Baltimore, City of Md., Public Bldg. Serial 1933-1967 Loan	4	Oct. 1, 1951
114,000	Baltimore, City of Md., Public Bldg. Serial 1933-1967 Loan	4	Oct. 1, 1952
114,000	Baltimore, City of, Md., Public Building Serial 1933-1967 Loan	4	Oct. 1, 1953

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due April and October—(Continued)

Amount	Description	Pet.	Due
114,000	Baltimore, City of, Md., Public Building Serial 1933-1967 Loan	4	Oct. 1, 1954
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1958
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1959
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1960
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1961
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1962
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1963
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1964
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1965
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1966
85,000	Baltimore, City of Md., Public Library Serial, 1933-1967 Loan	4	Oct. 1, 1967
2,000	Baltimore, City of, Md., 3rd School Serial 1933-1967 Loan	4	Oct. 1, 1948
15,000	Baltimore, City of Md., 3rd School Serial 1933-1967 Loan	4	Oct. 1, 1951
20,000	Baltimore, City of Md., 3rd School Serial 1933-1967	4	Oct. 1, 1952
20,000	Baltimore, City of Md., 3rd School Serial	4	Oct. 1, 1954
25,000	Baltimore, City of Md., 3rd School Serial	4	Oct. 1, 1957
2,000	Baltimore, City of Md., 3rd Sewer Serial 1933-1967 Loan	4	Oct. 1, 1949
20,000	Baltimore, City of Md., 3rd Sewer Serial 1933-1967 Loan	4	Oct. 1, 1958
285,000	Baltimore, City of Md., 3rd Water Serial Loan 1933-1967	4	Oct. 1, 1958
285,000	Baltimore, City of Md., 3rd Water Serial 1933-1967 Loan	4	Oct. 1, 1959
285,000	Baltimore, City of Md., 3rd Water Serial 1933-1967 Loan	4	Oct. 1, 1960
285,000	Baltimore, City of Md., 3rd School Serial 1933-1967 Loan	4	Oct. 1, 1963
285,009	Baltimore, City of Md., 3rd School Serial 1933-1967 Loan	4	Oct. 1, 1964
285,000	Baltimore, City of Md., 3rd Sewer Serial 1933-1967 Loan	4	Oct. 1, 1965
285,000	Baltimore, City of Md., 3rd Sewer Serial 1933-1967 Loan	4	Oct. 1, 1966
285,000	Baltimore, City of Md., 3rd Sewer Serial 1933-1967 Loan	4	Oct. 1, 1967
592,000	Baltimore, City of Md., Water Serial 1922-1961	5	Apr. 1, 1954
621,000	Baltimore, City of Md., Water Serial 1922-1961	5	Apr. 1, 1955
100,000	Baltimore, City of Md., Harbor Serial Loan, Series 1951	4	Oct. 1, 1951
1,000	Baltimore, City of Md., Burnt District Imp. 1960	4	April 1, 1960

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due April and October—(Continued)

Amount	Description	Pet.	Due
26,400	Baltimore, City of Md., New Sewerage Imp. Stock	3½	Oct. 1, 1980
8,000	Baltimore, City of Md., 3rd Conduit Serial 1933-1967	4	Oct. 1, 1949
25,000	Baltimore, City of Md., 3rd Conduit Serial 1933-1967 Loan	4	Oct. 1, 1959
25,000	Baltimore, City of Md., 3rd Conduit Serial	4	Oct. 1, 1960
25,000	B. & O. R. R. Company 1st Mtge.	4	July 1, 1948
1,000	Bridgeport, City of Conn., Park Series "B"	4½	April 15, 1958
4,000	Bridgeport, City of Conn., City Hall Site	4½	April 15, 1958
25,000	Carolina Power & Light Co., 1st & Refunding Mtge. Series	5	April 1, 1956
4,000	Charleston & Western Carolina Railway Co., 1st Mtge.	5	Oct. 1, 1946
39,000	Chicago, Indianapolis & St. Louis Short Line Rwy. 1st Mtge.	4	April 1, 1953
42,000	Cleveland Union Terminal Co. 1st Mtge. Series "C" Sinking Fund	4½	Oct. 1, 1977
60,000	Commonwealth Edison 1st Mtge. Coll. Trust Series "C"	4½	April 1, 1956
25,000	Consolidated Gas Co. of Baltimore, General Mtge.	4½	April 1, 1954
25,000	Cumberland, City of Md., Water Improvement	4½	April 1, 1971
1,000	Hagerstown, City of Md., Municipal Water System	5	Oct. 1, 1979
3,000	Hagerstown, City of Md., Municipal Water System	5	Oct. 1, 1980
1,000	Hagerstown, City of Md., Municipal Water System	5	Oct. 1, 1981
5,000	Leamington & St. Clair Railway 1st Mtge.	4	Oct. 1, 1945
25,000	Los Angeles, City of Calif., General Mtge. Class "B", Series "3"	4½	Oct. 1, 1955
5,000	Los Angeles, City of Calif., Harbor Imp. Bond, Class "B"	4¾	Oct. 1, 1938
30,000	Los Angeles, City of Calif., Series "3" Funding Bond (Santa Clara Valley Damages)	4¾	Oct. 1, 1941
8,000	Los Angeles, City of Calif., Harbor Imp. Bond Class "B"	4¾	Oct. 1, 1948
45,000	Louisville & Nashville Railroad Co., 1st and Refunding Mtge. Series "C"	4½	April 1, 2003
50,000	Mississippi, State of, 1st Series	3¾	April 1, 1948
25,000	Missouri Pacific Railroad Co., 1st and Ref. Mtge. Series "H"	5	April 1, 1980
15,000	Montgomery County, State of Md., Series "K" School Bond	4½	April 1, 1949
15,000	Montgomery County, State of Md., Series "L" School Bond	4½	April 1, 1950
15,000	Montgomery County, State of Md., Series "M" School Bond	4½	April 1, 1951
5,000	Montgomery County, State of Md., Series "N" School Bond	4½	April 1, 1952
25,000	Montgomery County, State of Md., Series "AD" School Bond of 1929	4½	April 1, 1967
40,000	New York Central R. R. Co., Refund. & Imp. Mtge. Series "A"	4½	Oct. 1, 2013
50,000	New York Central Railway & Hudson River R. R. Co., Refund. and Imp. Mtge. Series "A"	4½	Oct. 1, 2013

LIST OF SECURITIES
EMPLOYEES' RETIREMENT SYSTEM
Due April and October—(Continued)

Amount	Description	Pct.	Due
5,000	New York & Putnam R. R. Co. 1st Cons. Mtge.	4	Oct. 1, 1993
5,000	Norfolk & Carolina R. R. Co. 1st Mtge	5	April 1, 1939
12,000	North Carolina, State of, Building Bond for Educational and Charitable Institution	4½	Oct. 1, 1963
55,000	North Carolina, State of, Public Improvement.	4¾	Oct. 1, 1963
15,000	Oregon, State of, Oregon Veterans State Aid Series No. 1	4½	April 1, 1944
95,000	Pennsylvania, Ohio & Detroit R. R. Co., Series "A" 1st and Refund.	4½	April 1, 1977
40,000	Pennsylvania R. R. Company, General Mtge. Series "D"	4¼	April 1, 1981
40,000	Pennsylvania Railroad Company, Debenture	4½	April 1, 1970
50,000	Reading Co., Jersey Central Collateral	4	April 1, 1951
3,000	Richmond, Fredericksburg & Potomac R. R. Consolidated Mtge.	4½	April 1, 1940
40,000	Southern Pacific San Francisco Terminal 1st Mtge.	4	April 1, 1950
25,000	Toledo, St. Louis & Western 1st Mtge.	4	April 1, 1950
119,000	United States Treasury { 54,000 due 10/15/45 { 65,000 due 10/15/46	3¼	Oct. 15, 1945
76,000	West Virginia & Pittsburgh R. R. 1st Mtge.	4	April 1, 1990
5,000	Wilmington, City of Delaware, Sinking Fund Loan Series "176"	4½	Oct. 1, 1942
5,000	Wilmington, City of Delaware, Park Bond Series "206"	4½	Oct. 1, 1957
10,000	Wilmington, City of Delaware, Sinking Fund Loan Series "215"	4½	April 1, 1962
5,000	Winston Salem, City of N. C., Water	5	April 1, 1958
5,000	Winston Salem, City of N. C., Water	5	April 1, 1959
5,000	Winston Salem, City of N. C., Water	5	April 1, 1960

LIST OF SECURITIES
EMPLOYEES' RETIREMENT SYSTEM
Due May and November

Amount	Description	Pct.	Due
$25,000	Allegany County, State of Md., Roads Series "H"	4¾	May 1, 1940
20,000	Allegany County, State of Md., School Bonds, Series "Q"	3¾	Nov. 1, 1956
20,000	Allegany County, State of Md., School Bonds, Series "X"	3¾	Nov. 1, 1963
10,000	Atlantic City Railroad Co., 1st Mtge.	5	May 1, 1954
45,000	Baltimore, City of Md., Series 140, 2nd School Serial 1924-48	4	May 1, 1940
10,000	Baltimore, City of Md., Second School Serial 1924-1948 Series of 1944	4	May 1, 1944
3,000	Baltimore, City of Md., Public Park Imp. Loan 1955	4	May 1, 1955
25,000	Baltimore, City of Md., Second Water Serial 1925-1964, Series 1945	4	May 1, 1945
10,000	Baltimore, City of Md., Second Water Serial 1925-1964, Series of 1944	4	May 1, 1944
20,000	Baltimore County Met. Dist. Series "3T"	4½	May 1, 1956
75,000	Baltimore County Water & Electric Co., 1st Mtge.	5	May 1, 1946
15,000	Baltimore & Ohio Equipment Trust Series "B"	4½	May 1, 1939

LIST OF SECURITIES
EMPLOYEES' RETIREMENT SYSTEM
Due May and November—(Continued)

Amount	Description	Pct.	Due
5,000	Bell Telephone Company of Canada, 1st Mtge. Series "C"	5	May 1, 1960
35,000	Chicago & N. W. Rwy. Co., General Mtge. Gold	4¾	Nov. 1, 1987
10,000	Cleveland, Cincinnati, Chicago & St. Louis Rwy., 1st Coll. Tr. Mtge.	4	Nov. 1, 1990
21,000	Cleveland Terminal & Valley R. R. 1st Mtge.	4	Nov. 1, 1995
4,000	Dallas, City of Texas, School Imp. Bond	4½	May 1, 1958
8,000	Dallas, City of Texas, Street Paving	4½	May 1, 1958
13,000	Dallas, City of Texas, Sanitary Sewer	4½	May 1, 1958
25,000	Detroit, City of Mich., Park and Boulevard Certificates of Deposit	4¼	Nov. 15, 1954
50,000	Detroit, City of Mich	4¼	Nov. 15, 1957
45,000	Detroit Terminal & Tunnel 1st Mtge. 50-Year Gold Bonds	4½	May 1, 1961
5,000	Elgin, Joliet & Eastern Railway 1st Mtge.	5	May 1, 1941
4,000	Hudson County, N. J., Jail Bond	4½	May 15, 1961
5,000	Hudson County, N. J., County Park Bond	4½	May 15, 1961
1,000	Hudson County, N. J., County Jail Bond	4½	May 15, 1964
8,000	Hudson County, N. J., County Park Bond	4½	May 15, 1964
10,000	Illinois Central R. R. Co	4	Nov. 1, 1953
8,000	Illinois Central Equipment Trust Series "M"	4½	May 1, 1939
7,000	Illinois Central Equipment Trust Series "M"	4½	May 1, 1940
33,000	Joplin Union Depot, 1st Mtge.	4½	May 1, 1940
35,000	Lehigh Valley R. R. Co., General Cons. Mtge	4	May 1, 2003
50,000	Louisville & Nashville R. R. Co., Atlanta, Knoxville and Cincinnati Division	4	May 1, 1955
10,000	Memphis, Union Station Co., 1st Mtge.	5	Nov. 1, 1959
20,000	Montgomery County, Md., 1st Series "Q" Road Bond	4½	Nov. 1, 1955
5,000	Montgomery County, Md., Court House, Series "Q"	4½	Nov. 1, 1955
10,000	Montgomery County, Md., Road Bonds of 1929, 1st Series "T"	4½	Nov. 1, 1958
65,000	New England Telephone & Telegraph Co. 1st Mtge. Series "B"	4½	May 1, 1961
100,000	New York, City of N. Y., Serial Bonds, Series "6Y"	4¼	Nov. 15, 1956
2,000	Norfolk Terminal R. R. Co. 1st Mtge.	4	May 1, 1961
4,000	Pennsylvania R. R. General Equipment Trust Series "D"	4½	May 15, 1937
4,000	Pennsylvania R. R. General Equipment Trust Series "D"	4½	May 15, 1938
4,000	Pennsylvania R. R. General Equipment Trust Series "D"	4½	May 15, 1939
4,000	Pennsylvania R. R. General Equipment Trust Series "D"	4½	May 15, 1940
4,000	Pennsylvania R. R. General Equipment Trust Series "D"	4½	May 15, 1941
17,000	Wichita Union Terminal Rwy. 1st Mtge.	4½	Nov. 1, 1941
8,000	Winston-Salem, N. C., Water	4¾	May 15, 1947
8,000	Winston-Salem, N. C., School	4¾	May 15, 1947
6,000	Winston-Salem, N. C., Sewer	4¾	May 15, 1947
4,000	Winston-Salem, N. C., Playground	4¾	May 15, 1947
2,000	Winston-Salem, N. C., Street Imp.	4¾	May 15, 1947
2,000	Winston-Salem, N. C., Hospital	4¾	May 15, 1947
5,000	Winston-Salem, N. C., School	4¾	May 15, 1956
10,000	Winston-Salem, N. C., Water	5½	May 1, 1958
10,000	Winston-Salem, N. C., Water	5½	May 1, 1959
5,000	Winston-Salem, N. C., Water	5½	May 1, 1960

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due June and December

Amount	Description	Pct.	Due
$75,000	Alabama Great Southern R. R. Company 1st Cons. Mtge. Series "B"	4	Dec. 1, 1943
22,000	Atchison, Topeka & Santa Fe Convertible Consolidated Gold Coupon Bond	4	June 1, 1955
35,000	Atlantic Coast Line R. R. Unified Con. Mtge. Series "A"	4½	June 1, 1964
3,000	Atlantic Coast Line R. R. Co., Series "B" General Unified Mtge.	4	June 1, 1964
5,000	Baltimore, City of Md., School House Loan 1957	4	June 1, 1957
16,000	Baltimore, City of Md., Water Loan 1958	4	Dec. 1, 1958
1,000	Baltimore, City of Md., Annex Imp. Loan 1954	4	June 1, 1954
1,500	Baltimore, City of Md., Engine House 1957 Loan	4	June 1, 1957
1,000	Baltimore, City of Md., Conduit Loan	4	Dec. 1, 1958
5,000	Baltimore County, Md., Metropolitan District, Series "P"	4½	June 1, 1944
2,000	Baltimore County, Met. District, Series "IV"	4½	June 1, 1957
1,000	Baltimore County, Met. District, Series "IVV"	4½	June 1, 1958
3,000	Baltimore County, Met. District, Series "IX"	4½	June 1, 1959
1,000	Baltimore County, Met. District, Series "IZ"	4½	June 1, 1961
1,000	Baltimore County, Met. District, Series "2B"	4½	June 1, 1963
2,000	Baltimore County, Met. District, Series "2C"	4½	June 1, 1964
30,000	Bell Telephone Company of Canada, 1st Mtge. Series "B"	5	June 1, 1957
25,000	Canadian National Railway Company, Dominion of Canada	4¾	June 15, 1955
15,000	Canadian Pacific R. R. Co. Equipment Trust Series "B"	4½	Dec. 1, 1937
5,000	Canadian Pacific R. R. Co. Equipment Trust Series "B"	4½	June 1, 1937
10,000	Canadian Pacific R. R. Co. Equipment Trust Series "B"	4½	June 1, 1938
10,000	Canadian Pacific R. R. Co., Coll. Trust	5	Dec. 1, 1954
15,000	Central of Georgia Rwy. Co. (Chattanooga Division) Pur. Money Mtge	4	June 1, 1951
24,000	Chicago, Lake Shore & Eastern R. R. Co. 1st Mtge. Gold Bond	4½	June 1, 1969
75,000	Chicago & Northwestern R. R. 1st Mtge. & Refunding	4½	May 1, 2037
8,000	Cleveland, City of Ohio, Public Hall	5½	June 1, 1970
25,000	Commonwealth Edison Co., 1st Mtge. Series "B"	5	June 1, 1954
20,000	Consolidated Gas Co. of New York Debenture	4½	June 1, 1951
5,000	Detroit, City of Michigan, Public Sewer Certificates of Deposit	4½	Dec. 1, 1947
5,000	Frederick, City of Md.	4½	June 1, 1944
50,000	Illinois Central R. R. Co., Series "C" Joint 1st Refunding & Chicago, St. Louis & New Orleans R. R. Co.	4½	Dec. 1, 1963
10,000	Jersey Central Power & Light Co., 1st Mtge. Series "C"	4½	June 1, 1961
20,000	Louisiana, State of, Highway Series "D"	4½	Dec. 15, 1942
25,000	Louisiana, State of, Highway Series "D"	4½	Dec. 15, 1947
5,000	Louisiana, State of, Highway Series "D"	4½	Dec. 15, 1951
7,000	Louisville & Nashville Terminal Co., 1st Mtge.	4	Dec. 1, 1952

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due June and December—(Continued)

Amount	Description	Pct.	Due
2,000	Maryland, State of, Post Road Loan Series "Z", Loan 1929	4½	June 15, 1945
8,000	Maryland, State of, Special Road Const. Loan 1929, Series "L"	4½	June 15, 1943
5,000	Monongahela Light & Power Co., 1st Mtge.	5	June 1, 1949
25,000	New England Telephone & Telegraph Co., 1st Mtge. Series "A"	5	June 1, 1952
10,000	New York Central Railroad Co., Second Equipment Trust of 1929	4½	Dec. 1, 1939
25,000	New York, New Haven, & Hartford R. R. Co., 1st & Refunding Mtge. Series of 1927	4½	Dec. 1, 1967
50,000	New York, Philadelphia & Norfolk R. R. Co., Stock Trust Certificate	4	June 1, 1948
5,000	Pawtucket, City of R. I., Water Works	4¼	June 1, 1946
25,000	Pennsylvania Railroad Co., General Mtge. Series "A"	4½	June 1, 1965
5,000	Richmond Washington Co., Series "B" Coll. Tr. Mtge. Loan	4	June 1, 1943
4,000	Richmond Washington Co., Series "C" Collateral Trust Mtge.	4	June 1, 1943
6,000	Richmond Washington Co., Series "D" Collateral Trust Mtge.	4	June 1, 1943
60,000	Safe Harbor Water Power Corp., 1st Mtge. Sinking Fund	4½	June 1, 1979
10,000	State of South Carolina, State Highway	4¾	Dec. 1, 1951
20,000	State of South Carolina, State Highway Certificate of Indebtedness	4¾	Dec. 1, 1944
10,000	State of South Carolina, State Highway Certificate of Indebtedness	4¾	Dec. 1, 1948
5,000	State of South Carolina, State Highway Certificate of Indebtedness	4½	Dec. 1, 1948
35,000	State of South Carolina, State Highway Certificate of Indebtedness	4½	Dec. 1, 1952
200,000	United States Treasury, 1949-53	2½	Dec. 15, 1953
900,000	United States Treasury, 1951-54	2¾	June 15, 1954
50,000	United States Treasury	3⅛	Dec. 15, 1952
430,000	United States Treasury	4	Dec. 15, 1954
25,000	Western Union Telegraph Co., Indenture	5	Dec. 1, 1951

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due August 1, Annually Only

Amount	Description	Pct.	Due
$2,274.50	Detroit, City of	3¼	Aug. 1, 1962
$5,000	Illinois, State of, Service Compensation Series "F"	4	Aug. 1, 1944

LIST OF SECURITIES

EMPLOYEES' RETIREMENT SYSTEM

Due February, May, August and November

Amount	Description	Pct.	Due
$10,000	Philadelphia, Reading R. R. Co. 1st Mtge.	5	May 1, 1941

May 5th, 1937.

Mr. R. Walter Graham, Chairman,
Board of Trustees Employees Retirement
System of Baltimore City,
Baltimore, Maryland.

DEAR SIR:

We have this day counted and verified $16,835,396.93 par value of securities held in the fund of the Employees Retirement System of the City of Baltimore. These securities are well diversified and their unusually high character shows the rare good judgment exercised in their purchase.

Yours very truly,

CHAS. E. RIEMAN,
President, Western National Bank.

EDWIN W. LEVERING, JR.,
Vice-President, U. S. F. & G. Co.

EDW. L. ROBINSON,
President, Eutaw Savings Bank.

REPORT OF ACTUARY OF ELEVENTH ANNUAL VALUATION

As of June 30, 1936

November 27, 1936.

Board of Trustees,
Employees' Retirement System of the City of Baltimore,
City Hall, Baltimore, Maryland.

LADIES AND GENTLEMEN:

I submit herewith my report on the results of the eleventh annual valuation of the Employees' Retirement System of the City of Baltimore, prepared in accordance with Section 5, Subsection 16 of the Ordinance.

The valuation balance sheet included in the report shows the financial condition of the system as of June 30, 1936, and furnishes a basis for the appropriation payable by the City for the year beginning January 1, 1937.

The normal cost has decreased slightly this year and taken as a whole, the valuation indicates that the fund is in good financial condition. The experience of the year indicated that the Board acted wisely in 1935 in adopting more conservative mortality tables for certain groups of pensioners.

Respectfully submitted,

(Signed) GEORGE B. BECK,
Actuary.

REPORT ON THE ELEVENTH VALUATION OF THE EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE.

This report which is prepared as of June 30, 1936, presents the results of the eleventh valuation of the assets and liabilities of the Employees' Retirement System of the City of Baltimore.

The valuation has been made on the basis of the mortality and service tables adopted by the Board for the use of the system on April 16, 1926, and as later modified by the adoption of certain new tables under date of July 5, 1935.

The record of the membership of the system on the valuation date which was required in order to determine the assets and liabilities of the system was furnished to the actuary by the secretary. From the data, tabulating machine cards were prepared, which were tabulated in the various classifications necessary in preparing the valuation details. Summaries of the tabulations of the data are presented in this report.

SUMMARY OF BENEFIT AND CONTRIBUTION PROVISIONS.

A summary of the main benefit provisions of the system and of the sources of revenue from which benefits are paid is presented in the following digest. Following the definition employed in the ordinance, the term "average final compensation" has been used throughout the digest and report to denote the average annual compensation of the member for the ten years immediately preceding his retirement or death.

BENEFITS

SERVICE RETIREMENT ALLOWANCE.

Condition for Allowance.—Upon the demand of any employee who has attained the age of 60, a retirement allowance is payable. Retirement is compulsory at age 70.

Amount of Allowance.—The retirement allowance is approximately 1/70 of the average final compensation of the employee multiplied by the number of years of service rendered prior to the date of retirement.

The retirement allowance consists of two parts, an annuity provided by the contributions of the employee on the "savings bank basis" and a pension provided by the city.

The annuity provided by the employee is exactly equal in value to his contributions with interest at the time of his retirement. The rates are set to provide an annuity at age 60 of approximately 1/140 of the average final compensation of the employee multiplied by his years of membership.

The pension is 1/140 of the average final compensation of the employee multiplied by his years of membership, i. e., approximately equal to his annuity.

In addition, if an employee receives credit for service rendered before the establishment of the system, the city provides an additional pension of 1/70 of his average final compensation multiplied by the number of years of service rendered prior to the establishment of the system for which he receives credit.

DISABILITY RETIREMENT ALLOWANCE.

Disability Due to Ordinary Causes.

Condition for Allowance.—Upon the occurrence of disability due to causes not the result of an accident in the actual performance of duty, an employee who has completed five years of service receives a retirement allowance.

Amount of Allowance.—In the event of ordinary disability, an employee receives a total retirement allowance of 9/10 of 1/70 of his average final compensation multiplied by the number of years of his creditable service. The minimum allowance payable is 25% of the average final compensation except in the case of employees entering the service after age 40. In the latter case, the minimum rate of allowance is 9/10 of the rate of allowance which would have been payable at age 60.

The accumulated contributions of the employee are used to purchase an annuity and the city provides a pension which, with this annuity, is sufficient to provide the total allowance.

Disability Due to Accident in the Actual Performance of Duty.

Condition for Allowance.—Upon the occurrence of disability due to causes resulting from an accident in the actual performance of duty, regardless of the age or length of service of the employee, an employee is granted a retirement allowance.

Amount of Allowance.—In the case of accidental disability, the employee receives a pension payable by the city equal to 66 2/3% of his average final compensation. In addition, the contributions made by the employee, together with interest, are returned to him in the form of an annuity.

DEATH BENEFIT.

Death Due to Ordinary Causes.

Condition for Benefit.—Upon the death of an employee due to causes not the result of an accident in the actual performance of duty, a benefit is paid to his estate or to such person as he shall have nominated.

Amount of Benefit.—In the event of ordinary death all contributions made by the employee with interest are returned to his estate or designated beneficiary. In addition, if the employee has had one or more years of service, a lump sum payment is made from the city's contributions equal to 50% of the average final compensation of the employee.

Death Due to Accident in the Actual Performance of Duty.

Condition for Benefit.—Upon the death of an employee resulting from an accident in the actual performance of duty, his widow, or if there is no widow, his children under 18 years of age, or if there are no children, his dependent parents receive a pension from the retirement system regardless of the age and service of the employee.

Amount of Benefit.—Upon the accidental death of a member a pension of one-half of his average final compensation is paid to his widow or dependent parents until remarriage or death, or to his children until they attain the age of 18. In addition, all contributions made by the employee prior to his death plus interest accumulations are paid to his estate or designated beneficiary. If there is no widow, dependent parent or child under 18 years surviving the member, his death is treated as a death due to ordinary causes.

RETURN OF CONTRIBUTIONS.

Upon the death or withdrawal of an employee prior to retirement, the entire amount of his contributions with interest accumulations figured at 4% is returned to him or to his estate.

SPECIAL PRIVILEGES UPON RETIREMENT.

Employees upon retirement may elect to receive the actuarial equivalent of their retirement allowances in any one of the following optional forms:

Option 1—Reduced payments during life, with a provision that in the case of death before such payments have equalled the present value of the retirement allowance at the date of retirement, the balance shall be paid to his heirs or assigns.

Option 2—Reduced payments covering two lives with the provision that at the death of the employee the same allowance shall be continued throughout the life of such other person as the employee shall have designated at the time of his retirement.

Option 3—Reduced payments covering two lives with the provision that at the death of the employee one-half of his allowance shall be continued throughout the life of such other person as the employee shall have designated at the time of his retirement.

BENEFITS TO MEMBERS OF THE FORMER TEACHERS' RETIREMENT FUND.

Pensions to beneficiaries on the roll of the former Teachers' Retirement Fund on the date of the dissolution of that fund, are continued under the provisions of the Employees' Retirement System of the City of Baltimore. Teachers who do not become members of the city employees' retirement system receive credit for one-half of the amount contributed under the former Teachers' Retirement Fund, which amount is payable from the city employees' retirement system upon their withdrawal from city service or upon death.

CONTRIBUTIONS

BY MEMBERS.

Members contribute on a savings bank basis, until the date of retirement, such amounts as are computed to be sufficient to produce an annuity of 1/140 of their average final compensation for each year of membership service upon retirement at the minimum age for superannuation retirement.

BY CITY.

The city makes annual contributions based on employees' salaries so that when members are ready to retire, reserves will have been accumulated adequate to provide the pensions and other benefits payable by the city on account of membership service.

The city's contribution consists of a percentage of the salaries of all members known as the "normal contribution" and a percentage of the salaries of all members known as the "accrued liability contribution". The normal contribution is set after each actuarial valuation of the system. The accrued liability contribution was set on the basis of the results of the first valuation. It is payable in order to make up contributions due on account of service rendered prior to the establishment of the system and is estimated to continue for approximately thirty years following the date the system was established.

ACTIVE MEMBERS OF THE SYSTEM.

The active membership of the system consists of members eligible for prior service credit, that is, members who are allowed credit for service rendered prior to January 1, 1926, and members not eligible for prior service credit, that is, members who have entered the city service since the establishment of the system.

An employee upon entering the service is classified according to his sex and general occupational group. He contributes at the rate of contribution applicable to his age at entrance, his group and sex. The following table shows the number of members in each group and their annual compensation as of June 30, 1936:

TABLE 1

ACTIVE MEMBERSHIP OF THE

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

AS OF JUNE 30, 1936

GROUP	Number	Salaries
Members with Prior Service:		
Clerks—Men	629	$ 1,289,496
Clerks—Women	155	232,392
Laborers—Men	680	904,488
Laborers—Women	143	84,096
Teachers—Men	241	799,392
Teachers—Women	1,533	4,008,120
Firemen	1	1,800
Sub-total for Members with Prior Service	3,382	$ 7,319,784
New Entrants:		
Clerks—Men	634	$ 1,076,856
Clerks—Women	551	601,008
Laborers—Men	2,586	3,053,064
Laborers—Women	452	249,816
Teachers—Men	324	713,664
Teachers—Women	1,313	2,390,076
Firemen	391	661,896
Sub-total for New Entrants	6,251	$ 8,746,380
Grand Total	9,633	$16,066,164

RETIRED MEMBERS OF THE SYSTEM.

The following table shows the number of retired members on the roll as of June 30, 1936, in each occupational group, together with the amount of their annual pensions and annuities:

TABLE 2

THE NUMBER AND ANNUAL RETIREMENT ALLOWANCES OF BENEFICIARIES ON THE ROLL AS OF JUNE 30, 1936

GROUP	No.	Annuities	Pensions Payable from		Total Retirement Allowance
			Pension Accumulation Fund	Pension Reserve Fund	
	Employee Beneficiaries in Receipt of Service Allowances				
Clerks—Men	148	$13,095.12	$ 69,845.04	.....	$ 82,940.16
Clerks—Women	15	1,170.36	4,541.77	.....	5,712.13
Laborers—Men	313	14,208.36	99,762.72	$ 131.35	114,102.43
Laborers—Women	51	1,301.52	5,731.51	.....	7,033.03
Teachers—Men	33	4,473.60	50,715.11	.....	55,188.71
Teachers—Women	335	29,250.00	339,777.00	.....	369,027.00
Firemen	2	166.80	2,231.32	.....	2,398.12
Total	897	$63,665.76	$572,604.47	$ 131.35	$636,401.58
	Employee Beneficiaries in Receipt of Disability Allowances				
Clerks—Men	17	$ 1,000.32	$ 7,611.96	$ 1,458.67	$ 10,070.95
Clerks—Women	5	137.76	1,487.76	312.05	1,937.57
Laborers—Men	50	2,568.36	11,966.98	6,543.04	21,078.38
Laborers—Women	20	531.12	2,730.52	.....	3,261.64
Teachers—Men	7	519.84	4,671.36	.....	5,191.20
Teachers—Women	46	3,002.16	24,342.83	1,177.78	28,522.77
Firemen	2	84.84	398.59	348.03	831.46
Total	147	$ 7,844.40	$ 53,210.00	$ 9,839.57	$ 70,893.97
	Employee Beneficiaries Retired under the Former Public School Teachers' Retirement Fund				
Teachers—Men	4	.....	$ 2,016.00	.....	$ 2,016.00
Teachers—Women	65	.....	30,339.96	.....	30,339.96
Total	69	.....	$ 32,355.96	.....	$ 32,355.96
	Dependent Beneficiaries of Deceased Employees and Employee Beneficiaries				
Men	5	$ 31.56	$ 813.32	$ 983.86	$ 1,828.74
Women	41	954.78	10,786.97	6,033.31	17,757.06
Total	46	$ 986.34	$ 11,582.29	$ 7,017.17	$ 19,585.80
Grand Total	1,159	$72,496.50	$669,752.72	$16,988.09	$759,237.31

VALUATION BALANCE SHEET.

The following valuation balance sheet indicates the present and contingent assets and liabilities of the various funds of the retirement system as of June 30, 1936. The present assets shown in the balance sheet were taken from figures furnished by the secretary. The balance sheet shows the condition of each of the funds of the system on the date of the valuation:

TABLE 3

VALUATION BALANCE SHEET

SHOWING THE ASSETS AND LIABILITIES OF THE FUNDS OF THE EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE AS OF JUNE 30, 1936

ASSETS		Present Value of Payments to be Received
Present assets of system creditable to:		
Annuity Savings Fund:		
Credited to fund	$5,816,972	
Add accrued interest transferable from Pension Accumulation Fund	113,642	$ 5,930,614
Annuity Reserve Fund:		
Credited to fund	$ 606,074	
Add accrued interest transferable from Pension Accumulation Fund	33,399	639,473
Pension Reserve Fund:		
Credited to fund	$ 173,641	
Add accrued interest and reserve transferable from Pension Accumulation Fund	9,102	182,743
Pension Accumulation Fund:		
Credited to fund	$8,814,567	
Add accrued interest not creditable to other funds after deducting the reserves transferable	21,292	8,835,859
Prospective contributions to the Pension Accumulation Fund:		
Normal contributions of 4.14% of future salaries including payments due		7,720,387
Accrued liability contributions of 3.64% of future salaries until liabilities of the Pension Accumulation Fund on account of past services are liquidated, including payment due		7,122,734
Total Assets		$30,431,810

TABLE 3

VALUATION BALANCE SHEET

SHOWING THE ASSETS AND LIABILITIES OF THE FUNDS OF THE EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE AS OF JUNE 30, 1936

LIABILITIES		Present Value of Payments to be Made
Present value of benefits on account of which contributions have been accumulated to date in the Annuity Savings Fund		$ 5,930,614
Present value of benefits payable on account of "beneficiaries" or their dependents now drawing allowances from the Annuity Reserve Fund		644,209
Present value of benefits payable on account of "beneficiaries" or their dependents now drawing allowances from the Pension Reserve Fund		187,873
Present value of benefits payable on account of "beneficiaries" or their dependents now drawing allowances from the Pension Accumulation Fund including interest adjustments		6,140,463
Present value of benefits to members with prior service credit to be paid by contributions of the city into the Pension Accumulation Fund:		
Service pensions on account of service as members, approximately equal to annuities provided by contributions of employees	$4,461,941	
Additional service pensions on account of prior service rendered	6,078,303	
Ordinary disability pensions provided by city	1,206,649	
Accidental disability pensions provided by city	41,555	
Ordinary death benefits provided by city	383,149	
Accidental death benefits provided by city	144,847	
Total—All benefits to members with prior service credit payable from the Pension Accumulation Fund		12,316,444
Present value of benefits to new entrants to be paid by contributions of the city into the Pension Accumulation Fund to be transferred to the Pension Reserve Fund:		
Service pensions on account of service as members, approximately equal to annuities provided by contributions of employees	$2,827,190	
Ordinary disability pensions provided by city	1,052,330	
Accidental disability pensions provided by city	202,411	
Ordinary death benefits provided by city	549,896	
Accidental death benefits provided by city	564,795	
Total—All benefits to new entrants to be paid by contributions into the Pension Accumulation Fund		5,196,622
Present value of one-half of the contributions made to the former Teachers' Retirement Fund to be returned at withdrawal from city service or death to teachers who have not become members of the Employees' Retirement System of the City of Baltimore, payable from the Pension Accumulation Fund		15,585
Total Liabilities		$30,431,810

RESULTS OF VALUATION.

The valuation balance sheet indicates the following in regard to the funds of the system:

Annuity Savings Fund

The assets creditable to the Annuity Savings Fund on June 30, 1936, amounted to $5,930,614. The liabilities of this fund are also shown to be equal to this amount. Since members will receive benefits on account of future contributions exactly equal in value to these contributions, the present value of benefits on account of future contributions to the Annuity Savings Fund and the present value of future contributions payable to this fund are not given.

Annuity Reserve Fund

The Annuity Reserve Fund has present assets equal to $639,473 and liabilities amounting to $644,209. There is therefore a deficit of $4,736 in the fund this year, despite the fact that the Board adopted new tables of a type which would tend to prevent the development of a deficit in this fund, and the fund was in balance at the beginning of the year. The variation is comparatively small and no action seems necessary on account thereof since it is quite possible that the experience may correct the financial condition of the fund within the near future.

Pension Reserve Fund

The Pension Reserve Fund has present assets of $182,743 and liabilities amounting to $187,873 which leaves a deficit of $5,130 in the fund this year. Here again attention is called to the fact that the deficit developed despite the adoption of new tables which were designed to protect the system against a loss in this fund. The experience for the year was however somewhat abnormal. Not a single death occurred among pensioners drawing benefits from this fund, but because of the very small number of lives involved, the results do not indicate any particular weakness in the retirement system.

Pension Accumulation Fund

The Pension Accumulation Fund has present assets creditable to it equal to $8,835,859 after taking into account the amounts transferable to other funds. Its liabilities on account of present pensioners amount to $6,140,463. Its liabilities on account of members with prior service credit amount to $12,316,444 on account of regular benefits payable under the retirement system, plus $15,585, the liability on account of the special benefits based on contributions to the old Teachers' Retirement Fund. The liability on account of new entrants amounts to $5,196,622. The total liabilities of the Pension Accumulation Fund are therefore $23,669,114. The total liabilities less the funds in hand represent the amount to be met by the future contributions of the City.

The law provides that the future contributions of the city shall consist of a normal contribution to cover the liability on account of service currently rendered and an accrued liability contribution on account of liabilities assumed due to service rendered prior to the establishment of the system.

Last year a normal rate of contribution of 4.18 per cent. was used. This year the slightly lower rate of 4.14 per cent. has been found to be sufficient. If the city makes contributions at this rate, its normal contributions including the normal contribution due and accrued on account of 1936 will have a present value of $7,720,387. There will, therefore remain an accrued liability of $7,122,734 to be covered by the future accrued liability contributions. It may be noted that the accrued liability figure of $7,122,734 includes the accrued liability appropriation due on account of 1936.

The accrued liability contribution rate was set in accordance with the ordinance on the basis of the valuation as of June 30, 1926, as 3.64 per cent. of the payroll and the ordinance provides that it shall be continued at this rate until the accrued liability has been entirely liquidated, but that the

amount of each annual accrued liability payment shall be at least 3 per cent. greater than the preceding annual accrued liability payment. A test of this rate indicates that it is adequate to liquidate the accrued liability within the period originally anticipated if the ordinance is observed in respect to the minimum payment. Therefore the total rate of payment by the city to take care of both its normal and accrued liability contributions during the coming year is 4.14 per cent. plus 3.64 per cent. or 7.78 per cent. of payroll, with provision for a minimum accrued liability payment at least 3 per cent. greater than last year's payment.

General

The system has again had a successful year from a financial viewpoint and the results of this valuation indicate that the fund is in excellent condition at this time. While slight deficits were noted in the Annuity Reserve Fund and the Pension Reserve Fund, this does not indicate a tendency for a continued loss, because the Board's action in promptly adopting new mortality tables designed to keep these funds from having repeated deficits may be all that is needed to correct the adverse condition in these funds for this single year. The experience indicates that the Board acted wisely and for the benefit of both members and the city in adopting new tables, because if the action had not been taken the deficits for the year would have been greater.

APPROPRIATION PAYABLE BY CITY.

The valuation balance sheet gives the basis for determining the appropriation payable by the city during the year beginning January 1, 1937. The appropriation payable during the year beginning January 1, 1937, is on account of service rendered during the preceding year and in accordance with the procedure followed in determining the appropriation in previous years, the payroll of the membership at the midpoint of the year, that is June 30, 1936, with an appropriate adjustment for interest, was used as the basis for the appropriation. As described above, the valuation showed that a normal rate of 4.14 per cent. and an accrued liability rate of 3.64 per cent. are payable. The recommendation is therefore made that during the year beginning January 1, 1937, the following contributions be made by the City of Baltimore to the Pension Accumulation Fund in accordance with the ordinance.

Contribution	Percentage of Annual Payroll	Amount of Appropriation
Normal	4.14%	$ 691,745
Accrued Liability	3.64	774,341
Total	7.78%	$1,466,086

Attention is called to the fact that whereas the payroll increased during the year, nevertheless this increase amounted to less than 3 per cent. so that it was again necessary to apply to the accrued liability contribution the minimum limitation provided in the Ordinance, that is, the accrued liability contribution was obtained by increasing that of the previous year by 3 per cent.

Index to Reports, 16

Employees Retirement Commission. City Hall.

Date	No	Title of Record.	Date of Record.
2-1-38	1	("Visible Index to Active Members")	1926--.
2-1-38	2	(Withdrawals Index)	1926--.
2-1-38	3	(Membership File - Active)	1926--.
2-1-38	4	(Membership File - Withdrawals)	1926--.
2-7-38	5	(Retirement File -)	1926--.
2-7-38	6	(Termination File)	1926--.
2-2-38	7	(Case History Card) (Active Service History Record)	1926--.
2-1-38	8	(Ledger Account of Teachers Contribution to Old Fund)	1905-1925.
2-1-38	9	(Withdrawals from Old Fund)	1905--.
2-1-38	10	"Non-Election Forms - 1926"	Jan to Dec 1926.
2-1-38	11	" " Receipts	1926--.
2-1-38	12	(Ledger)	1926--.
2-1-38	13	(Payment Vouchers)	1926--.
2-1-38	14	"Register of Active Members, Employees Retirement System of City of Baltimore."	1926--.
2-1-38	15	"Register of Withdrawn Members"	1926--.
~~2-3-38~~	~~16~~	"Bond Ledger"	1926--.
2-3-38	17	(Day Book)	1926--.
2-3-38	18	(Journal)	1926--.
2-3-38	19	"Receipts of Securities, Board of Trustees, Employees Retirement System of Baltimore City."	1926--.

SECRET SERVICE DIVISION

Index to Reports

#2

Employees Retirement Commission, City Hall

Date	No	Title of Record.	Date of Record.
2-3-38	20	(Opinions of City Solicitor Concerning Employees	1926--.
" " "	"	Retirement System)	" "
2-3-38	21	"Minutes of Board of Trustees of Employee's Retirement	
" " "	"	System of City of Baltimore"	1926--.
2-3-38	22	"Computations"	1937.
2-8-38	23	"Refund Record"	1935--.
2-3-38	24	"Loans-1936"	1936
2-3-38	25	"Debits to Annuity Savings"	1937
2-8-38	26	(Ledger Record-Cards)	1938
2-3-38	27	(Payroll Control Cards-By Bureaus And Departments)	1937
2-3-38	28	"Employees Retirement System of the City of Baltimore"	1926--.
2-7-38	29	"Ledger Cards"	1937
2-7-38	30	"General Correspondence"	1937
2-8-38	31	(Actuary File)	1926--.

OK.

Horvatzai & Sindeec — 2-1-38 — #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 Employees Retirement Commission
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 122 City Hall — City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (Kardex Visible Index to Active Members.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 2 Kardex standing files, each containing 12 hinged trays.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none, see item #12.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none, This bureau established in 1926.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents approx. 10,332 cards, one for each of the active members of the Commission, showing; name of employee, department code letter or number, and active registration number. This index supports all records in this office that apply to active members.

copy of form 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)

WPA Form 12-13HR—Revised (See reverse side) 16—6410

6. Contents—continued

7. Arrangement Alphabetical order according to surnames of members
(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 trays 24"x7"x14"
(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 stands in South west corner of room 12N

Cont'd from #4

12. Other information One of these files contains the record of
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
persons whose surnames begin with the initials
Whether record is known to have been kept earlier than dates shown in item 2)
between A & L, the other M & Z.

Records & equipment in excellent condition
Note: This card remains in this file as long as the member is in active service.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Korakas & Swidacz — 2-1-38 — #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 Employees Retirement Commission
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (Withdrawals 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 1926 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 steel 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. This bureau established since 1926.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents approx. 13,976 cards one for each member withdrawn, retired or terminated from the active membership of the Commission, showing name of employee, department code letter or number, active registration number, withdrawal number, retirement number and termination number. This index supports all records in this office of members that are not active. copy of form 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)

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

6. Contents—continued

7. Arrangement alphabetical order according to surname & number.
(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 3 double drawers 3 3/4" x 14" x 18 1/2" 1397 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
4 single drawers 3 3/4" x 7" x 18"

11. Location by dates and quantities
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
3 double drawers, East wall - Room 122
4 single drawers, West wall - Room 122

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)

NOTE: When a member becomes inactive for any reason whatsoever, his card is placed in this file & is not removed unless member returned to active service. This record acts as an index to enlistments, returns, & terminations.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

V. Sindell

J. J. Kovacs — 2-1-38 — 3

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

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

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Employees' Retirement Commission
(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 (Membership File - 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 1926 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 15 steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Inclusive active service numbers labeled on front of each file drawer.
(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 record of active members of Employees' Retirement System; individual cards contains employee's enrollment in order that employee may be properly enrolled in the employee's retirement system and may receive credit for services (form #1 attached); certification of service claim (form #3 attached); post office return receipts (form not available); interdepartmental correspondence,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued also correspondence of other source; central payroll bureau temporary cut off advice (form CPB 44A attached); central payroll bureau cut off advice (form CPB 43 attached); certification of rate of deduction (form #12 attached); application of member for return

7. Arrangement numerically by active service member between see sheet #2
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) See line 14

8. Indexing Separate index supports this record; see Volume
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
and Unclaimed Records form #1
title and identification number)

9. Writing Handwritten printed form; typed plain paper
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
typed printed form; typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11½"x16½"x23" steel file drawers; approx. 24000
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
individual cases; approx. 250000 papers.

11. Location by dates and quantities On cart will in room #122
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1st. floor in City Hall.

12. Other information Records and filing equipment are 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)

cont'd from line 7.
guide cards (guide cards marked eg 6100; 6200; etc.)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Membership File - Active

sheet #2

cont'd from line 6, sheet #1

of accumulated contributions (form #13 attached); work sheet for return of accumulated contributions on withdrawal (form #14 attached); application of member for return of part of accumulated contributions (form #50 attached); change of beneficiary (form #35 attached);

Form 35

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

CHANGE OF BENEFICIARY

Date.....

Active Service No.....

To the Board of Trustees,
Employees' Retirement System of the City of Baltimore,
Baltimore, Maryland.

I, the undersigned, desire to revoke any previous nomination of beneficiary which may be inconsistent herewith and request that the following designation of beneficiary supersede any designation of beneficiary previously filed with the Board of Trustees.

I, the undersigned, do hereby designate.....
(Name of Beneficiary)

whose address is.....and whose relationship
(Address of Beneficiary)

to me is.....as the beneficiary to whom I request
(State Relationship)

the Board of Trustees of the Employees' Retirement System of the City of Baltimore to pay in the event of my death before retirement on pension, the total amount of the accumulated contributions standing to my credit in the Retirement System.

I further designate.....whose address is
(Name of Beneficiary)

.....and whose relationship to me
(Address of Beneficiary)

is.....as the beneficiary to whom I request the
(State Relationship)

Board of Trustees to pay the ordinary death benefit payable on my acocunt should I die in active service.

(Only a person having an insurable interest in your life, such as a member of your family or relative, or a creditor. If no beneficiary is named payment will be made to estate.)

I further designate....., whose address is.....
and whose relationship to me is father / mother, as the beneficiary to whom I request the Board of Trustees to pay the accidental death benefit (in lieu of the ordinary life insurance benefit) which would accrue to me should I die as the result of an accident in the performance of duty, and leave no widow or child under the age of eighteen years surviving me.

NOTE:—Under the provisions of the Ordinance creating the Employees' Retirement System the accidental death benefit must be paid to surviving widow or child under the age of eighteen years The above election will hold good only in the event of accidental death, in line of duty, leaving no widow or child under the age of eighteen years surviving you.

Signed .....

.....
(If name has been changed by marriage, please also sign maiden name here)

Address .....

Sworn to and subscribed to before me, this.....day of....., 19.....

.....
(Signature of Notary Public)

Volumes and Unbound Records
form # 3

THIS MUST BE READ TO APPLICANT AT THE TIME OF SIGNING.

APPLICATION OF MEMBER FOR RETURN OF PART OF ACCUMULATED CONTRIBUTIONS

3 x 4

Date.....

Active Service No.....

To the Board of Trustees of the Employees' Retirement System

of the City of Baltimore,

I, ...residing at.....
.....do hereby make application for the return of $.....
from the amount of contributions and accrued interest thereon, standing to my credit in the Annuity Savings Fund. I understand that on my return to active service I must return the money with interest, in order to avoid a lapse in my membership.

I terminated my active employment with the city by reason of my (resignation) (dismissal)

from my position as.....of the.....

.....

on the.....day of.....19.....

and I am not now employed by the City of Baltimore, I have not previously

withdrawn any part of my accumulated contributions.

Signature.....

If name has been changed by marriage, please enter

present name here.....

State of....., City of .....

On this .....day of....., 19.....

personally appeared before me the said.....to me known to be the individual described in and who executed the foregoing instrument, and he (or she) duly acknowledged to me that he (or she) executed the same, and being duly sworn by me, made oath that the statements contained therein are true.

.....
Notary Public

If you have an official seal affix it.

Note:- If this amount exceeds fifty percentum of the amount to my credit in the Annuity Savings Fund, please reduce to fifty percentum thereof.

MDB 2235

LOAN

FORM 50

Volume and Unbound Records
form #3

Form 14

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

WORK SHEET FOR RETURN OF ACCUMULATED CONTRIBUTIONS ON WITHDRAWAL

No.....

1. Name of employee..... 5. Date of birth.....
2. Department..... 6. Date of appointment.....
3. Title..... 7. Leave of absence.....
4. Date of cut-off ticket..... 8. Date of resignation.....

Record of Past Contributions

7. Contributions missing, excluded, or irregular.....

.....

Percentage		Date Set	Salary	Percentage		Date Set	Salary
..... %	$			..... %	$		

	Principal	Interest	Total
8. Accumulated contributions, as of.....Jan. 1, 19.....			
8a. Interest on above total from Jan. 1,.....to Dec. 31, 19.....			
9. Contributions and interest for year.....19.....			
10. Total accumulated contributions, as of.....Jan. 2, 19.....			
11. Less withdrawal with interest, viz.....			
12. Net accumulated contributions, as of.....Jan. 1, 19.....			
12a. Interest on net total from Jan. 1, 19..... to.....19.....			
13. Contributions for current year through.....19.....			
13a. Interest on current contributions to.....19.....			
14. Total accumulated contributions to.....19.....			
15. Less current withdrawals with interest, viz.....19.....			
16. Net accumulative contributions, as of.....19..... payable to employee.....			

Approved..... .....
Secretary Accountant

Authorized by Board of Trustees at its meeting on.....19.....

Payment received by..... .....on.....19.....

M.D.B. 3003

Volumes and Unbound
Records form #3

THIS MUST BE READ TO APPLICANT AT THE TIME OF SIGNING

FORM 13 MDB 1747

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

3 4

APPLICATION OF MEMBER FOR RETURN OF ACCUMULATED CONTRIBUTIONS

Date .....

Active Service No. .....

TO THE BOARD OF TRUSTEES OF THE EMPLOYEES' RETIREMENT SYSTEM
OF THE CITY OF BALTIMORE

I, ... residing at ..... do hereby make application for the return of the amount of contributions and accrued interest thereon, standing to my credit in the Annuity Savings Fund. In consideration of the return of such amount I do hereby waive for myself, my heirs and assigns, all my right, title and interest in the said Annuity Savings Fund and in any and all funds under the care and control of the Board of Trustees of the Employees' Retirement System of the City of Baltimore.

I am aware that if I do not withdraw my contributions I have five years in which I may return to service and be restored to my former status as a member of the retirement system. I understand that if I withdraw my contributions my membership is finally terminated thereby and that if I thereafter return to service I must enter the retirement system with the status of new entrant.

I terminated my membership in the retirement system, by reason of my (resignation) (dismissal) from my position as ..... of the .....

on the ..... day of ..... 19 ....., and I am not now employed by the City of Baltimore.

Signature .....

If name has been changed by marriage,

please enter maiden name here .....

State of ....., City of .....

On this ..... day of ....., 19 .....,personally appeared before me the said ..... to me known to be the individual described in and who executed the foregoing instrument, and he (or she) duly acknowledged to me that he (or she) executed the same, and being duly sworn by me, made oath that the statements contained therein are true.

.....
NOTARY PUBLIC

{ IF YOU HAVE AN OFFICIAL SEAL AFFIX IT. }

FORM 12 MDB 1672 L

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

BALTIMORE, MARYLAND.

....., 19 .....

Department .....

Bureau ..... Payroll Code .....

In re: Certification of rate of deduction for

..... Reg No. .....

The rate per centum of the deduction from compensation to be made by the above-named employee is certified to you by the Board of Trustees of the Employees' Retirement System of the City of Baltimore as ..... per centum, group .....

On the basis of the employee's present earnable compensation of $ ..... per ..... the amount of the deduction is $ ..... This amount should be deducted from the compensation of this employee beginning with the first payroll period wholly subsequent to ....., 19 ....., and continued on every payroll thereafter until the earnable compensation is changed or a new rate is certified by the Board of Trustees.

Should the compensation of the employee be increased, the rate per centum will remain the same, but the amount of the deduction will necessarily be increased proportionately.

Auditors handling the payroll of this employee should change the amount of deduction from compensation as the employee's earnable compensation changes. Persons making the change should bear in mind that under the law the amout of deductible compensation for the payroll period for any employee must always be based on the compensation earnable by the employee on the first day of the period for which the deduction is to be made and changes taking effect other than that day should be disregarded until the next payroll period.

This rate of deduction is certified by the Board of Trustees in accordance with the law establishing the Employees' Retirement System of the City of Baltimore, which requires that deductions shall be made from the compensation of members of the retirement system.

..... Secretary.

Volume and Unbound Records
Form #3

CPB 43

MDB 2335

CENTRAL PAYROLL BUREAU

CUT OFF ADVICE

PENSION BUREAU:

How Separated: *Resigned: Dismissed: Deceased: Laid Off:*

DATE SEPARATED: _____

CENTRAL PAYROLL BUREAU

BY _____

Volumes and Unbound

Records Room # 3

C. P. B. 44A

Central Payroll Bureau

TEMPORARY CUT OFF ADVICE

Pension Bureau:

The following employee has severed his connection with the City of Baltimore, and requests the refund of all contributions to his credit in the Employees Retirement System.

BADGE NO. _____ NAME _____

REGISTRATION NO. _____ DEPARTMENT _____ CODE _____

Last Pension Deduction was made on payroll period

ending _____ 19____, amounting to $ _____

Date Issued: **Central Payroll Bureau**

_____ 19____ By _____

NOTE: Regular Cut Off Advice will be Issued Upon Receipt of Cut Off Ticket

Volume and Sentence
Records form # 3

Form 3 1-3-27 W&Co. 3M P.

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE
BALTIMORE, MARYLAND

3

CERTIFICATION OF SERVICE CLAIM

Dated _____ 19____

From my own knowledge

I CERTIFY THAT

_____

(Name of Person)

WAS EMPLOYED AT

_____

(Name of Department, Bureau or Office, Institution or Commission)

FROM	TO

AND THAT HE RECEIVED PAY FOR SUCH SERVICE

Signed _____

_____

(Official Capacity or Title on Payroll)

PRESENT ADDRESS OF EMPLOYEE

_____

(Number) (Street)

_____

(City) (County)

Volume and Unbound Records form # 3

Form 1—Enrollment Blank (Please fill out this blank in ink)
MDB.-1707

3

No.....

EMPLOYEE'S RETIREMENT SYSTEM

OF THE

CITY OF BALTIMORE

TO THE BOARD OF TRUSTEES:

In order that I may be properly enrolled in the Employees' Retirement System of the City of Baltimore, and may receive credit for my services prior to January 1, 1926, to which I am entitled to have carefully and truthfully filled out the following form. I understand that the full amount of deductions from my compensation for annuity purposes with 4 per cent. compound interest will be returned to me if I leave the service without a retirement benefit or will be paid to my beneficiary if I die from ordinary causes.

1 Name (Please print name)

2 Home address

3 Department | Badge No.

Bureau or Office

Institution

Commission

4 Title as it appears on payroll

5 Rate of Compensation received $.....per { day / week / month / year } [ ] With Maintenance [ ] Without Maintenance

Present rate of maintenance allowance, if any, $.....per year.

6 Date you began your present continuous service in department.

7 Check by (X) Marital Condition
Single [ ] Married [ ] Widowed [ ] Divorced [ ]

8 Check by (X) Sex Male [ ] Female [ ]

Data re possible beneficiaries. If none are living, write word "None."

	Beneficiary	Name	Date of Birth Mo.	Day	Year
9	Self				
10	Wife				
11	Children living younger than 18 years.				
12	Father				
13	Mother				

14 Record of Service Rendered Prior to January 1, 1926. (Include only service paid for.)

No prior service may be credited unless an employee was in service during the year 1925, and becomes a member before January 1, 1927. If you claim any prior service it should be listed below, each claim being substantiated by a "Certificate of Service Claimed (Form 3)." Use a separate line for each rate of compensation which you received between January 1, 1916, and January 1, 1926. List all prior service claimed. You must show the actual rate of compensation for the period following January 1, 1916, but you only need to check the proper columns to indicate whether your compensation was fixed by the day, week, month or year for service claimed before that date. Note that service immediately preceding January 1, 1926, should be entered on the bottom line.

Name and Address of Department or Office and Bureau or other subdivision thereof in which the Service was Rendered.	Rate of Compensation (prior to last ten years, merely check proper column if rate is not readily obtainable). Weekly	Monthly	Yearly	Other Per	FROM Month	Day	Year	TO Month	Day	Year	Length of Service (If per diem give approximate number of days paid for in days for any year where total is less than 250 days.) Years	Months	Days
								Jan.	1	1926			
Total all prior service. (Total each column separately. Do not convert days into months, or months into years).													
Deduct service recorded above which is not creditable. (Do not fill in.)													
Net total of service claimed. (Do not fill in.)													
Tentative allowance. (Do not fill in.)													
Allowance on prior service certificate. (Do not fill in.)													

15 If you have attained age 60 and have completed 35 years of service, do you desire to contribute and obtain increased benefits? YES [ ] NO [ ]

16 The above statements are true to the best of my knowledge and belief.

(Signature of Applicant).....

17	Membership Status	Group	Age	Payroll Period	Amount Earnable	Rate	Amount Deductible
(Do not fill in)							
Entered by							
Checked by							

Reviewed: For Department by.....For Retirement System by.....

(Fill Out Reverse Side)

Volume and Unbound Records

Form # 3

---

18. DESIGNATION OF BENEFICIARY.

I, the undersigned, do hereby designate.....whose address is
(Give name of beneficiary)

.....and whose relationship to me is.....
(Give address of beneficiary)

as the beneficiary to whom I request the Board of Trustees of the Employees' Retirement System of the City of Baltimore to pay in the event of my death before retirement on pension, the total amount of the accumulated contributions standing to my credit in the retirement system.

I further designate.....whose address is.....
(Give name of beneficiary)

.....and whose relationship to me is.....
(Give address of beneficiary)

as the beneficiary to whom I request the Board of Trustees to pay the ordinary death benefit payable on my account should I die in active service.

(Only a person having an insurable interest in your life, such as a member of your family or relative, cr a creditor. If no beneficiary is named payment will be made to estate.)

I further designate....., whose address is.....
and whose relationship with me is father / mother, as the beneficiary to whom I request the Board of Trustees to pay the accidental death benefit (in lieu of the ordinary life insurance benefit) which would accrue to me should I die as the result of an accident in the performance of duty, and leave no widow or child under the age of eighteen years surviving me.

NOTE:—Under the provisions of the Ordinance creating the Employees' Retirement System the accidental death benefit must be paid to surviving widow or child under the age of eighteen years. The above election will hold good only in the event of your accidental death, in line of duty, leaving no widow or child under the age of eighteen years surviving you.

_____
Signature

State of.....City of.....

On this.....day of.....19...., personally appeared before me the said named.....to me known and known to me to be the person described in and who executed the foregoing instrument and he (or she) acknowledged that he (or she) executed the same, and being duly sworn by me, made oath that the statements in the application are true.

(Signature cf Notary Public).....
Notary Public.

{ If you have an official seal affix it }

After you fill in the information desired in items 1 to 18, you should acknowledge your signature before a Notary Public.

V. Sindall

J. J. Kovacs 2-1-38 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 Employee's Retirement Commission
(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 (Membership File - Withdrawals)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 4 steel file cases. 17 wooden shelves.
(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.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents A record of members who are inactive for any reason what so ever; his or her record etc. in this file unless member returned to active service, then this record is placed in membership active file; if member retires, this record is placed in retirement file; if terminated by death, record then placed in termination file. Contain employee's enrollment; certification 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) 10—6419

6. Contents—continued service claim; central payroll bureau temporary cut off advice; post office return receipts; correspondence; central payroll payroll bureau cut off advice; certification of rate of deduction; application of member for return of accumulated contributions; see sheet #2

7. Arrangement Numerically by withdrawal number, between
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing separate index supports this record, are
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
Volumes and Unbound Records form #2
title and identification number)

9. Writing Handwritten printed form; typed plain paper;
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
typed printed; typed printed Head,
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4-11½"x16½"x23" steel file drawers 13,976 envelopes,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
17 wooden shelves 9"x15" envelopes,

11. Location by dates and quantities On east wall in vault in room
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
#127, 1st. floor in city Hall.

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

cont'd from line 7.
guid cards viz: W5300; W5400; etc.

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

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

(Membership File)

sheet # 2

continued from line 6, sheet # 1.

work sheet for return of accumulated contributions on withdrawals; application of member for return of part of accumulated contributions; change of beneficiary. the above forms are attached to Volumes and unbound records form # 3; the following forms are attached to this form; report of secretary (form # 34 attached), a work sheet showing computations of ordinary death benefit and accumulated contributions; envelope form 21N-503-24B (form attached).

DESIGNATED BENEFICIARY

.....has filed with the Retirement System a "designation of beneficiary" properly attested, directing that the ordinary death benefit which might be payable at his death be paid to....., whose relationship to the deceased is.....and who resides at..... and that the accumulated contributions payable at his death be paid to..... whose relationship to the deceased is....., and who resides at .....

The said.....did not file with the Retirement System any "designation of beneficiary" for the ordinary benefit or accumulated contributions which might be payable.

There has been filed with the Retirement System a certificate issued by the Register of Wills, City of.....dated.....19...., with the letters (of administration) of the estate of.....have been
(testamentary)
granted to.....who resides at.....

CERTIFICATE

I hereby certify that the amount of the ordinary death benefit payable as shown herein, ($.....) is one-half the average final compensation for.....years preceding death and is based upon the statement of earnings and of amount earnable obtained from the original payrolls, except for the amounts against which the source of information is shown.

I also certify that the computation of the accumulated contributions is correct and payable from the Annuity Savings Fund in the amount shown herein, ($.....), and in accordance with the records of the Retirement System.

I further certify that the statement of the designated beneficiary is in accordance with the records of the Retirement System and it does not appear that the said designation has been revoked.

Approved:

....

Secretary Bookkeeper

FINAL DISPOSITION

At a meeting of the Board of Trustees held.....19...., by resolution as attached hereto, the payment of the ordinary death benefit and of the accumulated contributions in the amounts, from the funds and to the beneficiaries named herein, was approved and authorized.

.....19,.... .....

Secretary

FORM34-M.D.B.107

EMPLOYEES' RETIREMEMT SYSTEM OF THE CITY OF BALTIMORE

Work Sheet Showing Computations of Ordinary Death Benefit and Accumulated Contributions (Per Annum Compensation)

REPORT OF SECRETARY

1. Name & Number of Member ..... 4. Date of Membership .....

2. Department ..... 5. Date of Death .....

3. Title ..... 6. Payroll Code .....

7. Record of Salary for last ten years beginning ..... 19..... to Date of Death

Year of City Service Preceding Retirement	Annual Rate of Compensation	Period for which Paid			Compensation for Period
		Years	Months	Days	
10th year					
9th year					
8th year					
7th year					
6th year					
5th year					
4th year					
3rd year					
2nd year					
Year Preceding Retirement					

8. Total Earnable Compensation for ten years preceding death ..... $.....
9. Average compensation for ten years preceding death ..... $.....
10. One-half of Item 9 equals Amount of Ordinary Death Benefit Payable ..... $.....

Worked by ..... Checked by .....

ACCUMULATED CONTRIBUTIONS

Record of Past Contributions

11. Contributions missing, excluded or irregular .....

Percentage		Date Set	Salary	Percentage		Date Set	Salary
..... %	$			..... %	$		

	Principal	Interest	Amount
12. Accumulated contributions as of January 1, 19			
12a. Interest on above total from January 1, to December 31, 19			
13. Contributions and interest for year 19			
14. Total accumulated contributions as of January 1, 19			
15. Less withdrawals with interest			
16. Net accumulated contributions, as of January 1, 19			
16a. Interest on net total from January 1, 19..... to ..... 19.....			
17. Contributions for current year through ..... 19.....			
17a. Interest on current contributions to ..... 19.....			
18. Total accumulated contributions to ..... 19.....			
19. Less current withdrawals with interest ..... 19.....			
20. Net accumulated contributions, as of ..... 19..... payable to applicant			

Worked by ..... Checked by .....

V. Sinden

J. J. Kowalka 2-7-38 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 Employees' Retirement Commission
(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 (Retirement File—)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 7 Wooden shelves
(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
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Records of members retired from active service; Papers clasped together; Contains employee's
(Purpose and general nature of record. Principal items 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)
enrollment, certification of service claim; central payroll bureau temporary cut off advice; post office return receipts; correspondence; central payroll bureau cut off advice; certification of rate of deduction; application of member for ~~return~~ refund of accumulated contributions; worksheet for return of accumulated contributions on withdrawal; application of member

WPA Form 12–13HR—Revised (See reverse side) 16—6410

6. Contents—continued for return of part of accumulated contributions; change of beneficiary; The above forms are attached to Volume and Unbound Records form #3; report of secretary; envelope (form 21N-503-24B, are attached to Volumes and Unbound Records form #4; The following

7. Arrangement Numerically by retirement number
(Chronologically—by what? Numerically—by what? Alpbabetically—by what?)

8. Indexing Separate index support this record see Volume and
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
Unbound Records form #2.
title and identification number)

9. Writing Handwritten printed forms; typed on plain paper; typed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
on printed forms; typed on printed Heads.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 17 - wooden shelves 10"x26"x12"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
9"x15" envelopes approx. 1150 envelopes.

11. Location by dates and quantities On east wall of vault of room
(Room. vault. wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
#127, 1st floor in City Hall.

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

The above records are of members retired from active service, such as ordinary retirement, temporary retirement and disability.

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

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—8419

(Retirement File)

consists of election of benefits without optional modification (form attached); application for service retirement (form #15 attached); notice of prospective retirement (form #16 attached); Report of the retirement fund secretary to the actuary (form #17 attached); application for ordinary disability retirement (form #23 attached); employee's statement to the Board of Trustees (form #24 attached); Physicians report of disability (form #25 attached); application for accidental disability retirement (form #27 attached); Report of examining physician for continuance of disability (form #28 attached); statement of income of disability pensioner (form #29 attached); election of benefits under option one (form #30 attached); election of benefits under option two (form #31 attached); election of benefits under option three (form #38 attached).

5

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

ELECTION OF BENEFITS WITHOUT OPTIONAL MODIFICATION

Date.....

Active Service No.....

Retirement No.....

TO THE BOARD OF TRUSTEES:

I,.....residing
(Name in Full)

at....., do hereby request and
(Home Address)

elect that the reserve on the retirement allowance payable to me, the payment of

which would otherwise begin on or about the first day of .....,193...., be used, as provided in the law governing the operation of the retirement system in providing for me the maximum retirement allowance with the provision that when I die, the monthly installments of the retirement allowance shall thereupon cease and no further paymentsof any kind shall be made.

(Signature).....

State of,..... City of.....

On this.....day of,.....193....,

appeared before me the said,.....to me known and

known to me to be the individual described in and who executed the foregoing instrument and he (or she) duly acknowledge to me that he (or she) executed the same, and being duly sworn by me, made oath that the statements contained therein are true.

(Signature of Notary Public).....(If you have) (an official seal) (affix it)
(Notary Public)

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

ELECTION OF BENEFITS WITHOUT OPTIONAL MODIFICATION

Date.....

Active Service No.....

Retirement No.....

TO THE BOARD OF TRUSTEES:

I,.....residing
(Name in Full)

....., do hereby request and

5

Form 29

Case No.....

White copy to be sent to Retirement Office,

Pink copy to be retained by Pensioner.

STATEMENT OF INCOME OF DISABILITY PENSIONER

Place.....

Date.....

To the Board of Trustees, Employees Retirement System of the City of Baltimore.

Gentlemen:

My income from my profession or occupation during the year ending.....

..... was .....

I anticipate that my income from my profession or occupation during the next year will be.....

.....

.....

(Signed).....

Sworn and subscribed before me

this.....day

of..... A D. 19.....

.....
(Notary Public)

2 12 12-30 JBP 150SP 50 add. Sets

Form 30

5

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

ELECTION OF BENEFITS UNDER OPTION ONE

Date .....

Active Service No.....

Retirement No.....

TO THE BOARD OF TRUSTEES:

I, ... residing
(Name in Full)

at ....., do hereby request
(Home Address)

and elect that the reserve on the retirement allowance payable to me, the payment of which would otherwise begin on or about the first day of....., 19...., be used, as provided in Option 1 of the law governing the operation of the retirement system in providing for me a lesser retirement allowance with the provision that if I should die before I have received in the monthly installments of my lesser retirement allowance, the amount of such reserve, the balance of such reserve in excess of the total amount of the monthly installments which I shall have received to the time of my death, shall be paid to.....who at present resides
(Name of Beneficiary)

at .....and who is related to me as
(Address of Beneficiary)

..... I further direct that should I survive said beneficiary and thereafter die before the monthly installments of my lesser retirement allowance amount to the reserve previously mentioned, the balance of such reserve in excess of the total amount of such monthly installments shall be paid to my estate or such other person as I shall hereafter nominate by written designation, duly acknowledged and filed with the retirement system in accordance with the law.

(Signature) .....

State of....., City of.....

On this.....day of....., 19...., appeared before me the said....., to me known and known to me to be the individual described in and who executed the foregoing instrument and he (or she) duly acknowledged to me that he (or she) executed the same, and being duly sworn by me, made oath that the statements contained therein are true.

(Signature of Notary Public) .....
(Notary Public)

[If you have an official seal affix it.]

Form 28

Case No._____

White copy to be sent to Retirement Office,

Green copy to be retained by Examining Physician.

REPORT OF EXAMINING PHYSICIAN FOR CONTINUANCE OF DISABILITY

Date_____

From _____M. D._____

Address _____

Telephone Exchange_____ Number _____

To: Board of Trustees, Employees' Retirement System of the City of Baltimore,
Baltimore, Maryland.

Subject: Physician's Report of Disability in the case of _____

Present address of Pensioner_____

This is to certify that_____

was examined by me on_____
(Date)

Diagnosis _____

_____

_____

Treatment _____

_____

_____

Prognosis _____

_____

_____

I have examined the report of Doctor_____

in this case dated_____

In my opinion, the pensioner's condition (has, has not) improved since the last report was made; he (is, is not) physically or mentally incapacitated for return to duty and (ought, ought not) to be continued on the retirement list.

Signature of Physician_____

Form 15 MDB 1530

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE
BALTIMORE, MARYLAND

APPLICATION FOR SERVICE RETIREMENT

Date.....19....

To the Board of Trustees:

In accordance with the provisions of the law governing the operation of the Employees' Retirement System of the City of Baltimore, the undersigned, a member of the system, does hereby make application for retirement from active service as a.....
(Title of Position as it Appears on Payroll)

in .....
(Department, Institution or Commission in which Employed)

Payroll or Badge Number?..... Active Number?.....

	Month	Day	Year
I request that my retirement allowance become effective on.....			
I was born on.....			

I have attained age 60 or shall have attained age 60 on the date of my retirement.

Cross out this paragraph

I have read the law (printed on the reverse side of this application) relative to optional benefits and desire to have the maximum allowance payable during my life without optional modification.

or these paragraphs

I have read the law (printed on the reverse side of this application) relative to optional benefits and believe I should like to receive my allowance under the provisions of Option number.....or Option number.....

In the event of my taking the lesser allowance provided by the above named option, the beneficiary whom I would nominate to receive the benefit at my death is my.....
(Relationship of beneficiary to you)

whose name is.....and who was born.....
(Name of Beneficiary) (Date of Birth of Beneficiary)

Please send me figures indicating the approximate amount of my allowance if one of the options mentioned above were selected.

My present home address is:.....

.....

Very truly yours,

.....
(Signature of Applicant)

State of....., City of.....

On the.....day of.....19...., appeared before me the above named applicant to me personally known and known to be the individual described in and who executed the foregoing instrument, and he (or she) duly acknowledged to me that he (or she) executed the same and that the statements therein contained were true to the best of his (or her) knowledge and belief.

(Signature of Notary Public).....
(Notary Public)

{ If you have an official seal affix it. }

(OVER)

EXTRACTS FROM THE ORDINANCE GOVERNING THE OPERATION OF THE EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE RELATIVE TO OPTIONAL BENEFITS

With the provision that no optional selection shall be effective in case a beneficiary dies within thirty days after retirement, and that such a beneficiary shall be considered as an active member at the time of death; until the first payment on account of any benefit becomes normally due, any member may elect to receive his benefit in a retirement allowance payable throughout life or he may elect to receive the actuarial equivalent, at that time, of his retirement allowance in a lesser retirement allowance payable throughout life with the provision that:

Option 1. If he dies before he has received in payments the present value of his retirement allowance as it was at the time of his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees; or

Option 2. Upon his death, his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 3. Upon his death one-half of his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 4. Some other benefit or benefits shall be paid either to the member or to such person or persons as he shall nominate provided such other benefit or benefits, together with the lesser retirement allowance, shall be certified by the actuary to be of equivalent actuarial value to his retirement allowance and shall be approved by the Board of Trustees.

NOTICE

A member of the Employees' Retirement System of the City of Baltimore may retire on written application to the Board of Trustees provided he (or she) has attained age 60. A member desiring to be retired on a service retirement allowance should fill out this application, setting a date for his retirement not less than thirty days nor more than ninety days after the date on which he expects to file the application, make an affidavit to it before a notary public and file it at the office of the Employees' Retirement System.

A member desiring to select an optional benefit should do so before his retirement allowance is officially approved—advisedly at the time of making application for retirement. If a member indicates his choice of option in the space provided on the face of this application, figures regarding the option desired will be sent to the applicant's home address, together with an election blank upon which the option may be finally chosen. Should the applicant desire to elect an option after considering the amount of the payments, the application, together with any option desired, will be presented to the Board of Trustees for approval and a notice will be sent to the applicant stating the amount of the allowance as finally granted by the board. **THE DEATH OF A MEMBER AFTER RETIREMENT LEAVES NO BENEFIT UNLESS SOME OPTION IS SELECTED AT RETIREMENT.**

FORM 16 MDB 135

No. .....

....., 19.....

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

BALTIMORE, MARYLAND.

NOTICE OF PROSPECTIVE RETIREMENT

M ..... Department .....

..... Address .....

Dear ..... :

Your application for retirement from active service in the position of ..... in the ..... will be listed in the calendar for action by the Board of Trustees at its meeting to be held .... subject to the final verification of your contributions and computation of your credit for service.

Your retirement is scheduled to take place as of .....

Under the law governing the operation of the retirement system, you may receive either the ordinary retirement allowance or convert it into an allowance payable in accordance with certain options which you may elect prior to the time of your retirement. The options permit you to use the reserve on your allowance for the purchase of a smaller allowance, with a provision covering you by life insurance for the benefit of your family or estate, or, with a provision under which all or a part of your allowance will be continued to some member of your family or other beneficiary should you die before such other person. Blanks upon which such options may be elected and information regarding the same may be obtained from the office of the Board of Trustees.

You have ..... selected ..... option .....

Very truly yours,

Secretary,
Board of Trustees.

5

MDB 2955 L

Form 17

REPORT OF THE RETIREMENT FUND SECRETARY TO THE ACTUARY

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

Application for _____ Retirement Allowance _____ 19____

1. Name of Member _____ Group _____ Registry Number _____
2. Department _____ Bureau or Division _____
3. Title _____ 4. Date of Retirement _____
5. Date of Membership _____ 6. Date of Birth _____
7. Record of salary for last ten years beginning _____ 8. Sex _____

Year of City Service Preceding Retirement	Annual Rate of Compensation	Period for which Paid			Compensation for Period
		Years	Months	Days	
10th Year					
9th Year					
8th Year					
7th Year					
6th Year					
5th Year					
4th Year					
3rd Year					
2nd Year					
Year Preceding Retirement					

Total Compensation for ten years preceding _____ 19____ $ _____

Average Compensation for ten years preceding _____ 19____ $ _____

9. Amount of Accumulated Contributions at beginning of Current Year _____ $ _____
10. Interest on Accumulated Contributions from beginning of Current Year to _____ $ _____
11. Salary Deductions during Current Year to _____ $ _____
12. Interest on Current Salary Deductions to _____ $ _____
13. Total Accumulated Contributions to _____ $ _____

	Years	Months
14. Service prior to January 1, 1926, which is creditable		
15. Subsequent City Service		
16. Total Service		

17. Options in which interested—None [ ] One [ ] Two [ ] Three [ ]
18. Proposed Beneficiary—Name _____ Relationship _____ Date of Birth _____

Secretary, Retirement System.

Bookkeeper, Retirement System.

Form 23

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE
BALTIMORE, MARYLAND.

APPLICATION FOR ORDINARY DISABILITY RETIREMENT

Date.....19....

To the Board of Trustees:

In accordance with the provisions of the law governing the operation of the Employees' Retirement System of the City of Baltimore, the undersigned, a member of the system, does hereby make application for retirement

from active service as a.....
(Title of Position as it Appears on Payroll)

in .....
(Department, Institution or Commission in which Employed)

of the City of Baltimore on account of physical (or mental) disability which disqualifies me for service. The nature of this disability is described in the form attached hereto and I also submit herewith an authorization to my physician to report directly on my condition to the Medical Board of the system.

I am not a present or prospective beneficiary of any other retirement system or pension fund provided wholly or partly by, or at the expense of the City of Baltimore.

I request that my retirement allowance become effective the first day of....., 19....

I was born on the.....day of..... I have completed five or more years of service for the City of Baltimore creditable to me under the provisions of the retirement law.

Cross out this paragraph

I have read the law (printed on the reverse side of this application) relative to optional benefits and desire to have the maximum allowance payable during my life without optional modification.

or these paragraphs

I have read the law (printed on the reverse side of this application) relative to optional benefits and and believe I should like to receive my allowance under the provisions of Option number

..... or Option number.....

In the event of my taking the lesser allowance provided by the above named option, the beneficiary whom I would nominate to receive the benefit at my death is my.....
(Relationship of beneficiary to you)

whose name is.....and who was born.....
(Name of Beneficiary) (Date of Birth of Beneficiary)

Please send me figures indicating the approximate amount of my allowance if one of the options mentioned above were selected.

My present home address is:.....

.....

Very truly yours,

.....
(Signature of Applicant)

State of....., City of.....

On the.....day of.....19...., appeared before me the above named applicant to me personally known and known to be the individual described in and who executed the foregoing instrument, and he (or she) duly acknowledged to me that he (or she) executed the same and that the statements therein contained were true to the best of his (or her) knowledge and belief.

(Signature of Notary Public).....
(Notary Public)

If you have an official seal affix it.

(OVER)

EXTRACTS FROM THE ORDINANCE GOVERNING THE OPERATION OF THE EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE RELATIVE TO OPTIONAL BENEFITS

With the provision that no optional selection shall be effective in case a beneficiary dies within thirty days after retirement, and that such a beneficiary shall be considered as an active member at the time of death; until the first payment on account of any benefit becomes normally due, any member may elect to receive his benefit in a retirement allowance payable throughout life or he may elect to receive the actuarial equivalent, at that time, of his retirement allowance in a lesser retirement allowance payable throughout life with the provision that:

Option 1. If he dies before he has received in payments the present value of his retirement allowance as it was at the time of his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees; or

Option 2. Upon his death, his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 3. Upon his death one-half of his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 4. Some other benefit or benefits shall be paid either to the member or to such person or persons as he shall nominate provided such other benefit or benefits, together with the lesser retirement allowance, shall be certified by the actuary to be of equivalent actuarial value to his retirement allowance and shall be approved by the Board of Trustees.

NOTICE

A member of the Employees' Retirement System of the City of Baltimore may retire on account of disability received from any cause after five years of service for the City of Baltimore. A member desiring to be retired for ordinary disability should fill out this application together with the accompanying blank forms, make an affidavit to it before a notary public and file it together with the forms at the office of the retirement system. The applicant will then be advised as to the date set for medical examination and he (or she) will be examined by the Medical Board of the Retirement System. No further action on his (or her) retirement need be taken by the applicant in connection with this application unless he (or she) indicates a desire to select an option. If so, figures regarding the option desired will be sent to the applicant's home address, together with an election blank upon which the options may finally be chosen, should the applicant desire to elect the option after considering the amount of the payments. The application, together with any option desired, will be presented to the Board of Trustees for approval and a notice will be sent to the applicant stating the amount of the allowance as finally granted by the Board.

Form 24

5

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

Registry No..... Date.....

From .....
(Name of Applicant)

.....
(Name of Department, Institution or Commission in which Employed)

..... City..... County.....
(Home Address of Applicant)

To the Board of Trustees of the Employees' Retirement System
of the City of Baltimore:

Regarding the nature of the disability which I claim incapacitates me for further service as....

.....
(Title of Position as it Appears on Payroll)

and the dates upon which it will be possible for me to appear for medical examination permit me to state as follows:

I believe I am incapacitated for further service for the City of Baltimore because.....

.....

.....

My family physician, Dr.....
(Name in Full)

of .....advises me that.....
(Address)

.....

and I authorize my physician to make report to the physician or physicians designated by you regarding my condition.

I can appear before the physician or physicians designated by you at such time and place as arranged by you.

Very truly yours,

.....
(Signature of Applicant)

(Statement to be returned with application.)

Form 27

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE
BALTIMORE, MARYLAND.

5

APPPLICATION FOR ACCIDENTAL DISABILITY RETIREMENT

Date.....19....

To the Board of Trustees:

In accordance with the provisions of the law governing the operation of the Employees' Retirement System of the City of Baltimore, the undersigned, a member of the system, does hereby make application for retirement

from active service as a.....

in .....
(Department, Institution or Commission in which Employed)

of .....
(Address of Department, Institution or Commission in which Employed)

of the City of Baltimore on account of disability which totally and permanently incapacitates me for duty and which is the natural and proximate result of an accident which occurred in the actual performance of duty and not as a result of negligence on my part. The accident causing my disability occurred as follows:

Name .....Place .....

Conditions and description.....

.....

Result of accident.....

.....

Witnesses .....

I attach a statement as to my physical condition together with an authorization to my physician to report directly to the medical board on my condition.

I was born on the.....day of .....

Cross out this paragraph

I have read the law (printed on the reverse side of this application) relative to optional benefits and desire to have the maximum allowance payable during my life without optional modification.

or these paragraphs

I have read the law (printed on the reverse side of this application) relative to optional benefits and believe I should like to receive my allowance under the provisions of Option number

..... or Option number.....

In the event of my taking the lesser allowance provided by the above named option, the beneficiary whom I would nominate to receive the benefit at my death is my.....
(Relationship of beneficiary to you)

whose name is.....and who was born.....
(Name of Beneficiary) (Date of Birth of Beneficiary)

Please send me figures indicating the approximate amount of my allowance if one of the options mentioned above were selected.

My present home address is:.....

.....

Very truly yours,

.....
(Signature of Applicant)

State of....., City of.....

On the.....day of.....19...., appeared before me the above named applicant to me personally known and known to be the individual described in and who executed the foregoing instrument, and he (or she) duly acknowledged to me that he (or she) executed the same and that the statements therein contained were true to the best of his (or her) knowledge and belief.

(Signature of Notary Public) .....
(Notary Public)

[If you have an official seal affix it.]

(OVER)

EXTRACTS FROM THE ORDINANCE GOVERNING THE OPERATION OF THE EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE RELATIVE TO OPTIONAL BENEFITS

With the provision that no optional selection shall be effective in case a beneficiary dies within thirty days after retirement, and that such a beneficiary shall be considered as an active member at the time of death; until the first payment on account of any benefit becomes normally due, any member may elect to receive his benefit in a retirement allowance payable throughout life or he may elect to receive the actuarial equivalent, at that time, of his retirement allowance in a lesser retirement allowance payable throughout life with the provision that:

Option 1. If he dies before he has received in payments the present value of his retirement allowance as it was at the time of his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees; or

Option 2. Upon his death, his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 3. Upon his death one-half of his retirement allowance shall be continued throughout the life of and paid to such person as he shall nominate by written designation duly acknowledged and filed with the Board of Trustees at the time of his retirement; or

Option 4. Some other benefit or benefits shall be paid either to the member or to such person or persons as he shall nominate provided such other benefit or benefits, together with the lesser retirement allowance, shall be certified by the actuary to be of equivalent actuarial value to his retirement allowance and shall be approved by the Board of Trustees.

NOTICE

A member of the Employees' Retirement System of the City of Baltimore may retire on account of accident or after five years of service, on account of disability received from any cause. A member desiring to be retired for accidental disability should fill out this application together with the accompanying blank forms, make an affidavit to it before a notary public or commissioner of deeds and file it together with the forms at the office of the Retirement System. The applicant will then be advised as to the date set for medical examination and he (or she) will be examined by the medical board. No further action on his (or her) retirement need be taken by the applicant unless he (or she) indicates a desire to select an option. If so, figures regarding the option desired will be sent to the applicant's home address, together with an election blank upon which the options may finally be chosen, should the applicant desire to elect the option after considering the amount of the payments. The application, together with any option desired, will be presented to the Board of Trustees for approval and a notice will be sent to the applicant stating the amount of the allowance as finally granted by the Board.

PROOFS OF DEATH—Continued

PROOF NO. II—THE ATTENDING PHYSICIAN'S CERTIFICATE must be executed by the physician attending the deceased in his or her last illness. The entire certificate should be in the handwriting of the certifying physician.

(1) Name of Deceased .....

(2) How Long Have You Known Deceased? ..... Years ..... Months

(3) What Have Been Deceased's Places of Residence? .....

(4) State Apparent Age of Deceased at Death ..... Years ..... Months

(5) Did You See the Body of the Deceased? .....

(6) Did You Identify it as the Member or Beneficiary of the Employees' Retirement System of the City of Baltimore on Account of Which this Claim is Made? .....

(7) How Long Have You Been Deceased's Usual Medical Advisor? .....

(8) Were You Deceased's Attending Physician During Last Illness? .....

(9) Date of Your Last Visit? .....

(10) (a) Place of Death of Deceased .....

(b) Date of Death .....

(11) (a) State Disease of Which Deceased Died .....

(b) Give Briefly Symptoms During its Progress .....

(12) Remarks .....

State of ..... } Signed by ..... Attending Physician.

City of ..... } Residence .....

On this ..... day of ..... 19....., personally appeared before me the above named ..... and made oath that the answers by h..... above made and subscribed, are true and full, to the best of h..... knowledge and belief.

..... Notary.

PROOF NO. III—THE UNDERTAKER'S CERTIFICATE must be executed by the undertaker or sexton who interred the deceased.

(1) Name of Undertaker .....

(2) Residence of Undertaker .....

(3) Post Office Address .....

(4) Name of Deceased .....

(5) Residence of Deceased .....

(6) Date of Birth of Deceased ..... Month ..... Day ..... Year
(This blank to be filled if possible from the family or public record)

(7) Date of Death .....

(8) Place of Death .....

(9) (a) Height of Deceased ..... ft. ..... inches

(b) Apparent Weight ..... lbs.

(c) Color of Hair ..... (d) Color of Eyes .....

(10) (a) Did You Inter or Prepare for Burial the Deceased? .....

(b) When and Where? .....

(c) Or What Other Disposition was Made of Remains? .....

(11) In case no administration has or is to be taken on the property of deceased, do you agree to the collection of the benefits claimed by the claimant named in these proofs of death? .....

State of ..... } Signed by ..... Undertaker.

City of ..... }

On this ..... day of ..... 19....., personally appeared before me the above named ..... and made oath that the answers by h..... above made and subscribed, are true and full, to the best of h..... knowledge and belief.

..... Notary.

PROOF NO. IV—THE FRIEND'S CERTIFICATE must be executed by some responsible householder acquainted with the deceased, cognizant of his or her death, acquainted with the claimant, and not interested in the claim.

(1) Name of Deceased .....

(2) How Long Have You Known Deceased? .....

(3) Do You Know Deceased to Have Been an Employee of the City of Baltimore? .....

(4) Read the Statements of Claimant and Physician and State Whether They are True and Complete to the Best of Your Knowledge and Belief .....

(5) Do You Know the Claimant? .....

(6) Is He or She Related to the Deceased? .....

(7) Did He or She Have Any Insurable Interest in the Life of the Deceased? .....

(8) Have You Any Interest in the Benefit Claimed? .....

State of ..... } Signed by .....

City of ..... } Residence .....

On this ..... day of ..... 19....., personally appeared before me the above named ..... and made oath that the answers by h..... above made and subscribed, are true and full, to the best of h..... knowledge and belief.

..... Notary.

Form 33

6

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

CLAIM AND PROOFS OF DEATH

INSTRUCTIONS—The following proofs are required by the Board of Trustees of the Retirement System in all cases where payments are due the estate or designated beneficiary of a deceased member of the retirement system. Every question must be definitely and fully answered. Each certificate must be sworn to before an officer duly authorized to administer oaths, and his authority and the genuineness of his signature must be attested by the clerk of a court of record.

PROOF No. 1—THE CLAIMANT'S CERTIFICATE must be executed by the person legally entitled to receive the money, who must state in what capacity he or she makes the claim, whether as beneficiary designated by the deceased in the records of the retirement system, executor, administrator, guardian or other legal representative. All authority derived from a court must be evidenced by a certificate of appointment duly authenticated and attached thereto.

(1) Register Number of Deceased .....

(2) Name of Deceased .....

(3) Last Residence of Deceased .....

(4) Place of Birth of Deceased .....

(5) (a) Date of Birth of Deceased ..... Month Day Year

(b) Is your information on this point derived from a written or printed public or family record? (Ans. Yes or No.) .....

(c) If so, what record? .....

(d) When was record last seen? .....

(e) If not from a written or printed record, from whom or how was it derived? .....

(6) Place of Death of Deceased .....

(7) Date of Death of Deceased ..... Month Day Year

(8) Cause of Death of Deceased .....

(9) Duration of Last Illness ..... Years Months Days

(10) Name of (a) Deceased's Father .....

(b) Age of Father if Living ..... Years

(c) Age of Father at Death, if Dead ..... Years

(d) Cause of Father's Death .....

(11) (a) Name of Deceased's Mother .....

(b) Age of Mother, if Living ..... Years

(c) Age of Mother at Death, if Dead ..... Years

(d) Cause of Mother's Death .....

(12) Did Deceased Leave a Will? .....

(13) Give Name of City or County where Deceased's Estate is Being or Will be Administered ..... City ..... State

(14) Name and Address of Doctor Who Attended Deceased in Last Illness .....

(15) Name of Claimant .....

(16) Residence of Claimant .....

(17) Place of Birth of Claimant .....

(18) Date of Your Birth .....

(19) What Benefit or Benefits from the Retirement System do You Claim? .....

(20) Are You Legally Entitled to Receive the Entire Amount of the Benefits Claimed? .....

(21) Were You Named by Deceased as Beneficiary of Benefits Claimed? .....

(22) By What Right of Relationship do You Claim Benefit or Benefits? .....

(23) How Long Have You Known Deceased? ..... Years ..... Months

(24) Did Deceased Leave Any Husband or Wife, Child or Children, Sister or Brother or other Relatives? Give Name, Relationship, and Residence of Each .....

(25) If no administration has or will be taken on Deceased's property, describe all Property Left by Deceased .....

(26) Has Undertaker Been Paid? .....

(27) Have Other Debts Been Paid? If Not, Enumerate .....

State of..... } Signed
City of..... } By Claimant.....

On this.....day of.....19....., personally appeared before me the above named..... .....and made oath that the answers by h..... above made and subscribed, are true and full, to the best of h..... knowledge and belief.

.....
Notary.

.....

(OVER)

5-2-33—D.P.—1000

Form 31

5

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

ELECTION OF BENEFITS UNDER OPTION TWO

Date .....

Active Service No.....

Retirement No.....

TO THE BOARD OF TRUSTEES:

I, ... residing
(Name in Full)

at ....., do hereby request
(Home Address)

and elect that the reserve on the retirement allowance payable to me, the payment of which would otherwise begin on or about the first day of....., 19...., be used, as provided in Option 2 of the law governing the operation of the retirement system in providing for me a lesser retirement allowance with the provision that if I should die before the person hereinafter nominated by me, such lesser retirement allowance shall be continued and paid to such person for life. As beneficiary of this right of survivorship, I hereby nominate..... (Male) (Female)
(Name of Beneficiary.) Check sex with (X)

who at present resides at.....and who is related to
(Address of Beneficiary)

me as.....and who was born on.....

I hereby certify that the date of birth and the sex of the beneficiary are correct as herein stated and I agree that in case the date of birth is misstated, the amounts payable by the Board of Trustees shall be adjusted to the amounts which would have been payable had no error been made herein.

(Signature).....

State of....., City of.....

On this.....day of....., 19...., appeared before me the said....., to me known and known to me to be the individual described in and who executed the foregoing instrument and he (or she) duly acknowledged to me that he (or she) executed the same, and being duly sworn by me, made oath that the statements contained therein are true.

(Signature of Notary Public).....
(Notary Public)

[If you have an official seal affix it.]

5

Form 32

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE

ELECTION OF BENEFITS UNDER OPTION THREE

Date .....

Active Service No. .....

Retirement No. .....

TO THE BOARD OF TRUSTEES:

I, ... residing
(Name in Full)

at ....., do hereby request
(Home Address)

and elect that the reserve on the retirement allowance payable to me, the payment of which would otherwise begin on or about the first day of ....., 19...., be used, as provided in Option 3 of the law governing the operation of the retirement system in providing for me a lesser retirement allowance with the provision that if I should die before the person hereinafter nominated by me, one half of such lesser retirement allowance shall be continued and paid to such person for life. As beneficiary of the right of survivorship, I hereby nominate ..... (Male) (Female)
(Name of Beneficiary.) Check sex with (X)

who at present resides at ..... and who is related to
(Address of Beneficiary)

me as ..... and who was born on .....

I hereby certify that the date of birth and the sex of the beneficiary are correct as herein stated and I agree that in case the date of birth is misstated, the amounts payable by the Board of Trustees shall be adjusted to the amounts which would have been payable had no error been made herein.

(Signature) .....

State of ....., City of .....

On this ..... day of ....., 19...., appeared before me the said ....., to me known and known to me to be the individual described in and who executed the foregoing instrument and he (or she) duly acknowledged to me that he (or she) executed the same, and being duly sworn by me, made oath that the statements contained therein are true.

(Signature of Notary Public) ..... (Notary Public) [If you have an official seal affix it.]

Form 25

Date.....19....

From: M. D.

Address:

To: The Medical Board of Employees' Retirement System of the City of Baltimore, Baltimore, Maryland.

Subject: Physician's Report of Disability in the case of.....
(Name of Applicant)

.....
(Name of Department, Institution or Commission in which Last Employed)

.....
(Home Address of Applicant)

This is to certify that M.....has been under my professional care since.....

The subjective and objective symptoms of which said employee complains are as follows:

Diagnosis:

Treatment:

Prognosis:

In my opinion, by reason of the above described condition, M..... is physically or mentally incapacitated for the performance of duty and ought to be retired.

Address .... M. D.

Telephone.....

(Applicant should not write on this side of this blank. The family physician is requested to fill out this blank and forward it directly to the Medical Board in compliance with the request and authorization on reverse side.)

(Over)

(Authorization to be filled in and signed by Applicant.)

Date.....

Dr. .....
(Doctor's Name)

.....
(Doctor's Address)

.....

Dear Doctor:

You are hereby authorized and requested by me to fill out the form on the reverse side of this sheet and forward it directly to the Medical Board of the Employees' Retirement System of the City of Baltimore.

....
(Signature of Applicant) (Street)

.....
(City)

(Authorization to be signed by the applicant and returned to the Board of Trustees with application for disability retirement. This blank will then be mailed to family physician by the Board of Trustees.)

V. Sindall

J. J. Kovatch 2-7-38 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 Employee's Retirement Commission
(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 (Termination File)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 1 wooden shelf.
(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
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents A record of members that have died while in service or in retirement; contains employee's enrollment, certification of service claim; post office return receipts; inter departmental correspondence. also correspondence of other service; central payroll bureau temporary cut off advice; central payroll bureau cut off advice; certification of rate of deduction; application of member for return of accumulated contributions; work sheet for return of accumulated contributions on
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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

6. Contents—continued withdrawal; application of member for return of part of accumulated contributions; change of beneficiary; the above forms are attached to Volume and Unfound Records form #3; This record also contains

7. Arrangement numerically by termination file number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Separate index supports this record, see Volume and Unfound Records form #2.
(Self-contained—describe what it 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, printed form; typed on plain paper; typed printed form, typed 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 9"x15" envelopes. 724 envelopes.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wooden shelf on east wall in vault of room #122 1st floor in 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

(Termination File)

sheet #2

cont'd from line 6, sheet #1

report of secretary; envelope (form 21N-503-24B); the above two forms are attached to Volume and Unbound Records form #4; also in this record are election of benefits without modification; application for service retirement; notice of prospective retirement; report of the retirement secretary to the actuary; application for ordinary disability retirement; employee's statement to the board of trustees; physician's report of disability; application for accidental disability retirement; report of examining physician for continuance of disability; statement of income of disability pensioner; election of benefits under option one; election of benefits under option two; election of benefits under option three; also attached to this form, claim and proof of death (form #33.)

Kovaka & Sindall 2-2-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (CASE HISTORY CARD) (ACTIVE SERVICE HISTORY 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 1926 - - -
(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 by inclusive number on face card, such as: 16107 - 16362 etc.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none. This record created in 1926
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Case History Card or Active Service History record, showing: name, address, date, department, bureau or division, payroll number, code
(Purpose and general nature of record. Principal items 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)
number, title, code number, & remarks. First section shows: date, month & year of the following: birth, entrance into membership, appointment, resignation, dismissal, transfer to another system, death (not in performance of duty), death, (in performance of duty) disability retirement, (ordinary) disability retirement, (accidental)

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

OKW

6. Contents—continued service retirement & return to service with new member. Section Two shows: dependent, (wife or husband, children under 18 and parents) name, year & month of birth, year & month of death, age of member at death, years & months. Section Three shows: Returns of see attached sheet

7. Arrangement numerically by registration number of member
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing not included
(Self-contained—describe what it 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 steel drawers 11½" x 16½" x 23" 29,699 cards.
(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 south & east walls of Vault Room 122

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)

Note: This is a permanent record & a member card is never removed, once it is filed herein, no matter what his present status may be.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

accumulated contributions in case of death at any time, giving: name of benficiary, address, sex, date of birth, relationship to member, date of selection & remarks. Section Four shows: Payment of lump sum benefit in case of ordinary death after one or more years of service, giving: name of benficiary, address, sex, date of birth, relationship to member, date of selection & remarks. Section Five shows amount paid, date paid, name of person to whom paid & remarks. Section Six same as section Five. On the reverse side is shown: marital condition, sex, equated date of appointment, & changes in same on account of leave without pay, Name of member, active number, withdrawal number, retirement number, group & department, a detailed account of contributions made & withdrawals, Leave of absence giving date, cause, period from & to & action on allowance, Record of change of status of member showing:- date, nature of change, compensation & remarks

copy of form attached

CHECK BY X			
MARITAL CONDITION			
SINGLE		MARRIED	
	WIDOWED		DIVORCED
SEX			
MALE		FEMALE	

DATE INDICATING PRIOR SERVICE

	YEARS	MONTHS
EQUATED DATE OF APPOINTMENT		

YEAR	DATE EFFECTIVE

CHANGES IN EQUATED DATE ON ACCOUNT OF LEAVES OF ABSENCE WITHOUT PAY

NAME

ACTIVE REGISTER No.

WITHDRAWAL REG. No.

DEPARTMENT

RETIREMENT REG. No.

GROUP

COMPENSATION	LINE	YEAR	INTEREST	DEPOSITS	BALANCE	WITHDRAWALS
	1	12-31-26				
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					

COMPENSATION	LINE	YEAR	INTEREST	DEPOSITS	BALANCE	WITHDRAWALS
	26					
	25					
	24					
	23					
	22					
	21					
	20					
	19					
	18					
	17					
	16					
	15					
	14					
	13					
	12					
	11					
	10					
	9					
	8					
	7					
	6					
	5					
	4					
	3					
	2					
	1					

LEAVE OF ABSENCE

GRANTED		PERIOD		ACTION ON ALLOWANCE
DATE	CAUSE	FROM	TO	REMARKS

RECORD OF CHANGES IN STATUS OF MEMBER

DATE	NATURE OF CHANGE	COMPENSATION	REMARKS	DATE	NATURE OF CHANGE	COMPENSATION	REMARKS	DATE	NATURE OF CHANGE	COMPENSATION	REMARKS

Employes Retirement System — City of Baltimore

Active Service History Record

NAME

ADDRESS

DATE	DEPARTMENT	BUREAU OR DIVISION	PAYROLL	CODE NO.	TITLE	CODE NO.	SPECIAL INFORMATION OR REMARKS

DATE OF

	MONTH	DAY	YEAR
BIRTH			
ENTRANCE INTO MEMBERSHIP			
APPOINTMENT			
RESIGNATION			
DISMISSAL			
TRANSFER TO ANOTHER SYSTEM			
DEATH (NOT IN PERFORMANCE OF DUTY)			
DEATH (IN PERFORMANCE OF DUTY)			
DISABILITY RETIREMENT (ORDINARY)			
DISABILITY RETIREMENT (ACCIDENTAL)			
SERVICE RETIREMENT			
RETURN TO SERVICE (GIVE NEW NO.)			

DEPENDENTS

	NAME	BIRTH		DEATH		AGE AT DEATH OF MEMBER	
		YEAR	MO.	YEAR	MO.	YEARS	MONTHS
WIFE OR HUSBAND							
CHILDREN UNDER 18							
PARENTS							

RETURN OF ACCUMULATED CONTRIBUTIONS IN CASE OF DEATH AT ANY TIME

(A) NAME OF BENEFICIARY	ADDRESS	SEX	DATE OF BIRTH	(B) RELATIONSHIP TO MEMBER	(C) DATE OF SELECTION	REMARKS (ENTER NO.)

AMOUNT PAID $ DATE PAID PAYEE

REMARKS

1	4
2	5
3	6
	7
	8

PAYMENT OF LUMP SUM BENEFIT IN CASE OF ORDINARY DEATH AFTER ONE OR MORE YEARS OF SERVICE

(A) NAME OF BENEFICIARY	ADDRESS	SEX	DATE OF BIRTH	(B) RELATIONSHIP TO MEMBER	(C) DATE OF SELECTION	REMARKS (ENTER NO.)

AMOUNT PAID $ DATE PAID PAYEE

REMARKS

1	4
2	5
3	6
	7
	8

Bovaka & Sindlage 2-1-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" Ledger Account of Teachers Contributions to Old Fund.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1905 to 1925
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 Volumes, loose leaf.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling A-B, C-E, F-H, I-L, M-N, O-R, S-T, U-Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none. This system was discontinued in 1926 when the present system was established.
(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 contributions made by the City Schools Teachers to the Teachers Fund prior to 1926 and shows: date of contribution, date appointed, date withdrawn, date retired, name of contributor, month, annual salary, amount of assessment, year, and a detailed account of amounts contributed each month & total 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 alphabetical according to surname of teacher.
(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 form with 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 9"x12"x3" approx 600 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 wooden shelf, East Wall of vault Room 122

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)

Note: "The Old Fund" was created in 1905 by voluntary subscriptions & became obsolete in 1926 when the present system was established, but was used as many members of the Old Fund did not elect to become members of the new set up, the Old Fund will function until the last member thereof dies

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Monika v Shepard — (Worker's full name)
2-1-38 — (Date)
#9 — (Form identification 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 Employees Retirement Commission
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (Withdrawals from Old Fund)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1905 — —
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 volumes, loose leaf
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling A-D, E-J, K-O, P-S, T-Z.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Record of withdrawals made from the Teachers Fund showing: class, date appointed, date retired, name of teacher, yearly salary, monthly salary, year, itemized account of withdrawals by month & total refund.
(Purpose and general nature of record. Principal items 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 alphabetical according to surname of teacher.
(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 form with 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 9"x12"x3" approx 600 pp
(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)
One wooden shelf, East wall of vault, Room 122

12. Other information Ordinary & 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)

Note: This record only applies to the teachers who did not elect to become members of the new organization and when the last member of the old group dies the record will become obsolete.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Rovaka & Sindel 2-1-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NON-ELECTION FORMS - 1926" ✓
(Give present full title 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 to Dec 1926
(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 "Non-Election Forms 1926"
(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 Teachers who did not elect to become a
(Purpose and general nature of record. Principal items 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)
member of the present retirement fund, addressed to the Board of Trustees & show: name of teacher, title, address, annual compensation, date of birth, signature of employee & certification of a notary.

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

6. Contents—continued

7. Arrangement Alphabetical according to surnames of teachers
(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 printed forms, no copy 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 contains, 11"x12 3/4"x24" approx. 300 forms
(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 floor in vault room 122

12. Other information Records & contains 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)

Note: In 1926 it was not compulsory to join the Employees Retirement Commission but there were approximately one half of the teachers, who did join, and those others who did not join executed the forms that constitute this record

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Lovaker & Spidell 2-1-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

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

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

3. Quantity 8 cardboard boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Receipts" & year. 1926-27, 1928-29, 1930, 1931, 1932-33, 1934, 1935-36, 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 Receipts from employees for money received from retirement commission, showing; voucher number, date, amount, name of employee, why paid and date receipt returned.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

no form available

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

6. Contents—continued

7. Arrangement numerically by voucher 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
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of container, 4" x 9 3/4" x 12" approx 8000 forms
(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 shelf, East wall of Vault, Room 122

12. Other information Records & containers 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)

Note This is a receipt that the member drawing benefits must sign & return to the Commission upon receipt of pension allowance

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Bobka & Sindell 2-1-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (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 1926 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes 1926-1933 1934 - - .
(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
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Sheets divided in four sections, showing amount by registration numbers in groups of 100 such as; group 19006-group 19100, amount of deposits, amount of interest, amount of withdrawals, amount of balance & total thereof. no forms available
(Purpose and general nature of record. Principal items 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 Chronically by year.
(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 sheet with 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 15"x 35"x 1/4" 22 pages
(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)
One shelf, East wall - Vault, room 122

12. Other information Paper 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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovaka & Sinclair 2-1-38 #13
(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 Employees Retirement Commission
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (Payment 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 1926 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity approx 8000 forms on 12 wooden shelves
(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
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Vouchers showing number, check number, date of invoice, description of account, account charged to, amount, totals, signature & seal of Board and signature & approval of chairman of Board
(Purpose and general nature of record. Principal items 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 MOB 2928 known as refund vouchers, a similar check recorded on serial number 23, will be found in the above record for years 1926 to 1934 incl

WPA Form 12-13HR—Revised (See reverse side) 16—6410

6. Contents—continued

7. Arrangement numerically by voucher 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
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of record 4" x 9" approx 5000 forms
(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)
One 2 wooden shelves, South wall Vault Room 132

12. Other information Records 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)

Note: These vouchers are for payment of allowances to mothers or their beneficiaries.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovalski & Lindell 2-1-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "REGISTER OF ACTIVE MEMBERS, EMPLOYEES RETIREMENT SYSTEM OF CITY OF BALTIMORE."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

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

4. Labeling as above with numbers 1-5000, 5001-10,000, 10001-15000, 15001-20000, 20001-25000, 25001-30000
(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 Shows: Active number, surname of employee, given name of employee, group symbol number, date of birth, date of entrance, date of withdrawal, cause of withdrawal, and withdrawal 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)

no form available

WPA Form 12-13HR—Revised (See reverse side) 16—6410

6. Contents—continued

7. Arrangement numerically according to registration 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 on ruled sheets with 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 13"x11½"x1" 269 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 wooden shelf in south wall supplies cabinet, Vault, Room 122

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)

Note: When a member ceases to be active for any reason, his name is ruled out of these volumes & entered in "Register of Withdrawn Members" described on Serial #15

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Hopkins & Sindall 2-1-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

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

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

3. Quantity 2 Volumes 1926-1932 1932 - -
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "REGISTER OF WITHDRAWN MEMBERS"
(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 Shows: withdrawal number, active number, surname & given name & employee group 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)
number, date of birth, date of entrance, date of withdrawal, cause of withdrawal such as: death, retired, resigned or dismissed (If retired, retirement number is shown).
no forms available

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

6. Contents—continued

7. Arrangement numerically by withdrawal recorded
(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 sheet with 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 13" x 12" x 1" 270 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 wooden shelf south wall in supplies cabinet, Vault, Room 122

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)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

V. Lindall

J. J. Kovaka — 2-3-38 — 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 _____ State Maryland

Name of agency or office Employees' Retirement Commission
(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 "Bond 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 1926--.
(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 tabs through vols. Jan-Mar; Apr-Dec.
(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 Gives name of bond; from whom purchased; amount of bond; rate; the following gives description of bond; serial number; denomination; by whom issued; date of issue; par value; price paid; when due; rate of interest; date when interest payable; net rate to us; date redeemable; where payable; where interest payable; name of trustee; also description of amount earned, showing date; number of bond;
(Purpose and general nature of record. Principal items 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 Name of organization bought from or sold to; price; debit; credit; balance; and interest statement showing date when due; amount and date paid.

7. Arrangement Tabbed thruout vol by months, alph. by name of
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) See line 12

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 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 10¼" x 12½" x 1¾" 500 pages each vol.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

Loose leaf binders - paper covers

11. Location by dates and quantities On wooden shelf in enclosed
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
cabinet, on west wall in vault of room #122, 1st floor in City Hall.

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

cont'd from line 7.
bond therein.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Kovalcs & Sindall 2-3-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (Day 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 1926 — —
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf 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 A record of receipts from various holdings (Bonds-Stock, etc) of the Employees Retirement Commission showing name of organization from whom received, year number, date of receipt, reference number, amount of debit, amount of credit, balance & 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 Alphabetically by name of organization
(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 plain sheets with 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 11 3/4" x 12 3/4" x 1 1/2" 600 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)
In closet on West wall of Vault Room 122

12. Other information Cloth bound binders 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

Yoralka & Sindall 2-3-38 #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 _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza.
(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 1926---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling not labeled or marked
(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 Date of entry, journal entry number, date of month ending, description of entry such as; annuity savings fund deaths, assignations, transfers, interest, loans, etc, account number, under "Debit & Credit" above control & subsidiary number, at bottom of page is initials of person by whom prepared, signature of officer by whom approved & signature of auditor.
(Purpose and general nature of record. Principal items 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 entry
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing no index
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on ruled sheet with 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 12 1/2" X 10 1/4" X 1 3/4" 600 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 shelf, in closet on west wall of Vault, Room 122

12. Other information Cloth bound binder 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

V. Sindall

J. J. Kovak 2-3-38 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 _____ State Maryland

Name of agency or office Employees' Retirement Commission
(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 "Receipts of Securities, Board of Trustees, Employees' Retirement System of Baltimore City."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

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

4. Labeling As above titled with inclusive receipt numbers; 1-498; 499-750; 751-1000.
(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 Contain receipts for securities, giving receipt number; date; name and description of securities received; security serial number; signature and title of deputy city 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)

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

6. Contents—continued

7. Arrangement Arr. numerically by serial numbers of securities.
(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 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 11"x9½"x1¾" 250 pages in each volume.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Contain 2 forms on each page.

11. Location by dates and quantities On wooden shelf in enclosed cabinet on west wall in vault of room #122, 1st floor in City Hall.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Cloth and leather bound volumes 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 16—6419

Trodakes & Sindall 2-3-38 #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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

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

Address of office of custody Room 12 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "NONE" (Opinions of City Solicitor concerning Employees Retirement 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 1926 — —.
(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 not labeled.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Copies of letters from office of City Solicitor
(Purpose and general nature of record. Principal items 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)
regarding Solicitor's opinion of various ones; death benefits, accumulated contributions, adopted children, benefits, employees declining membership, interest, ordinances, pensions, refunds, withdrawals, retirements, etc.

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

6. Contents—continued

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

8. Indexing Alph by subject in front of volume showing page number
(Self-contained—describe what it 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 12"x9"x1½" 236 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 in closet, West wall of Vault Room 122

12. Other information Paper bound volume 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

Kovalca & Sindall 2-3-38 #21
(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 Employees Retirement Commission
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "MINUTES OF BOARD OF TRUSTEES OF EMPLOYEES' RETIREMENT SYSTEM OF CITY OF BALTIMORE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 5 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as above with years 1926, 1927-1929, 1930-1932, 1933-1936, 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 Resolutions for service retirement, ordinary disability retirement, ordinary death benefit, accidental death benefit, etc., motions, & approvals of vouchers for refunds, death claims, payrolls, etc., reports, 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 Chron. by date of meeting
(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 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 12"x9"2½" Appx 550 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, closet, West wall of Vault Room 122

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 16—6419

V. Sindall

J. J. Kovacs 2-3-38 22

(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 Employees' Retirement Commission
(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 "Computations"
(Give present full title 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 Bundle
(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; records are kept for one year then destroyed.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contain computations of loans; give date; employee's registration number; total amount contributed; amount of interest; amount of loan; per centum of amount of loan against the total amount of contributions; 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)

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

6. Contents—continued

7. Arrangement Chronologically by date of 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 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 1 - 8"x8"x4" bundle. Approx 1000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On wooden shelf in enclosed cabinet, on west wall in vault of room #122, 1st floor in City Hall.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information These are only work sheets, later transfered to central cards of employees.
(Condition of record if not good. Relation to 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

V. Sindall

J. J. Kovarka / 2-8-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Employees' Retirement Commission
(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 "Refund 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 1935 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling as titled with year: 1935, 1936, 1937, 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)
Prior records are filed in with payment vouchers, see Volumes and Unbound Records form #13.

6. Contents A record of contributions refunded to resigned or withdrawn members of the Employee's Retirement System, (form MDB 2928), gives date, charge account number, resolution for return of contribution; service number, name and address, and amount refunded,
(Purpose and general nature of record. Principal items 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 payment.
(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 9 X 12 folders, approx 3000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On wooden shelf in cabinet on west wall in vault of room #122, 1st floor in City Hall.
(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 16—6419

M.D.B. 2928

dat

EMPLOYEES' RETIREMENT SYSTEM OF THE CITY OF BALTIMORE chg. ac. 1.4 272

Resolution for Return of Contribution

WHEREAS, The hereinafter named members of the Employees' Retirement System of the City of Baltimore resigned or otherwise withdrew from the service of the City of Baltimore on the dates shown opposite their names; subsequently to such resignation or withdrawal have requested that the accumulated contributions credited to them in the Annuity Savings Fund be returned to them; and the Secretary and the Accountant have certified the amounts of such accumulated contributions in the amounts shown after the respective names, therefore be it

RESOLVED, by the Board of Trustees of the Employees' Retirement System of the City of Baltimore that the said named members be paid the amounts set opposite their names.

NUMBER	NAME AND ADDRESS	AMOUNT

Kovalcas + Sindall 2-3-38 #24
(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 Employees Retirement Commission
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

1. Title "LOANS - 1936"
(Give present full title 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 Bundle
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Loans - 1936"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records no prior records, Loans are made for a period of one year only & after payment is made it is transferred to next year's records, 1937 records now being posted on & after which 1936 record will be destroyed.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Date of posting, account chargeable to, name of employee, employee registration number, account number, amount of contributions, amount of interest, total amount to credit of employee, amount of loan, & percent of credit.
(Purpose and general nature of record. Principal items 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 posting
(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 card
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of bundle 8"x8"x4" approx 600 cards
(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, closet, west wall, Vault Room 122

12. Other information Records 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)

Note. This is a record of loans made to employees of the Commission.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6410

V. Sindace

J. J. Kowalka 2-3-38 25

(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 Employee's Retirement Commission
(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 "Debits to Annuity Savings" ✓
(Give present full title 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 folder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling as above titled with year 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 Debits to annuity savings due to retirements, withdrawals, deaths, omitted contributions, or adjustments; gives date; account chargeable to; name of employee; registration number; whether died, withdrawn, resigned, dismissed, or omitted contributions; payroll symbol number; amount; amount of interest; total; also caption number and total amount,
(Purpose and general nature of record. Principal items 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.
(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 card.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1 folder 8"x8"x2" approx. 500 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On wooden shelf in enclosed cabinet on west wall in vault of room #122, 1st. floor in City Hall.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information This record is kept for one year then destroyed; all prior records are transferred to journal, see form #18.
(Condition of record if not good. Relation to 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

V. Sindall

J. J. Kowalka 2-8-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Employees' Retirement Commission.
(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 (Ledger Record - Cards)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938
(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 Labeling on drawers viz: Groups #1 - #2, 1 drawer: School Teachers Cont on line 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)
This is current file, see Volumes and Unbound Records form #29 for prior records.

6. Contents A record of employees' contributions, individual card record posted from payrolls. Cards give department number (for School Teachers, school number is given), name of employee; payroll number; name of department; amount of salary, amount of salary after deductions; registration number; date of birth; title; division; date of appointment; service number; payroll code; group; record of leaves
(Purpose and general nature of record. Principal items 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 and absence without pay; rate of compensation and contribution; date of withdrawal, deposits; balance, and special contributions.

7. Arrangement Are numerically by payroll number between guide
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) see line 12

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 11½"x16½"x23" steel file drawers; 8"x8" cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
approx. 7350 cards.

11. Location by dates and quantities On north wall in ante room of room
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
#122, 1st floor in City Hall.

12. Other information Records and filing equipment in
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
excellent condition.
cont'd from line 4.
S1-S99; S100-S520, 2 drawers; C62, B43, B49, B85; B45, B50, B80, B44, B41, B70 (Per diem payrolls), 2 drawers; Group #3 B62, 1 drawer.
cont'd from line 7
cards; guide cards give the number and name of department; except school teachers and janitors in schools are numerically by number of school and by payroll number therein.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Group 1

Mayor's Office				
City Council				
City Council Employees				
Balto. Art Museum				
Municipal Museum				
Board of License Commissioners				
Central Pay Roll Dept.				
Municipal Duplicating Bureau				
City Planning Commission				
Public Improvement Commission				
Municipal Post Office				
Controls and Accounts				
Bureau of Audits				
Bureau of Pensions				
Auto Coroner				
State's Attorney				
City Solicitor				
Bureau of Stores				
Chief Engineer				
Water Supply				
Fire Dept.				
Park Board				
Street Cleaning Dept.				
Supervisors of City Charities				
City Service Commission				

NAME JAMES H.PYLE, | TITLE | NO.

DEPT. 49 TEACHER -$255- -N E- 239.70 | DIVISION | PAYROLL CODE

BIRTH | APPOINTMENT | GROUP

RECORD OF LEAVES AND ABSENCE WITHOUT PAY

BEGAN	ENDED	TIME IN MONTHS	CAUSE	APPROVAL

RATE OF COMPENSATION AND CONTRIBUTION

Date of Last Change	EFFECTIVE	SALARY RATE	RATE % DEDUCTION	AMOUNT

LINE	DATE	WITHDRAWALS	DEPOSITS	BALANCE	SPECIAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

REMARKS:

CLOSING

Balance at Beginning of Year		
Interest on Initial Balance		
Net Interest on Withdrawals & Deposits		
Total Interest		
Balance at End of Year		

EMPLOYEE'S RETIREMENT SYSTEM
CITY OF BALTIMORE

Group 2

Broadway Pier				
Central Payroll				
Harbormaster				
Comptroller				
Purchasing Agent				
City Register				
Markets				
Disbursements				
Mech.Elec.Service				
Harbors				
Hospitals				
Baths				
Telephone				

NAME | TITLE | NO.

DEPARTMENT | DIVISION | PAYROLL CODE

BIRTH | APPOINTMENT | GROUP

MONTHLY AND SEMI-MONTHLY PAYROLLS	1927		√	1929		√	1931		√
A=BALANCE AT BEGINNING OF YEAR									
MONTH	1ST HALF	2ND HALF		1ST HALF	2ND HALF		1ST HALF	2ND HALF	
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
B=TOTAL DEPOSITS DURING YEAR									

RECORD OF CONTRIBUTIONS WITHDRAWN

	√	
1. Date		
2. Total Amount		
3. Interest on(2)from beginning of year		
4. =(2)—(3)		
5. Interest on (4) to end of year		
1. Date		
2. Total Amount		
3. Interest on(2)from beginning of year		
4. =(2)—(3)		
5. Interest on (4) to end of year		

Remarks:

INTEREST CALCULATIONS		1927		1929		1931	
a=Interest on initial balance for year		√		√		√	
Interest to end of year on monthly or semi-monthly deposits	b=1st rate						
	c=2nd and other rates						
d=(a)+(b)+(c)							
e=Interest to end of year on withdrawals							
C=Net Interest (d)—(e)							
D=A+B+C							
E=Amount of Withdrawals							

RECORD OF LEAVES OF ABSENCE WITHOUT PAY

Began	Ended	Time in Months	Cause	Approval

RATE OF COMPENSATION AND CONTRIBUTION

Date of Last Change	Effective	Salary Rate	Rate of Deduction	Amount of Deduction

Group 3

Appeal Tax Court				
Bureau of Assessment				
Supreme Bench				
Juvenile Court				
Legislative References				
Police Magistrates				
Supervisor of Elections				
People's Court				
Orphans Court				
POlice Examiners				
Probationary Dept.				
Bureau of Highways				
" " Standards				
" " Plans & Surveys				
" " Sewers				
" " Hospitals				
Health Dept.				
Jail Board				
Supervisor of City Charities				
Board of Zoning Appeal				
Bureau of Transportation				
Commissioners of Opening Streets				

98 MABEL Z.BLOCHER,

NAME 22 TEACHER -$170- -N E- 161.50 TITLE NO.

DEPT. 5696 DIVISION PAYROLL CODE

BIRTH APPOINTMENT GROUP

RECORD OF LEAVES AND ABSENCE WITHOUT PAY					LINE	DATE	WITHDRAWALS	DEPOSITS	BALANCE	SPECIAL
BEGAN	ENDED	TIME IN MONTHS	CAUSE	APPROVAL	1					
					2					
					3					
					4					
					5					
					6					
					7					
					8					
					9					
					10					
					11					
					12					
					13					
					14					
					15					
					16					
					17					
					18					
					19					
					20					
					21					
					22					
					23					
					24					
					25					
					26					
					27					

Schools
school no
Payroll No.

RATE OF COMPENSATION AND CONTRIBUTION

Date of Last Change	EFFECTIVE	SALARY RATE	RATE % DEDUCTION	AMOUNT

REMARKS:

CLOSING	
	Balance at Beginning of Year
	Interest on Initial Balance
	Net Interest on Withdrawals & Deposits
	Total Interest
	Balance at End of Year

EMPLOYEE'S RETIREMENT SYSTEM
CITY OF BALTIMORE

V. Sindall

J. J. Kowalski 2-3-38 27

(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 Employees' Retirement Commission
(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 (Payroll Control Cards - By Bureaus and Departments.)
(Give present full title 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 Bundle.
(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 This record is kept for one year then destroyed.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of bureau or department, payroll date, amount of withdrawals during payroll period; amount of deposits during payroll period; and balance on hand.
(Purpose and general nature of record. Principal items 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 bureau or department.
(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 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 - 8"x8"x4½" bundle approx 2000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On wooden shelf in enclosed cabinet in vault on west wall in vault, room #122, 1st floor City Hall.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent condition. These records are transferred in Journal, therefore cards only kept one year. see form #18, Journal for prior records.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

V. Sindall

J. A. Kovatka 2-3-38 28

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

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

CORRECT.

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Employees' Retirement Commission
(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 "Employees' Retirement System of the City of Baltimore, Receipts" ✓
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1926--.
(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 Gives year, month and day; from whom received; payroll period dates; amount; amount to annuity savings fund; amount in pension accumulation fund; amount in expense fund; amount in investments; account name; account number; and total amount.
(Purpose and general nature of record. Principal items 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 receipt.
(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 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 1 Volume 14"x18"x1" 152 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On wooden shelf in enclosed cabinet, on west wall in vault of room #122 1st. floor City Hall.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Leather bound volume in very 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

Kovaka & Sindall 2-7-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

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

Address of office of custody Room 122 City Hall - City Hall Plaza
(Name of building, room number, street address)

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

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

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

4. Labeling "Ledger Cards"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none, prior records in Bureau's Archives
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record card of employees contributions, show name of employee, title of employee, registration number, department name, division name, payroll code number, date of birth, date of appointment, group number, record of leaves & absences without pay, rate of compensation & contributions, and a detailed account of contributions & withdrawals
(Purpose and general nature of record. Principal items 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 of form attached

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

6. Contents—continued

7. Arrangement numerically by registration number 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 of drawer 11½" x 16½" x 23" 22726 cards.
(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 west wall, Room 122.

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)

Note: This is a record of contributions made by employees of the Employees Retirement Commission & from this record the amount of retirement pay is prorated.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

NAME

TITLE

NO.

DEPT.

DIVISION

PAYROLL CODE

BIRTH

APPOINT-MENT

GROUP

RECORD OF LEAVES AND ABSENCE WITHOUT PAY				
BEGAN	ENDED	TIME IN MONTHS	CAUSE	APPROVAL

RATE OF COMPENSATION AND CONTRIBUTION				
Date of Last Change	EFFECTIVE	SALARY RATE	RATE % DEDUCTION	AMOUNT

LINE	DATE	WITHDRAWALS	DEPOSITS	BALANCE	SPECIAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

REMARKS:

EMPLOYEE'S RETIREMENT SYSTEM
CITY OF BALTIMORE

V. Sindall

J. J. Kovacs 2-7-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Employee's Retirement Commission
(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 "General Correspondence"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 2 steel file drawers.
(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 Contains correspondence to and from this office; letters concerning resolutions; bureau of audits; actuary; central payroll bureau; city comptroller; reports of classified employees absent with pay; paid vouchers from bureau of disbursements; financial reports; fire department concerning members in retirement system; inquiries on pension systems; old teachers retirement 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 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 notices concerning assessments to members; change of addresses of members; valuation; etc.

7. Arrangement Alph. by subject or name of department in
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) see line 12

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

9. Writing Handwritten; Handwritten printed form; typed; typed printed form; typed 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 11½"x16½"x23" steel file drawers, 9"x12" folders
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
approx. 200 folders.

11. Location by dates and quantities On east wall in room #121,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1st floor in City Hall.

12. Other information Records and filing 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)

Prior records are kept in the bureau of archives on fourth floor in city Hall.
cont'd from line 7
folders between guid cards; guide cards marked A-Z.

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

U. S. GOVERNMENT PRINTING OFFICE 16—6419

V. Sindall

J. J. Kovacs 2-8-38 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.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County _____ State Maryland

Name of agency or office Employees Retirement Commission
(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 (Actuary File)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 1 steel file drawer.
(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.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents A confidential record of the actuary; contain financial accounts; reports; reconciliation depositors accounts; reconciliation depositions; history cards balances; personal correspondence of actuary; 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 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 Handwritten; typed, Handwritten printed forms; typed printed forms; typed 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 11½"x16½"x23" steel file drawer, 9"x12" folders approx. 30 folders,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On east wall in room #121, 1st. floor in City Hall,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records and filing 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

c.1904

HISTORY OF BALTIMORE'S GREAT CONFLAGRATION

Fire started on Sunday, February 7, at 10:48 A.M.
Under control on Monday, February 8, between 4 and 5 P.M.
Burned fiercely for about 30 hours.
Destroyed about 2500 buildings.
Caused a loss estimated at from $70,000,000 to $90,000,000.
Burned over about 70 blocks, or 150 acres.

Started in basement of John E. Hurst & Co's building, corner of Liberty and German streets and Hopkins Place.

Cause unknown.

Alarm registered by automatic apparatus in basement of Hurst building.

Salvage Corps was on scene within two minutes.

No. 2 Truck Company and District Chief Burkhart arrived immediately after Salvage Corps.

Line of hose was carried into Hurst cellar, where there was a small blaze near the elevator shaft.

District Chief Burkhart ran to sound general alarm at Howard and German streets.

While District Chief Burkhart was pulling box there was a terrific explosion.

Roof of Hurst building rose and fell, and that structure was in a moment enveloped in flames. The firemen escaped.

Cause of explosion a mystery. Firemen call it a "smoke explosion."

Flames spread to National Exchange Bank Building across German street. Flames also crossed Hopkins Place and entered a number of warehouses through windows which had been broken by explosion.

At German street and Hopkins Place the firemen fought desperately, but in vain. No. 2 Truck was consumed by the fire before its crew had a chance to move it. No. 15 Engine was buried by the falling walls of the Hurst building.

Falling walls brought with them electric wires, one of which rendered Chief Horton of the Fire Department unconscious for hours, robbing the Department of his services.

Within 20 minutes after automatic alarm was sounded Hurst building was in ruins, National Exchange Bank Building was wrapped in flames and a dozen structures on the other side of Hopkins place were on fire.

A second explosion formed the climax of the first half hour of the fire, and the flames spread beyond control.

