We continue to make progress in our efforts to describe and catalog the existing holdings as well as new transfers of material. Staff attrition, however, must be factored in to the current results. It was necessary to replace several catalogers. Recruiting commenced in September and three replacement staff members were hired during October. At this time we have a total of six employees (not including three Maryland State Archives administrative staff members) and three volunteers working on various Baltimore City Archives descriptive projects. We have assisted fifteen researchers, many of whom made multiple visits, with the archival resources that we placed online recently.

Cataloging Activities

Our staff, supplemented by volunteers, continues to pursue the main goal of inputting descriptions of Baltimore City Archives material into a publicly accessible database. Some notable achievements to date:

- Completed keyboarding of the Historical Records Survey entries for up to 1830
- Continued cataloging of BRG 16 series 1 (Baltimore City Council Administrative Files)
- Continued cataloging of BRG 16 series 4 (Baltimore City Council Files)
- Continued cataloging of BRG 9 Series 42 (Papers of Mayor William Donald Schaefer)
- Continued cataloging of BRG 12 (Cartographic Records)
- Continued cataloging of BRG 4 (Tax Records)
- Continued preliminary inventory of Record Center
- Initiated the cataloging of BRG 41 Series 2 (Miscellaneous Administrative Records)

Records Management Activities

Gerald Roberts, the City Records Manager, continues to build solid working relationships as he identifies key contacts within the various city agencies. The agencies are gaining greater confidence in our services as evidenced by our activities to date:

- Transferred in 1095 cu. ft. of records for storage
- Destroyed 3,000 cu. ft. of records that had been on retention
- Performed 8 appraisal visits; three to existing agencies and two to new agencies
- Reviewed sixteen retention schedules and revised four
- Wrote 7 new retention schedules
- Negotiated with the City Law Department to transfer its case files from a private storage corporation to the Baltimore City Archives
- Negotiated with the City Liquor Board to transfer their records to the Baltimore City Archives; in contract negotiation with us to pursue three scanning projects.
• Continued the bar-coding inventory program within the record center; all incoming transfers are now being bar-coded before being placed on the shelves.

Interns Amy James and Julia Pflager have also assisted in the transfer of city records and provided field appraisal support.

Outreach Activities

Amy James and Nancy Bramucci Sheads continue to upgrade of our general website with an emphasis on making it both more informative and user-friendly.

On Saturday, the 12th of November, Robert Schoeberlein gave a PowerPoint presentation on the family history resources available at the Baltimore City Archives as part of the Maryland Genealogical Society Fall Seminar in Frederick, Maryland. He spoke for an hour and fielded questions for an additional twenty minutes as part of the day long program entitled “Underutilized Genealogical Resources in Maryland.” This presentation attracted the notice of the wider community and Dr. Schoeberlein has been subsequently invited to speak again on this topic at another venue in the upcoming months.

Other activities include:

• Created a Baltimore City Archives Facebook account in August as the means to communicate with more diverse audience:
• Continued to digitize photographs and add images our Flickr website:

Internships

During this past six months we have had two interns working on projects to make city-related records more accessible. A Washington College (Chestertown, Maryland) IT major has developed the model, using standard equipment, to transfer audio tapes into digital format files. The Archives now features an area devoted to basic audio transfer projects. Our second intern, a student from Morgan State University, has assisted in describing photographs and placing them into an on-line database.

Publicity

On the 1st of December, Edward Gunts, a reporter for the Baltimore Sun newspaper, visited the Baltimore City Archives to interview Dr. Papenfuse and Timothy Baker (Deputy Archivist, Maryland State Archives), to meet with various staff and to tour the facility. A Sun photographer was given access to all areas to photo document our current operations. We are pleased to report that a very complimentary article appeared in print on the 3rd of January 2012. We received lead article status that day. Here is a copy of the front page:
Bernstein has new crime strategy
Prosecutors will be divided among city neighborhoods

TUESDAY
January 3, 2018

Bernstein: What's your name?

DOLLY: I'm Dolly.

BERNSTEIN: Dolly? What do you mean you're Dolly? I thought you were a boy.

DOLLY: No, I'm a girl. I've been brought up as Dolly, but I really am a girl.

BERNSTEIN: Well, Dolly, you must be very confused. I don't understand why you're here.

DOLLY: I was having a bad dream, sir, and I woke up and saw you and thought you were my father.

BERNSTEIN: But Dolly, I don't know you. I'm not your father.

DOLLY: I know, sir, but I just woke up and saw you and thought you were my father.

BERNSTEIN: Well, Dolly, you must be very confused. I don't know what to do with you.

DOLLY: I just want to be with you, sir. I want to be your daughter.

BERNSTEIN: Well, Dolly, I don't know what to do with you. But I'll try to help you.

DOLLY: Thank you, sir. I love you.

BERNSTEIN: Well, Dolly, I don't know what to do with you. But I'll try to help you.

DOLLY: Thank you, sir. I love you.

BERNSTEIN: Well, Dolly, I don't know what to do with you. But I'll try to help you.

DOLLY: Thank you, sir. I love you.
Building and Infrastructure Matters

Additional stack space continues to be added in our main records center portion of the building. Approximately one-half of the area now features fourteen level high shelving.

Signage was placed on the building exterior in December 2011: