

Smith-Niedentahl
(Worker's full name)

(Date)

7
No. 50.
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody DIVISION OF ELEVATORS
INSPECTION
(Name of building, room number, street address)

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

or both)

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

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

4. Labeling AS SHOWN IN ITEM #12
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CARBON COPIES OF ALL ESTIMATES OF REPAIRS AND ALTERATIONS MADE ON CITY OWNED BUILDINGS, TRUCKS, AUTOMOBILES (CLAIMS AGAINST CITY), ACCOUNT OF ALL EXPENSES OF CITY, EXCEPT PAYROLL OF CITY EMPLOYEES, AFTER ALL REPAIRS AND WORK IS COMPLETED THE ACTUAL COST IS PENCILED IN ON THE CARBON COPIES OF THE FILE WITH A RED PENCIL.
(Purpose and general nature of record. Principal items 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 ALPHA BY DEPTS. & CHRO. BY DATE OF ENTRY
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN & TYPED ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
AND PLAIN PAPER.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size FILE DRAWER: 11 1/2" X 13" X 26". APPROXIMATELY
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
5,000 SHEETS IN EACH DRAWER.

11. Location by dates and quantities IN STEEL CABINET NEAR CENTER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OF ROOM #10, FIRST FLOOR, MUNICIPAL B'LDG.

12. Other information CONDITION OF RECORDS & EQUIPMENT
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
GOOD.

Whether record is known to have been kept earlier than dates shown in item 2)
NOTE: PRIOR RECORDS ARE SAID TO HAVE BEEN DESTROYED.

LABELING { 1 DRAWER LABELED — 1934-1935.
1 " " — 1936.
1 " " — 1937.
1 " " — 1938.

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

(Place of publication) (Date of publication)

7

No. 51

Smith - Medentohl

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody FIRST FLOOR OF MUNICIPAL BUILDING
(Name of building, room number, street address)
(AUDITOR'S FILE CABINET.)

1. Title (ACCOUNT SHEETS. MONTHLY)
(Give present full title 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. 1ST. 1938 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents FINANCIAL STATEMENT ON RULED COLUMN-
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
ED SHEETS SHOWING APPROPRIATIONS FOR THE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ENGINEER OF BUILDINGS. COLUMNED HEADS
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
GIVE ACCOUNT NUMBER, DESCRIPTION, AMOUNT
OF APPROPRIATIONS, INCREMENTS, TOTAL
CREDITS, EXPENDITURES, ENCUMBRANCES,
TOTAL EXPENDITURES, BALANCE, GRAND TOTAL,
DATE COVERED, SIGNATURE OF PERSON PRE-

(over)

6. Contents—continued ^{COST AND ACCOUNTS} PAID BY, SIGNATURE OF ACCOUNTANT
IN THE C. & A. BUREAU, FINDING THE STATE-
MENT CORRECT.

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

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

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

10. Size FILE DRAWER: 11" x 13" x 26"; APPROXIMATELY
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
20 SHEETS IN DRAWER.

11. Location by dates and quantities AGAINST WEST WALL, GENERAL
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OFFICE, BUREAU OF BUILDINGS, FIRST FLOOR,
MUNICIPAL BUILDING.

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

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: PRIOR RECORDS ARE SAID TO HAVE
BEEN DESTROYED.

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

(Place of publication)

(Date of publication)

5

Smith - Nidentake
(Worker's full name)

(Date)

No. 52.
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

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

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

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

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

3. Quantity ONE WOODEN FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

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

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

6. Contents RULED CARDS GIVING A RECORD OF PROPERTIES OWNED BY THE CITY ON WHICH BUILDINGS WERE IN SUCH CONDITION THAT RAZING WAS NECESSARY FOR PUBLIC SAFETY. CARDS SHOW WARD, SECTION, OR BLOCK & LOT NOS., STREET NAME AND NUMBER, DATE OF SALE TO CITY, DATE RAZED, AND DESCRIPTION OF BUILDING RAZED.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

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

8. Indexing THIS IS AN INDEX. SUPPORTS RECORD
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
OF CITY RAZED BUILDINGS, SERIAL # 53.

9. Writing HANDWRITTEN AND TYPED ON RULED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DRAWER: 4" X 6" X 16"; APPROXIMATELY
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
2,500 CARDS IN DRAWER.

11. Location by dates and quantities IN WOODEN FILE CABINET, IN
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
S.W. CORNER OF GENERAL OFFICE, BUREAU
OF BUILDINGS, FIRST FLOOR, MUNICIPAL BLDG.

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

NOTE: THIS CARD INDEX WAS ESTABLISHED IN
(Whether record is known to have been kept earlier than dates shown in item 2)
1937, BUT A SIMILAR RECORD WAS KEPT PRIOR
TO THAT DATE IN VOLUMES (SEE SERIAL # 6),
TITLED, "RECORD OF NEW BUILDINGS AND
ALTERATIONS" (RAZED BUILDINGS).

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

(Place of publication)

(Date of publication)

7

Smith - Niedertahl
(Worker's full name)

(Date)

No. 53
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

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

1. Title RECORD OF (CITY RAZED BUILDINGS - GENERAL PROPERTY 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 1932 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 68 STEEL DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN IN APPENDIX (50 DRAWERS BY BLOCK AND V)
(Explain fully: years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE (LOT NO. 18 BY WARD & SECTION NO.)
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents (THIS FILE IS COMPOSED OF MIMEOGRAPHED FORM OF INSPECTOR'S REPORT ON BUILDING IN QUESTION AND THEIR HEADINGS, ETC. IF A VERY GENERAL OR MISCELLANEOUS RECORD, DETAILED INFORMATION AS TO TYPES OF RECORDS CONTAINED AND DATES COVERED BY SHOWS: LOCATION OF BUILDING, CONDITIONS, AND INSPECTOR'S RECOMMENDATIONS; (2), COPY OF NOTICE SERVED ON PROPERTY OWNER, BRIEF SUMMARY OF INSPECTOR'S FINDINGS WITH REQUEST TO REPAIR OR RAZE WITHIN 5 DAYS; (3), MIMEOGRAPHED LETTER TO MAYOR ADVISING HIM OF ACTION RECOMMENDED BY BUREAU OF BUILDINGS; (4), A PHOTOGRAPH
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued OF BUILDING, IF SAME IS TO BE RAZED;
(5), IF BUILDING IS TO BE RAZED BY THE CITY, THE FILE IS
FACED WITH A WORK ORDER SHOWING THE LIST OF
BIDDERS, AMOUNT BID BY EACH, THE SUCCESSFUL BIDDER
WITH INSTRUCTIONS TO PROCEED.

7. Arrangement NUMER, BY BLOCK & LOT, WARD & SECTION NOS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing SEPARATE. SEE SERIAL # 52. AND # 1.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing HANDWRITTEN & TYPED CORRESPONDENCE
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

AND PRINTED FORMS.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DRAWERS: 11 1/2" X 13" X 26" APPROXIMATELY 2500-
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

FOLDERS SCATTERED THROUGHOUT THE 68 DRAWERS.

11. Location by dates and quantities LOCATED IN STEEL FILING CABINETS,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN S.W. CORNER OF BUREAU OF BUILDINGS, FIRST
FLOOR, MUNICIPAL BUILDING.

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

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: PRIOR RECORDS MAY BE FOUND IN
SERIAL # 2.

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

(Author)

(Publisher)

(Place of publication)

(Date of publication)

1	STEEL DRAWER - 1-99.	1	STEEL DRAWER - 2800-2899
1	" " -100-199	1	" " - 2900-2999
1	" " - 200-299	1	" " - 3000-3099
1	" " - 300-399	1	" " - 3100-3199
1	" " - 400-499	1	" " - 3200-3299
1	" " - 450-499	1	" " - 3300-3399
1	" " - 500-599	"	" " - 3400-3499
1	" " - 550-599	"	" " - 3500-3599
1	" " - 600-699	"	" " - 3600-3699
1	" " - 650-699	"	" " - 3700-3799
1	" " - 700-799	"	" " - 3800-3899
1	" " - 800-899	"	" " - 3900-3999
1	" " - 900-999	"	" " - 4000-4999
1	" " - 1000-1099	"	" " - 4100-4199.
1	" " - 1100-1199	"	" " - 4200-4299.
1	" " - 1200-1299	"	" " - 4300-4399.
1	" " - 1250-1299	"	" " - 4400-4499--
1	" " - 1300-1399		
1	" " - 1350-1399		
1	" " - 1400-1499		
1	" " - 1500-1599		
1	" " - 1600-1699		
1	" " - 1700-1799		
1	" " - 1800-1899		
1	" " - 1900-1999		
1	" " - 2000-2099		
1	" " - 2100-2199		
1	" " - 2200-2299		
1	" " - 2300-2399		
1	" " - 2400-2499		
1	" " - 2500-2599		
1	" " - 2600-2699		
1	" " - 2700-2799.		

50 DRAWERS (END).

STEEL DRAWER - WARD #25 - SECT. 1-3.					
1	"	"	-	"	#25 - " 4-6.
1	"	"	-	"	#25 - " 7-9.
1	"	"	-	"	#26 - " 1-4.
1	"	"	-	"	#26 - " 5-10.
1	"	"	-	"	#26 - " 11-20.
1	"	"	-	"	#26 - " 21-23.
1	"	"	-	"	#27 - " 1-3.
1	"	"	-	"	#27 - " 4-6.
1	"	"	-	"	#27 - " 7-9.
1	"	"	-	"	#27 - " 10-11.
1	"	"	-	"	#27 - " 12-13.
1	"	"	-	"	#27 - " 14-16.
1	"	"	-	"	#27 - " 17-19.
1	"	"	-	"	#27 - " 20-21.
1	"	"	-	"	#27 - " 22-23.
1	"	"	-	"	#28 - " 1-3.
1	"	"	-	"	#28 - " 4-5 (END.)

18 Drawers

Smith - Niedentohle
(Worker's full name)

(Date)

No. 54
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF BUILDINGS
(Office of custody) (Office which made the record, if different)
Address of office of custody DIVISION OF ELEVATORS, ROOM #10,
FIRST FLOOR, MUNICIPAL BLDG.
^{INSPECTION}
(Name of building, room number, street address)

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

or both)

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

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

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

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents MINOR PRIVILEGE PERMITS ARE GRANTED TO APPLICANTS BY BUREAU OF BUILDINGS FOR TEMPORARY OR PERMANENT FIXTURES, EXTENSIONS, ADDITIONS, ETC., NOT CARRIED BY OTHER PERMITS. FORMS PREPARED IN DUPLICATE SHOW WHETHER PERMANENT OR TEMPORARY, STREET AND NUMBER, DATE, DESCRIPTION OF PRIVILEGE, AMOUNT PAID AND AMOUNT OF ANNUAL CHARGE FOR SUBSEQUENT YEARS, IF THE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued PRIVILEGE IS EXTENDED BY PAYMENT OF
SUBSEQUENT CHARGES. A COPY OF RECEIPT FOR
PAYMENT IS ATTACHED TO COPY OF PERMIT AND RETURN-
ED TO OFFICE, CONDITIONS OF PERMIT IS PRINTED
ON REVERSE SIDE OF FORM.

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

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

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

10. Size OF FILE BOX: 6 1/2" X 8" X 14" APPROX. 9000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 WOODEN FILE BOX ON TOP OF STEEL
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FILE CABINET, IN CENTER OF ROOM #10, FIRST FLOOR,
MUNICIPAL BUILDING.

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
NOTE: RECORDS, 1898-1936 (INCL), ARE IN VOLUMES
OF PUBLIC FRANCHISE AND MINOR PRIVILEGE
CASH BOOKS, OF THE TEMPORARY PERMITS IN THIS
FILE. SEE SERIAL # 27.

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

(Place of publication) (Date of publication)

Bureau of Buildings

No. 54

City of Baltimore

MINOR PRIVILEGE PERMIT No.

Temporary
Permanent

..... 19

(Street)

Permission is hereby granted.....
to erect at above location.

.....
RECEIPT of \$..... is hereby acknowledged as cost to December 31, 1938

Each subsequent year the charge will be \$.....

.....
Comptroller Secy. to Board of Estimates.

(See reverse side for conditions under which this permit is granted.)

CONDITIONS OF PERMIT

This permit is granted subject to the regulations as fixed in the schedule of Minor Privilege charges now in effect, and on display in the office of the Bureau of Buildings, and subject to the revocation by the Board of Estimates, at all times, at its pleasure. When a permanent privilege is revoked, the obstruction must be removed from the highway within three days from the date of notice from the Bureau of Highways or the Bureau of Buildings, such notice to be delivered to the owner, agent or tenant, or left on the premises. When a temporary privilege is revoked, the obstruction must be removed from the highway within 30 days from the date of notice from the Bureau of Highways or the Bureau of Buildings. If the said obstruction is not removed within 30 days, the Mayor and City Council of Baltimore is authorized to remove the same and dispose thereof by sale, applying the proceeds of such sale to the extinguishment of the lien and the cost of removal.

All charges arising by virtue of the issuance of this permit are liens against the property affected until paid.

The tags received with this permit must be attached to the privilege.

OFFICE COPY No. 54

MAYOR AND CITY COUNCIL

MINOR PRIVILEGE—DUPLICATE STATEMENT

DO NOT DETACH THIS STUB

Bureau of Buildings

NAME

ADDRESS

TEMPORARY PERMIT NO.

DESCRIPTION OF PRIVILEGE

	YEARS	AMOUNT	
TOTAL			

THIS IS A LIEN ON THIS PROPERTY

Niedentohil-Smith

(Worker's full name)

(Date)

7 No. 55

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF BUILDINGS.
INSPECTION (Office of custody) (Office which made the record, if different)

Address of office of custody ELEVATOR DIVISION, ROOM #10, MUNICIPAL
Minor Privilege Section (Name of building, room number, street address) BLDG.

1. Title "RECORD OF FURNACES" (RECORD OF AERIAL
PICTURES OF 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 1930.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CANVAS BOUND VOLUME.
(Number of volumes; file drawers; file boxes; bundles; other) (An old label that

4. Labeling "RECORD OF FURNACES." was not changed)
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents RULED COLUMN SHEETS (PRINTED HEADS OF COL-
UMNS DO NOT APPLY TO RECORD ENTERED). GIVE DATE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
PICTURES WERE ORDERED, LOCATION OF PROPERTY
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
PHOTOGRAPHED, OWNER OF PROPERTY (IF PRIVATE OR
OTHERWISE), SERIAL NUMBER OF PICTURE AND DATE
PHOTOGRAPH RECEIVED.

Note - This record of photographs was recorded on

6. Contents—continued form that was intended for a record of furnaces. Except in the labeling, no mention here should be made of furnaces. This record is photographs.

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

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

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

10. Size OF VOLUME: 15" X 15" X 2"; APPROXIMATELY 300 PAGES IN VOLUME.
(Of record of container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities AGAINST EAST WALL RECORD VAULT, FIRST FLOOR, MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
NOTE: IT IS SAID THERE ARE NO PRIOR OR SUBSEQUENT RECORDS.

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

(Place of publication) (Date of publication)

7

Smith - Madentahl
(Worker's full name)

(Date)

No. 56
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ *BALTIMORE CITY* State *MARYLAND*

Name of agency or office *BUREAU OF BUILDINGS*
(Office of custody) (Office which made the record, if different)

Address of office of custody *DIVISION OF ELEVATORS, FIRST FLOOR -*
INSPECTION
(Name of building, room number, street address)
Minor Privilege Section - OF MUNICIPAL BLDG.

1. Title *(MINOR PRIVILEGE 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 *1916 - -*
(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 *AS SHOWN IN ITEM #12*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *NONE*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *THESE FILES CONTAINS GENERAL CORRESPONDENCE ON ALL MINOR PRIVILEGE PERMITS ISSUED AND CANCELLED, BETWEEN INDIVIDUAL AND BUREAU OF BUILDINGS, AND INTERDEPARTMENTAL CORRESPONDENCE, ALSO DUPLICATES "MINOR BUILDINGS PERMITS."*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

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

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

9. Writing HANDWRITTEN AND TYPED CORRESPONDENCE AND DUPLICATE 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 FILE DRAWERS: 1 1/2" X 13" X 26" APPROXIMATELY
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
3000 SHEETS IN EACH DRAWER.

11. Location by dates and quantities IN STEEL CABINET AGAINST NORTH
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)
WALL OF DIVISION OF ELEVATORS, ROOM #10, 1ST. FLOOR OF MUNICIPAL BUILDING.

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

LABELING

1 DRAWER LABELED A TO EUTAW ST. — 1916-1926.
 1 " " FA-LIGHT ST. — 1916-1926.
 1 " " E. LOMBARD ST. W-Y — 1916-1926.
 1 " " A-B-COM — 1926- - .
 1 " " CON-HANOVER — 1926- - .
 1 " " HARFORD TO 2346 E. NORTH — 1926- - .
 1 " " #2350 E. NORTH — — Z.