The second explosion was caused by gunpowder stored in an iron box on the pavement in front of a hardware store on Hopkins Place.

This explosion knocked people from their feet who were blocks away and damaged buildings, making them an easier prey to the advancing flames.

In the twinkling of an eye half a dozen big warehouses on Baltimore street, between Hopkins Place and Hanover street, were ablaze, and all the wholesale houses on Hopkins Place, as far as Lombard Street, were in flames.

Two dozen buildings were on fire within 35 minutes after first alarm was sounded. The fire ate its way down the south side of Baltimore Street from Liberty to Hanover and down German Street to Hanover.

A strong wind from the southwest fanned the flames.

Mullin's Hotel, on the north side of Baltimore Street, caught, and Liberty Street was threatened. The flames there were checked two doors north of Mullin's Hotel.

At the southwest corner of Hanover and Baltimore Streets the fire was temporarily checked, about 2 o'clock.

The Hopkins Place buildings were in ruins at this time, and then the Guggenheimer, Weil & Company building, at Liberty and Lombard Streets, caught, which marked the southwestern limit of the fire. Across the street an army of men saved the Lloyd L. Jackson building.

The fire then turned eastward, and consumed the buildings on the north side of Lombard Street. The patients were removed from the Maryland Lying-In Hospital, which is on the south side on Lombard Street.

By 3 o'clock the fire had burned all buildings in the four blocks between Baltimore and Lombard and Liberty and Hanover Streets.

The wind moderated, and the greatest fight to check the fire was made at Hanover Street. Every man and every piece of apparatus was in that thoroughfare. The fight failed, and the fire became a conflagration to be recorded in the world's history.

Two engine companies arrived from Washington shortly after 2 o'clock. Companies from Mount Washington, Relay, Sparrows Point, Roland Park and Highlandtown also arrived about this time.

Dynamite was used spasmodically, but without beneficial effect. Probably 20 buildings were blasted, but in almost every case the dynamiting was not done until the building had caught fire.

By 5 o'clock some of the buildings on the west side of Charles Street were on fire. The flames leaped across German Street and made a torch of the Consolidated Gas Company's building.

When twilight fell, at 6 o'clock, the fire was advancing along Fayette, Baltimore, German and Lombard Streets toward Charles Street.

Because the wind still held from the southwest, the fire swept diagonally across Baltimore Street, along McClellan's Alley to Fayette Street and continued up the alley to O'Neill's dry goods store, at Lexington Street, where it was checked. South on Charles Street, as far as Baltimore, every building was ablaze.

The flames crossed Charles Street and attacked the first building of steel construction in its path - the Union Trust. It was gutted, and the frame work remains as a shell.

The fire worked along Fayette Street to St. Paul, eating its way through to Lexington Street. The resistance of the Herald and Law Buildings, which were the last in the block to go, saved the Courthouse, The flames were kept from the interior of the latter building by employees, directed by Judge Henry D. Harlan of the Supreme Bench.

Before the Herald and Law Buildings burned, the fire was at work on the east side of Charles Street all the way down to Lombard Street.

The wind shifted to the west about 7 o'clock and drove the flames straight down Lombard, German, Baltimore and Fayette Streets.

The Calvert, Equitable, Continental, Maryland Trust, Baltimore and Ohio Central, Stock Exchange, Merchants' Club and The News, American and Sun Buildings were all burned.

Among the buildings which survived the flames in this section with the least damage were the International Trust, the Safe Deposit and Trust Company, the banking-house of Alexander Brown & Sons and the Mercantile Trust Company. The United States Public Stores, at Lombard and Gay Streets, also came through the fire in fairly good shape. The banking-house of John S. Gittings & Company was saved by a whim of the fire.

Continuing in a straight easterly direction, the fire burned through everything to Holliday Street, from Fayette to Lombard, including the Chamber of Commerce, and swept on to Gay Street. The new United States Custom House was in the path of the flames, and was damaged to the extent of $200,000.

When the Church of the Messiah, at Gay and Fayette Streets, was afire, the wind shifted to the northwest, and the flames swept diagonally to the middle of the bolck opposite, burning through to the middle of the block on Baltimore Street, where they leaped to the south side of the street and continued to Jones' Falls, wiping out everything, including the Maryland Institute, but leaving the buildings on the north side midway between Gay and Frederick Streets untouched.

The same shift of the wind sent the fire at Charles and Lombard Streets down the south side of Lombard Street and diagonally through the block to Pratt Street, coming out midway between Charles and Light Streets. The Malltby House was wrecked, but its neighbor - the Green House - was not touched. The shift saved the buildings north of Fayette Street, and Pratt Street became the centre of the fire.

For 12 hours, from midnight Sunday until midday Monday, the fireboat Cataract and engine companies from Wilmington and Philadelphia fought the fire along Pratt Street.

The stand at Pratt and Light Streets saved the Light Street wharves.

When morning broke Pratt Street was in ruins from Light Street as far eastward as one could see.

All shipping was safely removed from the basin early.

Charles Street and the Falls mark the extreme limits of the fire on Pratt Street. About 4 o'clock in the afternoon the Pratt Street power house of the United Railways was wrecked.

From daybreak the chief fight was to prevent the fire crossing the Falls into the residential section of East Baltimore. Shortly after noon fresh companies from York, Harrisburg, Altoona, Atlantic City and Sparrows Point were sent to the foot of West Falls Avenue to relieve the Philadelphia, Washington and Wilmington firemen, who were exhausted. The fresh men were making an impression on the fire when a special train with nine companies from New York reached President Street Station.

These men, aided by the crew of the revenue cutter Windom and the fireboats Cataract and the Radiant of New York, put out the fire. Their work, which was praiseworthy, was simplified, because the flames were confined to a strip of ground, on both sides of which was water.

Fires smoldered throughout the burned district for days. Practically all of the Baltimore fire companies were withdrawn on Wednesday. The last of the out-of-town companies, including the New Yorkers, went home on Wednesday.

1900 to date

Contents of Daily Record of all Fire Departments - Baltimore City

Inspection of Uniforms and Equipment and Appliances

Leave of Absence

Lost Equipment

Materials Condemned - Disposition

Monthly Inspection - Equipment and Appliances Hose, etc.

Gas Received

Apparatus Greased

Orders - Verbal

Pensioners

Polarine Oil

Promotions

Repairs to quarters

Resignations

Roster

School of Instruction - Members instructed

Sickness of Members

Service of Company Daily

" " " Monthly

Supplies Received

Tires, Casings and Inner Tubes

Transfers

Vacations

Wash

Company Record

INDEX TO REPORTS

BALTIMORE CITY FIRE DEPARTMENT

Index 1

DATE OF REPORT	SERIAL No.	TITLE	DATE OF RECORD
None	1	Headquarters Building	Present Building.
"	2	Secretary's Office	" "
"	3	Clerk's Office	" "
"	4	Silver Plaque	1873
"	5	Correspondence	1859--.
"	6	Fire Report	Current
"	7	Annual Report	Current
"	8	Fire Prevention Building Record	1913--.
"	9	Report of Municipal Ambulance Service	1927--.
"	10	Fire Record	1920--.
"	11	Daily Journal, 1876-1898; Daily Record, 1900--.	1876--.
"	12	Daily Journal, 1898-1900; Daily Record, 1901--.	1898--.
"	13	Daily Journal, 1876-1900; Daily Record, 1900--.	1876--.
"	14	Daily Journal, 1880-1899; Daily Record, 1900--.	1880--.
"	15	Daily Journal, 1888-1900; Daily Record, 1900--.	1888--.
"	16	Daily Journal, 1897-1900; Daily Record, 1900--.	1897--.
"	17	Daily Journal, 1880-1900; Daily Record, 1900--.	1880--.
"	18	Daily Journal, 1876-1900; Daily Record, 1900--.	1876--.
"	19	Daily Journal, 1876-1900; Daily Record, 1900--.	1876--.
"	20	Daily Journal, 1876-1900; Daily Record, 1900--.	1876--.
"	21	Daily Journal, 1890-1897; Daily Record, 1900--.	1890-1897 1900--.
"	22	Daily Journal, 1890-1900; Daily Record, 1900--.	1890--.

PROJECT OPERATIONS SCHEDULE

DATE		HOURS	DATE		HOURS	DATE		HOURS
January	1	x	March	1	6½	May	1	6½
	2	6½		2	x		2	6½
	3	6½		4	6½		3	6½
	4	6½		5	6½		4	x
	5	6½		6	6½		6	6½
	6	x		7	6½		7	6½
	8	6½		8	6½		8	6½
	9	6½		9	x		9	6½
	10	6½		11	6½		10	6½
	11	6½		12	6½		11	x
	12	6½		13	6½		13	6½
	13	x		14	6½		14	6½
	15	6½		15	x		15	x
January	16	6½	March	16	x	May	16	6½
	17	6½		18	6½		17	6½
	18	6½		19	6½		18	x
	19	6½		20	6½		20	6½
	20	x		21	6½		21	6½
	22	6½		22	6½		22	6½
	23	6½		23	x		23	6½
	24	6½		25	6½		24	6½
	25	6½		26	6½		25	x
	26	6½		27	6½		27	6½
	27	x		28	6½		28	6½
	29	6½		29	6½		29	6½
	30	x		30	6½		30	x
January	31	6½	April	1	6½	May	31	6½
February	1	6½		2	6½	June	1	x
	2	6½		3	6½		3	6½
	3	x		4	6½		4	6½
	5	6½		5	6½		5	6½
	6	6½		6	x		6	6½
	7	6½		8	6½		7	6½
	8	6½		9	6½		8	x
	9	6½		10	6½		10	6½
	10	x		11	6½		11	6½
	12	x		12	6½		12	6½
	13	6½		13	x		13	6½
	14	6½		15	x		14	x
	15	x					15	x
February	16	6½	April	16	6½	June	17	6½
	17	3½		17	6½		18	6½
	19	6½		18	6½		19	6½
	20	6½		19	6½		20	6½
	21	6½		20	x		21	6½
	22	x		22	6½		22	x
	23	6½		23	6½		24	6½
	24	3		24	6½		25	6½
	26	6½		25	6½		26	6½
	27	6½		26	6½		27	6½
	28	6½		27	x		28	6½
	29	6½		29	6½		29	x
				30	x		30	x

INDEX TO REPORTS

BALTIMORE CITY FIRE DEPARTMENT

Index 1

DATE OF REPORT	SERIAL No.	TITLE	DATE OF RECORD
None	23	Daily Journal, 1890-1900; Daily Record, 1900--.	1890--.
"	24	Daily Journal, 1898-1900; Daily Record, 1900--.	1898--.
"	25	Daily Journal, 1893-1900; Daily Record, 1900--.	1893--.
"	26	Daily Journal, 1897-1900; Daily Record, 1900--.	1897--.
"	27	Daily Journal, 1899-1900; Daily Record, 1900--.	1899--.
"	28	Daily Journal, 1894-1899; Daily Record, 1901--.	1894-1899 1901--.
"	29	Daily Journal, 1876-1900; Daily Record, 1901--.	1876--.
"	30	Daily Journal, 1887-1900; Daily Record, 1900--.	1887--.
"	31	Daily Journal, 1876-1900; Daily Record, 1900--.	1876--.
"	32	Daily Journal, 1888-1900; Daily Record, 1900--.	1888--.
"	33	Daily Journal, 1894-1900; Daily Record, 1900--.	1894--.
"	34	Daily Journal, 1898-1900; Daily Record, 1900--.	1898--.
"	35	Daily Journal, 1898-1900; Daily Record, 1900--.	1898--.
"	36	Daily Journal, 1893-1900; Daily Record, 1900--.	1893--.
"	37	Daily Record	1907--.
"	38	Daily Record	1920--.
"	39	Daily Record	1909--.
"	40	Daily Record	1901--.
"	41	Daily Record	1902--.
"	42	Daily Record	1903--.
"	43	Daily Record	1903--.
"	44	Daily Record	1905--.
"	45	Daily Record	1905--.

PROJECT OPERATIONS SCHEDULE

DATE		HOURS	DATE		HOURS	DATE		HOURS
January	1	x	March	1	6½	May	1	6½
	2	6½		2	x		2	6½
	3	6½		4	6½		3	6½
	4	6½		5	6½		4	x
	5	6½		6	6½		6	6½
	6	x		7	6½		7	6½
	8	6½		8	6½		8	6½
	9	6½		9	x		9	6½
	10	6½		11	6½		10	6½
	11	6½		12	6½		11	x
	12	6½		13	6½		13	6½
	13	x		14	6½		14	6½
	15	6½		15	x		15	x
January	16	6½	March	16	x	May	16	6½
	17	6½		18	6½		17	6½
	18	6½		19	6½		18	x
	19	6½		20	6½		20	6½
	20	x		21	6½		21	6½
	22	6½		22	6½		22	6½
	23	6½		23	x		23	6½
	24	6½		25	6½		24	6½
	25	6½		26	6½		25	x
	26	6½		27	6½		27	6½
	27	x		28	6½		28	6½
	29	6½		29	6½		29	6½
	30	x		30	6½		30	x
January	31	6½	April	1	6½	May	31	6½
February	1	6½		2	6½	June	1	x
	2	6½		3	6½		3	6½
	3	x		4	6½		4	6½
	5	6½		5	6½		5	6½
	6	6½		6	x		6	6½
	7	6½		8	6½		7	6½
	8	6½		9	6½		8	x
	9	6½		10	6½		10	6½
	10	x		11	6½		11	6½
	12	x		12	6½		12	6½
	13	6½		13	x		13	6½
	14	6½		15	x		14	x
	15	x					15	x
February	16	6½	April	16	6½	June	17	6½
	17	3½		17	6½		18	6½
	19	6½		18	6½		19	6½
	20	6½		19	6½		20	6½
	21	6½		20	x		21	6½
	22	x		22	6½		22	x
	23	6½		23	6½		24	6½
	24	3		24	6½		25	6½
	26	6½		25	6½		26	6½
	27	6½		26	6½		27	6½
	28	6½		27	x		28	6½
	29	6½		29	6½		29	x
				30	x		30	x

INDEX TO REPORTS

BALTIMORE CITY FIRE DEPARTMENT

Index1

DATE OF REPORT	SERIAL No.	TITLE	DATE OF RECORD
None	46	Daily Record	1906--.
"	47	Daily Record	1906--.
"	48	Daily Record	1907--.
"	49	Daily Record	1901--.
"	50	Daily Record	1907--.
"	51	Daily Record	1909--.
"	52	Daily Record	1908--.
"	53	Daily Record	1900--.
"	54	Daily Record	1909--.
"	55	Daily Record	1909--.
"	56	Daily Record	1909--.
"	57	Daily Record	1910--.
"	58	Daily Record	1922--.
"	59	Daily Record	1919--.
"	60	Daily Record	1919--.
"	61	Daily Record	1919--.
"	62	Daily Record	1919--.
"	63	Daily Record	1919--.
"	64	Daily Record	1919--.
"	65	Daily Record	1922--.
"	66	Daily Record	1922--.
"	67	Daily Record	1922--.
"	68	Daily Record	1921--.
"	69	Daily Record	1922--.
"	70	Daily Record	1922--.

PROJECT OPERATIONS SCHEDULE

DATE		HOURS	DATE		HOURS	DATE		HOURS
January	1	x	March	1	6½	May	1	6½
	2	6½		2	x		2	6½
	3	6½		4	6½		3	6½
	4	6½		5	6½		4	x
	5	6½		6	6½		6	6½
	6	x		7	6½		7	6½
	8	6½		8	6½		8	6½
	9	6½		9	x		9	6½
	10	6½		11	6½		10	6½
	11	6½		12	6½		11	x
	12	6½		13	6½		13	6½
	13	x		14	6½		14	6½
	15	6½		15	x		15	x
January	16	6½	March	16	x	May	16	6½
	17	6½		18	6½		17	6½
	18	6½		19	6½		18	x
	19	6½		20	6½		20	6½
	20	x		21	6½		21	6½
	22	6½		22	6½		22	6½
	23	6½		23	x		23	6½
	24	6½		25	6½		24	6½
	25	6½		26	6½		25	x
	26	6½		27	6½		27	6½
	27	x		28	6½		28	6½
	29	6½		29	6½		29	6½
	30	x		30	6½		30	x
January	31	6½	April	1	6½	May	31	6½
February	1	6½		2	6½	June	1	x
	2	6½		3	6½		3	6½
	3	x		4	6½		4	6½
	5	6½		5	6½		5	6½
	6	6½		6	x		6	6½
	7	6½		8	6½		7	6½
	8	6½		9	6½		8	x
	9	6½		10	6½		10	6½
	10	x		11	6½		11	6½
	12	x		12	6½		12	6½
	13	6½		13	x		13	6½
	14	6½		15	x		14	x
	15	x					15	x
February	16	6½	April	16	6½	June	17	6½
	17	3½		17	6½		18	6½
	19	6½		18	6½		19	6½
	20	6½		19	6½		20	6½
	21	6½		20	x		21	6½
	22	x		22	6½		22	x
	23	6½		23	6½		24	6½
	24	3		24	6½		25	6½
	26	6½		25	6½		26	6½
	27	6½		26	6½		27	6½
	28	6½		27	x		28	6½
	29	6½		29	6½		29	x
				30	x		30	x

INDEX TO REPORTS

BALTIMORE CITY FIRE DEPARTMENT

Index 1

DATE OF REPORT	SERIAL No.	TITLE	DATE OF RECORD
None	71	Daily Record	1922--.
"	72	Daily Record	1922--.
"	73	Daily Record	1923--.
"	74	Daily Record	1923--.
"	75	Daily Record	1923--.
"	76	Daily Record	1923--.
"	77	Daily Record	1907--.
"	78	Daily Record	1904--.
"	79	Daily Record	1901--.
"	80	Daily Record	1907--.
"	81	Daily Record	1905--.
"	82	Daily Record	1906--.
"	83	Daily Record	1919--.
"	84	Daily Record	1907--.
"	85	Daily Record	1908--.
"	86	Daily Record	1909--.
"	87	Daily Record	1912--.
"	88	Daily Record	1916--.
"	89	Daily Record	1920--.
"	90	Daily Record	1921--.
"	91	Daily Record	1922--.
"	92	Daily Record	1923--.
"	93	Daily Record	1923--.
"	94	Daily Record	1926--.
"	95	Daily Record	1934--.

PROJECT OPERATIONS SCHEDULE

DATE		HOURS	DATE		HOURS	DATE		HOURS
January	1	x	March	1	6½	May	1	6½
	2	6½		2	x		2	6½
	3	6½		4	6½		3	6½
	4	6½		5	6½		4	x
	5	6½		6	6½		6	6½
	6	x		7	6½		7	6½
	8	6½		8	6½		8	6½
	9	6½		9	x		9	6½
	10	6½		11	6½		10	6½
	11	6½		12	6½		11	x
	12	6½		13	6½		13	6½
	13	x		14	6½		14	6½
	15	6½		15	x		15	x
January	16	6½	March	16	x	May	16	6½
	17	6½		18	6½		17	6½
	18	6½		19	6½		18	x
	19	6½		20	6½		20	6½
	20	x		21	6½		21	6½
	22	6½		22	6½		22	6½
	23	6½		23	x		23	6½
	24	6½		25	6½		24	6½
	25	6½		26	6½		25	x
	26	6½		27	6½		27	6½
	27	x		28	6½		28	6½
	29	6½		29	6½		29	6½
	30	x		30	6½		30	x
January	31	6½	April	1	6½	May	31	6½
February	1	6½		2	6½	June	1	x
	2	6½		3	6½		3	6½
	3	x		4	6½		4	6½
	5	6½		5	6½		5	6½
	6	6½		6	x		6	6½
	7	6½		8	6½		7	6½
	8	6½		9	6½		8	x
	9	6½		10	6½		10	6½
	10	x		11	6½		11	6½
	12	x		12	6½		12	6½
	13	6½		13	x		13	6½
	14	6½		15	x		14	x
	15	x					15	x
February	16	6½	April	16	6½	June	17	6½
	17	3½		17	6½		18	6½
	19	6½		18	6½		19	6½
	20	6½		19	6½		20	6½
	21	6½		20	x		21	6½
	22	x		22	6½		22	x
	23	6½		23	6½		24	6½
	24	3		24	6½		25	6½
	26	6½		25	6½		26	6½
	27	6½		26	6½		27	6½
	28	6½		27	x		28	6½
	29	6½		29	6½		29	x
				30	x		30	x

INDEX TO REPORTS

BALTIMORE CITY FIRE DEPARTMENT

Index 1

DATE OF REPORT	SERIAL NO.	TITLE	DATE OF RECORD
None	96	Daily Record	1912---
"	97	Daily Record	1912---
"	98	Daily Record	1921---
"	99	Daily Record	1922---
"	100	Daily Record	1924---
"	101	Daily Record	1924---
"	102	Daily Record	1920---
"	103	Daily Record	1926---
"	104	Daily Record	1926---
"	105	Daily Record	1908---
"	106	Daily Record	1912---

PROJECT OPERATIONS SCHEDULE

DATE		HOURS	DATE		HOURS	DATE		HOURS
January	1	x	March	1	6½	May	1	6½
	2	6½		2	x		2	6½
	3	6½		4	6½		3	6½
	4	6½		5	6½		4	x
	5	6½		6	6½		6	6½
	6	x		7	6½		7	6½
	8	6½		8	6½		8	6½
	9	6½		9	x		9	6½
	10	6½		11	6½		10	6½
	11	6½		12	6½		11	x
	12	6½		13	6½		13	6½
	13	x		14	6½		14	6½
	15	6½		15	x		15	x
January	16	6½	March	16	x	May	16	6½
	17	6½		18	6½		17	6½
	18	6½		19	6½		18	x
	19	6½		20	6½		20	6½
	20	x		21	6½		21	6½
	22	6½		22	6½		22	6½
	23	6½		23	x		23	6½
	24	6½		25	6½		24	6½
	25	6½		26	6½		25	x
	26	6½		27	6½		27	6½
	27	x		28	6½		28	6½
	29	6½		29	6½		29	6½
	30	x		30	6½		30	x
January	31	6½	April	1	6½	May	31	6½
February	1	6½		2	6½	June	1	x
	2	6½		3	6½		3	6½
	3	x		4	6½		4	6½
	5	6½		5	6½		5	6½
	6	6½		6	x		6	6½
	7	6½		8	6½		7	6½
	8	6½		9	6½		8	x
	9	6½		10	6½		10	6½
	10	x		11	6½		11	6½
	12	x		12	6½		12	6½
	13	6½		13	x		13	6½
	14	6½		15	x		14	x
	15	x					15	x
February	16	6½	April	16	6½	June	17	6½
	17	3½		17	6½		18	6½
	19	6½		18	6½		19	6½
	20	6½		19	6½		20	6½
	21	6½		20	x		21	6½
	22	x		22	6½		22	x
	23	6½		23	6½		24	6½
	24	3		24	6½		25	6½
	26	6½		25	6½		26	6½
	27	6½		26	6½		27	6½
	28	6½		27	x		28	6½
	29	6½		29	6½		29	x
				30	x		30	x

Index 2

Baltimore City Fire Dept — Baltimore, Md.

No.	Title	Containers	Incl. dates	Report rec'd.	Returned	Entry Written
1	Fire Report	9 F.D	1934 –			
2	Headquarters	52 Vols	1859-1936			
3	Correspondence	100 T.B	1930 –			
4	Fire Record	27 F.D	1920 –			
5	Fire Prevention Bldg Record	18 F.D	1913 –			
6	Report Municipal Ambulance	33 F.D	1927 –			
7	Daily Journal	42 Vols	1893 –			
8	Daily Record	29 Vols	1908 –			
9	" "	25 Vols	1912 –			
10	" "	13 Vols	1924 –			
11	" "	17 Vols	1920 –			
12	" "	11 Vols	1926 –			
13	" "	11 Vols	1926 –			
14	" "	25 Vols	1912 –			
15	[illegible]	25 Vols	1912 –			
16	" "	16 Vols	1921 –			
17	" "	15 Vols	1922 –			
18	" "	13 Vols	1924 –			
19	" "	30 Vols	1907 –			
20	" "	17 Vols	1920 –			
21	" Journal	50 Vols	1876 –			
22	" "	42 Vols	1898 –			
23	" "	56 Vols	1876 –			
24	" "	49 Vols	1880 –			
25	" "	46 Vols	1888 –			
26	" "	40 Vols	1897 –			
27	" "	46 Vols	1880 –			

Index 2

Baltimore City Fire Dept — Baltimore, Md

No.	Title	Containers	Incl. dates	Report rec'd.	Returned	Entry Written
28	Daily Journal & Record	54 Vols	1876 –			
29	"	56 "	1876 –			
30	"	54 "	1876 –			
31	"	43 "	1890 –			
32	"	46 "	1890 –			
33	"	52 "	1890 –			
34	"	28 "	1909 –			
35	"	39 "	1898 –			
36	"	44 "	1893 –			
37	"	40 "	1897 –			
38	"	38 "	1899 –			
39	"	41 "	1894 –			
40	Daily Record	36 "	1911 –			
41	"	35 "	1902 –			
42	"	34 "	1903 –			
43	"	34 "	1903 –			
44	"	32	1905 –			
45	"	32	1905 –			
46	"	31	1906 –			
47	"	31	1906 –			
48	"	30	1907 –			
49	"	36	1901 –			
50	"	30	1907 –			
51	"	28	1909 –			
52	"	29	1908 –			
53	"	18	1900 –			
54	"	28	1909 –			

Index 2

Baltimore Fire Dept — Baltimore, Md.

No.	Title	Containers	Incl. dates	Report rec'd.	Returned	Entry Written
55	Daily Record	28 Vols	1909 –			
56	"	28 "	1909 –			
57	"	27 "	1910 –			
58	"	15 "	1922 –			
59	"	18 "	1919 –			
60	"	18 "	1919 –			
61	"	18 "	1919 –			
62	"	18 "	1919 –			
63	"	18 "	1919 –			
64	"	18 "	1919 –			
65	"	15 "	1922 –			
66	"	15 "	1922 –			
67	"	15 "	1922 –			
68	"	16 "	1921 –			
69	"	15 "	1922 –			
70	"	15 "	1922 –			
71	"		1922 –			
72	"		1922 –			
73	"	14 Vols	1923 –			
74	"	14 "	1923 –			
75	"	14 "	1923 –			
76	"	14 "	1923 –			
77	Daily Journal & Record	46 "	1876 –			
78	"	41 "	1887 –			
79	"	56 "	1876 –			
80	Daily Record	30 "	1907 –			
81	"	33 "	1904 –			

Baltimore Fire Dept. Index 2 Baltimore, Md.

No.	Title	Containers	Incl. dates	Report rec'd.	Returned	Entry Written
82	Daily Journal & Record	43 Vols	1888 —			
83	Daily Record	36 "	1901 —			
84	"	30 "	1907 —			
85	Daily Journal & Record	39 "	1894 —			
86	"	39 "	1898 —			
87	"	39 "	1898 —			
88	Daily Record	32 "	1905 —			
89	"	31 "	1906 —			
90	"	18 "	1919 —			
91	"	30 "	1907 —			
92	"	29 "	1908 —			
93	"	18 "	1909 —			
94	"	25 "	1912 —			
95	"	21 "	1916 —			
96	"	17 "	1920 —			
97	"	16 "	1921 —			
98	"	15 "	1922 —			
99	"	14 "	1923 —			
100	"	14 "	1923 —			
1	"	11 "	1926 —			
2	"	3 "	1934 —			

Baltimore City Fire Department

Co. Nos. 1934	Co. Nos. Reported Here	Companies	Co. Nos. Not Accounted for.
	1	Headquarters – Clerk's & Secretary's Office (The Building)	0
	1	Headquarters – Secretary's Office	0
	1	Headquarters – Clerk's Office	0
	1	Silver Plaque – No. 4 Engine Co.	0
	1	Correspondence	0
	1	Fire Report	0
	1	Annual Report of Commissioners	0
	1	Fire Prevention Building Record	0
	1	Report Municipal Ambulance Service	0
	1	Fire Record	0
58	18	Daily Journal of Engine Companies	1, 2, 16, and 22 to 58, incl. Missing = 40
26	7	Daily Journal of Truck Companies	4, 5, 7, 8, and 12 to 26, incl. Missing = 19
2	1	Daily Journal of Water Tower	No. 2 Missing = 1
58	40	Daily Record – Engine Companies	3 to 15, incl., 17 to 21, incl., Missing = 18
26	19	Daily Record – Truck Companies	1, 2, 3, 6, 9, 10, 11, Missing = 7
5	5	Daily Record – High Pressure Hose Companies	0
4	4	Daily Record – Chemical Companies	0
2	1	Daily Record – Water Tower Companies	No. 2 Missing = 1
	1	Daily Record – High Pressure Service, Pumping [Sta. South St.	

PROJECT OPERATIONS SCHEDULE

DATE		HOURS	DATE		HOURS	DATE		HOURS
January	1	x	March	1	6½	May	1	6½
	2	6½		2	x		2	6½
	3	6½		4	6½		3	6½
	4	6½		5	6½		4	x
	5	6½		6	6½		6	6½
	6	x		7	6½		7	6½
	8	6½		8	6½		8	6½
	9	6½		9	x		9	6½
	10	6½		11	6½		10	6½
	11	6½		12	6½		11	x
	12	6½		13	6½		13	6½
	13	x		14	6½		14	6½
	15	6½		15	x		15	x
January	16	6½	March	16	x	May	16	6½
	17	6½		18	6½		17	6½
	18	6½		19	6½		18	x
	19	6½		20	6½		20	6½
	20	x		21	6½		21	6½
	22	6½		22	6½		22	6½
	23	6½		23	x		23	6½
	24	6½		25	6½		24	6½
	25	6½		26	6½		25	x
	26	6½		27	6½		27	6½
	27	x		28	6½		28	6½
	29	6½		29	6½		29	6½
	30	x		30	6½		30	x
January	31	6½	April	1	6½	May	31	6½
February	1	6½		2	6½	June	1	x
	2	6½		3	6½		3	6½
	3	x		4	6½		4	6½
	5	6½		5	6½		5	6½
	6	6½		6	x		6	6½
	7	6½		8	6½		7	6½
	8	6½		9	6½		8	x
	9	6½		10	6½		10	6½
	10	x		11	6½		11	6½
	12	x		12	6½		12	6½
	13	6½		13	x		13	6½
	14	6½		15	x		14	x
	15	x					15	x
February	16	6½	April	16	6½	June	17	6½
	17	3½		17	6½		18	6½
	19	6½		18	6½		19	6½
	20	6½		19	6½		20	6½
	21	6½		20	x		21	6½
	22	x		22	6½		22	x
	23	6½		23	6½		24	6½
	24	3		24	6½		25	6½
	26	6½		25	6½		26	6½
	27	6½		26	6½		27	6½
	28	6½		27	x		28	6½
	29	6½		29	6½		29	x
				30	x		30	x

Sentack & Tomaker 51

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore,

Agency or department Dept of Education,

Bureau of Research.

1. Exact title "Annual Report - Teacher Training Schools" (etc).
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1926 - -, 4 volumes
Labeled as also with years 1926-1928, 1929-1933, 1934-1936, 1937 - -
Loose leaf binders

3. Missing volumes, by numbers and dates none,

4. Exact description of contents; summary of forms used; and general remarks
Attached form

5. Indexing Are shown by date,

6. Nature of recording by years Handwritten on mimeographed forms
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (X), paper ( ). Condition is: Excellent ( ), good (X), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (X), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (X), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 14" × 9" × 1 1/2" Approx. 200 pp.
H W D (Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)
On steel shelf in safe, West wall. Bureau of Research.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

DEPARTMENT OF EDUCATION

Baltimore, Md.

-----oOo-----

TEACHER TRAINING SCHOOLS

Annual Report of

_____

for the semester ending _____ 192 . _____ Principal

TABLE A. NEW PUPILS

NUMBER ADMITTED AS NEW PUPILS DURING THIS SEMESTER, DISTRIBUTED BY SOURCES.

SOURCES	M	F	Totals
Last semester's roll of this school			
Local public schools			
County public schools of this state			
Public schools of other states			
Local non-public schools			
Other sources			
Totals			

TABLE A2. COMPOSITION OF ENROLLMENT

COMPOSITION OF TOTAL ENROLLMENT THIS SEMESTER BY SOURCES AND CLASSES

	JUNIOR		SENIOR		SCHOOL		
SOURCES	M	F	M	F	M	F	Totals
CITY SECONDARY SCHOOLS							
B. C. C.							
B. P. I.							
E. H. S.							
W. H. S.							
C. H. S.							
Other secondary schools							
Other normal schools							
Approved colleges							
All other sources							
Totals							

TABLE B
DISTRIBUTION OF NET ROLL AT CLOSE OF SEMESTER BY AGES AND CLASSES.

AGES	JUNIOR		SENIOR		SCHOOL		
	M	F	M	F	M	F	Totals
Over 16 to 17							
Over 17 to 18							
Over 18 to 19							
Over 19 to 20							
Over 20 to 21							
Over 21							
Totals							

TABLE C
DISTRIBUTION OF WITHDRAWALS DURING THIS SEMESTER, OTHER THAN GRADUATES, BY CAUSES AND CLASSES

CAUSES	JUNIOR		SENIOR		SCHOOL		
	M	F	M	F	M	F	Totals
To take employment							
Lack of success							
Illness or death							
Left the city							
Other causes							
Totals							

TABLE D*
PROMOTIONS, INCLUDING GRADUATION, AND NON-PROMOTIONS THIS SEMESTER.

	JUNIOR		SENIOR		SCHOOL		
	M	F	M	F	M	F	Totals
Number promoted							
Number not promoted							
Totals							

* This table should include only those classes expected to complete the unit of work at end of this semester.

TABLE E
FAILURES BY STUDIES AND CLASSES THIS SEMESTER.

STUDIES	JUNIOR		SENIOR		SCHOOL		
	M	F	M	F	M	F	Totals
Educational measurement							
" sociology							
History of Education							
Theory of Education							
Psychology							
Subject matter & methods in:							
Reading							
English							
Geography							
History							
Arithmetic							
Nature study							
Hygiene							
Art							
Music							
Manual Arts							
Physical Education							
Participation							
Practice							
Totals							

TABLE F. ATTENDANCE DURING THIS SEMESTER.

No. days attending	JUNIOR		SENIOR		SCHOOL		
	M	F	M	F	M	F	Totals
80 to *							
60 to 79							
40 to 59							
20 to 39							
Less than 20							
Total enrollment							

* Insert here the total number of school days this semester.

PRACTICE CLASSES

At School No.	No. classes	No. pupils	No. of teachers	
			Practice	student

G-21 9221 25M

BALTIMORE PACKET RECORD SYSTEM

PUPIL'S SCHOOL HISTORY

The BALTIMORE PACKET SYSTEM is designed to provide in a single unit a comprehensive, cumulative history of each pupil's school career. It includes Pupil's Record Card, Test Card, Medical Card, and Dental Card. Special reports becoming available from time to time, such as Vocational Guidance Card, Psychiatrist's Card, etc., are to be placed in this packet.

NOTE TO PRINCIPAL---THIS PACKET IS TO FOLLOW PUPIL BY MAIL FROM SCHOOL TO SCHOOL.

DESIGNED AT BUREAU OF EDUCATIONAL RESEARCH, BALTIMORE, MD.

Type of Position Obtained	Employer	Wages per week	How Position Obtained

Remarks:

ELIMINATION

Date of Entry _____

Date of Withdrawal _____

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

School _____

Course _____

Grade _____

Name _____ Age _____

First *Initial* *Yrs.* *Mos*

Address _____ Telphone _____

Parent Interviewed _____ Work Desired _____

Reason for Leaving _____

Scholarship (present)	I. Q.	Reading Ability	
		Grade test given	Grade level

REMARKS

VG-5 11-35 606050

Name two or three occupations in which you are interested.

Do you expect to graduate from Senior High School?

Are you planning for further education? Where?

Parents' preference for your occupation

Character Qualities	19.... VI	19.... I	A	G	S
Conduct					
General Appearance					
Initiative					
Reliability					
Co-operation					
Promptness					
Perserverance					

Teachers names:

SUMMARY OF SUBJECTS TAKEN

	Yrs.		Yrs.		Yrs.
Biology		French		Office Practice	
Bookkeeping		German		Physics	
Chemistry		History		Physical Education	
Commercial Geography		Home Economics		Salesmanship	
Commercial Law		Latin		Shop	
Drawing		Mathematics		Stenography	
Economics		Mechanical Drawing		Spanish	
English		Music		Typewriting	

KEY--VI, VERY INFERIOR; I, INFERIOR; A, AVERAGE; G, GOOD; S, SUPERIOR.

VOCATIONAL
GUIDANCE
Senior High School

10		11		12	
1	2	1	2	1	2

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

S. H. S. .....
Date .....
.....
Course.....

Name _____ Date of (grad. leaving) _____
LAST FIRST INITIAL

Address _____ Telephone _____

Date of Birth _____ Place of Birth _____

Subjects preferred _____ Major { Music / Drawing

Do you take part in any school activities?

(Name)

Do you hold any office?

Do you take part in any outside activities?

(Name)

What do you like best to do in your leasure time?

Have you had any working experience? If so, fill in spaces below.

Type of work	Time	Money earned	Did you like the work?

Name two or three occupations in which you are interested

Do you expect to graduate from Junior High School?

Do you expect to attend Senior High School? Vocational School? Printing School?

SOCIAL INFORMATION

	NAME	PLACE OF BIRTH	OCCUPATION
Father			
Mother			
Guardian			

Occupations of other members of family

Number and ages of other children

Remarks

VOCATIONAL
GUIDANCE
Junior High School

7		8		9	
B	A	B	A	B	A

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

J. H. S. .....
Date.....
.....
Course.....

NAME _____ Date of (grad. leaving) _____
Last *First* *Initial*

Address _____ Telephone _____

Date of birth _____ Place of birth _____

What subjects do you like best?

Do you take part in music, dramatics, athletics, or other school activities?

Do you hold any office?

Are you studying along any special line outside of school?

What do you like to do best in your leisure time?

Have you had any working experience? If so, please fill in space below

Type of work	*Time*	*Money Earned*	*Did you like the work?*

VG-1

Character Qualities

	8th grade					9th grade						
QUALITIES	VI	I	A	G	S	VI	I	A	G	S	DATE	TEACHERS' REMARKS
Conduct												
Gen. Appearance												
Initiative												
Reliability												
Co-operation												
Promptness												
Intelligence												

Teachers' Names

Additional Information

KEY: VI - VERY INFERIOR; I - INFERIOR; A - AVERAGE; G - GOOD; S - SUPERIOR.

Try-Out
Information
Character Rating

7		8		9	
B	A	B	A	B	A

VG-3 11-35 606030

DEPARTMENT OF EDUCATION
Baltimore, Maryland
VOCATIONAL GUIDANCE

J. H. S.....
Date .....
.....
Course.....

Name _____
Last *First* *Initial*

Address _____

	Latin	Remarks	Junior Business Training	Remarks	Me'h D'w	Cl'thing &	Textiles	Remarks	Wo'd w'rk	Food and	Cookery
Grade											
Initiative											
Perserverance											
Mech. Aptitude											
Interest											
Promptness											
Accuracy											
Neatness											
Ind'e'ce in W'k											
Date											
Teacher											

KEY; VI - VERY INFERIOR; I - INFERIOR; A - AVERAGE; G - GOOD; S - SUPERIOR

TESTS

TESTS

NAME _____ DATE OF BIRTH _____

LAST , FIRST

DATE TESTED	SCHOOL NO.	GRADE WHEN TESTED	NAME OF TEST	RAW SCORE	GRADE* LEVEL

THIS TEST CARD IS DESIGNED ON THE PRINCIPLE OF EXTREME SIMPLICITY WITH A MINIMUM OF WORK. ONLY THE RAW SCORE IS ASKED FOR. ALL INTERPRETATIONS OF WHAT A RAW SCORE MEANS WITH EXCEPTION OF THE GRADE LEVEL COLUMN ARE OMITTED. COMPLETE INTERPRETATIONS OF WHAT ANY RAW SCORE MEANS SUCH AS THE PERCENTILE RANK, GRADE LEVEL, SUBJECT AGE AND SO FORTH, IS OBTAINABLE FROM THE CLASS ANALYSIS CHARTS WHICH ARE TO BE USED AS A MASTER KEY FOR INTERPRETING ALL TEST SCORES.

*IF AN INTELLIGENCE TEST, ENTER I.Q. AND X, Y, OR Z IN THIS COLUMN, E.G., "132—X." IF A COURSE OF STUDY ACHIEVEMENT TEST, HAVING NO GRADE LEVELS, ENTER EQUIVALENT SCHOOL MARK, E.G., E, G, M, P, D, IN THIS COLUMN

G-20 11-35 600570

School No.	Date	To Grade	Class'n X, Y, or Z	SCHOLARSHIP																Attend days	Teacher initals,
				Gen'l	Read	Spel	Wri	Oral Com	Wr Com	Lang Gram	Arit	Geo	Hist Civ	Hyg P E	Mus	Dr'w	M.T.	Clo	Cook		

PUPIL'S RECORD

DEPARTMENT OF EDUCATION, BALTIMORE, MARYLAND

To be kept for every pupil and to follow him from teacher to teacher and by mail from school to school. Every change of record must be entered on this and on the Principal's Register Card. This card is to be retained as a permanent record of the schools. In case of re-entry, this card is to be revived.

NAME .....
(Last) (First) (Middle)

Date of birth (Yr.-mo.-da.) | Country of birth | Sex.....
White or Colored

Began going to school:

If in kindergarten — date.....

If in elementary school — date.....

State ..... City .....

Parent or Guardian

Name.....

Occupation.....

Father's Nativity.....

Mother's Nativity.....

Last residence

Admitted to or withdrawn from:

Sch. No.	Date	How*

Any pupil permanently withdrawn, upon returning during the same scholastic year, must re-enter the school last attended. *Sources and causes as given on reports.

This card is a unit of the Baltimore Packet System

H-76 4M 2-34

TESTS
(CONTINUED)

DATE TESTED	SCHOOL NO.	GRADE WHEN TESTED	NAME OF TEST	RAW SCORE	GRADE* LEVEL

TESTS

NAME _____ DATE OF BIRTH _____

LAST , FIRST

DATE TESTED	SCHOOL NO.	GRADE WHEN TESTED	NAME OF TEST	RAW SCORE	GRADE* LEVEL

THIS TEST CARD IS DESIGNED ON THE PRINCIPLE OF EXTREME SIMPLICITY WITH A MINIMUM OF WORK. ONLY THE RAW SCORE IS ASKED FOR. ALL INTERPRETATIONS OF WHAT A RAW SCORE MEANS WITH EXCEPTION OF THE GRADE LEVEL COLUMN ARE OMITTED. COMPLETE INTERPRETATIONS OF WHAT ANY RAW SCORE MEANS SUCH AS THE PERCENTILE RANK, GRADE LEVEL, SUBJECT AGE AND SO FORTH, IS OBTAINABLE FROM THE CLASS ANALYSIS CHARTS WHICH ARE TO BE USED AS A MASTER KEY FOR INTERPRETING ALL TEST SCORES.

*IF AN INTELLIGENCE TEST, ENTER I.Q. AND X, Y, OR Z IN THIS COLUMN. E.G., "132—X." IF A COURSE OF STUDY ACHIEVEMENT TEST, HAVING NO GRADE LEVELS, ENTER EQUIVALENT SCHOOL MARK, E.G., E, G, M, P, D, IN THIS COLUMN

G-20 11-35 600570

School No.	Date	To Grade	Class'n X, Y, or Z	SCHOLARSHIP																Attend days	Teacher initals,
				Gen'l	Read	Spel	Wri	Oral Com	Wr Com	Lang Gram	Arit	Geo	Hist Civ	Hyg P E	Mus	Dr'w	M.T.	Clo	Cook		

PUPIL'S RECORD

DEPARTMENT OF EDUCATION, BALTIMORE, MARYLAND

To be kept for every pupil and to follow him from teacher to teacher and by mail from school to school. Every change of record must be entered on this and on the Principal's Register Card. This card is to be retained as a permanent record of the schools. In case of re-entry, this card is to be revived.

NAME .....
(Last) (First) (Middle)

Date of birth (Yr.-mo.-da.)

Country of birth

Sex.....
White or Colored

Began going to school:

If in kindergarten — date.....

If in elementary school — date.....

State ..... City .....

Parent or Guardian

Name.....

Occupation.....

Father's Nativity.....

Mother's Nativity.....

Last residence

Admitted to or withdrawn from:

Sch. No.	Date	How*

Any pupil permanently withdrawn, upon returning during the same scholastic year, must re-enter the school last attended. *Sources and causes as given on reports.

This card is a unit of the Baltimore Packet System

H-76 4M 2-34

REPORT

Achievement in — ORAL EXPRESSION —

How well does he

	NONE	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	UNUSUAL
Relate Experiences					
Take part in discussions					
Re-tell Stories					
Take part in dramatic play					
Originate Stories					
Rhymes					
Songs					
Riddles					
Plays					

Achievement in — NUMBER —

How well does he respond to number situations

Ability to use Numbers

Achievement in — READING —

	NONE	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	UNUSUAL
Ability with Individual Units					
Community Units					

INDEPENDENT (Silent) READING

How well does he read Stories with understanding

Can follow written instruction

In a simple sentence	In a complex sentence	In a simple sentence with adjective	In a complex sentence with adjec.	In a sent. chg.d in form

— LIBRARY INTERESTS —

	NONE	AVERAGE	UNUSUAL
Interprets Pictures			
Reads Rhymes			
Reads Stories			
Reads Books (ENTIRE)			

— No. BOOKS READ —

Pre-primers _____ Primers _____ Readers _____

— WRITING —

No coordination	Cramped	Free Easy

REPORT *

FIRST GRADE ACHIEVEMENT

— Baltimore Public Schools —

School.....

No. Terms in Kg.....

No. Terms in 1st Gde.....

Pupils Name _____ (Last) _____ (First)

Promoted to 2nd Gde..... 1st Gde. Tchrs. Name _____

Directions; Make a check-mark (✓) at what you estimate to be the right point on each scale line.

— HEALTH —

poor average good

Any Physical Defects ? (specify)

— SOCIAL CHARACTERISTICS —

	NONE	LITTLE	AVERAGE	MUCH	UNUSAL
Ability as Leader					
As a follower					
As a mixer					

Any Outstanding Interests? (specify)

— PERSONAL CHARACTERISTICS —

INDEPENDENCE _____

PERSEVERENCE _____

INITIATIVE _____

COOPERATION _____

CHEERFULNESS _____

ACCURACY _____

Any Outstanding Abilities? (specify)

* To be filled in by First Grade teacher when promoting to Second Grade

Conversational Ability
check one

- None ☐
- Little ☐
- Average ☐
- Great ☐
- Unusual ☐

Any outstanding special interests?

Any outstanding special abilities?

Length of time in Kindergarten

Term (check below how many) or Weeks (if less than term)

1.

2.

3.

Remarks:

Principal's Signature_____

R 9

REPORT OF KINDERGARTEN TEACHER

Baltimore Public Schools

Pupil's Name _____ School No. _____

Promoted to 1st Grade_____19___Kg. Teacher's Name_____

Health:— Good Fair Poor (underline one)

Physical Defects:—

Language-Oral: Stories Able to retell stories alone check one	None ☐ 1 - 5 ☐ 5-10 ☐ More ☐	Able to retell stories in group check one	None ☐ 1 - 5 ☐ 5-10 ☐ More ☐
Songs Able to sing songs alone check one	None ☐ 1 - 5 ☐ 5-10 ☐ More ☐	Able to sing songs in group check one	None ☐ 1 - 5 ☐ 5-10 ☐ More ☐
Rhymes Able to repeat rhymes alone check one	None ☐ 1 - 5 ☐ 5-10 ☐ More ☐	Able to repeat rhymes in group check one	None ☐ 1 - 5 ☐ 5-20 ☐ More ☐

*This card is to be filled out by Kg. Teache for every pupil promoted from Kg. to 1st Grade and forwarded to the pupil's 1st grade teacher hen to the principal. When the pupil is promoted to the 2nd grade, mail this card to Supv. of Kindergartens.

DATES	INTERVIEWS

INFORMATION

VG-4 9-33

DIVISION OF
VOCATIONAL
EDUCATION

VG 56

DEPARTMENT OF EDUCATION
BALTIMORE, MARYLAND

SOCIAL INFORMATION

S.H.S. _____
Date _____
Grade _____

Name _____ Age _____ Date of (grad., leaving) _____
Last First Years Months

Address _____ Telephone _____

Course _____

	Name	Place of Brith	Occupation
Father			
Mother			
Guardian			

Occupations of other members of family _____

Number and ages of other children _____

Remarks _____

Baltimore & Towson

WPA Form 13HR

52

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau Board of School Commissioners Bureau of Research

1. Exact title, if any Pupils School History (Sec.)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1922 to date 200 file boxes in 1 unused cabinet 10"x8"x22"
one pastry for each pupil now attending school in Baltimore City.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups

5"x7"x22"

5. Types of records included Pastry consists of a folder in cards. Contains the following
Report of Undergraduate teacher - First Grade Report - Pupils record - Record of Intelligence Tests, Language Achievement - Arithmetic achievement record
Social information - Vocational Guidance (Character Rating) [illegible]

6. Indexing Arranged alphabetically by surnames of pupils not indexed

7. Condition of writing, paper, and containers good.
Forms filled out by teacher - Typed -
" " " " pupil - Handwritten.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)

South wing - Bureau of Research - 3rd floor - Administration Bldg.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

Vocational Guidance (Junior High School) Vocational Guidance (Senior High School) Vocational Guidance (Elimination)

Also contain - Name - age - sex - & address of pupil, Parents name & nationality - Number & name of school)

Arts & Science

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

53.

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education;

Bureau of Research. ~~Board of School Commissioners~~

1. Exact title, if any "General Correspondence, Bureau of Measurements, Research and Statistics,

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1932 — —.
3 drawers. Drawers carry year numbers.
and name on cards. 1932-1934, 1935-1936, 1937 — —.

3. Dates of obvious gaps .....

4. Sizes of file boxes, bundles, etc., by uniform groups 11"x16"x26" drawers in all steel filing cases.

5. Types of records included General correspondence to and from Bureau of Measurements, and Statistics; Director's personal correspondence to superintendents of public instruction; Baltimore bulletin of education; outside research bureaus; publishing companies; educational and physchological associations.

6. Indexing Sheet mounted on cardboard, indexed numerically by subjection divisions (i.e. General Correspondence, Division #1, folder 1.01-A to E; 1.02-F to V, etc.

7. Condition of writing, paper, and containers Writing and paper are good; the steel drawers excellent; Typed on plain & letter head sheets.

8. Location by dates and numbers of file boxes, etc. Near east wall on third
(Buildings and rooms or vaults)
floor in office of Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR

54

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research, Commissioner

1. Exact title, if any "Childs Accounting – Financial Accounting."

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1 steel drawer labeled as above.
no dates shown.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups
11" x 14" x 23" in 1 file cabinet.

5. Types of records included
attached sheet is Index to contents.
Used as a reference in making up various reports.

6. Indexing Arr. alph by subjects

7. Condition of writing, paper, and containers good, Handwritten, Typed, Mimeographed & Printed Matter.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)
Cad Wash, Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

CHILD ACCOUNTING

Age-Grade Data, 1936
Age-Grade Material, January, 1933
Age-Grade Progress Studies - Other Cities
Age-Grade Standards, 1934-35
Age-Grade Progress Table, January, 1932
Age-Grade Table, January, 1927
Age-Grade-Progress Theory and Practice
Annual Inventory and Requisition Blanks, 1936
Average Accomplishment Experience in Junior and Senior High School Subjects
Classification and Promotion of Pupils
Comparative Statement data prior to 1927
Distribution of I.Q.'s of Elementary Pupils, 1935
Distribution of Schools by Intelligence Rating and Non-Promotion for Semester ending January, 1935
Distribution of Schools by October, 1935 net roll
Enrollment - General
Failures
Follow-up of High School Graduates - Feb. and June, 1928 to date
Follow-up of Withdrawals - September, 1933 to date
Forms (Records and Reports) Revision
Grade-Progress - Baltimore 1910 to date
Growth in Reading and Arithmetic in Colored Schools as Indicated by Medium Grade Level as of September, 1927 to September, 1932
Holding Power- 1930
Holding Power - General (Also Persistence in School) (Per cent of 10B's Graduating 1931-35)
Net Roll, February, 1921 to date
Net Roll, October 1921 to date
Net Roll and Average Number of Teachers - Night School - 1900-1933
Night Schools - Code for Payroll Accounting
Night Schools - General
Night Schools - General Summary
Night Schools - Procedure for Student Accounting
Number of 14, 15, and 16 year old pupils in Baltimore Schools - January,1934
Post Graduates, June and January, 1932 and previous semesters to 1930
Procedure for Day School Accounting
Promotion of Pupils
Promotion of Pupils - Theory and Practice
Pupils on Net Roll at the Close of the Year, Distrivuted by Grade Groups, 1900-1935, Prepared September, 1935
Pupil Packet Records
Records and Reports secured from Cleveland, April 11 and 12, 1929
Relative Rating of Achievement
Retardation Rule - Exclusions
San Diego City Schools, graphic report on Class Size, Teacher Load and Pupil att. - 1934
San Francisco Public Schools, Size of Class
Schools having Departmental Organization
School Subjects - Number taking
Semesters in which shop work is offered- Senior High, 1934-35
Sources from which Vocational Students were received
Statistics on Parochial Schools, 1933, 1935

CHILD ACCOUNTING (Cont'd)

Storage of Records
Summer School Follow-up Report - Achievement Review Senior High School Pupils - Cumulative
Summer Schools - General
Theory and Practice
Withdrawals

FINANCIAL ACCOUNTING

Financial Reports from Los Angeles - Loaned by D.E.W.
Allotments for Stationery and Supplies - Data secured from Mr. Flowers
Appropriations for the Conduct of Baltimore City since 1920
Appropriations - Division of Vocational Education
Budget
Budget and Expenditure Analysis, 1926 to date
Budget and Debt Service Inquiry, 1933
Budget - Department of Education, 1935, 1936
Budget Forms - New York City
Budget Publicity - Rochester, N.Y.
Bureau of Disbursements, Statement, December, 1934; June, 1936
City Government Costs and Tax Basis since 1910 in Baltimore
Comparative Statement Levy Appropriations, 1920 and 1933 - Fallin
Cost of Retardation
Debt Charges
Direct Charges to Individual Schools, 1934-35, 1935-36
Direct Charges to Individual Schools, 1932-33, 1933-34
Distribution of Tax Dollar
Estimated and Actual Receipts of Department of Education, 1924-33
Expenditures by the Department of Education and Other City Departments for the years 1919-20 - 1929-30
Financial Statistics of Cities
Funded Debt and 1936 Interest and Debt Retirement Charges
Funded Debt and 1935 Interest and Debt Retirement Charges
Funded Debt and 1934 Interest and Debt Retirement Charges
Funded Debt and 1933 Interest and Sinking Fund Charges
Payments by City to Retirement System Account Public Schools - Buck, 1932 to date
Salaries
Salary Schedules from Other Cities
Salary Schedule - Principals and Teachers
San Diege Cost Studies - 1934
School Savings
School Tax data 1930-33, Johnson - St.Louis
Statement - 1935-36 through 1922-23
Teachers serving in more than one school - 1934 to date
Technique for estimating annual cost of Public Schools from Annual Budgets
Theory and Practice
Unit Costs - Day Schools
Unit Costs - Night, Summer, Continuation and Part-Time Schools
Unit Costs - Public Schools as a Whole
Unit Costs - Special Classes
Unit Costs - Statistics of Other Cities and States
Unit Costs - Theory and Practice
Value of School Property - Bureau of Control and Accounts

WPA Form 131HR

55

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Cost Accounting, Teachers Accounting, Annual Report, State and Federal Reports."
2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
   1 steel drawer labeled as above, no dates shown.
3. Dates of obvious gaps none.
4. Sizes of file boxes, bundles, etc., by uniform groups
   11"x14"x23" in 1 file box.
5. Types of records included Detailed sheet in index to contents
   Used as reference material in making reports.
6. Indexing Arr. alph. by subject.
7. Condition of writing, paper, and containers good, Manuscript, Typed, Mimeographed & Printed Matter.
8. Location by dates and numbers of file boxes, etc. (Buildings and rooms or vaults)
   East Wall, Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

COST ACCOUNTING

Cost Accounting - 1935-36 back through 1929-30

TEACHER ACCOUNTING

Combined Kindergartens - 1933-34, 1934-35, 1935-36
Cost of Living Index for Teachers
"Illness Absences of Certificated Employees, 1934-35" - Los Angeles
Men Teachers - 1912
Number of Teachers Late Five Times or More During Semester
Number of Teachers by Types of Schools, 1900 through 1933
Pupil-Teacher Ratio - Each Semester, Feb. 1937 back through Feb. 1932
Pupil-Teacher Ratio of Deaf Classes in Baltimore and Other Cities - January, 1934
Pupil-Teacher Ratio Theory
Reemployment of Former Teachers, Married Teachers, etc.
Sick Leave Administration
Teachers in Smith Hughes Classes - Mr. Sylvester
Teacher Load
Teacher Rating
Teachers' Salaries and Length of School Year in 75 cities of 100,000 and over - 1934
Teacher Turnover - 1929-30, 1930-31
Teacher Turnover - 1915-1920

REPORT - ANNUAL

Annual Report - 108th
Business
Directions for preparing Manuscript
Extracts from Annual Report - 1901-1909 - Preparatory Classes
Printing Specifications for Annual Report
Questionnaire to Principals for Data for Annual Report
Statistical Tables from 1931-32 Report for Use in Continuing Record
Suggestions for Future Annual Reports
Topics -1934

REPORTS - STATE AND FEDERAL

Computation of Revenue Data for Table A
Directions for Compiling State Report
Federal Reports - 1925-26 to date
State of Maryland Reports - 1918-1919 through 1935-36
State Department of Education - County High School Reports and Forms

Sinclair + Kraka

55 A

WPA Form 151HR

CORRECT

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE MAPS AND PHOTOGRAPHS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research and Statistics.

Name of other owner, if any .....

Name of building Administration Bldg. 15 E. 25th St.
(Street address)

1. Item or items Maps.
(Map or maps, photographs, etc.)

2. Area covered, title, or subject City of Baltimore, Public Schools.

3. 1 (Number of items or pages) 1932 (Date or dates) 45" x 36" (Size or sizes)

4. Indicate by an (x) whether: Printed ( ), engraved ( ), black-and-white ( ), colored ( ), blue-print (X), photostat ( ), mounted ( ), framed ( ), relief ( ), shaded ( ).

5. If map, also indicate not listed. (Scale) Political. (Type of map: Physical, political, etc.)

6. excellent. (Condition of writing or other work) excellent. (of paper, film, etc.)

7. F. T. ELLIGSON. (Artist, ~~author, etc.~~) — (Publisher or engraver, if any) — (Place of publication)

8. Location Mounted on table in center of office. Bureau of Research & Statistics, 3rd floor.
(Rooms and vaults)

9. Other information See attached sheet.

U. S. GOVERNMENT PRINTING OFFICE 16—4921

Map shows the relative capacities of all school buildings by using glass tubes and pins of various heights. The unit capacity is the standard classroom. A standard classroom in an Elementary school consists of a room which houses 40 to 44 pupils. Senior High - Junior High & Vocational, 35 pupils. In the Elementary schools each symbol (bead) of a different color represents a different kind of classroom, such as; Ordinary Classrooms, Kindergarten rooms, Portable units, Rooms equipped for special classes, Vacant rooms, Home Economics Rooms, Arts & Crafts rooms, Makeshift rooms, Library, Music room, Gymnasium & Auditorium. In the tubes designating the Secondary schools, including, Senior High, Junior High, and Vocational, the beads are not used, but a typed sheet in the form of a graduated scale, designates the various rooms, which are included in determining the capacity of the building, is enclosed. Other rooms such as, Auditoriums, Libraries & Laboratories, that do not contribute to the capacity of the building, are noted in red, vertically. In the white Elementary schools the ordinary classrooms are designated by a white beads & those in the colored schools, by amber beads.

The map is divided East-West in 8 sections, 1 to 8 and North-South in 6 Sections, A to F. In the corner of the map there is a legend, listing the number of each school & its location, as to section, on the map. For example - School #20 - D-4. There are four electric lights also mounted on the table to supply direct illumination.

Revisions are made twice a year, at the end of October and February.

WPA Form 1311R

56

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research. Commissions

1. Exact title, if any "Reports - General"

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1 steel drawer, labeled as above.
no dates shown.

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups
11" x 14" x 23 in 1 file cabinet.

5. Types of records included Attached sheet is index & contents.
Used as a reference in making various reports.

6. Indexing Am. alph. by subject.

7. Condition of writing, paper, and containers good - Handwritten - Typed - mimeographed & Printed Matter.

8. Location by dates and numbers of file boxes, etc.
(Buildings and rooms or vaults)
East Wall - Bureau of Research.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

REPORTS - GENERAL

Administration of Educational Diagnosis and Guidance in the Elementary School - 1935
A study of the Written English of 12A Pupils, 1934 - A. M. Broening
American Library Association Inquiry, 1935
American Library Association Inquiry, 1936
Attendance Service Inquiry, 1936 - Hihn
Budget Inquiry, 1932
Committee on Home Study - Jr. and Sr. High Schools
Comparative Summary of Class Size Studies, October 1930 to date
Cost of Business and Supply Offices in Ten Cities over 300,000 population - June, 1932
Data for American Book Company
Data Secured on Trip to Detroit and Cleveland, April, 1929, - Report to D.E.W.
Data on Feasibility of Closing School No. 95 - July, 1933
Digest of Chicago Survey, 1932
Educational Investigations, 1932-33 through 1928-29
Eligible Lists for Secondary Schools
Eligible Lists for Secondary Schools - Returned Questionnaires
Evaluation of the work of a Principal
"Facts about the Baltimore Public Schools" - 1934
Five-Year Study of Population in Each School Building, Oct. 1929-33, inc.
Grade-Height Table
Grade Progress of Pupils by Intelligence Ratings - January, 1931
Graduates and Check-outs in Each Trade - 1928-32 - Kent
Growth of Elementary Schools
Los Angeles Budget Division - Reports of
Los Angeles Budget Division - Data for, 1935
Los Angeles Budget Division - Data for, 1936
Miscellaneous Information Prepared for Mr. John D. Steele as of 1912 and 1935
Miscellaneous Requests for Data
One Session Inquiry - 1926
Parental School Inquiry - July, 1930
Part-Time Collegiate Study in Business and Law, and Its Relation to Flexible Commercial Curriculum for Boys - Progressive Programs - Hart
Recent Drastic Changes in Requirements for Office Employees
Recipients of Report on Physical and Administrative Details
Reports by E. Hebden
Returns from Questionnaire on Permanent Storage of Records
Salary Inquiry - 1935-36 - Cleveland to Cities over 400,000
Salary Inquiry - 1936-37 - N.E.A.
Salary Inquiry - 1934-35 - N.E.A.
Salary Inquiry - 1932-33 - N.E.A.
Salary Study - 1935-36
School Library Report of U.S.Office of Education, 1936
Size of Class - General
Size of Class - By Semesters - Oct. 1936 back through 1921
Some basic facts concerning the Public Schools - March, 1933
Some basic facts concerning the Public Schools - Revised to September,1933
Reports to Superintendent - 1936-37 and 1935-36
Survey of School Capacity by Sections of City - 1924
Survey of the Education and Placement of 608 Graduates of D.H.S. 1926-31

REPORTS - GENERAL

Survey of Handwriting Instruction in 24 Cities
Teacher Personnel Study - 1929
Transportation of Handicapped and Normal Children - January, 1931
Type of Studies for U. S. Bibliography of Research in Education

WPA Form 13HR

57

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau Bureau of Research.

