CITY OF BALTIMORE FORM RM-2	
RECORDS SURVEY Return to: Baltimore City Archives and Records	Department
	Bureau
	Address
Management Center	Contact
Record Identification	
1. Series / Title	
2. Description	
3. Location of Records	
Check one or more:	
Storage Office Open Shelve	es File Cabinet Other
4. Volume	5. Records size
Estimated Accumulation/Year	Format(s)
6. File Arrangement	7. Inclusive Dates
	Discontinued?
8. File Breaks or gaps?	10. Estimated Use (Check Appropriate Rate)
	- Current Year: High Medium Low
9. Audit Requirements:	Prior Year: High Medium Low
By Whom?	When does office use become low?
11. Historical or Administrative Significance?	12. Retention Recommended
11. Thotoriou of Administrative dignilicance:	12. Actorition Accommonded
13. Inventory Prepared By	
Date	

IMPORTANT: COMPLETE 1 FORM FOR EACH DISTINCT GROUP OF RECORDS

REV JUN-24

Department of Legislative Reference Archives and Records Management

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