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

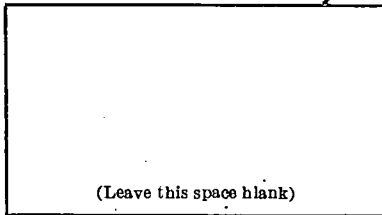
Smith-Niedentohl

1930

No. 57

WPA Form 15HR

WORKS PROGRESS ADMINISTRATION



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE MAPS AND PHOTOGRAPHS FORM

County _____ City or town BALTIMORE CITY

Agency or department DEPARTMENT OF PUBLIC WORKS.

Bureau OF BUILDINGS.

Name of other owner, if any NONE.

Name of building MUNICIPAL BUILDING, FIRST FLOOR.
(Street address)

1. Item or items (PROPERTY ^{AND} OR POLITICAL MAPS.)
(Map or maps, photographs, etc.)

2. Area covered, title, or subject BALTIMORE CITY.

14 LOOSE LEAF VOLUMES; 15" X 18" X 4"

3. APPROXIMATELY 600 PAGES IN EACH VOLUME
(Number of items or pages) ¹⁹³⁰⁻¹⁻ (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Printed , engraved (), black-and-white (), colored (), blue-print (), photostat (), mounted (), framed (), relief (), shaded ().

5. If map, also indicate 1" = 50'-0" (Scale) POLITICAL (Type of map: Physical, political, etc.)

6. GOOD. (Condition of writing or other work) GOOD. (of paper, film, etc.)

7. BUREAU OF PLANS & SURVEY, BALTIMORE.
(Artist, author, etc.) (Publisher or engraver, if any) (Place of publication)

8. Location IN BUREAU OF BUILDINGS, SOUTHWEST CORNER.
(Rooms and vaults)

9. Other information _____

NOTE: FOR FURTHER INFORMATION SEE ADDENDA SHEET.

PROPERTY OR POLITICAL MAPS.

No. 57

Bureau of Buildings

ADDENDA.

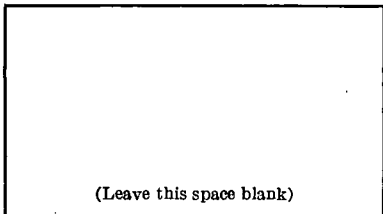
PROPERTY MAPS IN FILE CASE IN S.W. CORNER OF BUREAU OF BUILDINGS.

1 VOLUME LABELED - BLOCKS 1 TO 499.					
1	"	"	-	"	500 " 1099.
1	"	"	-	"	1100 " 1599.
1	"	"	-	"	1600 " 2199.
1	"	"	-	"	2200 " 2899.
1	"	"	-	"	2900 " 3699.
1	"	"	-	"	3700 " 4199.

Political

MAPS IDENTICAL WITH ABOVE ? BUT DIVIDING CITY BY WARDS & SECTIONS AS WELL AS BY BLOCKS.

1 VOLUME LABELED - WARD 25 (ALL SECTIONS)					
1	"	"	-	"	26 SECTIONS 1 TO 15
1	"	"	-	"	26 " 16 " 23
1	"	"	-	"	27 " 1 " 5
1	"	"	-	"	27 " 6 " 15
1	"	"	-	"	27 " 16 " 23
1	"	"	-	"	28 (ALL SECTIONS)



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE MAPS AND PHOTOGRAPHS FORM

County MARYLAND City or town BALTIMORE CITY

Agency or department BUREAU OF BUILDINGS

Bureau OF ZONING Buildings - Zoning Section.

Name of other owner, if any _____

Name of building MUNICIPAL BUILDING, FIRST FLOOR.
(Street address)

1. Item or items MAPS.
(Map or maps, photographs, etc.)

2. Area covered, title, or subject BALTIMORE CITY AND ITS ANNEXES.

3. 98 MAPS. 1931-- 28"x36"
(Number of items or pages) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Printed , engraved (), black-and-white (), colored (), blue-print ;

photostat (), mounted (), framed (), relief (), shaded ().

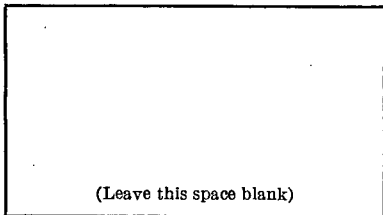
5. If map, also indicate 1" = 200 FT. DISTRICT ZONING
(Scale) (Type of map: Physical, political, etc.)

6. GOOD GOOD.
(Condition of writing or other work) (of paper, film, etc.)

7. CITY ENGINEER, BUREAU OF PLANS & SURVEY, BALTIMORE.
(Artist, author, etc.) (Publisher or engraver, if any) (Place of publication)

8. Location ON TABLE, S.W. CORNER, BUREAU OF BUILDINGS,
(Rooms and vaults) FIRST FLOOR, MUNICIPAL BUILDING.

9. Other information IN THESE MAPS THE CITY OF BALTIMORE AND ITS ANNEXES
ARE DIVIDED INTO SECTIONS (OF 1 MILE SQUARE) OF WHICH THERE
ARE 98 SECTIONS. THESE ARE ENTERED IN 2 LOOSE LEAF CANVAS
BOUND VOLUMES AND SERVE AS A ZONING GUIDE TO THE CITY
AND ITS ANNEXES. THERE ARE NO ZONING MAPS PRIOR TO 1931
AS ZONING DID NOT EXIST BUT WAS SET UP BY SPECIAL OR-
DINANCE PASSED BY MAYOR AND CITY COUNCIL IN 1931.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE MAPS AND PHOTOGRAPHS FORM

County MARYLAND. City or town BALTIMORE CITY

Agency or department BUREAU OF BUILDINGS.
DIV. INSPECTION - Zoning Section.

Name of other owner, if any _____

Name of building MUNICIPAL BUILDING, FIRST FLOOR.
(Street address)

1. Item or items INSURANCE MAPS OF BALTIMORE AND ANNEXES.
(Map or maps, photographs, etc.)

2. Area covered, title, or subject BALTIMORE CITY AND ITS ANNEXES.

3. 1100 MAPS. 1929--, 16" X 28"
(Number of items or pages) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Printed (x), engraved (), black-and-white (), colored (x), blue-print (), photostat (), mounted (), framed (), relief (), shaded ().

5. If map, also indicate 1" = 200 FT., INSURANCE ZONING MAPS.
(Scale) (Type of map: Physical, political, etc.)

6. GOOD. GOOD.
(Condition of writing or other work) (of paper, film, etc.)

7. SANBORN & CO. SANBORN & CO. NEW YORK CITY.
(Artist, author, etc.) (Publisher or engraver, if any) (Place of publication)

8. Location ON TABLE, S.W. CORNER OF BUREAU OF BUILDINGS,
(Rooms and vaults) FIRST FLOOR, MUNICIPAL BUILDING.

9. Other information MAPS INDICATE IN COLOR TYPE OF BUILDING AND
CONSTRUCTION, LOCATION BY STREET AND NUMBER, SIZE OF
WATER PIPES, INLET AND OUTLET, LOCATION OF NEAREST FIRE
HYDRANT, INDICATES FIRE CONTROL SYSTEMS (IF ANY),
FIRE ESCAPES, ETC. LEGEND IS IN COLORS AND TRAC-
ING.

Smith - Niedentohl

(Worker's full name)

(Date)

(Form identification number)

5
No. 60

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

VOLUMES AND UNBOUND RECORDS FORM

~~City~~ *Baltimore City* State *Maryland*

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

Address of office of custody *First floor, Municipal Building*
(Name of building, room number, street, address)

1. Title *"Record of Gasoline Tanks and Elevators"*
(Give present full title 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 to 32*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 volumes (canvases found)*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *As titled and so shown in item #12.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None.*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Tabd, columned sheets, columns headed as follows: date of entry, name of applicant, type of tank or elevator, location, date permit was issued and number of permit.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

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

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

9. Writing Handwritten on ruled, columned, headed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Volume: 14" x 12" x 3". Approximately 700 pages in each volume.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On shelf of east wall of Bureau of Buildings Vault.
(Room, vault, wall, N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Good.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
LABELING { 1 volume labeled: 26-27-28-29,
1 " " " 30-31-32.
4 remaining volumes in cabinet #15
(approximate dates)

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

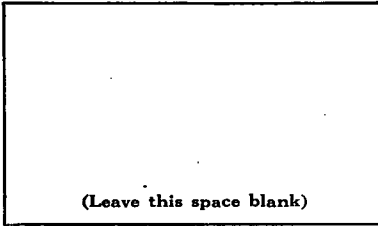
(Place of publication) (Date of publication)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS, 1936

Historical Records Survey

(Name of State)

THE NEWSPAPER FORM



County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building (Street address)

1. (Name of paper) (Place of publication)

2. (Frequency of publication) (Dates of publication)

3. Dates covered by holdings of the above

.....
.....
.....

4. Dates for which bound

5. Dates for which unbound but arranged

6. Dates for which loose

7. Merged with or succeeded by Date

8. Successor to Date

9. Location, by years (Room and vault names or numbers)

.....
.....

10. Other information

.....
.....
.....
.....

This record of short duration listing the applications for installing Gasoline Tanks and Open Elevators does not seem to fit in with any other records found, but may be correlated with records found in Serial 15- and Sub-Numbers.

Similar bound records are to be found in connection with other records that extend much farther back, and it may be possible that additional records of this type will be picked up in other offices.

V 27 6/1

Niederstohl-Smith

(Worker's full name)

(Date)

No. 61

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

Baltimore City State *Maryland*

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

Address of office of custody *ROOM 10, MUNICIPAL BLDG.*
(Name of building, room number, street address)

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

2. Dates *1929*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 unbound 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 *Rules, column sheets; columns headed as follows: date of entry, location, owner, date of issue, and permit 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)

6. Contents—continued _____

7. Arrangement *Alphabetically by street names.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size *volume: 15" x 12" x 2", approx. 300 pages in volume.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *On second line, against west wall of lock section of room #120, City Hall.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *condition good.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
Such record existed prior or subsequent to 1929. Such record was kept by some other office.

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

(Place of publication) (Date of publication)

7

Smith - Wiedentohle
(Worker's full name)

(Date)

No. 62
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody First floor, Municipal Building
(Name of building, room number, street address)

1. Title "Record of Electric Temporary Reinspections"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1915-1920, inclusive
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling As titled and as shown in item #12
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Contains ruled, columned sheets captioned "Record of Reinspection and Temporary Electric Work". Columns headed as follows: date, no, owner, street location, applicant and inspection by conditions.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Alphabetically by street names.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *by - contained, Subdiv. through Vol. A - Z.*
(See contained—describe what it 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 print-headed, columned 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 *volume: 16" x 15" x 2" approximately 600 sheets in each volume.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Against south wall, Room #120, City Hall.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Condition of Record Good.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
Records Prior to 1915 destroyed, Record discontinued in 1920.

LABELING

1	"	"	-1915.
1	"	"	-1916.
1	"	"	-1917.
1	"	"	-1918.
1	"	"	-1919.
1	"	"	-1920.

This Record is Obsolete

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

NOTE: For further information see attached forms.

Smith, Mildred
(Worker's full name)

(Date)

No. 63

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM #120, CITY HALL.
(Name of building, room number, street address)

1. Title "CASH RECEIPTS FOR ALTERATIONS UNDER \$500"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(CASH RECEIPTS FOR PERMITS ISSUED.)
or both)
2. Dates 1923-1927, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 12 BOUND VOLUMES.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling BY YEAR, 2 VOLS, 1923; 2 VOLS, 24; 2 VOLS, 25; 2 VOLS, 26; 4 VOLS, 27
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONTAINS LIST OF CASH RECEIPTS FOR PER-
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
MITS ISSUED, SHOWING NUMBER AND DESCRIPTION
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF PERMIT, LOCATION BY STREET, COST OF PERMIT,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
TO WHOM ISSUED.

6. Contents—continued _____

7. Arrangement NUMER. BY PERMIT NUMBER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF VOLUME : 9"X14"X1 1/2" APPROX. 300 PAGES PER VOLUME.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON SHELF AGAINST WEST WALL OF ROOM #120, CITY HALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD; NO PRIOR OR SUBSEQUENT RECORDS COULD BE LOCATED.
(Condition of record if not good. Relation to 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)

Friend & Niedentohl

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ *BALTIMORE CITY* State *MARYLAND.*

Name of agency or office *BUREAU OF BUILDINGS.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *ROOM #120, CITY HALL.*
(Name of building, room number, street address)

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

2. Dates *1926-1927, INCLUSIVE.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *5 BUNDLES, AVER. 10 FOLDERS PER BUNDLE.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *LABELED BY YEAR, 2 BUNDLES 1925, 2 BUNDLES 1926, 1 BUNDLE 1927.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *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 CONCERNING SPECIAL PERMITS, NOTICE OF COMPLIANCE WITH REGULATION OF MINOR PRIVILEGE PERMITS.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

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

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

9. Writing HANDWRITTEN & TYPED CORRESPONDENCE.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 14" X 10" X 9". AVER. 10 FOLDERS PER BUNDLE;
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 150 SHEETS IN FOLDER; APPROX. 7,500
SHEETS IN ALL.

11. Location by dates and quantities ON FLOOR IN S.E. CORNER OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM #120, CITY HALL.

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication) (Date of publication)

Smith-Nickentohl
(Worker's full name)

(Date)

No. 65
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody ROOM #120, CITY HALL
(Name of building, room number, street address)

1. Title "EXAMINER'S 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 1921-1922
(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 "RECORD BOOK OF TENEMENTS & APTS, EXAMINER'S RECORDS"
(Explain fully; years; numbers; letters; number of records so labeled) [1921-1922]

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents EXAMINER'S RECORD OF TENEMENTS AND APARTMENT HOUSES. SHOWS NAME OF OWNER, NAME OF ARCHITECTOR BUILDER, LOCATION BY STREET, DATE OF INSPECTION, DATE APPROVED, TYPE OF TENEMENT OR APARTMENT, NO. OF FAMILIES AND REMARKS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement CHRONO. BY DATE OF INSPECTION.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF VOLUME: 19" X 16 1/2" X 2" APPROX. 300 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
TO VOLUME.

11. Location by dates and quantities ON SHELF, AGAINST W. WALL OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM #120, CITY HALL.

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

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

(Place of publication) (Date of publication)

Smith-Midentohl

(Worker's full name)

(Date)

No. 66

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM #120, CITY HALL.
(Name of building, room number, street address)

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

or both)

2. Dates 1909-1912.
(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 INSPECTION RECORDS OF BUILDINGS USED
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
FOR MOTION PICTURE DISPLAYS. UNDER RESPECT-
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
IVE HEADINGS ARE SHOWN OWNER OR LESEE,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
HEIGHT OF BUILDING (BY NO. OF STORIES), SEATING
CAPACITY, DATE EXAMINED, NAME OF INSPECTOR
AND LOCATION OF BUILDING.

6. Contents—continued _____

7. Arrangement CHRONO. BY DATE OF INSPECTION.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF VOLUME: 14" X 16 1/2" X 2" APPROX. 300 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
TO VOLUME.

11. Location by dates and quantities ON SHELF, AGAINST W. WALL IN
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM #120, CITY HALL.

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

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

(Place of publication) (Date of publication)

Smith - Niedentohl
(Worker's full name)

(Date)

No. 67
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM #120, CITY HALL.
(Name of building, room number, street address)

1. Title "EXPENSE ACCOUNT LEDGER FOR ALTERATIONS AND REPAIRS TO CITY OWNED BUILDINGS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1911-1918, INCLUSIVE.
(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 NONE.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS IS A MONTHLY SUMMARY OF EXPENDITURES, INCURRED THROUGH BUILDING EQUIPING, REPAIRING OR ALTERING CITY PROPERTY. ENTRIES SHOW DATE PERMIT ISSUED, NAME OF BUILDING OR PROJECT, ITEMIZED LIST OF EXPENDITURES BY CLASS, I.E., OF LABOR, MATERIAL AND EQUIPMENT ENTAILED, THE AMOUNTS SPENT EACH MONTH FOR EACH ITEM OVER PERIOD OF CONSTRUCTION AND
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

BELOW

6. Contents—continued TOTAL THERE OF. FOOTING SHOWS TOTALS BY MONTH, PERCENT OF TOTAL DEDUCTED AND NET TOTALS, AMOUNTS THAT HAVE BEEN PREVIOUSLY PAID AND CURRENT MONTHLY PAYMENT, WHEN PROJECT HAS BEEN COMPLETED AND ALL ACCOUNTS *

7. Arrangement ALPHA: BY NAME OF BUILDING OR PROJECT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF VOLUME: 19" X 16" X 1 1/2", APPROX. 300 PAGES TO VOLUME.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON SHELF, AGAINST W. WALL OF ROOM #120, CITY HALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS: GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

* ABOVE

BALANCED. RUBBER STAMP SHOWS DATE ACCOUNT CLOSED.

NOTE: UNABLE TO LOCATE PRIOR OR SUBSEQUENT RECORDS.