1. Exact title, if any "Administration (Through buildings) Associations and Commissions, Bibliography, Buildings."
2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
   1 steel drawer, labeled as above. no dates shown.
3. Dates of obvious gaps none.
4. Sizes of file boxes, bundles, etc., by uniform groups
   11"x14"x23" in 1 file cabinet.
5. Types of records included Attached sheet is index to contents.
   Used as reference material in making reports.
6. Indexing Arr. alph. by subject.
7. Condition of writing, paper, and containers good - Handwritten - Typed - Mimeographed & Printed Matter.
8. Location by dates and numbers of file boxes, etc.
   (Buildings and rooms or vaults)
   East Wave - Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

ADMINISTRATION

Adult Education
Attendance of Truants Assigned to Mr. Hands on the Closing of Parental Schools, 1933
Baltimore Bulletin of Education
Baltimore Emergency Relief Commission
Baltimore Safety Council
Child Labor
College Center - 1934, 1935
Comparative Tax Rate of 290 Cities - 1931 -C. E. Righter
Continuation Schools
Credit for Local Examiners
Definition of Activity Program - June, 1932 - Frazee
Department of Recreation for Colored People
Early History of Bureau of Research
Employees of Business Department
Estimate of Personal Characteristics - Towon Blank
Health and Janitorial Personnel
Interscholastic Athletics in Secondary Schools
Junior College
Junior High Schools
Kindergarten
Legal
Length of School Day, Teaching Load, etc. - Atlanta, Ga. and Other Comparable Cities - 1934
Median Salaries of Janitors, Firemen and Clerks of Types of Schools -1926-1933
Non-Resident Tuition
Organization Charts of Business Concerns
Occupational Education
Occupational Practice House
Public Schools - Organization Charts
Public Schools (Includes notes taken from Tencentenary number of "Scholastic")
Public Schools - Scale for Rating Jr. and Sr. High School Cafeterias
Pupil Personnel Officials - 1933 - Heck
Rules and Regulations for Janitorial and Engineering Service
Safety Education
Scale Used for Fixing Salaries of Building Employees
School Savings
Special Classes - Atypical Children
Spokane Report of General School Statistics in Principal Cities of U.S.- 1933-34
Standards for Work Period, 1934
Standards of Promotion
Statement Issued by Board of School Commissioners, December 30, 1932
Teacher Supply and Demand - 1930-31
Time Allotment
Transportation of Pupils in Baltimore
Transportation of Pupils in Los Angeles
"Use of Tabulating Machinery as an Aid to Business Administration of Schools" - Lewis 1935
Vocational Education
Vocational Rehabilitation Program - Maryland

ASSOCIATIONS AND COMMISSIONS

Accrediting Association of Colleges and Secondary Schools
American Association for the Advancement of Science
American Educational Research Association
American Youth Commission, Maryland Study
Curriculum Committee, 1935-36
Curriculum Committee, Reports of Subcommittees
Curriculum Committee, Subcommittee on Attitudes toward Authority
Educational Society of Baltimore
Maryland League of Women Voters and Related Activities
Maryland State Teachers Association
National Education Association
N.E.A. - Educational Policies Commissions
N.E.A. - Educational Research Service - 1936 back through 1930
N.E.A. - Special Salary Tabulations - 1935
N.E.A. - Special Salary Tabulations - 1933
N.E.A. - Committee on Financing Educational Research
N.E.A. - Joint Commission on the Emergency in Education
N.E.A. and Others - Federal Aid for Education
Parent Teacher Associations
Phi Delta Kappa
Phi Delta Kappa - Alpha Rho Chapter
Phi Delta Kappa Curriculum Inquiry
Playground Athletic League in Baltimore
Public Improvement Commission
Public School Teachers Association
Student Aid Board in Baltimore
Torch Club of Baltimore

BIBLIOGRAPHY

Bibliography - General
City School Reports
Department of Legislative Reference
Educational Books - 1938 through 1936
Educational Press Association Yearbooks
Federal Support for Public Education - Mort
National Survey of Secondary Education
Negro Education
Platoon Schools
Publications
Publications of the Federal Office of Education
Publicity, Educational Interpretations, Public Relations
References on Handbooks of Style
References on the Principalship
References on Teacher Rating
Research and investigation reported by City School Systems - 1935-36
Research - Junior College Field
Research Reported for 1928 by Members of Education Research Association

BUILDINGS

Auditoriums
Building Program for the Colored Pupils of Baltimore (For Nations Schools)
Characterization of School Buildings - 1918-1921
Computation of Classrooms Needed - 1931
Data on Portables
Detailed Analysis of Elementary and High School Buildings Erected by P.I.C. - June, 1923
Detailed Capacity of Jr., Sr., Vocational, and Occupational Schools
Distribution of Rooms in Portable Structures, October, 1930 - July, 1931
Equipment for Building Capacity Exhibit
Floor Plans and Cuts Too Large for Publication in Annual Report
Gymnasiums
List of Abandoned Schools - 1920-1931
List of Individual Buildings Supplied by Maintenance Division
Makeshift Rooms
Method of Computing Capacity of Classrooms
Number of Rooms Used for Instructional Purposes - October, 1920-1932, Inc., May 1933
Public Schools - Utilization
Public School - Mr. Rost's Material
P.W.A. Allotments
Records Used in Detroit - Secured April, 1929
Report on Housing Conditions - Cleveland, January, 1929
Rooms Used for Music
Survey and Building Program - Fordson, Michigan - V. E. Chase
Two New Handicapped Schools
Western High School
Wider Use of School Plant

WPA Form 18HR

58

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore.

Agency or department Department of Education.

Bureau of Research.

1. Exact title, if any See other side.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1 steel file drawer, labeled as shown on reverse side, no dates shown.

3. Dates of obvious gaps none.

4. Sizes of file boxes, bundles, etc., by uniform groups
11"x14"x23" in 1 file cabinet.

5. Types of records included Attached sheet is index to contents.
Used as a reference in making various reports.

6. Indexing Arr. alph. by subject.

7. Condition of writing, paper, and containers good - Handwritten - Typed - Mimeographed + Printed Matter.

8. Location by dates and numbers of file boxes, etc. (Buildings and rooms or vaults)
Pat Wade - Bureau of Research.

U. S. GOVERNMENT PRINTING OFFICE 16—4955

"Census and Population, Conferences and Conventions, Courses of Study, Addresses & Essays, Health Supervision, Job Analysis, Publicity, Research, U.S. Material."

(This title appears on the file drawer)

CENSUS AND POPULATION

Births per Thousand Population since 1913
Calculation of Number of Births Surviving to Five Years of Age-Dept. of Health-1905-35
Federal - 1930
Cities with Population over 100,000 - 1930 census - with name of Superintendent and Director of Research
Estimates on Baltimore Population
Federal - Statistics from U. S. Census
Federal School Attendance
General School
Number of Children Reported to State
Police - 1935 back to and prior to 1930 and also distribution by ages
Police data and Number in School, 1921-30
Population Trends
Telephone Company Study, 1936
Vital Statistics, Baltimore and Maryland

CONFERENCES AND CONVENTIONS

Administrative Council
Divisional Conference - 1936-37, 1935-36, and 1934-35
Divisional Conference - 1933-34
Migratory Child Labor Conference
National Industrial Board - Purchasing Value of a Dollar Based on Changes in Cost of Living
White House on Child Health and Protection

COURSES OF STUDY

Arts and Crafts Instruction, 1934
Certificate Curriculum, 1936, Tentative Synopsis of Courses
Character Education
Curriculum Charts Prepared by Guidance Department
Curriculum Laboratory Western Reserve University - Revision of the Social Studies for Junior and Senior High Schools, 1934
Curriculum Revision from Standpoint of Placement
Curriculum Revision since 1930
Home Study through Correspondence Courses
Industrial Arts
Methods and Technique
Mustic Majors in Grades 11-12
Physical Education
Relative Difficulty of Primary Reading
Revised Curricula for Secondary Schools - 1931-32
Subjects and Time Allotments - Effective February 28, 1933
Typewriting and Bookkeeping - 1932

EDUCATION: ADDRESSES AND ESSAYS

Administration of Diagnostic Preventive Education (For N.S.S.E.Yearbook - 1934)

EDUCATION: ADDRESSES AND ESSAYS (CONT'D).

Abstracts
"Baltimore" - Article for Journal of Education
Dr. Chapman
Organized Research in Education - H.B. CHapman
H. H. Dunn on Negro Race - 1929
Clifton Park - November, 1933
Romance of Measurement
L. L. Winslow - The Preparation of Written Descriptions for Units of Teaching in Art
For D.E.W. "Baltimore" - An Article for the Journal of Education

EXHIBITS

Public Schools

HEALTH SUPERVISION

Public Baths

JOB ANALYSIS

In-Service Training
Manual and Handbooks - Information for the Use of School Workers and Teachers - June, 1928
Qualifications needed for Successin Industrial and Trade Living
Specifications
Technology and Employment

PUBLICITY

Baltimore Post - November, 1928
Publicity
Interpreting the Public Schools - 1930
Publications and Announcements
The Cost of Public Schools - September, 1931 - Report to Mayor
The Emergency in Education (See also N.E.A. Joint Commission)

RESEARCH

Institutions
Institutions - Suggestions for Doctoral Theses
"International Test Scoring Machine" - Comparative Test Service of the American Council on Education
Median Subject Ages in Reading and Arithmetic - Colored Schools - 1927-33
Methods
Problems
Professional Training
Written Examinations - Procedures - Weideman

U. S. MATERIAL

Department of Agriculture - Monthly Meteorologist Summary
Department of Commerce - Bureau of the Census - Financial Statistics of Governments of Cities over 100,000 Population, 1935
Department of Commerce - Bureau of the Census - Financial Statistics of City Governments - Comparative 1934- 1933, and 1926
Department of Interior - Bureau of Education
Department of Labor - Index of the Cost of Living
Department of Labor - Purchasing Power of Dollar
Department of Labor - Revised Index of Employment
Library of Congress - Copyright Material
Office of Education - Per Capita Cost Studies

Sindoni v Rosaka

9

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

CORRECT

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Department of Education

Bureau ~~Board of School Commissioners~~ Bureau of Research

1. Exact title "Report of Distribution of Expenditures and Costs of Supplies Delivered to Schools" (Sic.)
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1928-Date 7 volumes not numbered.
each Volume labeled - 1-1928 1-1929 1-1930-31 1-1932
1-1933 - 1-1934-35 1-1936 1 volume now in the making

3. Missing volumes, by numbers and dates none.

4. Exact description of contents; summary of forms used; and general remarks Report of Expenditures of each school listed under 7 separate headings as follows: Instructional - Operation - Maintenance - Capital outlay - Auxiliary Agencies - Fixed charges - Indirect charges: Grand Total of all expenditures for each school.

5. ~~Indexing~~ not indexed Arranged numerically by number of school.

6. Nature of recording by years Typed printed head.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth ( ), paper (✓). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 13"x 8½"x 1" Approx 500 pgs.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In safe w/ all mail - Bureau of Research & Statistics - 3rd Floor - Administration Bldg.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

Cook and Buffington

No. 1

WPA Form 10 HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS, 1936

Maryland Historical Records Survey
(Name of State)

THE BUILDINGS FORM

County ..... City or town Baltimore

Name of building Fire Department Headquarters, Lexington near Holiday St
(Street address)

(Headquarters Building)

1. Bureaus whose records are in the building City of Baltimore Fire Department

2. Room and vault names or numbers and location 1st floor, Clerk's Office; 1st floor, Secretary's Office.

3. Describe the building 1926 (a) Date of construction. 2 story brick stone faced (b) Material of which constructed.

130' front, 32'3" long, 36' high (c) Approximate dimensions (outside measurements; cubic space).

(d) General plan of building (attach an additional sheet if necessary).

100% (e) Degree to which building is fireproof.

4. Damages to buildings None (By fires, floods, earthquakes, etc., with dates, and facts concerning damage to records)

5. Fireproof ~~vaults~~ rooms contain approximately 100% of the quantity of records.

6. Indicate ownership of building City of Baltimore

7. Is rental paid on building? None Amount $

8. Other information

16—4941

Cook and Buffington

No. 2

THE BUILDINGS FORM

Name of building: Fire Dept. Headquarters

Room or vault number and location: Secretary's Office

Short title or abbreviation of room or vault, if any:

Bureaus having records in this room or vault: City of Baltimore

1. 11'6½" x 14'8" x 15'9" (Approximate size of room or vault) — 1 window 5'6" x 10'; 3 doors 7' x 3' (Number and approximate size of doors and windows)

2. Plastered & painted; Furno-flex floor. General condition is excellent. (Material, and general condition of floor, ceiling, and walls)

3. Window ventilation, normal temperature, no dust accumulation. (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. 24" x 13" x 12" (~~Linear~~ feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

(c) newspapers; (d) miscellaneous)

6. Not crowded; no room for expansion. (Conditon of crowding, room for expansion with and without new shelving)

7. Excellent, Electric. (Lighting—type, whether good or poor)

8. Limited space and equipment. (Accommodations for users—amount and character of space and equipment)

9. 5% (Approximate percentage of the bureau's records are in this room or vault)

10. Not estimated (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

U. S. GOVERNMENT PRINTING OFFICE 16—4941

Booth and Buffington

No. 3

THE BUILDINGS FORM

Name of building Fire Department Headquarters

Room or vault number and location 1st floor, Clerk's Office

Short title or abbreviation of room or vault, if any

Bureaus having records in this room or vault City of Baltimore Fire Department

1. 28'2" X 29' 3½" X 15' 9" (Approximate size of room or vault)

1 window 5'6" X 10'
3 doors 7' X 3' (Number and approximate size of doors and windows)

2. Plastered and painted thru-flip floor, general condition is excellent. (Material, and general condition of floor, ceiling, and walls)

3. Window ventilation, normal temperature, no dust accumulation. (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. 24" X 13" X 12" (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

(c) newspapers; (d) miscellaneous)

6. Not crowded, room for expansion (Conditon of crowding, room for expansion with and without new shelving)

7. Electric, excellent. (Lighting—type, whether good or poor)

8. Excellent, in daily use. (Accommodations for users—amount and character of space and equipment)

9. 20% (Approximate percentage of the bureau's records are in this room or vault)

10. Not estimated (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

U. S. GOVERNMENT PRINTING OFFICE 16—4941

FIRE DEPARTMENT RECORD

THEATRES—MOTION PICTURES—PUBLIC HALLS

DATE

LOCATION NAME

OWNER OCCUPANT

HEIGHT STORIES DIMENSIONS MATERIAL

TELEPHONE FIRE ALARM SYSTEM KIND BOX NO.

SEATING CAPACITY ORCHESTRA BALCONY GALLERY BOXES

MOTION PICTURE MACHINES LOCATION SIZE OF BOOTH

MATERIAL OF BOOTH STORAGE CABINET FOR FILMS KIND

PUBLIC HALL—SIZE WHAT FLOOR CAPACITY

STAIRWAYS LOCATION WIDTH

EXITS LOCATION RED LIGHTS

FIRE ESCAPES LOCATION EXIT SIGNS

STAND PIPES SIZE OF RISERS SIZE OF OUTLETS NO. OF OUTLETS STEAMER CONNECTIONS

HOSE AM'T EACH OUTLET SIZE KIND CONDITION

SPRINKLER SYSTEM LOCATION OF STOPCOCKS FIRE CASK LOCATION

EXTINGUISHERS SIZE KIND LOCATION

HOOKS LENGTH LOCATION

POWER PLANT LOCATION LIGHTING

REMARKS

CAPTAIN

COMPANY No.

11-14-20-R-P.Co.-5,000

Edward Cook & Samuel Buffington

WPA Form 16HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

No. 4

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE PAINTINGS AND STATUARY FORM

County ..... City or town Baltimore

Agency or department City of Baltimore, Fire Department

Bureau #4 Engine Company, Lexington Street nr. Guilford Ave.

Name of other owner, if any City of Baltimore

Name of building #4 Engine Company, Lexington St. nr. ? (Street address)

1. Item or items 1 Silver Plaque (Paintings, etchings, drawings, statues, etc.)
2. Title or subject View of Baltimore Upper Harbor 1847 from Federal Hill.
3. one (Number of items) Jan. 23, 1873 (Date or dates) 24"X16"X1" (Size or sizes)
4. Indicate by an (x) whether: Oil ( ), watercolor ( ), engraved (✓), crayon ( ), pen-and-ink ( ), photostat ( ), mounted ( ), framed ( ), marble ( ), bronze ( ). Silver
5. Condition of work Shows wear due to constant polishing.
6. Artist Kirk and Co., Silversmiths. (Publisher or engraver) Baltimore, Md. (Place of publication)
7. Location It is securely attached to the side of a fire-engine and is transfered to a new engine from time to time. (Rooms and vaults, corridors, parks, etc.)
8. Other information The following inscription is engraved on the plaque, "Presented to No. 4 Engine Jan. 23, 1873 by the members of the Mechanical Fire Company of Baltimore with the request that it remain for all time." It is made from 99 Mexican silver dollars melted together and engraved.

U. S. GOVERNMENT PRINTING OFFICE 16—4925

WPA Form 13HR

Cook & Buffington

WORKS PROGRESS ADMINISTRATION

No. 5

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters

1. Exact title, if any Correspondence

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 100 Transfile ~~transfer~~ boxes from 1859 to 1930; 12 filing drawers from 1930 to date and lettered A to Z.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Transfile ~~Transfer~~ boxes are 24"x13"x12" and filing drawers are 24"x13"x12"

5. Types of records included All correspondence pertaining to ~~the~~ the Fire Department

6. ~~Indexing~~ Arranged A-Z by surname or name of correspondent

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. 100 Transfile ~~transfer~~ boxes from 1859-1930 (Buildings and rooms or vaults) are kept in the basement of City Hall in a vault known as the Fire Department Record Vault. 12 filing drawers from 1930 to date are kept in the office of the Secretary of the Fire Department, 1st floor, headquarters.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

WPA Form 131HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

No. 6

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department Baltimore City Fire Department

Bureau Headquarters

1. Exact title, if any Fire Report.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. from 1859 to July 1, 1934 were kept in loose leaf form. These records were, in 1934, removed from the files and placed in the Fire Dept. Record Vault in the basement of City Hall. The reports from July 1, 1934 to date are on a card file in 9 filing drawers.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Loose leaf records are stored in transfile boxes 24"x13"x12"; the card filing drawers are the same size

5. Types of records included Fire report and record data, i.e., Box pulled, time of each alarm, location, occupant, owner and address of same, type of building, nature of occupancy, extent of fire, place of origin, cause of fire, general remarks, and apparatus responding, signatures of Dept. Officials.

6. Indexing A. to Z according to location of fire.

7. Condition of writing, paper, and containers Good.

8. Location by dates and numbers of file boxes, etc. Loose leaf records from 1859 to July 1, 1934 are kept in basement of City Hall in a vault known as the Fire Department Record Vault, board file is kept in the clerk's office at Headquarters. Each fire house that sends in a report retains a duplicate copy for its files
(Buildings and rooms or vaults)

U.S. GOVERNMENT PRINTING OFFICE 016—4955

1859 to 1934

FIRE REPORT

BALTIMORE FIRE DEPARTMENT

Baltimore,.....19

Chief of Fire Department.

Sir:

RECORD OF FIRE

Box.....

Time.....2nd.....3rd.....4th.....5th.....6th.....General.....

Recall.....

Location.....

Occupant.....

Owner.....

Style of Building.....

Extent of Fire.....

.....

.....

.....

.....

.....

.....

.....

Remarks:.....

.....

.....

.....

.....

.....

.....

Cause of Fire.....

.....

MDB 3249

M. D. B. 449

Companies Responding	Companies in Service
Engine Companies	
Truck Companies	
Hose Companies	
Chemical Companies	
Water Towers	
Reserve Companies	
Fuel Wagons	

SUMMARY

Chemical Apparatus

Engine Cos. .....

Truck Cos. .....

Chemical Cos. .....

Water Department Hydrants

Engine Cos. .....

Hose Cos. .....

Truck Cos. .....

High Pressure Service

Engine Cos. .....

Hose Cos. .....

Water Towers .....

Water Towers

Engine Cos. .....

Fire Boats

Engine Cos. .....

Hose Cos. .....

Water Towers .....

Fire Appliances in Building

Standpipe .....

Sprinkler System .....

Extinguishers .....

Officers in Service

Battalion Chief Nos. .....

Officers Sounding Additional Alarms .....

.....
Battalion Chief No.

.....
Officer in Charge of Fire

Respectfully Forwarded:

.....
Deputy Chief No.

Approved:

.....
Chief Fire Department

FIRE REPORT

Date ..... 19.....

Box .....

Location of Fire .....

.....

.....

.....

Began July 1, 1934
Looseleaf file 1859

APPARATUS

RESPONSE

Engine Cos. .....
.....
Truck Cos. .....
Hose Cos. .....
Chemical Cos. .....
Water Towers .....
Fire Boats .....
Reserve Cos. .....
Fuel Wagons .....
Battalion Chief Nos. .....
Deputy Chief Nos. .....
Chief of Fire Dept. .....

IN SERVICE

Engine Cos. .....
.....
Truck Cos. .....
Hose Cos. .....
Chemical Cos. .....
Water Towers .....
Fire Boats .....
Reserve Cos. .....
Fuel Wagons .....
Battalion Chief Nos. .....
Deputy Chief Nos. .....
Chief of Fire Dept. .....

METHOD USED TO EXTINGUISH FIRE

CHEMICAL APPARATUS

Engine Cos. .....
Truck Cos. .....
Hose Cos. .....
Chemical Cos. .....

WATER DEPARTMENT HYDRANTS

Engine Cos. .....
Truck Cos. .....
Hose Cos. .....

HIGH PRESSURE SERVICE

Engine Cos. .....
Hose Cos. .....
Water Towers .....

FIRE BOATS

Engine Cos. .....
Hose Cos. .....
Water Towers .....

WATER TOWERS

Engine Cos. .....

WATER USED

Approx. Gallons .....

FIRE APPLIANCES IN BUILDINGS

Standpipe .....
Sprinkler System .....
Extinguishers .....

OFFICIAL IN CHARGE OF FIRE

Approved: .....
Deputy Chief No. ....

Approved: .....
Chief of Fire Department.

.....
..... Chief No. .....
.....

BALTIMORE FIRE DEPARTMENT

FIRE REPORT

Baltimore.....19....

RECORD OF FIRE

Box..... Time..... 2nd..... 3rd..... 4th..... 5th..... 6th..... General..... Recall.....

Location .....

Occupant .....

Owner .....Address .....

Type of Building.....

Nature of Occupancy.....

Extent of Fire.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Place of Origin.....

Cause of Fire.....

Remarks .....

.....

.....

Cook and Buffington

No. 7

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters

1. Exact title Annual Reports of the Board of Fire Commissioners of the Fire Department of Baltimore To the Mayor & City Council.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1859 to 1936 in 52 volumes and are marked according to date each volume covers.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Yearly reports of all branches and divisions of the Fire Department.

5. Indexing Not Indexed

6. Nature of recording by years Printed
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (✓), cloth ( ), paper ( ). Condition is: Excellent ( ), good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 9 1/2" x 7" x 1/2" Approx. 50 years
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers 1st floor, Secretary's Private Office
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

Cook and Buffington

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

No. 8

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters So. Lexington St between Gay and Holiday Sts.

1. Exact title, if any Fire Department (Fire Prevention Building Record)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 18 filing drawers from 1913 (date began) to date

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 27 3/4 X 13 X 14

5. Types of records included Building form giving a complete description of all business houses with special forms for garages and theatres. Types of fire appliances installed.

6. ~~Indexing~~ Arranged According to street

7. Condition of writing, paper, and containers Excellent.

8. Location by dates and numbers of file boxes, etc. In filing cabinets along the west wall. (Buildings and rooms or vaults) Duplicate copies are on file in each company.

U.S. GOVERNMENT PRINTING OFFICE 16—4955

WPA Form 13HR 1

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

No. 9

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Municipal Ambulance Service

1. Exact title, if any Report of the Municipal Ambulance Service.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. from June 15, 1927 to date in 33 filing drawers.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups filing drawers: 18" x 24" x 6"

5. Types of records included Ambulance report giving the following data: date, ambulance number, time called, time arrived hospital, time returned, location, hospital, name and address, nature of sickness or injury, police representative, ambulance attendant and driver, time hospital took charge, hospital representative and general remarks.

6. Indexing 2 for 3, according to location, cross indexed by name of patient.

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. June 15, 1927, Clerk's Office, 1st floor, Fire Department Headquarters.
(Buildings and rooms or vaults)

U. S. GOVERNMENT PRINTING OFFICE c16—4055

M. D. B. 378

MUNICIPAL AMBULANCE SERVICE

FIRE DEPARTMENT

Date _____ Ambulance No. _____

Time Called	Time Hospital	Time Returned

Location	
Hospital	
Name	Color
Residence	Sex
Nature of Sickness or Injury	
Police Representative	Badge No.
Ambulance Attendant	
Driver	
Time Hospital Took Charge	
Hospital Representative	

Card Forwarded Headquarters—Duplicate Retained Respective Quarters

June 15, 1927 to date

Remarks:

Cook and Buffington

WPA Form 13HR

WORKS PROGRESS ADMINISTRATION

No. 10

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Headquarters

1. Exact title, if any Fire Record

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. from 1920 to date vs 27 filing drawers

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups filing drawers: 24" x 18" x 6"

5. Types of records included Fire record giving location, date, box number, time, occupant, and cause.

(street?)

6. Indexing A to Z according to location of fire (street)

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. 1920 to date, Clerk's Office, 1st
(Buildings and rooms or vaults)
floor, Fire Department Headquarters.

U. S. GOVERNMENT PRINTING OFFICE o16—4955

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 11

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Engine Company, Lombard St. near High St.

1. Exact title Daily Journal from 1876 to 1898; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1898 in 13 volumes; Daily Record from 1900 to date in 37 volumes

3. Missing volumes, by numbers and dates Daily Journal from 1898 to 1900

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing according to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets.
(Handwritten, typescript, print, photostat, etc.)
Daily Record handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair (✓) Daily Journal, poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

10—4054

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9 x 11 1/2 x 1, Approx: 400 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17 1/2 x 12 1/2 x 3, 470 pages.

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

Book 9 Buffington

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 12

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Engine Company

1. Exact title Daily Journal from 1898 to 1900; Daily Record from 1901 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 7 volumes from 1898 to 1901; 36 volumes from 1901 to date.

3. Missing volumes, by numbers and dates The company was organized in 1859 or 1860 and records (if any) prior to 1898 are missing.

4. Exact description of contents; summary of forms used; and general remarks Daily records of accidents, supplies received, detail of men, names and addresses of members, meal hours when firemen were on 24 hour duty, means of horses, care of equipment, orders verbal and written; in other words, the daily journalizing of all activities of the company.

5. Indexing Alphabetically arranged by items or events.

6. Nature of recording by years 1898 to 1900 handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
1901 to date handwritten on printed and ruled sheets.
1901 to date 1898 to 1900 1900 to date 1898-1900

7. Binding: Leather ( ), cloth (✓), paper (✓). Condition is: Excellent (✓), good ( ), fair (✓), poor ( ), very poor ( ).

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 1898 to 1900 : 9" x 11½" x 1" , approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
1901 to date : 17½" x 12½" x 3" , 471 pages.

11. Location by dates and volume numbers 2nd floor, extreme rear.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

No. 13

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #5 Engine Company, Ann St. near Gough St.

1. Exact title Daily Journal from 1876 to 1900; Daily Record from 1900 to date. (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 19 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets (Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3, 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 14

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #6 Engine company, Gay and Lemoor

1. Exact title Daily Journal from 1880 to 1899; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1880 to 1900 in 12 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair (✓) Daily Journal, poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journals: 9X11½ x 1 , Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½ x 12½ x 3 , 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor Current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 15

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #7 Engine Company, Butaw St. nr. Druid Hill Ave.

1. Exact title Daily Journal from 1888 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1888 to 1900 in 9 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9 X 11½ X 1, approx. 400 pages
(Height, width, and thickness and average number of pages, by uniform groups)
Daily Record: 17½ X 12½ X 3, 470 pages

11. Location by dates and volume numbers Steerman 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 16

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #8 Engine company, Lafayette Ave. cor. Strieker St.

1. Exact title Daily Journal from 1897 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1897 to 1900 in 3 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3, 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, Current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

No. 17

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #9 Engine Company, Madison and McHenry St

1. Exact title Daily Journal from 1880 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1880 to 1900 in 9 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9X11½X1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½X12½X3, 470 pages

11. Location by dates and volume numbers Storeroom 3rd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 18

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #10 Engine Company, Washington Blvd. nr. Popplaton St.

1. Exact title Daily Journal from 1876 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journals from 1876 to 1900 in 17 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, Handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

10—4054

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9X11½X1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 12½x12½x3 470 pages

11. Location by dates and volume numbers Storeroom and Shop. Current
(Buildings and rooms or vaults)
volumes at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 19

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #11 Engine Company, Eastern and Patterson Park Aves.

1. Exact title Daily Journal from 1876 to 1900; Daily Record from 1900 to date
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 19 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none.

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journals: 9X11½X1, Approx. 400 pages
(Height, width, and thickness and average number of pages, by uniform groups)
Daily Record: 17½X12½X3, 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, Current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 20

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #13 Engine Company, Fort and Riverside Aves.

1. Exact title Daily Journal from 1876 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 17 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9 x 11½ x 1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½ x 12½ x 3 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 21

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #13 Engine Company, Myrtle Ave. and Fremont Ave.

1. Exact title Daily Journal from 1890 to 1897; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1890 to 1897 in 6 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates Daily Journal from 1898 - 1900

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

10—4054

THE VOLUMES FORM—Continued

10. Size Daily Journal : 9X11½ X1 approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record : 17½ X 12½ X 3 476 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current
(Buildings and rooms or vaults)
volume kept at the Captains desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 22

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #14 Engine Company, Hollins St. near Monroe St.

1. Exact title Daily Journal from 1890 to 1900 Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1890 to 1900 in 9 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓) Daily Journal, good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓) Daily Journal, good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current
(Buildings and rooms or vaults)
volumes kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION No. 23

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #15 Engine Company, Lombard St. near Howard St.

1. Exact title Daily Journal from 1890 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1890 to 1900 in 15 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9X11½X1 Approx: 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½X12½X3 470 pages

11. Location by dates and volume numbers Stateroom 2nd floor, Current
(Buildings and rooms or vaults)
volume kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION No. 24

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #17 Engine Company, Fort Ave. and Hanover St.

1. Exact title Daily Journal from 1898 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1898 to 1900 in 2 volumes, Daily Record from 1900 to date in 37 Volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Records handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1 approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 25-

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #18 Engine Company Twenty-first St. near Maryland Ave.

1. Exact title Daily Journal from 1893 to 1900 Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1893 to 1900 in 7 Volumes, Daily Record from 1900 to date in 37 Volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, on same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, Current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 26

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #19 Engine Company, North Ave. and Bond St.

1. Exact title Daily Journal from 1897 to 1900, Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1897 to 1900 in 3 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9X11½X1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½X12½X3, 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, Current
(Buildings and rooms or vaults)
volume kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION NO. 27

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #20 Engine Company, North Ave. near Belmont St.

1. Exact title Daily Journal from 1899 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1899 to 1900 in 1 volume, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓) Daily Journal, good (✓), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓) Daily Journal, good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓) Daily Journal, good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3, 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current
(Buildings and rooms or vaults)
volume kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 28

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #21 Engine Company, Roland and Vivian Aves.

1. Exact title Daily Journal from ~~1894~~ 1894 to 1899 to 1900; Daily Record from 1900 to date. 1901 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1894 to 1898 in 4 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates Daily Journal from 1899-1900.

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½x12½x3, 470 pages

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook and Buffington

No. 29

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau Truck Company

1. Exact title Daily Journal from 1876 to 1900; Daily Record from 1901 to date. (1876 — ·)
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 10 volumes from 1876 to 1900; 36 volumes from 1901 to date.

3. Missing volumes, by numbers and dates The company was organized in 1859 or 1860 and records (if any) prior to 1876 are missing.

4. Exact description of contents; summary of forms used; and general remarks Daily records of accidents, supplies received, detail of men, names and addresses of members, meal hours when firemen were on 24 hour duty, names of horses, care of equipment, orders verbal or written; in other words, the daily journalizing of all activities of the company.

5. Indexing Alphabetically arranged by items or events

6. Nature of recording by years 1876 to 1900, handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
1901 to date handwritten on printed ruled sheets
1901 to date 1876 to 1900 1900 to date

7. Binding: Leather ( ), cloth (✓), paper (✓). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor (✓): 1876 to 1900

8. Condition of writing: Excellent ( ), good (✓), faded ( ), illegible ( ).

9. Condition of paper: Excellent ( ), good (✓), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 1876 to 1900 9" x 11½" x 1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
1901 to date 17½" x 12½" x 3" 471 pages

11. Location by dates and volume numbers In storeroom in yard formerly
(Buildings and rooms or vaults)
a storage bin for coal.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 13HR

(Leave this space blank)

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

.....HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County ..... City or town .....

Agency or department .....

Bureau .....

1. Exact title, if any .....

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. .....

.....

.....

.....

.....

3. Dates of obvious gaps .....

4. Sizes of file boxes, bundles, etc., by uniform groups .....

.....

5. Types of records included .....

.....

.....

.....

6. Indexing .....

7. Condition of writing, paper, and containers .....

.....

8. Location by dates and numbers of file boxes, etc. .....
(Buildings and rooms or vaults)

.....

.....

.....

.....