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

(Place of publication) (Date of publication)

Fried-Niedertohl
(Worker's full name)

(Date)

No. 68
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~Country~~ BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM #120, CITY HALL.
(Name of building, room number, street address)

1. Title "MINOR PRIVILEGE FOR STREET CARNI-
VALS". (CHURCHES, ETC.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1921-1936, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 BUNDLES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED AND BY YEAR. SEE ITEM #12.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONTAINS COPIES OF PERMITS ISSUED FOR CHURCH
CARNIVALS, ATTACHED TO CORRESPONDENCE, ADD-
RESSED TO MAYOR, REQUESTING SAME. APPROVAL
OF REQUEST IS INDICATED BY NAME OF MAYOR
ON FOOTING OF REQUEST.
(Purpose and general nature of record. Principal items 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 ALPHA. BY NAME OF PERSON OR ORGANIZATION.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF BUNDLE: 9" X 12" X 1" APPROX. 300 SHEETS PER BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CARDBOARD CONTAINER ON FLOOR, ROOM #120, CITY HALL.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: PRIOR RECORDS EVIDENTLY DESTROYED.

LABELING

1	"	"	-	1921-1931
1	"	"	-	1922-1935
1	"	"	-	1928-1935
1	"	"	-	1932
1	"	"	-	1933
1	"	"	-	1933
1	"	"	-	1934
1	"	"	-	1936-1937

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

Friend-Medentohl

(Worker's full name)

(Date)

No. 69

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM # 120, CITY HALL.
(Name of building, room number, street address)

1. Title "CITY SOLICITORS ACCOUNTS AND RELATED 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 1924 - 1931, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 BUNDLES. (AVER. 5 FOLDERS PER BUNDLE)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1924 TO DATE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 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 COPIES OF BILLS RENDERED BY CITY SOLICITOR FOR DELINQUENT MINOR PRIVILEGE AND OTHER CHARGES. BILLS SHOW ITEMISED LIST OF ACCOUNT, LOCATION BY STREET, NO., DATE, NAME AND ADDRESS OF OCCUPANT OR OWNER, MINOR PRIVILEGE NO., AND YEAR FOR WHICH DUE. THE BILL IS ATTACHED TO CORRESPONDENCE, IF ANY IS INVOLVED.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement IN PAPER FOLDERS CHRO. BY DATE PRIVILEGE WAS ↓
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) (ISSUED.)

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

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

10. Size OF BUNDLES; 9" X 12" X 3"; AVERAGE 5 FOLDERS PER BUNDLE AND 300 SHEETS PER BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CARDBOARD CARTON, ON FLOOR, ROOM # 120, CITY HALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: PRIOR AND SUBSEQUENT RECORDS CANNOT BE LOCATED. THIS IS AN OBSOLETE RECORD THAT MAY HAVE BEEN TAKEN UP BY SOME OTHER DEPARTMENT. PROBABLY CITY SOLICITOR'S OFFICE.

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

(Place of publication) (Date of publication)

Freund-Niedentohle

(Worker's full name)

(Date)

#70

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ *BALTIMORE CITY* State *MARYLAND*

Name of agency or office *BUREAU OF BUILDINGS*
(Office of custody) (Office which made the record, if different)

Address of office of custody *ROOM #120, CITY HALL*
(Name of building, room number, street address)

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

2. Dates *1921-1933, INCLUSIVE*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 BUNDLES (AVER. 20 FOLDERS PER BUNDLE)*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *DRAINS & SEWERS WITH DATE AS SHOWN IN ITEM #12*
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents *LETTERS OF NOTIFICATION TO BUREAU OF HIGHWAYS, ADVISING THAT AN APPLICATION HAS BEEN FILED FOR PERMIT TO CONSTRUCT OR REPAIR CERTAIN SECTIONS OF SEWERS OR DRAINS. LETTERS SHOW IN DETAIL, LOCATION OF PROPOSED CONSTRUCTION AND WORK TO BE PERFORMED BY WHOM, AND NAME OF FIRM, I.E., (CONSOLIDATED GAS, ELECTRIC LIGHT AND POWER CO.)*

6. Contents—continued _____

7. Arrangement CHRONO. 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 TYPED ON PLAIN SHEETS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 9"X12"X3; APPROX. 40 FOLDERS OF 80 PAGES EACH. APPROX. 3200 PAGES IN ALL.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CARDBOARD CARTON ON FLOOR, ROOM #120, CITY HALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
LABELING { BUNDLE LABELED—DRAINS & SEWERS 1921-1929
1 " " " " 1930-1933, INC.

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

(Place of publication) (Date of publication)

Fried - Niederstahl
(Worker's full name)

(Date)

71.
(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

~~66-3~~ *BALTIMORE CITY* State *MARYLAND*

Name of agency or office *BUREAU OF BUILDINGS*
(Office of custody) (Office which made the record, if different)

Address of office of custody *ROOM #120, CITY HALL.*
(Name of building, room number, street address)

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

or both)

2. Dates *1933-1936, INCLUSIVE.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *9 BUNDLES.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *AS SHOWN IN ITEM #12.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *NONE.*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *THIS RECORD IS COMPOSED OF A MISCELLANEOUS GROUP OF CORRESPONDENCE AS CONDUCTED BETWEEN BUREAU OF BUILDINGS AND OTHER CITY BUREAUS AND ALSO WITH PARTIES CONCERNED, COVERING DIVERSIFIED SUBJECTS. THE LABELING IS INDICATIVE OF CONTENTS OF EACH BUNDLE. (SEE ITEM #12.)*
(Purpose and general nature of record. Principal items 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 ALPHA. BY NAME OF CORRESPONDENT, CONTAINED IN ✓
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) LEAD BOARD FOLDERS.

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 HEADS AND FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 9" X 12" X 1 1/2"; APPROX. 300 SHEETS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
PER BUNDLE.

11. Location by dates and quantities IN CARDBOARD CARTON, ON FLOOR,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN ROOM #120, CITY HALL.

12. Other information CONDITION OF RECORD & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

- LABELING**
- 1 BUNDLE LABELED—BOARD OF ESTIMATES, SPECIAL PERMITS 1936.
Whether record is known to have been kept earlier than dates shown in item 2)
 - 1 " " - BOARD OF ESTIMATES, MISCELLANEOUS - 1934-1935.
 - 1 " " - BUREAU OF SEWERS - 1934-1935.
 - 1 " " - BUREAU OF HIGHWAYS - 1934-1935.
 - 1 " " BUREAU OF RECEIPTS, CORRECTING NAMES & LOCATIONS
 - 1 " " INSPECTIONS BY H. U. J. - 1932-33-34-35
 - 1 " " BUREAU OF RECEIPTS - 1933.
 - 1 " " LETTERS OF APPROVAL FOR XMAS STANDS - 1935.

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

1 BUNDLE NOT LABELED — (CONTAINING INTERDEPARTMENT-
(Place of publication) (Date of publication)
AL CORRESPONDENCE.)

Friend - Niederstohel

(Worker's full name)

(Date)

#72

(Form identification number)

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VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody ELEVATOR DIVISION
(Name of building, room number, street address)
ROOM #120, CITY HALL

1. Title "ELEVATOR 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 1926-1932, INCLUSIVE
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 BUNDLES (AVER. 30 FOLDERS PER BUNDLE)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS TITLED AND AS SHOWN IN ITEM #12
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CONTAINS CORRESPONDENCE BETWEEN BUREAU OF BUILDINGS (SUB-DIVISION-ELEVATOR SECTION) AND INSURANCE COMPANIES, ELEVATOR MFGS. INSPECTORS AND OTHERS INTERESTED. THE CORRESPONDENCE IS SUPPLEMENTED BY COPIES OF ELEVATOR DRAWINGS WHICH SHOWS DETAILS OF CONSTRUCTION, METHOD OF INSTALLATION AND SAFETY FEATURES.
(Purpose and general nature of record. Principal items 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 ALPHA. BY NAME OF CORRESPONDENT WITHIN FOLDER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF BUNDLE: 9" X 12" X 4"; AVER. 30 FOLDERS PER BUNDLE;
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 80 SHEETS PER FOLDER; APPROX. 7200 SHEETS
IN ALL.

11. Location by dates and quantities IN CARDBOARD CARTON ONE FLOOR,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM #120, CITY HALL.

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

LABELING { 1 BUNDLE LABELED - ELEVATOR INSURANCE CORRESPONDENCE.
1 " " - ELEVATOR CORRESPONDENCE - 1926-1932.
1 " " - ELEVATOR DRAWINGS.

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

(Place of publication) (Date of publication)

Fried - Niedertohl
(Worker's full name)

(Date)

#73
(Form identification number)

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1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

~~City~~ *BALTIMORE CITY.* State *MARYLAND.*

Name of agency or office *BUREAU OF BUILDINGS.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *ROOM #120, CITY HALL.*
(Name of building, room number, street address)

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

or both)

2. Dates *1931-1933, INCLUSIVE.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *11 BUNDLES (AVER. 50 FOLDERS PER BUNDLE.)*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *AS TITLED AND AS SHOWN IN ITEM #12.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *NONE.*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *WHEN MATERIAL OR SUPPLIES ARE NEEDED TO REPAIR OR RENEW CITY OWNED PROPERTY OR EQUIP-
REPAIR OR RENEW CITY OWNED PROPERTY OR EQUIP-
MENT REQUEST IS MADE FOR THE PROCUREMENT OF
MATERIALS & SUPPLIES. THE RECORD IS COMPOSED OF
THE ORIGINAL REQUEST AND A COPY OF THE ORDER
AS APPROVED AND ISSUED. THE ORDERS ARE NUM-
BERED CONSECUTIVELY, BEARING DATE OF ISSUE,
NAME OF VENDOR AND PERSON OR DEPARTMENT*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued RECEIVING, NAME AND ADDRESS OF DEPARTMENT MAKING REQUEST, & ITEMISED LIST OF ARTICLES AND SIGNATURE OF PERSON ISSUING ORDER.

7. Arrangement ALPHA. BY NAME OF DEPARTMENT OR BUILDING.
(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 HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 9"X13"X3"; APPROX. AVER. 50 FOLDERS PER BUNDLE; APPROX. 10 ORDERS PER FOLDER; APPROX. 5500 ORDERS IN ALL.
(Of record or container. Height, width, thickness or depth.. Average number of pages or documents)

11. Location by dates and quantities IN PASTEBOARD CARTON, ON FLOOR, ROOM #120, CITY HALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

LABELING

1 BUNDLE LABELED 1931.	1 BUNDLE LABELED - 1932.
1 " " 1931.	1 " " - 1932.
1 " " 1931.	1 " " - 1933.
1 " " 1931.	1 " " - 1933.
1 " " 1932.	1 " " - 1933.
1 " " 1932.	

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

(Place of publication)

(Date of publication)

Friend-Niedentohl

(Worker's full name)

(Date)

(Form identification number)

#74

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM # 120, CITY HALL.
(Name of building, room number, street address)

1. Title (EXPENSE CONTROL 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 1909-1910
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents THIS IS A RECORD OF EXPENSES INCURRED THROUGH
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
REPAIRING CITY OWNED PROPERTIES AND SCHOOL
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
HOUSES. ENTRIES SHOW DATE OF ENTRY, NAME OF RECEIP-
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
IENT, AMOUNT PAID. FOOTING, SHOWS TOTAL EXPEND-
ITURE, BALANCE ON HAND AND GRAND TOTAL. PAGES
ARE HEADED "SALARIES," "SCHOOLS," ETC.

6. Contents—continued _____

7. Arrangement ALPHA. BY NAME OF ACCOUNT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF VOLUME: 10" X 18" X 2"; APPROX. 500 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
TO VOLUME.

11. Location by dates and quantities ON FILE CABINET CENTER OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM #120, CITY HALL.

12. Other information CONDITION OF RECORD GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
NO TRACE OF PRIOR OR SUBSEQUENT 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)

7

Freund-Niedenthal

(Worker's full name)

(Date)

75

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~CITY~~ BALTIMORE City State MARYLAND

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

Address of office of custody ROOM #120, CITY HALL.
(Name of building, room number, street address)

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

or both)

2. Dates 1910-1921, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 BUNDLES, AVER. 5 FOLDERS PER BUNDLE & 7 LOOSE ✓
(Number of volumes; file drawers; file boxes; bundles; other) [FOLDERS

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

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents WHEN NEW CONSTRUCTION, ALTERATION OR REPAIRING CITY OWNED BUILDINGS HAS BEEN DECIDED UPON, THE DEPT. OF PUBLIC WORKS ISSUES A PROPOSAL FORM, WITH PLANS AND SPECIFICATIONS ATTACHED, COVERING IN DETAIL WORK TO BE DONE. THE PROPOSAL IS THEN ADVERTISED, BIDS SOLICITED AND A CONTRACT DRAWN UP BETWEEN THE SUCCESSFUL BIDDER AND THE DEPT. OF

6. Contents—continued PUBLIC WORKS. IF CERTAIN
CHANGES ARE MADE IN REGARD TO TYPE OF
MATERIALS OR EQUIPMENT TO BE USED ON SAID
CONSTRUCTION, ALTERNATE PROPOSALS ARE SUB-
MITTED INVOLVING THESE CHANGES UNTILL A FINAL
7. Arrangement CHRONO. BY DATE, IN FOLDERS.
(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 CORRESPONDENCE
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. AND PRINTED FORMS.
Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF BUNDLE: 14" X 9" X 7". AVER. 5 FOLDERS PER
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
BUNDLE, APPROX. 100 SHEETS PER FOLDER, APPROX.
~~5,000~~²⁷⁰⁰ SHEETS IN ALL.
11. Location by dates and quantities ON FLOOR, IN S.E. CORNER OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM # 120, CITY HALL.
12. Other information CONDITION OF RECORDS GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
(CONTINUED FROM ITEM #6) AGREEMENT IS REACHED
Whether record is known to have been kept earlier than dates shown in item 2)
BETWEEN THE CONTRACTOR RECEIVING THE BID
AND THE DEPT. OF PUBLIC WORKS, CONCERNING FORE-
SAID CHANGES. ORDERS ARE THEN GIVEN FOR CONTRACT-
OR TO PROCEED WITH THE WORK. THE FILE CONSISTS OF
EMERGENCY ORDERS, NOTICE THAT PROPOSALS WILL BE
RECEIVED, CORRESPONDENCE, PLANS & SPECIFICATIONS,
13. (For use in Florida.) Early imprints SCOPE OF WORK, DETAIL ON SCOPE OF
(Author) (Publisher)
WORK, ORIGINAL FORM OF PROPOSAL, PROPOSED ALTERNATES,
(Place of publication) (Date of publication)
REVISED BID, COMPLETED CONTRACT AND ITEMIZED
STATEMENT OF LABOR AND MATERIALS USED ON
CONTRACT.

(CONTRACTS.)

No. 75

Bureau of Buildings

ADDENDA.

LABELING #4 (CONTINUED)

- 1 FOLDER LABELED - CONTRACT OF FIRE DEPARTMENT - 1925
- 1 " " - REPAIR SHOP - 1925.
- 1 " " - CONTRACT FOR MORGUE - 1925.
- 1 " " - " CITY HALL ANNEX. 1925.
- 1 " " - CONTRACTS COURT HOUSE 1925.
- 1 " " - MISCELLANEOUS CONTRACT - 1925
- 1 " " - MISCELLANEOUS PRINTING CONTRACT 1925
- 1 " " - REFUSE DISPOSAL CONTRACT - 1925
- 1 " " CONTRACT - POLICE DEPARTMENT - 1925
- 1 " " " - FOR LIBRARIES
- 1 " " " FOR COMFORT STATIONS
- 1 " " " " JAILS
- 1 " " " TO CARROLL MANSION.
- 1 " " " " BAY VIEW.
- 1 " " " POLYTECHNIC INSTITUTE.
- 1 " " " GREENMOUNT AVE. BATH.
- 1 " " " CITY JAIL.
- 1 " " " CITY HALL.
- 1 " " " WATER ENGINEERS' OFFICE.
- 1 " " Field House "A" " CLIFTON PARK. H.D. WATTS CO.
- 1 " " " " RICHMOND MARKET,
- 1 " " " " SCHOOLS
- 1 " " " " FIRE ENGINE HOUSES
- 1 " " " " BLAIR MARKET
- 1 " " " " CITY SOLICITOR'S OFFICE.
- 1 " " " " PUMP STATION.
- 1 " " " " PUBLIC GARAGES.

Bureau of Buildings

DUPLICATE

FORM OF PROPOSAL

Baltimore, Md. _____ 19

To the Board of Awards of Baltimore City.

Gentlemen:--

_____ submit the following:

(1). _____ propose to furnish all labor and materials necessary to do and complete SCHOOL PROJECT NO. 8, Central Avenue and Lexington Street, Baltimore, Md., for the MAYOR AND CITY COUNCIL OF BALTIMORE, in strict accordance, with the drawings and specifications, dated Oct. 2nd, 1922, prepared therefore by Buckler and Fenhagen, Architects, and under the direction and supervision and to the entire satisfaction of the Inspector of Buildings, for the lump sum of _____ (\$_____).

ALTERNATES:

(a) If face brick, as specified, is substituted for all limestone ashlar between top of granite base course and bottom of band course at 2nd floor level, leaving door trims and moulded window sills of limestone, deduct the sum of _____ (\$_____).

(b). If terra cotta, as specified, is substituted for limestone for main cornice 1' - 10" high, and for ornamental pier caps on roof play space, deduct the sum of _____ (\$_____).

(c). If zinc, as specified, is substituted for copper for overhanging cornices, front, and rear, for hanging gutters, leaders, leader heads and for louvres in gables, deduct the sum of _____ (\$_____).

(2). _____ propose to furnish all labor and materials necessary to do and complete SCHOOL PROJECT NO. 8, Central Avenue and Lexington Street, Baltimore, Md., for the MAYOR AND CITY COUNCIL OF BALTIMORE, in strict accordance with the drawings and specifications, dated Oct. 2nd, 1922, prepared therefore by Buckler and Fenhagen, Architects, and under the direction and supervision and to the entire satisfaction of the Inspector of Buildings, omitting all work above top of parapet around roof play space except chimney, fan rooms, and stair pent houses as shown on sheet #13, for the lump sum of _____ (\$_____).

ALTERNATES:

(a). If face brick, as specified, is substituted for all limestone ashlar between top of granite base course, and bottom of band course at 2nd floor level, leaving door trims and moulded window sills of limestone, deduct the sum of _____ (\$_____).

(b). If terra cotta, as specified, is substituted for limestone for main cornice 1' - 10" high, deduct the sum of _____ (\$_____).

(3). _____ propose to furnish all labor and materials necessary to do and complete SCHOOL PROJECT NO. 8, Central Avenue and Lexington Street, Baltimore, Md., for the MAYOR AND CITY COUNCIL OF BALTIMORE, in strict accordance with the drawings and specifications, dated Oct. 2nd, 1922, prepared therefore by Buckler and Fenhagen, Architects, and under the direction and supervision and to the entire satisfaction of the Inspector of Buildings, omitting all work above top of parapet around roof play space, except chimney, fan rooms, and stair pent houses as shown on sheet #13, and omitting all of wing (A) as shown on that sheet, for the lump sum of _____ (\$_____).

ALTERNATES:

(a). If face brick, as specified, is substituted for all limestone ashlar between top of granite base course, and bottom of band course at 2nd floor level, leaving door trims and moulded window sills of limestone, deduct the sum of _____ (\$_____).

(b). If terra cotta, as specified, is substituted for limestone for main cornice 1' - 10" high, deduct the sum of _____ (\$_____).

(4). _____ propose to furnish all labor and materials necessary to do and complete SCHOOL PROJECT NO. 8, Central Avenue and Lexington Street, Baltimore, Md., for the MAYOR AND CITY COUNCIL OF BALTIMORE, in strict accordance with the drawings and specifications, dated Oct. 2nd, 1922, prepared therefore by Buckler and Fenhagen, Architects, and under the direction and supervision and to the entire satisfaction of the Inspector of Buildings, omitting all work above top of parapet around roof play space, except chimney, fan rooms, and stair pent houses as shown on sheet #13, and omitting all of wing (A) and (B) as shown on that sheet, for the lump sum of _____ (\$_____).

ALTERNATES:

(a). If face brick, as specified, is substituted for all limestone ashlar between top of granite base course, and bottom of band course at 2nd floor level, leaving door trims and moulded window sills of limestone, deduct the sum of _____ (\$_____).

(b). If terra cotta, as specified, is substituted for limestone for main cornice 1' - 10" high, deduct the sum of _____ (\$_____).

_____ submit the following unit prices as enumerated in the specifications:

- (1). Additional material to be excavated for the sum of _____
(\$ _____) per cubic yard.
- (2). Rock to be excavated for the sum of _____
(\$ _____) per cubic yard.
- (3). Additional plain concrete to be furnished in place for the sum of _____
(\$ _____) per cubic yard.
- (4). Additional reinforced concrete to be furnished in place for the
sum of _____ (\$ _____), per cubic yard.

The following numbers of face brick are required for completing the work under the various proposals;

1. M brick
2. M Brick
3. M brick
4. M brick

M E C H A N I C A L W O R K :

ALTERNATES:

- (a). If all stand pipes, hose racks and hose are eliminated deduct the sum of _____ (\$ _____).

NOTES:

If either or both wings (A) and (B) are omitted, the steam mains and returns, ventilating ducts and conduits for wiring, running to the wings, are to be stopped at South or North walls respectively, and capped for future connections.

The above applies also to the plumbing, with the exception that the storm water drains will be collected and carried out of building as close as possible to South or North walls, leaving plugged outlets for future connections of the wing.

The undersigned certified that _____ has/have thoroughly examined the site upon which the building is to be erected, noting conditions there existing and is/are fully conversant with all the requirements necessary to properly execute the work, and that all allowances have been made for contingencies, etc., for the thorough, prompt and intelligent execution and completion of the work, within the time stated in the specifications.

A certified check in the sum of TEN THOUSAND DOLLARS (\$10,000.00) payable to the Mayor and City Council of Baltimore is herewith enclosed.

(Signature) _____

(Address) _____

If a co-partnership, state names of individual members of firm here:

If a corporation, place corporate seal on proposal at signature and state here:

Name of President _____

Name of Secretary _____

Under the laws of what State Incorporated. _____

-Note-

In submitting this proposal, bidders must properly fill out all blank spaces. In all other respects there must not be any erasures, interlineations or alterations made.

No bid will be considered unless made out on this form of proposal, as noted above, and a certified check enclosed as noted in specifications.

The original and duplicate proposal forms furnished to bidders by the Inspector of Buildings must be used in submitting proposals.

Fried - Neudantohl

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ *BALTIMORE CITY* State *MARYLAND*

Name of agency or office *BUREAU OF BUILDINGS*
(Office of custody) (Office which made the record, if different)

Address of office of custody *ROOM #120, CITY HALL*
(Name of building, room number, street address)

1. Title *"REQUEST FOR REPAIRS TO SCHOOLS"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

3. Quantity *240 FOLDERS*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *FOLDERS ARE TABBED BY SCHOOL NO. AND NAME*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *NONE*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *THIS RECORD IS COMPOSED OF REQUEST BY BOARD OF EDUCATION TO BUREAU OF BUILDINGS FOR MINOR REPAIRS TO DIFFERENT SCHOOLS IN BALTIMORE CITY. THE REQUEST BEARS ORDER NO., DATE, SCHOOL NO. AND STREET LOCATION, ITEMIZED LIST OF WORK AND MATERIAL NEEDED. A REQUISITION ORDER IS ISSUED BY BUREAU OF BUILDINGS TO CITY PURCHASING AGENT TO FURNISH REPAIR MATERIALS REQUIRED.*
(Purpose and general nature of record. Principal items 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 REQUISITION FORM SHOWS ORDER NO., DATE OF REQUEST, APPROVED ACCOUNT NO., ITEMIZED LIST OF MATERIAL NEEDED, WHERE DELIVERED, NO. OF SCHOOL AND LOCATION. FOOTING OF FORM SHOWS CERTIFICATION THAT ABOVE LISTED ARTICLES ARE NEEDED.

7. Arrangement NUMER. BY SCHOOL NUMBER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF FOLDER: 14" X 10" X 1/4"; APPROX. 10 SHEETS PER FOLDER; APPROX. 2,400 SHEETS IN ALL.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON FLOOR, S.E. CORNER OF ROOM #120, CITY HALL.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

NOTE: REQUISITION ORDERS ARE KEPT IN SEPARATE FOLDERS.

NOTE: FOR FURTHER INFORMATION SEE ATTACHED FORMS.

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

(Place of publication) (Date of publication)

REQUISITION

NINETEEN

SEVENTY NINE

CANCELLED

CANCELLED

EIGHT

EIGHT

NINETY

NINETY

EXACTLY

NINETY NINETY EIGHT EIGHT

NINETY NINETY EIGHT EIGHT

NO CENTS

Bureau of Buildings

DUPLICATE

DEPARTMENT OF EDUCATION
OFFICE OF
DIRECTOR OF BUSINESS MANAGEMENT
Baltimore, Md.

No. 76

4157

JAN 24 1927

Order No. 561

Baltimore, Md., 1-22-27 192

To CHIEF OF BUREAU OF BUILDINGS,

Please have the work done noted below

At School No. 1

Located at Fayette & Green Sts.

Repair panic lock on rear door.

[Handwritten signature]

Referred to Inspector on 192

Remarks:—

..... by

Disposition Date 192

CHIEF OF BUREAU OF BUILDINGS

INSPECTOR

7

Fried - Miedentoll
(Worker's full name)

(Date)

77
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody GENERAL OFFICE, ROOM #10,
FIRST FLOOR, MUNICIPAL BLDG.
(Name of building, room number, street address)

- Title MONTHLY RECONCILIATION OF THE UNENCUMBERED BALANCE
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
OF APPROPRIATIONS FOR MAINTENANCE & REPAIR OF PUBLIC BUILDINGS
[WITH THE BUREAU OF CONTROL & ACCOUNTS]
- Dates MAR. 1ST, 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 22 MONTHLY STATEMENTS
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD IS KEPT TO CHECK EXPENDITURES OF THE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
BUREAU OF BUILDINGS AGAINST APPROPRIATIONS. THE FILE
IS COMPOSED OF MONTHLY APPROPRIATIONS PREPARED BY THE
BUREAU OF CONTROL & ACCOUNTS, DETAILED COST STATEMENTS
ON ACCUMULATED RESPECTIVE BUILDINGS, STATEMENT OF EX-
PENDITURES, BUREAU OF BUILDINGS CURRENT MONTHLY EXPENSE,
STATEMENT OF OUTSTANDING ENCUMBERANCES, STATEMENT OF OUT-
STANDING ITEMS APPROVED BUT NOT PAID, WEEKLY STATEMENT TO BLDG

6. Contents—continued ENGINEER OF MAINTENANCE AND REPAIR DC -
COUNTS, MONTHLY STATEMENT OF REVENUE FROM PAY TICKETS,
MONTHLY STATEMENT OF NEW ISSUED MINOR PRIVILEGE
CHARGES AND ANNUAL INTEREST THEREFROM, MONTHLY STATE-
MENT OF VEHICULAR MILEAGE OF CITY OWNED CARS USED BY -

7. Arrangement CHRONO. BY DATE OF REPORT. (CONTINUED TO ITEM #12)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OFF FILE; 10" X 17" X 11"; APPROX. 20 SHEETS TO REPORT.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON DESK OF AUDITOR, GENERAL OFFICE OF
(Room: vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
BUREAU OF BLDGS, ROOM #10, FIRST FLOOR, MUNICIPAL
BUILDING.

12. Other information CONDITION OF RECORDS GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
(CONTINUED FROM ITEM #6.) BY INSPECTORS OF THE
Whether record is known to have been kept earlier than dates shown in item 2)
BUREAU OF BUILDINGS.

NOTE: NO PRIOR RECORDS; THE OFFICE WAS
SET UP IN 1937.

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

(Place of publication) (Date of publication)

Friend-Niedertohl.

(Worker's full name)

(Date)

#78.

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

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

Address of office of custody ROOM #120, CITY HALL.
(Name of building, room number, street address)

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

or both)

2. Dates 1915-1916, INCLUSIVE.
(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 "ORDINANCE OF ESTIMATE."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 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 DETAILED REPORT OF THE ESTIMATED COST OF THE OFFICE OF INSPECTOR OF BUILDING ON NEW CONSTRUCTION, IMPROVEMENTS AND REPAIRS TO CITY OWNED PROPERTIES, SALARIES AND EXPENSES, 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)

UNDER RESPECTIVE HEADINGS ARE SHOWN ITEMS OF EXPENSE, ESTIMATED COST, AMT. OF APPROPRIATION FOR CURRENT YEAR, INCREASE OR

6. Contents—continued DECREASE, AMT. REQUESTED, AMT. OF PREVIOUS YEARS APPROPRIATION SPENT, BALANCE PREVIOUS YEAR'S APPROPRIATION UN SPENT, PROBABLE SURPLUS, PREVIOUS YEAR'S APPROPRIATION ON
[CONTINUED TO ITEM #12.]

7. Arrangement CHRONO. BY YEARS OF ESTIMATE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF FOLDER: 16" X 10" X 1/2". APPROX. 100 SHEETS IN FOLDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON SHELF, AGAINST E. WALL OF ROOM #120, CITY HALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information CONDITION OF RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)
(CONTINUED FROM ITEM #6) HAND AT CLOSE OF YEAR. FILE ALSO INCLUDES A BREAK DOWN OF APPROPRIATION BY GROUP AND SUMMARY OF TOTAL ESTIMATED COST.

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

(Place of publication) (Date of publication)

7

Fried-Niedentohl
(Worker's full name)

(Date)

#79
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County: *BALTIMORE CITY* State *MARYLAND*

Name of agency or office *BUREAU OF BUILDINGS*
(Office of custody) (Office which made the record, if different)

Address of office of custody *ROOM #120, CITY HALL*
(Name of building, room number, street address)

1. Title *"PAPERS AND PROTESTS, PUBLIC GARAGE,
N.E. CORNER, MARYLAND AVE. & 27 ST."*
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1915.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 FOLDER*
(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 *CONSISTS OF APPLICATION FOR PERMIT TO CON-
STRUCT PUBLIC GARAGE, PETITIONS PROTESTING
AGAINST ERECTION, LETTERS OF PROTEST FROM
INDIVIDUALS, NOTICE OF HEARING ON PROTEST
AND CORRESPONDENCE BETWEEN APPLICANT
AND INSPECTOR OF BUILDINGS.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to 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 NONE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN AND TYPED CORRESPONDENCE.
(Handwritten. Handwritten printed form. Handwritten 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 FOLDER: 10"X16"X1". APPROX. 300 SHEETS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
INFOLDER.

11. Location by dates and quantities ON SHELF, AGAINST E. WALL OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM # 120, CITY HALL.

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

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

(Place of publication) (Date of publication)

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8-26-38	2	[GENERAL REFERENCE RECORD OF CORPORATIONS]	1938--
8-29-38	3	"DISSOLVED CORPORATIONS"	1938--
8-8-38	4	"APPEAL TAX COURT - REAL ESTATE"	1920--
8-5-38	5	"STREET AND NAME CHANGES FILED AS PER OLD NAMES"	1929--
8-8-38	6	[ORDERS DESIGNATING REVISED HOUSE NUMBERS AND STREET CHANGES]	1926--
8-22-38	7	[STREET INDEX GUIDE]	1926--
8-5-38	8	"BILLS RECORDED ON APPROPRIATION LEDGER"	1933--
8-2-38	9	"CITY OF BALTIMORE APPROPRIATION LEDGER-1930 TO"	1930--
8-29-38	10	"LIGHT STREET WHARF" [REAL PROPERTY RETURNS]	1896--
8-31-38	11	[LEAD CARDS]	1933-1937
8-19-38	12	[LEAD CARDS]	1938--
8-22-38	13	[LEAD CARDS FOR YEARS 1936-1937-1938]	1936-1938.
8-9-38	14	"MONTHLY REPORTS"	1931--
8-17-38	15	[RECORD OF UNCOLLECTABLES]	1899--
8-19-38	16	[RECORD OF SCHEDULES FILED - TANGIBLE PERSONAL PROPERTY]	1926--
8-19-38	17	"NOT FOUND" [RECORD OF SCHEDULES NOT FOUND IN THE RECORDS]	1937--
8-22-38	18	"MINOR CHANGE SLIPS" [WITH INCLUSIVE LETTERING]	1932--
8-8-38	19	"REAL" [DAILY REPORTS OF REAL PROPERTY ASSESSMENT CHANGES]	1936--
7-20-38	20	"REAL" [DAILY REPORTS OF REAL PROPERTY ASSESSMENT CHANGES]	1925-1936
8-8-38	21	"DAILY REPORTS OF INTANGIBLE PERSONAL PROPERTY ASSESSMENT CHANGES"	1935--
8-18-38	22	[DAILY REPORTS OF INTANGIBLE PERSONAL PROPERTY ASSESSMENT CHANGES] "INTANGIBLE"	1936--