U. S. GOVERNMENT PRINTING OFFICE o16—4955

accidents apparatus
members
Quarters
apparatus Inspected by Battalion Chief
" Received
" Repairs
" in service
appointments
Batteries
Boxes & Hydrants
Charges
Coal Oil
Details
Dismissals
Electric Globes
Fuel
Furniture
Gasoline & Oil
High Pressure - Hydrant Test
Holidays
Hose condemned
" Manufactured
Received
in service
Inspection of buildings

Inspection of Fire alarm
" of Uniforms & Equipment
Leave of absence
Foot Equipment
Materials condemned - Inspection
Monthly inspection - Equipment, appliances
Miscellaneous
Orders - Verbal
Polarine Oil
Promotions
Repairs to Eq.
Resignations
Poster
School of Instruct
Sickness to members
Service of Co Daily
Monthly
Supplies Rec'd
Tires ~~casings~~ Tubes
Transfers
Vacations
Wash.
Company Record.

Attach but do not type

Phys. Drill twice daily

Daily inspection

Daily inspection of buildings

Officers school 1 or 2 times per week

WPA Form 12HR

No. 30

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Truck Company, Paca St. near Fayette

1. Exact title Daily Journal from 1887 to 1900; Daily Record from 1900 to date (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1887 to 1900 in 4 volumes, Daily Record from 1900 to date, in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal, handwritten on ruled sheets (Handwritten, typescript, print, photostat, etc.) Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9X11½X1 Average 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ X 12½ X 3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 31

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau # 3 Truck Company, Ann St. near Gough

1. Exact title Daily Journal from 1876 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1876 to 1900 in 19 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal : 9x11½x1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record : 17½x12½x3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 32

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #6 Truck Company Hanover and Ostend sts.

1. Exact title Daily Journal from 1888 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1888 to 1900, in 6 volumes; Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks .....

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½ x 12½ x 3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 33

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau # 9 Truck Company, Roland and Union Aves.

1. Exact title Daily Journal from 1894 to 1900; Daily Record from 1900 to date. (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1894 to 1900 in 2 volumes, Daily Record from 1900 to date, in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Daily Journal, handwritten on ruled sheets (Handwritten, typescript, print, photostat, etc.) Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

10—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9x11½x1 Approx 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½ x 12½ x 3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 34

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department Baltimore City Fire Department

Bureau #16 Truck Company, Lafayette Ave nr Stricker St.

1. Exact title Daily Journal from 1898 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1898 to 1900 in 2 volumes, Daily Records from 1900 to date, in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal : 9x11½x1 Approx 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record : 17½x12½x3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 35

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #11 Truck Company, North Ave. and McMechen St.

1. Exact title Daily Journal from 1898 to 1900. Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1898 to 1900 in 2 volumes, Daily Record from 1900 to date, in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets
(Handwritten, typescript, print, photostat, etc.)
Daily Record, handwritten on ruled and printed sheets.

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓), fair ( ), poor ( ), very poor ( ). Daily Journal

8. Condition of writing: Excellent (✓), good (✓), faded ( ), illegible ( ). Daily Journal

9. Condition of paper: Excellent (✓), good (✓), poor ( ), very poor ( ). Daily Journal

10—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal: 9 x 11½ x 1, Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record: 17½ x 12½ x 3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook + Bettington

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION No. 36

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Water Tower, Pacca St. near Fayette St.

1. Exact title Daily Journal from 1893 to 1900; Daily Record from 1900 to date.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Daily Journal from 1893 to 1900 in 5 volumes, Daily Record from 1900 to date in 37 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Daily Journal handwritten on ruled sheets; Daily Record, handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good (✓) Daily Journal, fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good (✓) Daily Journal, faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good (✓) Daily Journal, poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size Daily Journal 9x11½x1 Approx. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)
Daily Record 17½ x 12½ x 3 470 pages

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 37

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Engine Company, Pacca near Mulberry St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date, 30 volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of Accidents, inspections, appointments, roster, supplies received, transfers, vacations details, sickness of members, promotions, orders verbal and written, service of company, etc. in other words a complete journalization of the company's activities

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers 2nd floor in storeroom, current volume
(Buildings and rooms or vaults)
kept at keeper's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

No. 38

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Engine Company, Light St. near Montgomery

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1920 to date, 17 volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, orders, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company; in other words, a complete journalization of the company's activities.

5. ~~Indexing~~ Arranged according to subject, in same volumes

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers storeroom on ground floor, current volumes kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 39

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #16 Engine Company Pier N 7 Ft. of President St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date 28 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, visitors, supplies received, temporary vacations, details, sickness of members, promotions, orders verbal and written, service of company in other words a complete journalization of the company's activities.

5. Indexing according to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at the Captain's desk
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information Fire-boat Station

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 40

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #22 Engine Company, Linwood Ave. and O'Donnell St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1911 to date 36 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, rosters, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, services of company in other words a complete journalization of the company's activities.

5. Indexing according to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Stacks on 2nd floor, current
(Buildings and rooms or vaults)
volumes kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 41

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #23 Engine Company, Saratoga St. near Howard St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1902 to date 35 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, services of company in other words a complete journalization of the company's activities.

5. Indexing according to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers storeroom on ward floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 42

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #24 Engine Company, Patterson Pk. Ave., nr. Fayette

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date 34 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, services of company in other words a complete journalization of the company's activities

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Stateroom 2 and Mar, current
(Buildings and rooms or vaults)
volume kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 43

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #25 Engine Company, McCulloh and Saint Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1903 to date 34 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, details, sickness of members, promotions, orders verbal and written, service of company in other words a complete journalization of the company's activities

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor current volumes kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 44

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #26 Engine Company, West St. and Leadenhall St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1905 to date 32 volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company in other words a complete journalization of the company's activities

5. Indexing According to subject, in some volumes.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 45

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #27 Engine Company Washington Blvd. opp. Green St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1905 to date 32 Volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, rosters, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company in other words a complete journalization of the Company's activities.

5. Indexing According to subject, in same volumes.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2 and Vaults, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 46

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department City of Baltimore Fire Department

Bureau #28 Engine Company, Guilford and Mt. Royal Avenues.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1906 to date 31 Volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company in other words a complete journalization of the Company's activities

5. Indexing According to subject in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current
(Buildings and rooms or vaults)
volumes at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 47

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #29 Engine Company, Park Heights Ave nr Allen Ave

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1906 to date 31 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company in other words a complete journalization of the company's activities

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 478 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 48

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #30 Engine Company, Fondivin Ave. near Eaton Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date, 30 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders, value and written, service of company in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½x12½x3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 49

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #31 Engine Company, Brewerton Ave. and Hoffman Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1901 to date 36 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders, verbal and written, service of company in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½x12½x3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 121HR

WORKS PROGRESS ADMINISTRATION

No. 50

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #32 Engine Company, Hoyt St. in Baltimore

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date. 30 Volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal written, service of company in other words a complete journalization of the Company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume
(Buildings and rooms or vaults)
kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 51

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #33 Engine Company Berwick Ave. near Hanford Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date 20 Volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal written, service of company in other words a complete journalization of the company's activities

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 52

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #34 Engine Company, Caroline St. near Gough St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1908 to date 29 Volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders received written, service of company in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 53

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #35 Engine Company, Fifth and Potomac Sts

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1900 to date 18 Volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal written, service of company in other words a complete journalization of the Company's activities

5. Indexing According to subject in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½x12½x3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volumes kept at the Captain's desk
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

No. 54

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #36 Engine Company, Edmondson Ave. nr. Bartola St

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, notice, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal written, service of company in other words a complete formalization of the Company's activities

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 490 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom and Hoy, Crescent
(Buildings and rooms or vaults)
volumes kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

No. 55

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #37 Engine Company, Ridgely St near West St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 Volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½x12½x3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 5-6

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #38 Engine Company, Baltimore st. near Fremont Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, 28 volumes

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½x12½x3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current
(Buildings and rooms or vaults)
volume kept at the Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 57

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #39 Engine Company, Fort McHenry

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1910 to date, 27 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, Current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information Fire-boat Station

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

NO. 3-8

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #40 Engine Company, Liberty Heights and Pachard Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, 15 Volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volumes kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 18—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION No. 5-9

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau # 11 Engine Company, Third St. near E. Jerm Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, 18 volumes.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing

6. Nature of recording by years
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom 2nd floor, current volume kept at the Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 60

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #42 Engine Company, Southern Ave. nr. Belair Rd.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, in 18 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc.; in other words, a complete journalization of the Company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten and ruled on printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on second floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 61

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #43 Longine Company, Bellons and Lyman Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, in 18 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 62

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau 44 Engine Company, Upland Rd. nr. Roland Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date vs. 18 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words a complete journalization of the company's activities.

5. Indexing According to subject in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor current
(Buildings and rooms or vaults)
volumes kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 63

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #45 Longine Company, North Ave. & First st., Mt. Washington

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, in 18 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc., in other words, a complete journalization of the company's activities.

5. Indexing According to subject, in some volumes.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Stonewall on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 64

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department City of Baltimore Fire Department

Bureau # 46 Longine Company, Reisterstown Rd. nr. Belvedere Ave.

1. Exaet title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, in 18 volumes.

3. Missing volumes, by numbers and dates None

4. Exaet deseription of eontents; summary of forms used; and general remarks Records of accidents inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc.; in other words, a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of reeording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), eloth (✓), paper ( ). Condition is: Exeellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Exeellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

No. 65

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau & 47 Engine Company, Washington Blvd and 8th St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 15 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc., in other words, a complete journalization of the Company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

No. 66

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #48 Engine Company, Pier #3 Canton

1. Exact title Daily Record (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 1 vol. volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc.; in other words, a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets. (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information This is a Fire-boat station

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 67

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #19 Engine Company, Foot of Benhill Ave., Curtis Bay

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 15 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words a complete journalization of the Company's activities

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 68

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #50 Longine Company, Fifth Ave. & 14th St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1921 to date, in 16 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc.; in 3 Volumes, a complete journalization of the company's activities.

5. Indexing According to early, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 69

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #51 Engine Company, Highland Ave. & Monument St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 15 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc.; in other words, a complete journalization of the Company's activities.

5. Indexing According to subject in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 70

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #52 Longwood Company, Morris Ave. & Auchentoroly Terrace

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 15 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc., in other words, a complete journalization of the Company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storaroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 71

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #53 Engine Company, Swan Ave. near Edmondson Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders and full and written service of company, etc.; in other words, a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 72

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau 5th Engine Company, White Ave. nr. Belair Rd.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc.; in otherwords, a complete journalization of the company's activities.

5. Indexing According to subject in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom of 2nd floor current
(Buildings and rooms or vaults)
volume kept at Captain's desk

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 73

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department City of Baltimore Fire Department

Bureau 55 Engine Company, Bush and Carroll Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Store room 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 74

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #56 Engine Company, Harford Rd. nr. Fleetwood Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 1 vol volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Caplain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 75

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #57 Engine Company, Pennington Ave. and Filbert St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volumes kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 76

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #58 Engine Company, Maryland & Indiana Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 77

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Truck Company, McCulloh St. nr. Preston St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date in 30 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, appointments, inspections, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in otherwords a complete journalization of the Company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4054

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 78

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #5 Truck Company, Harford Ave. and Oliver St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1904 to date in 33 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company, etc., in other words, a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at keeper's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 79

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #7 Truck Company, Roland and Union Ave

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1901 to date in 36 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in otherwords a complete journalization of the company's activities

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 80

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #8 Truck Company, Frederick Ave near Laton Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date in 30 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, Transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on second floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 81

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #12 Truck Company, Liberty Heights near Garrison Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1905 to date, in 32 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, Transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words a complete journalization of the Co. company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 82

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #13 Truck Company, Carey St. near Lombard St.

1. Exact title Daily Record (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1906 to date in 31 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volumes kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 83

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #14 Truck Company, Harford Ave. near Grindon Lane

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919 to date, in 18 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, services of company, etc.; in other words, a complete journalization of the company's activities.

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor,
(Buildings and rooms or vaults)
current volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 84

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #15 Truck Company, Montford Ave. near Mura St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1907 to date, in 30 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Reports of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc., in other words, a complete journalization of the company's activities

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 85

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau # 16 Truck Company, Calvert and Read Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1908 to date, in 29 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc.; in other words a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers storaroom on 2nd floor, current volume kept at keeper's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 86

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #17 Truck Company Linwood Ave. and O'Donnell St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1909 to date, in 18 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Records of accidents, inspections, appointments, roster, supplies received, transfers, vacations, details, sickness of members, promotions, orders verbal and written, service of company etc.; in 21 hardwoods, a complete journalization of the company's activities.

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 87

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #18 Truck Company, North Ave near Gallamont St

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 88

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland (Name of State) HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #19 Truck Company, Fort Ave. and Hanbert St.

1. Exact title Daily Record (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1916 to date, in 21 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in some volume

6. Nature of recording by years Handwritten on printed and ruled sheets. (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 89

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #20 Truck Company, Third St. near Eastern Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1920 to date in 17 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in some volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 90

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #21 Truck Company, Fifth and Potomac Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1921 to date, in 16 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor current volume kept at Captain's desk
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

No. 91

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #22 Truck Company, Park Heights Ave. near Allen Ave

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date in 15 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 92

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau & 23 Truck Company, Bush and Carroll Streets

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 ~70 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

No. 93

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau # 24 Truck Company, Eastern Ave. and 25th St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1923 to date, in 14 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 94

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #25 Truck Company, Upland Rd., near Roland Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1936 to date, in 11 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor current
(Buildings and rooms or vaults)
volumes kept at Captain's desk

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 95

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #26 Truck Company, Mannasota Ave. and Bowlys Lane

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1934 to date, in 3 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook + Boffington

No. 96

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Hose Company, Gay st. near Baltimore Street

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook + Baffington

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 97

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Hose Company, Lombard St. near Howard St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date in 25 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ X 12½ X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook & Bottington

No. 98

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Hose Company, Eastern and Patterson Park Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1921 to date, in 16 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storaroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

Cook & Buffington

No. 99

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Hose Company, Fort and Riverside Aves.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1922 to date, in 15 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook & Bettington

No. 100

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department.

Bureau 3- Hose Company, Caroline St. near Gough St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1924 to date, in 13 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 101

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #1 Chemical Company, Third St. near Eastern Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1924 to date in 13 volumes

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on printed & ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 102

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #2 Chemical Company, Pennington Ave. and Filbert St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1920 to date, in 17 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

10—4954

THE VOLUMES FORM—Continued

10. Size 17½ x 12½ x 3 470 pages
(Height, width, and thickness and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U. S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 103

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #3 Chemical Company, Gay and Conway Sts.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1926 to date, in 11 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume.

6. Nature of recording by years Handwritten on ruled & printed sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17 1/2 X 12 1/2 X 3 470 pages
(Height, width, and thickness, and average number of pages by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION No. 104

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau #4 Chemical Company, 21st St. near Maryland Ave.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1926 to date, in 11 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject in same volume.

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current
(Buildings and rooms or vaults)
volume kept at Captain's desk.

12. Subtitle divisions by dates and volume numbers

13. Other information

Cook & Battington

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 105

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Ageney or department City of Baltimore Fire Department

Bureau #2 Water Tower, Gay St. near Baltimore St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1908 to date, in 29 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4954

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Store room on 2nd floor, current volume kept at Captain's desk
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

U.S. GOVERNMENT PRINTING OFFICE 16—4954

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION

No. 106

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County ..... City or town Baltimore

Agency or department City of Baltimore Fire Department

Bureau High Pressure Service Pumping Station South St.

1. Exact title Daily Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1912 to date, in 25 volumes.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

5. Indexing According to subject, in same volume

6. Nature of recording by years Handwritten on ruled and printed sheets
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather ( ), cloth (✓), paper ( ). Condition is: Excellent (✓), good ( ), fair ( ), poor ( ), very poor ( ).

8. Condition of writing: Excellent (✓), good ( ), faded ( ), illegible ( ).

9. Condition of paper: Excellent (✓), good ( ), poor ( ), very poor ( ).

16—4054

THE VOLUMES FORM—Continued

10. Size 17 1/2 x 12 1/2 x 3 470 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Storeroom on 2nd floor, current volume kept at Captain's desk.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

FIRE DEPARTMENT RECORD

Location _____ Date _____

Size and Material Built of _____ Height _____ Stories _____

Occupied as _____ Nature of Business _____

Owner _____ Address _____ Occupant _____ Boxes _____ Total _____

No. of persons in Building: Employees _____ Others _____ Watchman _____

(Theatres, etc.) Seating Capacity: Orchestra _____ Balcony _____ Gallery _____

No. of Sleeping Rooms _____ Wards or Dormitories _____ Accommodations Provided for _____

Fire Escapes Outside No. _____ Location _____ Condition _____ Rope No. _____ Location _____ Condition _____

Stairways No. _____ Where Located _____ Condition _____ Enclosed Construction _____ Open Construction _____

Elevators No. _____ Available Day Only _____ At All Hours _____

FIRE APPLIANCES

Tel. Con. with Dept. Headquarters _____ System _____ Box No. _____

Interior Alarm System No. of Gongs and Sizes _____ Where Located _____

How operated _____ Condition _____

Stand Pipe Size of Raisers _____ No _____ Outlet Sizes _____ No _____ Condition _____

Location of Outlets _____ Location of Check Valves _____ Source of Supply _____

Standard Outside Siamese Connections _____ No. _____ Sizes _____ Outside Signs _____ Location _____ Position _____

Hose Sizes _____ Connections _____ Kind _____ Nozzles _____ Sizes _____ Amount and How Placed _____

Sprinkler System Wet or Dry _____ Location _____

Tanks Location _____ Sizes _____ Capacity Gallons _____ Source of Supply _____ How Regulated _____

Pump Normal Capacity _____ Gallons Per minute _____ Power Kind _____ Size _____ Supply to Pump _____ Size _____ To Tank _____ Size _____

Buckets No. _____ How Placed _____

Hooks No. _____ Sizes _____ How Placed _____

Axes No. _____ How Placed _____

Extinguishers 3 Gallons Liquid, Name _____ No. _____ Kind _____ How Placed _____

Extinguishers other than 3 Gallons Liquid, Name _____ No. _____

Power Plant _____ Location _____ How Heated _____

Explosives _____ Location _____ How Lighted _____

Signs in Halls, including Red Globes _____

_____ CAPTAIN

_____ Company No

OCCUPANCY

	Nature of Stock	PORTABLE FIRE APPLIANCES				
		Hose	Extinguishers	Buckets	Hooks	Axes
ub-Cellar						
ellar						
st Floor						
2nd "						
rd "						
4th "						
5th "						
6th "						
7th "						
8th "						
9th "						
0th "						
1th "						
2th "						
3th "						
4th "						
5th "						
6th "						
7th "						
8th "						
9th "						
0th "						
emarks						

MDB 244

FIRE DEPARTMENT RECORD

GARAGES

Location ..... Date .....

Name ..... Occupant .....

Premises

Owned by ..... Address .....

Construction ..... Height .....

Extinguishers ..... Location ..... Buckets .....

Hose ..... Location .....

Number of Automobiles.....

Gasoline Amount ..... How Stored .....

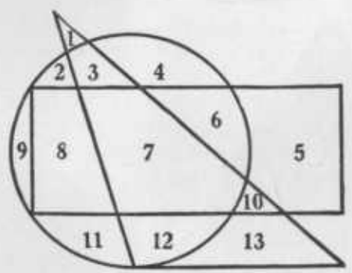
Remarks .....

.....

..... Captain.

.....Company No. .....

53. Of the five things following, four are alike in a certain way. Which is the one not like these four?
    1 tar, 2 snow, 3 soot, 4 ebony, 5 coal..... ( )
54. What is related to a cube in the same way in which a circle is related to a square?
    1 circumference, 2 sphere, 3 corners, 4 solid, 5 thickness..... ( )
55. If the following words were seen on a wall by looking in a mirror on an opposite wall, which word would appear exactly the same as if seen directly?
    1 OHIO, 2 SAW, 3 NOON, 4 MOTOR, 5 OTTO..... ( )
56. If a strip of cloth 24 inches long will shrink to 22 inches when washed, how many inches long will a 36-inch strip be after shrinking?..... ( )
57. Which of the following is a trait of character?
    1 personality, 2 esteem, 3 love, 4 generosity, 5 health..... ( )
58. Find the two letters in the word DOING which have just as many letters between them in the word as in the alphabet. Print the one of these letters that comes first in the alphabet.
    A B C D E F G H I J K L M N O P Q R S T U V W X Y Z..... ( )
59. Revolution is related to evolution as flying is to (?)
    1 birds, 2 whirling, 3 walking, 4 wings, 5 standing..... ( )
60. One number is wrong in the following series. What should that number be?
    1 3 9 27 81 108..... ( )
61. If Frank can ride a bicycle 30 feet while George runs 20 feet, how many feet can Frank ride while George runs 30 feet?..... ( )
62. Count each N in this series that is followed by an O next to it if the O is not followed by a T next to it. Tell how many N's you count.
    N O N T Q M N O T M O N O O N Q M N N O Q N O T O N A M O N O M..... ( )
63. A man who is averse to change and progress is said to be (?)
    1 democratic, 2 radical, 3 conservative, 4 anarchistic, 5 liberal..... ( )
64. Print the letter which is the fourth letter to the left of the letter which is midway between O and S in the alphabet..... ( )
65. What number is in the space which is in the rectangle and in the triangle but not in the circle? ( )



66. What number is in the same geometrical figure or figures as the number 8?..... ( )
67. How many spaces are there that are in any two but only two geometrical figures?..... ( )
68. A surface is related to a line as a line is to (?)
    1 solid, 2 plane, 3 curve, 4 point, 5 string..... ( )
69. If the first two statements following are true, the third is (?) One cannot become a good violinist without much practice. Charles practices much on the violin. Charles will become a good violinist.
    1 true, 2 false, 3 not certain..... ( )
70. If the words below were arranged to make the best sentence, with what letter would the last word of the sentence end? Print the letter as a capital.
    sincerity traits courtesy character of desirable and are..... ( )
71. A man who is influenced in making a decision by preconceived opinions is said to be (?)
    1 influential, 2 prejudiced, 3 hypocritical, 4 decisive, 5 impartial..... ( )
72. A hotel serves a mixture of 2 parts cream and 3 parts milk. How many pints of cream will it take to make 15 pints of the mixture?..... ( )
73. What is related to blood as physics is to motion?
    1 temperature, 2 veins, 3 body, 4 physiology, 5 geography..... ( )
74. A statement the meaning of which is not definite is said to be (?)
    1 erroneous, 2 doubtful, 3 ambiguous, 4 distorted, 5 hypothetical..... ( )
75. If a wire 20 inches long is to be cut so that one piece is $\frac{2}{3}$ as long as the other piece, how many inches long must the shorter piece be?..... ( )

OTIS SELF-ADMINISTERING TESTS OF MENTAL ABILITY

By Arthur S. Otis

Formerly Development Specialist with Advisory Board, General Staff, United States War Department

HIGHER EXAMINATION: FORM A

20 For High Schools and Colleges Score.....

Read this page. Do what it tells you to do.

Do not open this paper, or turn it over, until you are told to do so. Fill these blanks, giving your name, age, birthday, etc. Write plainly.

Name..... (First name, initial, and last name) Age last birthday.....years

Birthday..... (Month Day) Class..... Date.....19....

School or College..... City.....

This is a test to see how well you can think. It contains questions of different kinds. Here is a sample question already answered correctly. Notice how the question is answered:

Which one of the five words below tells what an apple is?
1 flower, 2 tree, 3 vegetable, 4 <u>fruit</u>, 5 animal.....(4)

The right answer, of course, is "fruit"; so the word "fruit" is underlined. And the word "fruit" is No. 4; so a figure 4 is placed in the parentheses at the end of the dotted line. This is the way you are to answer the questions.

Try this sample question yourself. Do not write the answer; just draw a line under it and then put its number in the parentheses:

Which one of the five words below means the opposite of north?
1 pole, 2 equator, 3 south, 4 east, 5 west.....( )

The answer, of course, is "south"; so you should have drawn a line under the word "south" and put a figure 3 in the parentheses. Try this one:

A foot is to a man and a paw is to a cat the same as a hoof is to a — what?
1 dog, 2 horse, 3 shoe, 4 blacksmith, 5 saddle.....( )

The answer, of course, is "horse"; so you should have drawn a line under the word "horse" and put a figure 2 in the parentheses. Try this one:

At four cents each, how many cents will 6 pencils cost?.....( )

The answer, of course, is 24, and there is nothing to underline; so just put the 24 in the parentheses.

If the answer to any question is a number or a letter, put the number or letter in the parentheses without underlining anything. Make all letters like printed capitals.

The test contains 75 questions. You are not expected to be able to answer all of them, but do the best you can. You will be allowed half an hour after the examiner tells you to begin. Try to get as many right as possible. Be careful not to go so fast that you make mistakes. Do not spend too much time on any one question. No questions about the test will be answered by the examiner after the test begins. Lay your pencil down.

Do not turn this page until you are told to begin.

Published by World Book Company, Yonkers-on-Hudson, New York, and 2126 Prairie Avenue, Chicago

EXAMINATION BEGINS HERE:

1. The opposite of hate is (?)
   1 enemy, 2 fear, 3 love, 4 friend, 5 joy ..... ( )
2. If 3 pencils cost 5 cents, how many pencils can be bought for 50 cents? ..... ( )
3. A bird does not always have (?)
   1 wings, 2 eyes, 3 feet, 4 a nest, 5 a bill ..... ( )
4. The opposite of honor is (?)
   1 glory, 2 disgrace, 3 cowardice, 4 fear, 5 defeat ..... ( )
5. A fox most resembles a (?)
   1 wolf, 2 goat, 3 pig, 4 tiger, 5 cat ..... ( )
6. Quiet is related to sound in the same way that darkness is related to (?)
   1 a cellar, 2 sunlight, 3 noise, 4 stillness, 5 loud ..... ( )
7. A party consisted of a man and his wife, his two sons and their wives, and four children in each son's family. How many were there in the party? ..... ( )
8. A tree always has (?)
   1 leaves, 2 fruit, 3 buds, 4 roots, 5 a shadow ..... ( )
9. The opposite of economical is (?)
   1 cheap, 2 stingy, 3 extravagant, 4 value, 5 rich ..... ( )
10. Silver is more costly than iron because it is (?)
    1 heavier, 2 scarcer, 3 whiter, 4 harder, 5 prettier ..... ( )
11. Which one of the six statements below tells the meaning of the following proverb? "The early bird catches the worm." ..... ( )

    1. Don't do the impossible.
    2. Weeping is bad for the eyes.
    3. Don't worry over troubles before they come.
    4. Early birds like worms best.
    5. Prompt persons often secure advantages over tardy ones.
    6. It is foolish to fret about things we can't help.

12. Which statement above tells the meaning of this proverb? "Don't cry over spilt milk." .... ( )
13. Which statement above explains this proverb? "Don't cross a bridge till you get to it." .... ( )
14. An electric light is related to a candle as an automobile is to (?)
    1 a carriage, 2 electricity, 3 a tire, 4 speed, 5 glow ..... ( )
15. If a boy can run at the rate of 6 feet in $\frac{1}{4}$ of a second, how many feet can he run in 10 seconds? ( )
16. A meal always involves (?)
    1 a table, 2 dishes, 3 hunger, 4 food, 5 water ..... ( )
17. Of the five words below, four are alike in a certain way. Which is the one not like these four?
    1 bend, 2 shave, 3 chop, 4 whittle, 5 shear ..... ( )
18. The opposite of never is (?)
    1 often, 2 sometimes, 3 occasionally, 4 always, 5 frequently ..... ( )
19. A clock is related to time as a thermometer is to (?)
    1 a watch, 2 warm, 3 a bulb, 4 mercury, 5 temperature ..... ( )
20. Which word makes the truest sentence? Men are (?) shorter than their wives.
    1 always, 2 usually, 3 much, 4 rarely, 5 never ..... ( )
21. One number is wrong in the following series. What should that number be?
    1 4 2 5 3 6 4 7 5 9 6 9 ..... ( )
22. If the first two statements following are true, the third is (?) All members of this club are Republicans. Smith is not a Republican. Smith is a member of this club.
    1 true, 2 false, 3 not certain ..... ( )
23. A contest always has (?)
    1 an umpire, 2 opponents, 3 spectators, 4 applause, 5 victory ..... ( )
24. Which number in this series appears a second time nearest the beginning?
    6 4 5 3 7 8 0 9 5 9 8 8 6 5 4 7 3 0 8 9 1 ..... ( )
25. The moon is related to the earth as the earth is to (?)
    1 Mars, 2 the sun, 3 clouds, 4 stars, 5 the universe ..... ( )
26. Which word makes the truest sentence? Fathers are (?) wiser than their sons.
    1 always, 2 usually, 3 much, 4 rarely, 5 never ..... ( )

27. The opposite of awkward is (?)
    1 strong, 2 pretty, 3 short, 4 graceful, 5 swift ..... ( )
28. A mother is always (?) than her daughter.
    1 wiser, 2 taller, 3 stouter, 4 older, 5 more wrinkled ..... ( )
29. Which one of the six statements below tells the meaning of the following proverb? "The burnt child dreads the fire." ..... ( )

    1. Frivolity flourishes when authority is absent.
    2. Unhappy experiences teach us to be careful.
    3. A thing must be tried before we know its value.
    4. A meal is judged by the dessert.
    5. Small animals never play in the presence of large ones.
    6. Children suffer more from heat than grown people.

30. Which statement above explains this proverb? "When the cat is away, the mice will play." ( )
31. Which statement above explains this proverb? "The proof of the pudding is in the eating." ( )
32. If the settlement of a difference is made by mutual concession, it is called a (?)
    1 promise, 2 compromise, 3 injunction, 4 coercion, 5 restoration ..... ( )
33. What is related to disease as carefulness is to accident?
    1 doctor, 2 surgery, 3 medicine, 4 hospital, 5 sanitation ..... ( )
34. Of the five things below, four are alike in a certain way. Which is the one not like these four?
    1 smuggle, 2 steal, 3 bribe, 4 cheat, 5 sell ..... ( )
35. If 10 boxes full of apples weigh 400 pounds, and each box when empty weighs 4 pounds, how many pounds do all the apples weigh? ..... ( )
36. The opposite of hope is (?)
    1 faith, 2 misery, 3 sorrow, 4 despair, 5 hate ..... ( )
37. If all the odd-numbered letters in the alphabet were crossed out, what would be the tenth letter not crossed out? Print it. *Do not mark the alphabet.*
    A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ..... ( )
38. What letter in the word SUPERFLUOUS is the same number in the word (counting from the beginning) as it is in the alphabet? Print it ..... ( )
39. What people say about a person constitutes his (?)
    1 character, 2 gossip, 3 reputation, 4 disposition, 5 personality ..... ( )
40. If $2\frac{1}{2}$ yards of cloth cost 30 cents, how many cents will 10 yards cost? ..... ( )
41. If the words below were arranged to make a good sentence, with what letter would the second word of the sentence begin? Make it like a printed capital.
    same means big large the as ..... ( )
42. If the first two statements following are true, the third is (?) George is older than Frank. James is older than George. Frank is younger than James.
    1 true, 2 false, 3 not certain ..... ( )
43. Suppose the first and second letters in the word CONSTITUTIONAL were interchanged, also the third and fourth letters, the fifth and sixth, etc. Print the letter that would then be the twelfth letter counting to the right ..... ( )
44. One number is wrong in the following series. What should that number be?
    0 1 3 6 10 15 21 28 34 ..... ( )
45. If $4\frac{1}{2}$ yards of cloth cost 90 cents, how many cents will $2\frac{1}{2}$ yards cost? ..... ( )
46. A man's influence in a community should depend upon his (?)
    1 wealth, 2 dignity, 3 wisdom, 4 ambition, 5 political power ..... ( )
47. What is related to few as ordinary is to exceptional?
    1 none, 2 some, 3 many, 4 less, 5 more ..... ( )
48. The opposite of treacherous is (?)
    1 friendly, 2 brave, 3 wise, 4 cowardly, 5 loyal ..... ( )
49. Which one of the five words below is most unlike the other four?
    1 good, 2 large, 3 red, 4 walk, 5 thick ..... ( )
50. If the first two statements following are true, the third is (?) Some of Brown's friends are Baptists. Some of Brown's friends are dentists. Some of Brown's friends are Baptist dentists.
    1 true, 2 false, 3 not certain ..... ( )
51. How many of the following words can be made from the letters in the word LARGEST, using any letter any number of times?
    great, stagger, grasses, trestle, struggle, rattle, garage, strangle ..... ( )
52. The statement that the moon is made of green cheese is (?)
    1 absurd, 2 misleading, 3 improbable, 4 unfair, 5 wicked ..... ( )

 Do not stop. Go on with the next page.