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7-7-38	24	[NOTICE OF LAND CHANGES]	1927--
8-23-38	25	[CORRESPONDENCE]	1933--
7-26-38	26	"INTEREST IN TRUST ESTATE" [CORRESPONDENCE]	1935--
8-5-38	27	LETTERS FROM DEPARTMENT OF LAW-LISTS OF MARYLAND CORPORATIONS"	1933--
8-8-38	28	LETTERS FROM ASST. CITY SOLICITOR-MISS DUBTSCHOR J.F. IRETON"	1929-1932
8-5-38	29	"MISCELLANEOUS"	1916-1922
8-2-38	30	CITY AND NEW ADDITION-STATE TAX COMMISSION CERTIFICATIONS-MARYLAND CORPORATIONS"	1921--
7-7-38	31	[CARD RECORD-BUILDING APPLICATIONS]	1938--
8-23-38	32	[CORRESPONDENCE]	1936--
8-26-38	33	RECORD OF THE COMMISSIONER OF MOTOR VEHICLES]	1937--
7-22-38	34	[CORRESPONDENCE-BUREAU OF ASSESSMENTS]	1927-1936
8-24-38	35	"ASSESSMENT NOTICE"	1938-1939
7-27-38	36	"AUTOMOBILE NOTICES" [ASSESSMENT NOTICES]	1933-1938
8-9-38	37	"F.F.I." [FOREIGN FIDUCIARY INCOME-CERTIFICATES]	1935--
8-5-38	38	"REMOVAL SHEETS"	1926--
8-17-38	39	FOREIGN INCOME-DAILY REPORTS OF FOREIGN FIDUCIARY INCOME OF PERSONAL PROPERTY ASSESSMENT CHANGES]	1935--
8-17-38	40	"FOREIGN INCOME 1938"	1935--
8-8-38	41	"FOREIGN FIDUCIARY INCOME 6% EXCISE TAX 1ST CERTIFICATION 1938"	1938--
8-17-38	42	[MISCELLANEOUS] (REPORTS, CORRESPONDENCE, ETC)	1913--
8-30-38	43	[CORRESPONDENCE-CIVIL SERVICE COMMISSION]	1933--
8-23-38	44	[CORRESPONDENCE-TANGIBLE ASSESSMENTS]	1927--
8-23-38	45	[CORRESPONDENCE] "MANAGER AND CHIEF ASSESSOR"	1936-1937
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7-20-38	51	"AUTOMOBILE TAX ROLL"	1928-1929
7-28-38	52	[CORRESPONDENCE] "SECURITIES"	1926--
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7-25-38	54	[AUTOMOBILE ASSESSMENT RECORD]	1926-1937
8-26-38	55	[AUTOMOBILE ASSESSMENT RECORD]	1938-1939
8-26-38	56	^{"AUTOMOBILE FOLDERS"} [RECORD AUTOMOBILE ASSESSMENTS - FOR FLEETS]	1938-1939
7-27-38	57	"VESSEL PROPERTY" (ASSESSMENT NOTICES)	1927-1934
8-9-38	58	"A.T.C. CONTROL SUMMARY AND RECORD"	1928--
8-8-38	59	"TANGIBLE CONTROLS"	1929--
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8-22-38	69	^{"TRUST COMPANIES"} [RECORD OF INTANGIBLE PERSONAL PROPERTY ASSESSMENTS]	1920--
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8-22-38	79C	[SCHEDULE AND RETURN OF PERSONAL PROPERTY]	1938--
8-23-38	79A	[SCHEDULE AND RETURN OF PERSONAL PROPERTY]	1939--
8-11-38	79D	"VALUE RETURNS" [SCHEDULE AND RETURN OF PERSONAL PROPERTY]	1933-1938
10-3-38	80A	[ANNUAL ROLL TANGIBLE]	1932-1938
10-4-38	80B	"ATC-TANGIBLE PERSONAL"	1915-1931
7-28-38	81A	"ATC ANNUAL ROLL-INTANGIBLE PROPERTY-SECURITY RATE"	1932-1933
10-3-38	81B	"ATC INTANGIBLE PERSONAL"	1934-1938
8-17-38	82A	(FOR THE YEAR 1939) [PETITIONS FOR REDUCTION OF ASSESSMENT ON REAL ESTATE]	1939.
7-27-38	820	"PETITIONS - REAL ESTATE" [PETITIONS FOR REDUCTION OF ASSESSMENTS ON REAL ESTATE]	1933-1938
9-1-38	83A	"PAVING NOTICES - APPEAL TAX COURT"	1929-1937
8-11-38	83B	[SPECIAL PAVING TAX NOTICES - OFFICE COPIES]	1936--
9-6-38	84A	"MERCHANDISE SCHEDULE"	1921-1935
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8-16-38	92 "WARDS REASSESSED 1915 TO"	1915--.
8-16-38	93 [GENERAL REVIEW RESPECTING REASSESMENTS]	1930--.
8-11-38	94 "LICENSES"	1923--.
7-7-38	95 "LICENSES"	1920--.
7-27-38	96A "B.A. ANNUAL ROLL- REAL ESTATE-CITY OF BALTIMORE"	1935-1938 (1925-1929 MISSING)
10-4-38	96B "A.T.C. ANNUAL ROLL- REAL ESTATE"	1915-1934
7-27-38	96C [ANNUAL ASSESSMENTS RECORDS-REAL ESTATE]	1911-1914
9-36-38	97 "DISTRICT NUMBERS AND DATES"	1937-1938
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9-8-38	100 [ASSESSOR'S CARDS - EXEMPTIONS]	1915-1932
8-5-38	101 "LETTERS OUT OF CITY AS TO BASIS"	1934--.
8-9-38	102 "MARYLAND CORPORATIONS-INDEX"	1911--.
9-6-38	103 "DOCKETS" (1908-1934 MISSING)	1904-1939
7-26-38	104 [RECORD OF PERSONAL PROPERTY ABATEMENTS]	1919-1930
8-9-38	105 [MISCELLANEOUS DATA]	1915--.
8-5-38	106A "PERSONAL PETITIONS"	1937--.
7-27-38	106B "PERSONAL PETITIONS"	1924-1936
8-23-38	107A [RECORD OF EXEMPTIONS]	1914-1931
8-23-38	107B "EXEMPTIONS 1931-"	1931--.
8-23-38	108A "PLANT EXEMPTIONS 1914-1921"	1914-1921
8-23-38	108B [RECORD OF MANUFACTURER'S EXEMPTIONS]	1921--.
8-17-38	109A [REAL ESTATE NOTICE RETURNS FOR 1937, 1938]	1937-1938
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7-28-38	118	"Diagrams-Appeal Tax Court"	no dates shown.
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7.28.38	120	"Diagrams-Appeal Tax Court."	" " "
7.5.38	121	"Index to Diagrams"	" " "
10.3.38	122	(Diagrams-Bureau of Assessments-Real Estate.)	1929---
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8.17.38	126	"Appeal Tax Court Index maps"	no dates shown.
9.8.38	127	(Recapitulations of assessments for city of Baltimore)	1915---
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10.4.38	132	"Return notices Aclivered, Year 1923 for 1924."	1923 for 1924
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8.9.38	135	"State Basis accounts-city of Baltimore 1915 etc."	1915---
7.28.38	136	"Estimated Assessment notices,"	1926---
10.6.38	137	"Appeal Tax Court appeals."	1935-1936
10.4.38	138	"atc, Maryland Corporations"	1915-1924
10.14.38	139	(Automobile abatement cards)	1922-1925
10.20.38	140A	(FIELD BOOKS) (REAL ESTATE) (Field Books. Bureau of Assessments-Baltimore City)	1914---
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		note - ("ATC" REPRESENTS APPEAL TAX COURT - Wall)	

1386. BLUEPRINTS AND MAPS, 1924 to date. Maps of barracks and post, work in progress, non-commissioned officers' quarters, hospital, theater, guard house, post exchange, officers' quarters, hostess house, chapel, etc. Filed numerically. (Older records, rarely; current records, daily, official.) 18 x 30 folders, 7 ft. 4 in., in 9 drawers of wooden filing cases. Annex, Quartermaster's Office (Bldg. EE). (57)

1387. CIVILIAN PERSONNEL OF QUARTERMASTER'S LAUNDRY, 1924 - 1930. Records of employees, giving name, address, time employed, amount of pay received, promotions, demotions, etc. Records dated prior to 1924 destroyed by order of the War Department. Filed alphabetically. (Never.) 5 x 8 cards, 6 ft., in wooden box. Storeroom, Quartermaster (Bldg. EE). (66)

1388. MONTHLY SALES SLIPS BOOKS, CLOSED, 1924 - 1928. Name of purchaser, article bought, price paid, etc. Records dated prior to 1924 destroyed by order of the War Department. Filed by book numbers. (Never.) 5 x 8 vols., 19 ft., in 2 wooden boxes. Storeroom, Quartermaster (Bldg. EE). (64)

1389. OFFICE ORDERS AND MEMORANDA, 1924 - 1931. Bulletins, special orders, and regulations of the War Department, the National Guard, Tank School Headquarters, Fort George G. Meade, and special courts-martial. Filed by subject. (Occasionally, official.) 9 x 12 folders, 12 ft. 6 in., in 8 drawers of steel filing cases. Main Office (Bldg. EE). (99)

1390. OFFICERS AND ENLISTED MEN'S CORRESPONDENCE, 1924 - 1934. From War Department, concerning officers and enlisted men of Post Quartermaster's Office; requests for leaves of absence, transfers, promotions, demotions, etc. Records dated prior to 1924 sent to War Department, Washington. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 1 ft. 11 in., in drawer of steel filing case. Annex, Quartermaster's Office (Bldg. EE). (59)

1391. UTILITIES MISCELLANEOUS RECORDS, CLOSED, 1924 - 1926. Of all activities of utilities department of Quartermaster Corps; material received, work orders, requisitions for materials, work completed, etc. Records dated prior to 1924 destroyed by order of the War Department. Filed numerically. (Never.) 8 x 10 folders, 3 ft. 6 in., in wooden box. Storeroom, Quartermaster (Bldg. EE). (81)

1392. INBOUND BILLS OF LADING, Jan. 1, 1924 to date. From clothing, automobiles, rifles, household goods, bed clothing, food, and general supplies. Filed numerically. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 7 ft., in 3 drawers of steel filing case. Main Office (Bldg. EE). (102)

1393. CIVILIAN DAILY TIME SLIPS, CLOSED, July 1924 - July 1931. Report of time of all civilian employees, giving number of hours worked, work order number, and inspection of work. Filed alphabetically. (Never.)

Scott-Kovaka

(Worker's full name)

8-24-38

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937

1734 NEW YORK AVE. NW.

WASHINGTON, D. C.

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Personal Property Assessor's Office, Rm 218, Municipal Office Building.
(Name of building, room number, street address)

"Auto" 1. Title (Directory of Ordinary Business Manufacturers,
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
Financial Corporations, Public Service Corporations and Foreign
or both) Corporations)

2. Dates 1935-1937
(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 Volume labeled "Auto."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records This record was discontinued in
(If record discontinued, give reason and state whether same information shown in another
1937, and replaced by card system in Jan, 1938;
record. Explain why records are missing, if possible) see General Reference Record of Corporations for subsequent records,

6. Contents Record shows names and addresses of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
firms under respective headings of Ordinary
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
Business Manufacturers; Financial Corporations;
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Public Service Corporations; Foreign Corporations
in Baltimore City; the above record is
used for general reference purposes, also
shows dates corporations dissolved.

6. Contents—continued _____

7. Arrangement Alph. by name of manufacturer under respective headings.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on plain paper.
(Handwritten, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head, Printed, Photostat, Other. Give months and years covered by each kind of writing)

10. Size of volume, 13 1/4" x 8 3/4" x 1 1/2" Approx. 400 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935-1937, 1 volume on top of metal cabinet about 6 feet north of south wall in Automobile Assessor's Office, Room 219.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Record is 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)

Scott-Kouand

(Worker's full name)

8-26-38

(Date)

2

(Form identification number)

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

CORRECT

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Personal Property Assessor's Office, Rm 218, Municipal Office Building.
(Name of building, room number, street address)

1. Title (General Reference Record of Corporations)
(Give present full title 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 8 Wooden file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Inclusive lettering labeled on name cards (See line 12, list of drawers)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Cards showing names and addresses of ordinary business manufacturers, financial corporations, public service corporations.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

The above record was set up in January, 1938, taken from State Tax-Commission's record; then additional names recorded weekly AND RETAINED FOR GENERAL REFERENCE PURPOSES.

6. Contents—continued _____

7. Arrangement Alph. by name of corporation or institution.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)
9. Writing Handwritten on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size of wooden drawer, 3 3/4" x 5 3/4" x 16 1/2", Average 1600 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
per drawer.

11. Location by dates and quantities 1938 to date, 8 wooden drawers on
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
north wall in Personal Property Assessor's Office,
Room 218.

12. Other information Records and equipment in excellent
(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)
continued from line 4. list of drawers
labeled as follows,
A-B L-M
C-D N-Q
E-G R-S
H-K T-Z

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

(Place of publication) (Date of publication)

Scott-Kovaka

(Worker's full name)

8-29-38

(Date)

3

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Personal Property Assessor's Office, Rm 218; Municipal Office Building.
(Name of building, room number, street address)

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

or both)

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

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

4. Labeling Drawer labeled "Dissolved Corporations."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Cards showing names and addresses of corporations; also stamped Dissolved or Forfeited and date.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Record of corporations either dissolved or forfeited and retained for general reference purposes.

6. Contents—continued _____

7. Arrangement Alph. by name of corporation.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Handwritten on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size of wooden file drawer 3³/₄" x 5³/₄" x 16¹/₂", Approx. 300 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1938 to date, 1 wooden file drawer on north wall in Personal Property Assessors Office, Room 218.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records and 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)

The above cards are taken out of General Reference Record of Corporations, when corporation is dissolved.

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

(Place of publication) (Date of publication)

SCOTT-KOVAKA
(Worker's full name)

8-8-38
(Date)

4
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214.
(Name of building, room number, street address)

1. Title "APPEAL TAX COURT-REAL ESTATE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates NO DATES SHOWN (1920 - -)
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 LOOSE LEAF BINDER
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Labeled "Appeal Tax Court - Real Estate"
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records 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 shows: DESIGNATIONS AND SYMBOLS OF PROPERTIES IN THE CITY OF BALTIMORE, AND GIVES NAMES OF STREETS OR AVENUES, LOCATIONS (WHETHER NORTH SIDE OR SOUTH SIDE, ETC) WARD, SECTION AND BLOCK NUMBERS, LOT NUMBERS AND HOUSE NUMBERS, KEPT FOR GENERAL OFFICE REFERENCE.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each, should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
- NOTE - THIS VOLUME IS PREPARED BY LOCATION DIVISION - BUREAU OF PLANS AND SURVEYS.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY AND NUMERICALLY ACCORDING TO STREET NAMES AND HOUSE NUMBERS (Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)

9. Writing MIMEOGRAPHED ON PLAIN PAPER. (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size LOOSE LEAF BINDER, 12 3/4" X 10 1/4" X 4" 1095 SHEETS. (Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NO DATES SHOWN - 1 ^{LOOSE LEAF} BINDER LOCATED ON TOP OF TABLE IN CENTER OF ROOM No. 214. (Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD IS 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 - AS FAR AS CAN BE ASCERTAINED THESE RECORDS WERE COMPILED IN OR ABOUT THE YEAR 1920.

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

(Place of publication)

(Date of publication)

SCOTT - KOVAKA
(Worker's full name)

8-5-38
(Date)

5
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody Room 214, Municipal Office Building
(Name of building, room number, street address)

1. Title "STREET AND NAME CHANGES FILED AS PER OLD NAMES"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(FILE OF STREET CHANGES)
or both)

2. Dates 1929--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling 1 BOX - 1929-1931 - LABELED AS SHOWN ON LINE 1.
1 BOX - 1932-- - 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 RECORD SHOWS THE NEW AND OLD NAME OF STREET,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
LOCATION OF STREET, WARD, SECTION AND BLOCK NUMBERS, LOT
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
NUMBER, NEW AND OLD HOUSE NUMBERS AND DATE OF RECORDING;
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
SUCH RECORDS ARE MADE BY THE BUREAU OF PLANS AND SURVEYS
IN CONJUNCTION WITH LOCATING OF PROPERTIES IN PART ROOM AND
FROM SAID RECORDS CHANGES ARE MADE THROUGH-OUT THE ENTIRE
SYSTEM; RECORDS RETAINED BY THIS OFFICE FOR GENERAL REFERENCE
PURPOSES.

6. Contents—continued _____

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

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

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

10. Size OF CARDBOARD FILE BOX—12" X 5" X 11" YEAR 1929 TO 1931;
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
OF 1 CARDBOARD FILE BOX—2 1/2" X 3" X 11 1/2" YEAR 1932 TO 1938.
AVERAGE 300 PER EACH BOX.

11. Location by dates and quantities 1929-1938 OF 2 CARDBOARD FILE BOXES
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON TOP OF CABINET ON NORTH WALL OF ROOM No. 214.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

SCOTT-KOVAKA
(Worker's full name)

8-8-38
(Date)

6
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody Room 214, Municipal Office Building
(Name of building, room number, street address)

- Title (ORDERS DESIGNATING REVISED HOUSE NUMBERS AND STREET CHANGES)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1926--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 5 DRAWERS (1 METAL AND 4 WOODEN FILE DRAWERS)
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling Labeled with Incl. lettering; See line 12; list of Drawers.
(Explain fully: years; numbers; letters; number of records so labeled)
- Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
- Contents THIS ORDER IS SENT FROM THE BUREAU OF PLANS AND SURVEYS. ONE COPY IS SENT TO THE BUREAU OF ASSESSMENTS, ONE COPY TO THE PROPERTY OWNER, ALSO SIMILAR COPIES TO OTHER INTERESTED PARTIES. ORDER NOTIFIES OWNER AND OTHER PARTIES INTERESTED THAT IN ACCORDANCE WITH ORDINANCES OF THE MAYOR AND CITY COUNCIL, THAT HOUSE NUMBER HAS BEEN CHANGED (NEW NUMBER OF HOUSE AND STREET NAME APPEARS ON ORDER), ALSO SHOWS STAMP AS TO DATE RECEIVED IN THE APPEAL TAX COURT AND DATE FILED.
(Purpose and general nature of record. Principal items 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 Records retained for general reference purposes.

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

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

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

10. Size OF 1 METAL FILE DRAWER 5 3/4" x 6 1/2" x 17. Average 5000 papers per 1 Drawer.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
4 Wooden " " 4 3/4" x 6 1/2" x 14" " 3500 " "

11. Location by dates and quantities 1926 TO DATE, All located on North Wall
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
in room 214.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

1	WOODEN	FILE	DRAWER	Labeled	A-C
1	"	"	"	"	D-G
1	"	"	"	"	A-M
1	"	"	"	"	N-R
1	STEEL	"	"	"	S-Y

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

SCOTT-KOVAKA
(Worker's full name)

8-22-38
(Date)

7
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING - SECURITIES ASSESSORS
(Name of building, room number, street address) OFFICE-ROOM 217.

1. Title (STREET INDEX GUIDE)
(Give present full title 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 25 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Addenda sheet, drawers as labeled.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents THIS RECORD USED FOR REFERENCE PURPOSES AGAINST THEIR FINES
(Purpose and general nature of record. Principal items 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 their headings, etc. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
AND AS A CHECK ON CHANGE IN OWNERSHIP. -- CARD SHOWS; TRADE NAME OF FIRM OR INDIVIDUAL; ADDRESS; YEAR AFFECTED CLASS OF PROPERTY; U.C.; MERCHANDISE; FIXTURE; MISCELLANEOUS; MACHINERY AND VALUES UNDER RESPECTIVE HEADINGS; BUREAU OF ASSESSMENT, ASSESSMENT ORDER, ACCEPTED; SCHEDULE, NOTICE NUMBER, SIGNATURE OF ASSESSOR AND DATE OF FINING.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY BY NAMES OF OWNERS UNDER EACH STREET HEADING.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF STEEL FILE DRAWERS 5 1/4" x 6 1/4" x 17", AVERAGE 700 CARDS PER DRAWER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1926 TO DATE. 25 STEEL FILE DRAWERS ON SOUTH WALK OF ROOM NO. 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

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

(Place of publication) (Date of publication)

Trade name
NAME of Ind.

① ✓

YEAR

ADDRESS

MDSE

FIXTURE

MISC.

MACHINERY

} (bracket grouping MDSE, FIXTURE, MISC., MACHINERY)

(1000 T + ...)

300

BUREAU OF ASSESSMENT

ASSESSMENT ORDER

ACCEPTED

Schedule

NOTICE NO.

83106

ASSESSOR

Jno Doe.

DATE

07/14/36

(7)

(STREET INDEX GUIDE)

LABELLED BY "STREET LOCATIONS"

ABBOTSTON STREET - TO - BIDDLE STREET
 BINNEY " " BUTCHER LANE
 E. BALTIMORE Street
 W. BALTIMORE Street TO CAMBRIDGE STREET
 CAMDEN " " N. CHARLES "
 S. CHARLES " " CROSS "
 CULVER " " EATON "
 EDEN " " FAIT AVENUE
 E FALLS AVENUE " FORREST STREET
 FORT " " FURROW "
 GARRETT " " GREENE "
 GREENMOUNT " " HARE "
 HARFORD " " HOLLIDAY "
 HOLLINS STREET " LAFAYETTE AVENUE
 LAKE AVENUE " LEXINGTON STREET
 LIBERTY STREET " LOHR'S LANE
 LOMBARD " " MARYLAND AVENUE
 MASON " " MYRTLE "
 MANTICOKE " " OXFORD STREET
 PACA " " PENNSYLVANIA AVENUE
 PENROSE AVENUE " PRECIPICE PLACE
 PRESBURY STREET " RIVERYVIEW AVENUE
 ROBB " " SPATH LANE
 SPARK COURT " WAKEFIELD ROAD
 WALBROOK AVENUE " YOUNGSTOWN ROAD.

TOTAL - 25 - STEEL FILE DRAWERS

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

SCOTT-KOVAKA
(Worker's full name)

8-5-38
(Date)

8
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214. (Name of building, room number, street address)

1. Title "BILLS RECORDED ON APPROPRIATION LEDGER"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1933 --
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 6 CARDBOARD LETTER FILE BOXES
(Number of volumes; file drawers; file boxes; bundles; other) (see line 12, list of Boxes)
4. Labeling AS SHOWN ON LINE 1 - WITH YEARS AND INCLUSIVE DATES
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents BOXES CONTAIN BILLS FROM VARIOUS FIRMS FOR OFFICE SUPPLIES AND EQUIPMENT FOR BUREAU OF ASSESSMENTS AND APPEAL TAX COURT; ALSO BILLS FOR REPAIR WORK OF EQUIPMENT, TRANSPORTATION, ALSO PURCHASE ORDERS FROM CITY STORES, APPEAL TAX COURT EXPENSE ACCOUNTS; EMPLOYEES' EXPENSE ACCOUNTS FOR MONTH AND CAR-FARES FOR MONTH.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
- NOTE: - THIS RECORD KEPT FOR OFFICE REFERENCE PURPOSES.

6. Contents—continued _____

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

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

9. Writing HANDWRITTEN AND TYPED ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD FILE BOXES, 12 1/2" X 4" X 11 1/2" = AVG. 400 BILLS PER BOX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933 TO DATE, 6 CARDBOARD LETTER FILE
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
BOXES LOCATED ON NORTH WALL ON TOP OF WOODEN CABINET
IN ROOM NO. 214.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

cont'd. from line 4, list of boxes.
Whether record is known to have been kept earlier than dates shown in item 2)

- 1- Box - YEAR 1933 - JAN. 1-1933 TO DEC. 31-1933
- 1- " - " 1934 - " " 1934 TO " " - 1934
- 1- " - " 1935 - " " 1935 TO " " 1935
- 1- " - " 1936 - " " 1936 TO " " 1936
- 1- " - " 1937 - " " 1937 TO " " 1937
- 1- " - " 1938 - " " 1938 To date.

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

(Place of publication) (Date of publication)

SCOTT-KOVAKA

(Worker's full name)

8-2-38

(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.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
ROOM 214.
(Name of building, room number, street address)

1. Title "CITY OF BALTIMORE APPROPRIATION LEDGER-1930 TO"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

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

4. Labeling AS SHOWN ON LINE 1 - WITH YEARS 1930 TO.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE MISSING
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents LEDGER SHEETS ARE SENT TO THIS PARTICULAR OFFICE FROM THE BUDGET
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by 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)
DIRECTOR'S OFFICE EACH MONTH AND KEPT AS AN OFFICE RECORD AND SHOWS
SYMBOL NUMBERS, SHEET NUMBERS, TITLE OF APPROPRIATION, PREVIOUS BALANCES,
ACCOUNT NUMBERS, DATES, CLASS AND NUMBER OF ORDER, VOUCHER NUMBER,
MEMORANDUM RELATING TO SURPLUS, PAYROLL, CREDIT, ENCUMBRANCES, AMOUNTS
OF LIQUIDATED ENCUMBRANCES, VOUCHERS, TRANSFER VOUCHERS (WHICH ARE SET UP
UNDER HEADING OF AUDITED VOUCHERS), AMOUNTS OF THE APPROPRIATION, UNEN-
CUMBERED BALANCES OF APPROPRIATION, ALSO MARKED WITH STAMP SHOWING

6. Contents—continued DATE RECEIVED IN THE BUREAU OF ASSESSMENT. LEDGER ALSO COVERS BUREAU OF ASSESSMENT EXPENSES, INCLUDING PAYROLLS, PURCHASE OF MATERIALS AND SUPPLIES, APPEAL TAX COURT EXPENSES, AND APPEAL TAX COURT SALARIES. Retained for general reference purposes of this particular office.
7. Arrangement CHRONOLOGICALLY BY MONTH 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 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 LOOSE LEAF BINDER, 11 1/2" x 22 1/2" x 2 3/4" - AVERAGE 450 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 1930 TO DATE - 1 - LOOSE LEAF BINDER ON WOODEN SHELF ON EAST WALL OF ROOM NO. 214.
(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)

SCOTT KOVAKA
(Worker's full name)

8-29-38
(Date)

10
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody VAULT ROOM NO. 213; MUNICIPAL OFFICE BLDG.
(Name of building, room number, street address)

1. Title "LIGHT STREET WHARF" (REAL PROPERTY RETURNS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1896 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1- STEEL FILE DRAWER (1 PACKAGE)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling AS SHOWN ON LINE 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents SCHEDULE OF RETURN ON REAL PROPERTY LOCATED IN THE CITY OF BALTIMORE OR IN ANY OF THE COUNTIES OF THE STATE, SHOWING NAME AND ADDRESS OF OWNER, INSTRUCTIONS AS TO FILING OF SCHEDULE OF ALL PROPERTY OWNED OR HELD BY RESPECTIVE PARTIES IN THE CITY OF BALTIMORE - 1ST PRECINCT AND 15TH WARD. SCHEDULE ALSO SHOWS NAME AND ADDRESS OF OWNER, WARD AND PRECINCT, DESCRIPTION AND LOCATION OF PROPERTY, OWNER'S VALUATION, ASSESSOR'S VALUATION, AND INCLUDES SWORN AFFIDAVIT, RETAINED FOR GENERAL REFERENCE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to 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 PURPOSES.

7. Arrangement NUMERICALLY BY HOUSE AND LOT NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN ON PRINTED 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 FILE DRAWER, 17 3/4" x 11 3/4" x 15" - 1 PACKAGE - APPROX. 40 DOCUMENTS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1896 - 1 STEEL FILE DRAWER LOCATED 6 FEET WEST OF EAST WALL IN VAULT, ROOM No. 213.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

NOTE - THIS RECORD REPRESENTS RETURNS FOR YEAR 1896 ON PROPERTIES WHICH WERE ACQUIRED BY THE CITY.

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

(Place of publication) (Date of publication)

SCOTT-KOVAKA

(Worker's full name)

8-31-38

(Date)

11

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody VAULT ROOM 213, MUNICIPAL OFFICE BLDG.
(Name of building, room number, street address)

- Title (LEAD 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)
- Dates 1933-1937
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 157 BUNDLES
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling LABELED: 1933-1935 - 3 BUNDLES SHOW YEAR NUMBER, 1936 TO DATE - 154 BUNDLES
SHOW INCLUSIVE LETTERING! (Explain fully; years; numbers; letters; number of records so labeled)
SEE ADDENDA SHEET.
- Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents INFORMATION RECEIVED FROM STATE TAX COMMISSION AS TO HOLDINGS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
OF FOREIGN STOCK HOLDERS. RECORDED ON THESE CARDS. CARDS SHOW NAME AND
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ADDRESS OF HOLDER, NUMBER OF SHARES, YEAR AND NAME OF STOCK, CHECK MARK
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
IF STOCK HAS ASSESSMENT VALUE, NUMBER OF SCHEDULE RETURNED TO BUREAU OF
ASSESSMENT, AND RETAINED FOR GENERAL OFFICE REFERENCE PURPOSE.

6. Contents—continued

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

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

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

10. Size OF BUNDLES - 3 BUNDLES 1933-1935, 12" x 8 1/2" x 2 1/4", AVERAGE 10000 EACH BUNDLE; OF 154 BUNDLES, 1936-1937, 4" x 7 3/4" x 3, AVERAGE 300 EACH BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933-1937 - 157 BUNDLES ON WOODEN SHELF IN VAULT, ROOM No 213.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

(LEAD CARDS)

LABELING OF =

"3 BUNDLES SHOW YEAR NUMBERS - 151 BUNDLES SHOW INCLUSIVE LETTERING"

1- BUNDLE - YEAR 1933
 1- " " 1934
 1- " " 1935
 1- " A - ALS
 1- " ALT - AZ
 1- " B - BARN
 1- " BARR - BEE
 1- " BEG - BIL
 1- " BIN - BOS
 1- " BOT - BROU
 1- " BROW - BUM
 1- " C - CHA
 1- " CHE - COK
 1- " COL - COY
 1- " CR - CZ
 1- " D - DA
 1- " DE - DOB
 1- " DOD - DZ
 1- " E - ELI
 1- " ELL - EZ
 1- " F - FI
 1- " FL - FRA
 1- " FRE - FZ
 1- " G - GIE
 1- " GIF - GOP
 1- " GOU - GRIF
 1- " GRIL - GZ
 1- " H - HAN
 1- " HAR - HAW
 1- " HAX - HEN
 1- " HEP - HIP
 1- " HIR - HOP
 1- " HU - HY
 1- " IB - IV
 1- " J - JOH
 1- " JON - JZ
 1- " KEL - KIN
 1- " KIN - KOL
 1- " KOR - KZ
 1- " L - LEA
 1- " LEC - LIV
 1- " LUN - LZ
 1- " ME
 1- " M - MARR
 1- " MARS - MEL
 1- " MEL - MILH
 1- " MILI - MON
 1- " MOO - MZ
 1- " NA - NY
 1- " OA - OZ

1- BUNDLE P - PEL
 1- " PEM - PLA
 1- " PLE - PZ
 1- " Q
 1- " R - REI.
 1- " REL - RIG
 1- " RIL - ROL
 1- " ROM - RZ
 1- " S - SAU
 1- " SAU - SCHU
 1- " SCHW - SHIE
 1- " SHIF - SK
 1- " SL - SO
 1- " SP - STER
 1- " STET - STRA
 1- " STRE - SZ
 1- " T - THO
 1- " THR - TZ
 1- " U
 1- " W - WAL
 1- " WAM - WEA
 1- " WEB - WEY
 1- " WH - WILH
 1- " WILK - WIS
 1- " WIT - WZ
 1- " X - Y - Z

NOTE - THE ABOVE BUNDLES WITH INCLUSIVE
 LETTERING ARE FOR YEAR 1936.

3 BUNDLES - NUMBERED
 73 BUNDLES - LETTERED
 76 TOTAL

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

(LEAD CARDS)

Labeled with "INCLUSIVE LETTERING"

1- BUNDLE	A- AL
1- "	AM- AZ
1- "	BAP-
1- "	BAR- BEB
1- "	BEI- BES
1- "	BET- BOK
1- "	BOL- BOZ
1- "	BRA- BRO
1- "	BRU- BZ
1- "	C- CE
1- "	CH- COA
1- "	COO- COO
1- "	COP- CR
1- "	CRA- CZ.
1- "	D- DEI
1- "	DEL- DIT
1- "	DIX- DUD
1- "	DUL- DZ
1- "	E- EMI
1- "	EMN- EZ.
1- "	F- FIE
1- "	FIF- FOS
1- "	FAU- FZ
1- "	G- GE
1- "	GH- GOL
1- "	GAM- GRA
1- "	GRE- GZ.
1- "	H- HARO
1- "	HARP- HEF
1- "	HEG- HIG
1- "	HILK- HOL
1- "	HOLE- HOY
1- "	HU- HZ
1- "	IA- IU
1- "	J- JE
1- "	JO- JZ
1- "	K- KEM
1- "	KEN- KL
1- "	KLO- KRE
1- "	KRI- KG
1- "	L- LEC
1- "	LED- LEM
1- "	LID- LIT
1- "	LIN- LZ
1- "	MC-
1- "	M- MAP
1- "	MAR- MEB
1- "	MEC- MED
1- "	MID- MOM
1- "	MON- MUG
1- "	MUH- MZ
1- "	N- NEU
1- "	NEY- NZ.

1- BUNDLE	O-
1- "	P- PEI
1- "	PEL- PIP
1- "	PIR- PZ
1- "	Q-
1- "	R- REN
1- "	REP- ROA
1- "	ROB- ROL
1- "	ROM- ROT
1- "	ROW- RZ
1- "	S- SHAP
1- "	SHAR- SCHUE
1- "	SHUL- SHAN
1- "	SHAP- SIM
1- "	SIN- SMU
1- "	SMY- STAR
1- "	STAU- STON
1- "	STOR- SZ
1- "	U-
1- "	T- TIC
1- "	TIE- TZ
1- "	V
1- "	W- WAR
1- "	WAS- WERO
1- "	WES- WIE
1- "	WIG- WIN
1- "	WIP- WZ
1- "	X- Y- Z

NOTE - THE ABOVE BUNDLES WITH INCLUSIVE LETTERING ARE FOR YEAR 1937

81- BUNDLES - LETTERED

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Scott-Kovako

(Worker's full name)

8-19-38

(Date)

12

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Security Assessor's Office Rm. 217 Municipal Office Building.
(Name of building, room number, street address)

1. Title (Lead 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 11 Wooden Trays
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See addenda sheet as to labeling of (cont'd 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)

6. Contents Information received from State Tax
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

Commission as to holdings of foreign stock holders
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

recorded on these cards; card shows name
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

and address of holder, number of shares, year and
name of stock, check mark if stock has.

assessment value, number of schedule returned

to Bureau of assessment; RETAINED FOR GENERAL OFFICE REFERENCE

PURPOSE.

6. Contents—continued _____

7. Arrangement Alph. by names of holders.
(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 of printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of Wooden Tray, 4 3/4" x 9" x 20", Average 350 cards per bundle.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1938 to date, 11 wooden trays on
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
wooden stand in center of room 217.

12. Other information Records are in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

cont'd from line 4, - bundles in each wooden tray.

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

(Place of publication)

(Date of publication)

Bureau of Assessments

cont'd. from line 4; list of bundles as labeled in each tray.

- 1 Wooden tray {
 - 1 A-Ain
 - 2 Alp-Az
 - 1 B - Bap
 - 2 Bar-Bel
 - 3 Ben-Blak
 - 4 Blam-Bow
 - 5 Boy-Bron

- 1 Wooden tray {
 - 2 Gel-Goe
 - 3 Gol-Gra
 - 4 Gre-Gz
 - 1 H - Han
 - 2 Har-Heb
 - 3 Hec-Her
 - 4 Hes-Hl

- 1 Wooden tray {
 - 6 Broo-Buc
 - 7 Bud-Bz
 - 1 C - Che
 - 2 Chi-Cok
 - 3 Col-Cou
 - 4 Cov-Cz
 - 1 D - Dee

- 1 wooden tray {
 - 5 Hoa-Hos
 - 6 Hot-Hz
 - I
 - 1 J - Je
 - 2 Jo-Jz
 - 1 K - Ken
 - 2 Ker-Kl

- 1 wooden tray {
 - 2 Def-Doo
 - 3 Dop-Dz
 - 1 E - El
 - 2 Em-Ez
 - 1 F - Fla
 - 2 Fle-Fo
 - 3 Fr-Fz
 - 1 G - Gei

- 1 wooden tray {
 - 3 Kn-Kz
 - 1 L - Lef
 - 2 Leg-Lit
 - 3 Liv-Lz
 - Mc
 - 1 M - Mar
 - 2 Mas-Mic

Bureau of Assessments.

continued

1 wooden tray

- 3 Mid-Moo
- 4 Mor-Mz
- 1 N
- 1 O
- 1 P-Pes
- 2 Pet-Pot
- 3 Pou-Pz

1 wooden tray

- 2 Til-Tz
- U
- V
- 1 W-Wa
- 2 Wd-Wha
- 3 whe-Wik
- 4 Wil-Wis
- 5 wit-Wz

1 wooden tray

- 1 R-Rem
- 2 Ren-Ri
- 3 Rod-Ros
- 4 Rop-Rz
- 1 S-Schl
- 2 Schm-Sey

1 wooden tray, X-Y-Z

1 wooden tray

- 3 Sh-Sim
- 4 Sin-Sno
- 5 Sny-Stem
- 6 Step-Sto
- 7 Str-Sz
- 1 T-Tif

NAME ✓

(2)

(7)

(12)

ADDRESS ✓

VALUE

RET'D

(no of shows +
name of street.)

Bureau of Assessments

Sched
no.

"Lead Card"

Imp of red fire State Tax com.
as to holdings of Foreign Stock Holders.



SCOTT KOVAKA
(Worker's full name)

8-22-38
(Date)

13
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING - SECURITIES ASSESSOR'S OFFICE,
(Name of building, room number, street address) Room No. 217.

1. Title (HEAD CARDS FOR YEARS 1936-1937-1938)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

3. Quantity 3--WOODEN TRAYS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "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)

6. Contents RECORD OF FIRMS AND INDIVIDUALS WHO REFUSED TO FILE SCHEDULE UPON
OF RETURNS FOR THE YEARS 1936, 1937 AND 1938 AND WHICH THE PERSONAL
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
PROPERTY ASSESSOR'S OFFICE ESTIMATED THE VALUES OF INTANGIBLE AND
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
TANGIBLE PROPERTIES. CARDS SHOW NAME OF OWNER, ADDRESS, AMOUNT
OF STOCK OR SHARES WITH ESTIMATED VALUES-IF ANY, OF INTANGIBLE
AND TANGIBLE VALUES AS REACHED BY THE PERSONAL PROPERTY
ASSESSOR'S OFFICE. RECORD RETAINED FOR OFFICE INFORMATION.

6. Contents—continued _____

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

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

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

10. Size OF WOODEN TRAYS, 5" X 9" X 20", APPROX. 2100 CARDS PER EACH TRAY.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936 TO DATE - 3 WOODEN TRAYS ON THE SOUTH WALL,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON TOP OF STEEL FILING CABINET, ROOM 217.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Scott-Kovaka
(Worker's full name)

8-9-38
(Date)

14
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Municipal Office Building,
Room 214.
(Name of building, room number, street address)

1. Title "Monthly Reports"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates Oct. 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Looseleaf binder
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Office copy of monthly statement, by Bureau of Assessments to the Bureau of Controls and Accounts, of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by changes made during month affecting the taxable each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
basis; showing month and year affecting the taxable basis, year of basis affected; amounts under respective headings of increase or decrease for Real Estate, Basis, Tangible Personal, Automobile, Maryland Corporations, Intangible, Casualty, Surety, Fidelity,

6. Contents—continued Shares Banks and Trust Companies, Savings Banks Deposits, signature of principal assessment clerk, Bureau of Assessment, PREPARED FOR GENERAL OFFICE INFORMATION RESPECTING ASSESSMENTS.

7. Arrangement Chron. by month, each year.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of loose leaf binder, 11 1/4" x 17 1/2" x 2 1/2", Approx. 300 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1931 to date, 1 loose leaf binder on east wall in room 214.
(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 _____
(Place of publication) (Author) (Publisher) (Date of publication)

SCOTT - KOVAKA

(Worker's full name)

8-17-38

(Date)

15

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
(Name of building, room number, street address)
CHIEF ASSESSOR'S OFFICE, ROOM 216.

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

or both)

2. Dates 1899--:
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 40 BUNDLES (IN 2 STEEL FILE DRAWERS)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BUNDLES NOT LABELED (LIST OF BUNDLES 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)

6. Contents RECORD CONTAINS A LIST OF PROPERTIES AND NAMES OF OWNERS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

THEREOF WHICH ARE CLASSIFIED AS "UNCOLLECTABLES" AND INCLUDES
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

REAL ESTATE, TANGIBLE AND INTANGIBLE PROPERTIES FOR BOTH
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

STATE AND CITY, KEPT FOR GENERAL OFFICE INFORMATION.

LISTS SHOW YEAR, LIST NUMBER, VOLUME NUMBER, SHEET NUMBER,
FOLIO NUMBER OF SUSPENSE LEDGER OF THE BUREAU OF RECEIPTS,
NAMES OF OWNERS AND PROPERTIES AFFECTED UNDER THEIR RESPECTIVE
HEADINGS; AND SHOWS THE AMOUNTS INVOLVED.

6. Contents—continued

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

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

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

10. Size OF STEEL FILE DRAWER, 11" x 14 1/2" x 24", APPROXIMATELY 10000 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SIZE OF BUNDLES, 13" x 8 1/2" x 1", AVERAGE 250 SHEETS PER BUNDLE.

11. Location by dates and quantities 1899 TO DATE - 40 BUNDLES CONTAINED IN 2 STEEL FILE DRAWERS, LOCATED NORTH-EAST CORNER OF ROOM NO. 216.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2).
CON'T. FROM LINE 4:
15 BUNDLES (FROM YEARS 1899 TO 1913 - 1 BUNDLE FOR EACH YEAR)
25 BUNDLES (FROM YEARS 1914 TO 1938 - 1 BUNDLE FOR EACH YEAR)
40 - TOTAL.

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

Scott-Kovaka
(Worker's full name)

8-19-38
(Date)

16 + 17
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Security Assessor's Office, Rm. 217; Municipal Office Building.
(Name of building, room number, street address)

1. Title (Record of Schedules Filed - Tangible Personal Property)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 94 Steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Inclusive lettering marked on name card of each drawer. (See addenda sheet, list of drawers.)
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Card record gives name of owner, address, year affected, number of schedule returned, and check mark under headings value or no-value, RETAINED FOR GENERAL OFFICE REFERENCE PURPOSES.
(Purpose and general nature of record. Principal items 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 names of owners.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Handwritten on printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size of steel file drawers, 5 1/4" x 6 1/4" x 17", Average 1100 cards per drawer.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1926 to date, 94 steel file drawers on south wall in Security Assessor's Office, Room 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

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

Record of Schedules Filed (Tangible Personal Property)

Cont'd from line 4, list of steel file drawers
as labeled.

A - Al	Dus - Ek	Kar - Kel	Pl - Prel	Walt - Wea
Am - At	El - Eu	Kem - Kip	Pren - Rat	Web - Wel
Au - Bal	Ev - Fep	Kir - Koe	Rau - Res	Wen - Wh
Bam - Bau	Fer - Fla	Kof - Kro	Ret - Ri	Wi - Willn
Bav - Ben	Fle - Franke	Kru - Lan	Roa - Rog	Willo - Wix
Ber - Bi	Frankl - Gak	Lap - Leh	Roh - Rothb	Wo - Wy
Bl - Bom	Gal - Ger	Lei - Lev	Rothe - Sac	X - Zw.
Bon - Boz	Ges - Goe	Lew - Loe	Sad - Schon	
Bra - Brok	Gof - Gord	Lof - Ly	Schap - Schm	
Bron - Broz	Gore - Gree	MCA - Mck	Schn - Schw	
Bru - Bur	Gref - Gy	Mch - Man	Sco - Sham	
Bus - Carl	Ha - Ham	Mal - Masl	Shan - Shy	
Carm - Cha	Han - Hars	Maso - Mel	Si - Sle	
Che - Cl	Hart - Hec	Men - Mili	Sli - Sm	
Co - Com	Hed - Herm	Mill - Mis	Sna - Spe	
Con - Coz	Hern - Hind	Mit - Mor	Spi - Step	
	Hine - Hog	Mos - Mu	Ster - Stre	
Cr - Dai	Hoh - Hot	My - Ne	Stri - Tal	
Dal - Dea	Hou - Hup	Ni - Ny	Tam - Thomp	
Deb - Die	Hur - Jae	Oa - Ov	Thoms - Tuc	
Dif - Dot	Jaf - Jol	Ow - Pea	Tud - Vig	
Dou - Dur	Jon - Kap	Pec - Piz	Vil - Wals	

Scott-Koudko

(Worker's full name)

8-19-38

(Date)

17

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Security Assessor's Office, Rm 217.
Municipal Office Building.
(Name of building, room number, street address)

1. Title (Record of Schedules Not Found in
The Records) "Not Found"
(Give present full title 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 Drawers labeled "Not Found" with incl. lettering.
(Explain fully; years; numbers; letters; number of records so labeled) (see line 12 list of drawers)

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

6. Contents Card record of schedules voluntarily
sent in, although not found in the records
in this office; showing name of owner,
address, year affected, number of
schedule returned and check marks
under headings value or no value.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alph. by names of owners
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Handwritten on printed 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 steel file drawer, 5'4" x 6'4" x 17", Approx. 100 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1937 to date, 2 steel file drawers on south wall in Security Assessor's Office, Rm. 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records and 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) Not Found Not Found
- cont'd from line 4, list of drawers as labeled; A-L M-Z

Note: Such records as above are kept from one to three years, then destroyed; example, the roll for 1939 is set up with all names on it and schedules returned with new names not found on roll is reason for above record.

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

(Place of publication) (Date of publication)

SCOTT-KOVAKA
(Worker's full name)

8-22-38.
(Date)

18
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING-SECURITIES ASSESSOR'S
(Name of building, room number, street address)
OFFICE-ROOM 217.

1. Title "MINOR CHANGE SLIPS (WITH INCLUSIVE LETTERING)"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1932 TO 1936
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling AS SHOWN ON LINE 1. - SEE LINE 12 FOR LETTERING OF DRAWERS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE - RECORD WAS DISCONTINUED IN 1936.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
SEE INFORMATION ON LINE 12

6. Contents SLIPS CONTAIN CHANGES OR CORRECTIONS EITHER IN NAME OR ADDRESS OF OWNER AND SUCH INFORMATION IS TRANSFERRED THEREFROM AND RECORDED ON PERMANENT FILES AND AFTER SERVING THEIR PURPOSE SLIPS ARE DESTROYED.
(Purpose and general nature of record. Principal items 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)
SLIPS SHOW CORRECTIONS FOR INTANGIBLE, PERSONAL REAL, AUTO, WATER, WARD SECTIONS, BLOCK OR LOT NUMBERS, DESCRIPTION OF LOCATION, OWNERS NAME, DIMENSIONS, MAILING ADDRESS, BOTH FOR PRESENT AND CORRECTED HEADINGS, NAME PARTY AUTHORIZING CHANGE AND DATE THEREOF, AND CHECKED AS TO CHANGE IN FIELD BOOKS, ASSESSORS CARD, CONTROLLED UNIT, ADDRESSOGRAPH, CONTROL,

6. Contents—continued MASTER RECORD AND LEDGER RECORD.

7. Arrangement ALPHABETICALLY BY NAMES OF FIRMS OR INDIVIDUALS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF 3 DRAWERS, 5 1/4" x 6 1/4" x 17" AVERAGE 2500 SLIPS PER DRAWER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1932-1936 - 3-STEEL FILE DRAWER ON SOUTH WALL OF ROOM No. 217.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
CONT FROM LINE 6.
Whether record is known to have been kept earlier than dates shown in item 2)

A - G - 1 STEEL FILE DRAWER
H - O - 1 " " "
P - Z - 1 " " "

NOTE - SLIPS ARE NO LONGER RETAINED; AFTER HAVING SERVED THEIR PURPOSE - FILING CLERK OFFERED THIS INFORMATION.

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

(Place of publication) (Date of publication)

CORRECTIONS

✓
INTANGIBLE
PERSONAL
REAL
AUTO
WATER

N. A
C.S.R.
C.

18

SIGNATURES

9

FIELD BOOKS
ASSESSORS CARD

CONTROLLED
UNIT

ADDRESSOGRAPH

CONTROL

MASTER RECORD

LEDGER RECORD

Bureau of Assessments

PRESENT

WARD

SEC.

BLOCK

LOT

DESCRIPTION

2119 Linden Ave

OWNER

Fannie Haas

DIMENSIONS

MAILING
ADDRESS

WARD

SEC.

BLOCK

LOT

DESCRIPTION

Temple Garden Apts

OWNER

Same

DIMENSIONS

MAILING
ADDRESS

ORDERED BY

RR

DATE

9-19-33

Scott-Koudka
(Worker's full name)

8-8-38
(Date)

19
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 214, Municipal Office Building.
(Name of building, room number, street address)

1. Title [Daily Reports of Real Property Assessment Changes.]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both) "REAL"

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

3. Quantity 4 Loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Binders Labeled "Real" with year numbers. (see list of vols. on lines)
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Daily reports of real property assessment changes, showing report number, city, new their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by addition, suburban or rural rate; years affected, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached.)
Ward, section, block and lot numbers; names of streets or avenues; sizes of lots; values of improvements and total values under heading revised assessment; values of lots, values of improvements and total values under respective

6. Contents—continued headings of increases or decreases;
remarks relating to changes made, such as,
not reported, petition, correcting error, sold;
total at bottom of sheet, date of report and
signature of approving manager. } RECORD KEPT FOR GENERAL OFFICE
REFERENCE PURPOSE.

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of loose leaf binder, 11 1/2" X 22 3/4" X 4 1/2", Average 1000 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936 to date, 4 loose leaf
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
binders on top of wooden table in center
of room, room 214.

12. Other information Records are in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

cont'd from line 4. list of loose leaf binders
labeled as follows.

"Real June 1936" (June to Sept 1936)

"Real Oct. 1936" (Oct. 1936 to May 1937)

"Real June 1937" (June to Sept 1937)

"Real Oct 1937" (Oct. 1937 to date)

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

(Place of publication)

(Date of publication)

Bureau of Assessments.

Bureau of Assessments

Kovaka - Kidd
(Worker's full name)

7/20/38
(Date)

20
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Vault Room 213, Municipal Office Building.
(Name of building, room number, street address)

1. Title Daily Reports of Real Property Assessment Changes
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both) "REAL"

2. Dates 1925-1936
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 25 loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other (see list on addenda sheet))

4. Labeling Binders labeled "Real" 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 Daily reports of real property assessment changes showing report number, city, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by new addition, suburban or rural rate; years affected; ward, section, block and lot numbers; names of streets or avenues; sizes of lots; values of lots, values of improvements and total values under heading revised assessment; values of lots, values of improvements, and
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued total values under respective headings of increases or decreases, remarks relating to changes, such as, not reported, petition, correcting error, sold; total (at bottom of sheet), date of report and signature of approving ^{manage. r.}

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size of loose leaf binder, 11 1/2" x 22 3/4" x 4 3/4", Average 100 sheets per ^{binder.}
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1925-1936, 25 loose leaf binders on wooden shelf near south wall in vault room 213.
(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)

NOTE: THESE RECORDS ARE RETAINED FOR GENERAL OFFICE REFERENCE PURPOSES.

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

(Place of publication) (Date of publication)

Daily Reports of Real Property Assessment Changes.

Cont'd from line 4. list of loose leaf binders labeled as follows,

Real	Jan 1925	(Jan to May 1925)
"	Jun 1925	June to Aug 1925
"	Sept 1925	Sept 1925
"	Oct. 1925	Oct 1925 to June 1926
"	July 1926	July to Sept 1926
"	Oct. 1926	Oct 1926 to May 1927
"	June 1927	June to Sept 1927
"	Oct. 1927	Oct. 1927 to Apr 1928
"	May 1928	May to Sept 1928
"	Oct. 1928	Oct 1928 to Mar 1929
"	Apr. 1929	Apr. to Sept 1929
"	Oct. 1929	Oct 1929 to July 1930
"	Aug 1930	Aug to Nov 1930
"	Oct. 1930	Oct. 1930 to Apr 1931
"	May 1931	May to Sept 1931
"	Oct. 1931	Oct 1931 to June 1932
"	June 1932	June to Sept 1932
"	Oct. 1932	Oct 1932 to June 1933
"	July 1933	July to Aug 1933
"	Sept 1933	Sept 1933
"	Oct 1933	Oct 1933 to June 1934
"	July 1934	July to Sept 1934
"	Oct 1934	Oct 1934 to May 1935
"	June 1935	June to Sept 1935
"	Oct. 1935	Oct 1935 to May 1936

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

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11. Location by dates and volume numbers
(Buildings and rooms or vaults)

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12. Subtitle divisions by dates and volume numbers

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13. Other information

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Bureau of Assessments

Bureau of Assessments

SCOTT - KOYAKA
(Worker's full name)

8-8-38
(Date)

21
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214.
(Name of building, room number, street address)

1. Title "DAILY REPORTS OF INTANGIBLE PERSONAL PROPERTY ASSESSMENT
CHANGES"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

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

4. Labeling AS SHOWN ON LINE 1, WITH INCLUSIVE DATES; SEE LINE 12 FOR LIST OF BINDERS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 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 DAILY REPORTS OF INTANGIBLE PERSONAL PROPERTY
ASSESSMENT CHANGES, SHOWING REPORT NUMBER, YEARS AFFECTED,
CITY OR NEW ADDITION,
NAME AND ADDRESS OF OWNER, AMOUNT OF REVISED ASSESSMENT,
AMOUNT OF INCREASE OR DECREASE, ALSO REMARKS RELATING TO
CHANGES OR CORRECTION OF ERRORS, TOTAL AMOUNTS AT BOTTOM OF
PAGE, DATE OF REPORT, AND SIGNATURE OF MANAGER APPROVING
FOR BUREAU OF ASSESSMENT. RETAINED FOR OFFICE REFERENCE
PURPOSES.

6. Contents—continued _____

7. Arrangement NUMERICALLY BY REPORT NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing TYPED ON PRINTED PAGES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDERS, 9" X 14 1/2" X 3 1/2", AVERAGE OF 1935, BINDER 1608 PAGES; OF 1936, BINDER 1596 PAGES; OF 1937, BINDER 659 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 3 LOOSE LEAF BINDERS 1935-1938, LOCATED ON TOP OF TABLE IN CENTER OF ROOM No. 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE 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)

CONT'D FROM LINE 4. LIST OF BINDERS

- 1 BINDER - OCT. 1935 (OCT 1935 TO SEPT 1936)
- 1 " OCT. 1936 (OCT 1936 TO SEPT. 1937)
- 1 " OCT 1937 (OCT 1937 TO DATE)

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

(Place of publication)

(Date of publication)

21

Bureau of Assessments.

Scott-Kouaha

(Worker's full name)

8-18-38

(Date)

22

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Chief Assessor's Office, Rm. 216, Municipal Office Building.
(Name of building, room number, street address)

1. Title [Daily Reports of Intangible Personal Property Assessment Changes] "INTANGIBLE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other) (cont. on line 12)

4. Labeling Labeled Intangible, with incl. report 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 Daily report of intangible personal property assessment changes showing report number, city or new addition, year affected, names of owners, addresses, amounts of revised assessments, amounts of increases or decreases, remarks relating to correcting errors, assessment changes, date of report, approval of manager. The above are duplicate
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Copies and kept for office reference purposes.

6. Contents—continued _____

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size of loose leaf binder, 9" x 14 1/2" x 7", Average 1250 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
per binder.

11. Location by dates and quantities 1936-1938, 3 loose leaf binders on
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
top of metal stand in Chief Assessor's Office,
Rm. 216.

12. Other information Records are in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)
cont'd from line 4. — and year. (see attached
addenda sheet, list of loose leaf binders as labeled).

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

(Place of publication) (Date of publication)

Bureau of Assessments

Daily Reports of Intangible Personal Property
Assessment Changes.

cont'd from line 12. list of loose leaf
binders as labeled.

Intangible	1 - 1608	1936
Intangible	1 - 1596	1937
Intangible	1 - (557)	1938

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

34

Bureau of Assessments

Niedentohl-Kovaka
(Worker's full name)

7-21-38
(Date)

23
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Vault Room 213-Municipal Office Building
(Name of building, room number, street address)

1. Title [Daily Reports of Intangible Personal Property Assessment Changes.] "INTANGIBLE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1932-1935
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 4 Loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Labeled Intangible, with year. {see line 12 list of binders}
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily report of intangible personal property assessment changes showing report number, city or new addition, year affected, names of owners, addresses, amounts of revised assessments, amounts of increases or decreases, remarks relating to correcting errors, assessment changes, totals at bottom of sheet, date of report and signature of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to 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 manager.
Records retained for general reference
purposes.

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)

9. Writing Typed on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of loose leaf binder, 9x14 1/2"x6", Average 1200 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1932-1933, 2 loose leaf binders on wooden
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

shelf near south wall, in vault room 213; 1934-1935, 2
loose leaf binders on top of steel filing case, on north wall in vault room, 213.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

cont'd from line 4. list of loose binders as
labeled.

Intangible 1932-33 City and New Addition

Intangible 1933

Intangible 1934

Intangible 1935

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

(Place of publication)

(Date of publication)

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Bureau of Assessments

Kovaha-Kidd
(Worker's full name)

7-7-38
(Date)

24
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Plot Room 211, Municipal Office Building.
(Name of building, room number, street address)

1. Title [Notice of Land Changes]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

3. Quantity 58 Volumes (stub books)
(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 Office copy shows notice number,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

folio number in field book, ward, section,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

volume, block and lot numbers, date of
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

notice, and initials of principal clerk; memo:

relating changes to be made, such as,

new improvements, additions, lot divided,

etc.; date of adjustment and signature

of assessor. The above notice is delivered

6. Contents—continued to chief Assessor for corrections
of totals in field books. stubs retained
for general reference purposes.

7. Arrangement Numerically by notice numbers,
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)

9. Writing Handwritten on printed 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 stub book, 4 1/4" x 4 1/2" x 1/2", 100 pages per book.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1927 to date, 58 vols. in metal
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
cabinet on north wall in Plot Room 211.

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

W.D.
~~900~~

No. FOLIO.....

NOTICE OF LAND CHANGES

WARD..... SEC..... VOL.....

BLOCK..... LOT.....

DATE.....

P. A. CLERK

MEMO:—

Bureau of Assessments

ADJUSTED:—DATE.....

APPENDIX SHEET

"COPY OF NOTICE FOR DIVISION OF LAND
(STUBS)

continued from Line 4 - Report # 20

1-100	July Aug 1927	9500-9599	Feb - Mar 1930
101-200	Aug - Sept 1927	4701-4800	Mar - Apr 1930
201-300	Sept - Oct 1927	4201-4300	Apr - May 1930
301-400	Oct 1927	9100-9199	May - June 1930
7800-7899	Apr - May 1927	3100-3200	July - Aug 1930
7900-7999	May - June 1927	9000-9096	Sept - Oct 1930
8000-8099	July - Aug 1927	5201-5300	Oct - Nov 1930
5001-5100	Aug - Sept 1927	5701-5800	Dec - Jan 1930
3501-3600	Sept - Dec 1927	3401-3500	Jan - Feb 1931
8300-8399	Dec 1927 - Feb 1928	3601-3699	Feb - Mar 1931
7700-7799	Mar - Apr 1928	4401-4500	Mar - May 1931
3001-3100	May - June 1928	4601-4700	May - June 1931
3101-3200	June - Aug 1928	1001-1100	June - Aug 1931
2501-2600	Aug 1928	1201-1300	Aug - Sept 1931
9700-9799	Aug - Sept 1928	1301-1400	Oct 1931 - Jan 1932
5601-5700	Sept - Oct 1928	1401-1500	Jan - Feb 1932
5301-5400	Oct 1928 - Jan 1929	1901-2000	Feb - May 1932
7001-7100	Feb - Mar 1929	1101-1200	June - Aug 1932
5901-6000	Mar - May 1929	1601-1700	Aug - Nov 1932
4301-4400	June - July 1929	1801-1900	Nov 1932 - Feb 1933
3801-3900	July - Oct 1929	7901-8000	Feb - Mar 1933
9800-9880	Oct 1929 - Jan 1930	7001-7100	Mar - June 1933
9600-9699	Jan - Feb 1930	7101-7200	June - Sept 1933

Bureau of Assessments.

- 7601-7700 Sept 1933 to Mar 1934
7801-7900 Mar - Aug 1934
1701-1800 Aug - Oct 1934
1501-1600 - Nov 1934 - Mar 1935
901-1000 Mar - Oct 1935
4101-4200 Nov 1935 - Jan 1936
6701-6800 Feb - July 1936
6201-6275 Aug 1936 - Mar 1937
1-100 Mar to June 1937
201-300 June to Aug 1937
401-500 Sept 1937 to Mar 1938
501-600 Apr. 1938 to date

SCOTT-KOVAKA

(Worker's full name)

8-23-38

(Date)

25

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING, SECURITIES ASSESSORS
(Name of building, room number, street address)
OFFICE, ROOM NO. 217.

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

or both)

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

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

4. Labeling "WM J. PEACH SECURITY ASSESSOR FOR BALTIMORE COUNTY FOR
YEAR 1933"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible).

6. Contents CORRESPONDENCE TO AND FROM WM J. PEACH IN TOWSON,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

BALTIMORE COUNTY, MD., CONCERNING THE FILING OF SCHEDULES
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

FOR RETURN OF STOCKS, BONDS, AND SECURITIES AND RELATIVE
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

TO ESTABLISHING PROPER RESIDENCES OF FIRMS OR INDIVIDUALS.

Retained for general reference purposes.

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAMES OF FIRMS OR INDIVIDUALS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing TYPED ON PLAIN PAPER AND PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD LETTER FILE BOX - 12" x 3 1/4" x 11 1/2",
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
AVERAGE 300 PAPERS.

11. Location by dates and quantities 1933 TO DATE - 1 CARDBOARD LETTER FILE
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
BOX ON TOP OF STEEL FILE CABINET ON SOUTH WALL OF ROOM
No. 217.

12. Other information RECORD IS 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)

Scott-Kriedentohl - Kooka 7-26-38

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.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Municipal Office Building,
Vault Room 213.
(Name of building, room number, street address)

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

2. Dates 1935
(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 shown on line 1 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 Correspondence relative to foreign trust
(Purpose and general nature of record. Principal items 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)
assessments; settlements of claims and
repunds; tangible assessments covering interest
on trust estates, interest on foreign trust
estates, opinions of the Court by Appeals of
Maryland in cases of intangible properties
held by non residents, lists of intangible
abatements and new tangible assessments.

6. Contents—continued Retained for general reference purposes.

7. Arrangement Ch. chron. 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

9. Writing Handwritten on plain and printed heads, Typed on printed heads, and plain paper.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of bundle, 14" x 10" x 2", Approx. 350 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935 1 bundle in metal cabinet on east wall in vault, Room 213.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in fair condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication) (Date of publication)

SCOTT KOVAKA
(Worker's full name)

8-5-38
(Date)

27
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214.
(Name of building, room number, street address)

1. Title LETTERS FROM DEPARTMENT OF LAW-LISTS OF MARYLAND CORPORATIONS
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1933--
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 CARDBOARD FILE BOX
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling AS SHOWN ON LINE 1, WITH YEAR 1933.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONTAINING LISTS OF MARYLAND CORPORATIONS AND THEIR LOCATIONS;
(Purpose and general nature of record. Principal items 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 their headings, etc. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ALSO LETTERS REGARDING CERTIFICATIONS OF ASSESSMENTS RECEIVED BY
APPEAL TAX COURT FROM STATE TAX COMMISSION SO THAT CITY
SOLICITOR MAY SECURE BILLS FROM THE BUREAU OF RECEIPTS.
ATTACHED ARE LISTS OF CORPORATIONS WHICH HAVE BEEN
ADJUDICATED BANKRUPT FROM THE FIRST OF EACH YEAR AND AGAINST
WHICH CLAIMS HAVE BEEN FILED FOR TAXES ON BEHALF OF THE MAYOR
AND CITY COUNCIL OF BALTIMORE.

6. Contents—continued Records retained for general reference purposes.

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 TYPED ON PLAIN AND PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD FILE BOX 12"x3"x11 1/2" AVERAGE 150 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933 TO 1938 - 1 CARDBOARD FILE BOX LOCATED ON NORTH WALL OF WOODEN CABINET IN ROOM No. 214.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

Scott-Kovata

(Worker's full name)

8-8-38

(Date)

28

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Municipal Office Building,
Room 214.
(Name of building, room number, street address)

1. Title "Letters from Asst. City Solicitor - Miss Doetsch
or J. F. Ireton"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1929-1932
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Correspondence to and from Assistant City
Solicitor's office, relative to listing of Corporate
tax payers involved in insolvency; lists of
Maryland corporations on which assessments
have not yet been received for 1932; letters relative
to certification of assessments received by the
Bureau of Assessments or Appeal Tax Court from
State Tax Commission, retained for general reference
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to 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 purposes.

7. Arrangement Arr. chron. by dates of letters.
(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

9. Writing Typed on printed head; Typed on plain paper.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size of Cardboard letter file box, 12" x 5" x 11" approx. 400 letters.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On top of wooden filing cabinet near north wall of room 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

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

Scott - Koopa
(Worker's full name)

8-5-38
(Date)

29
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Municipal Office Building,
Room 214.
(Name of building, room number, street address)

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

2. Dates 1916-1922
(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 shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Contains payrolls for typists employed by
The Appeal Tax Court for writing blotters and rolls;
receipts for payments for repairs on office equipment;
Gothscheck estate case papers, also copy of assessment
order for 1916 (papers of complete court proceedings of
Appeal); Agreements between Norman James and The
Safe Deposit and Trust Company Trustees and N. W. James
Lumber Company involving reduction in rents
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *on property; totals of ground in market and*
North district to be deducted from basis of 1905; data shows
diagram and ward numbers, amounts and totals at bottom of
sheet as to market and dock properties; various petitions
(Cont. on line 12)

7. Arrangement *Arranged in no order.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing *Handwritten, on ruled and plain paper; typed on printed*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
forms, plain paper, and printed heads.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *of steel file boxes: 10" x 4 3/4" x 13"* - *40 envelopes per drawer*
(Of record or container. Height, width, thickness or depth. Average number ~~of~~ documents)

11. Location by dates and quantities *1916-1922, 2 steel file drawers on*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
north wall in room 214.

12. Other information *Records and equipment in good condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

cont'd from line 6,
relative to changes in assessments of respective properties
in new Annex districts for 1908; division of W.M.R.R., Tide
water, including right of way properties, lists of
properties of the above and assessments; lists of names and titles
of employees of appeal Tax court from 1919-1923; Light Street property assessments

~~13. (For use in Florida.)~~ *Early imprints appeals for 1916-1917; summary of*
(Author) (Publisher)
classification act for annexation; memoranda copies of deeds of properties.
(Place of publication) (Date of publication)

Retained for general reference purposes.

SCOTT-KOVAKA
(Worker's full name)

8-2-38
(Date)

30
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214.
(Name of building, room number, street address)

1. Title "CITY AND NEW ADDITION - STATE TAX COMMISSION CERTIFICATIONS -
MARYLAND CORPORATIONS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1921--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 18 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1 WITH YEAR NUMBERS. (See list of vols. 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)

6. Contents VOLUMES CONTAIN CERTIFICATION OF THE ASSESSED VALUES OF MARYLAND
CORPORATIONS AS DETERMINED BY THE STATE TAX COMMISSION, CERTIFIED
TO THE APPEAL TAX COURT OF BALTIMORE CITY SHOWING DATES AND YEARS
CERTIFIED, YEARS AFFECTED, NAMES OF CORPORATIONS, ADDRESSES. THEY
SHOW VARIOUS ITEMS OF DEPOSITS OR HOLDINGS, ASSESSED VALUES
OF EACH, AGGREGATE AMOUNTS AND DATA FROM WHICH TO CALCULATE
AMOUNT OF TAXES INVOLVED; ALSO MARKED WITH STAMP OF DATES
VALUED AND ASSESSED ACCORDINGLY AND FOR BALTIMORE CITY FOR SAID YEAR,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued WITH SIGNATURES OF PRINCIPAL ASSESSORS AND SIGNATURE OF SECRETARY OF STATE TAX COMMISSION OF MARYLAND, WITH STATE TAX COMMISSION SEAL, ALSO STAMPED DATE RECEIVED IN APPEAL TAX COURT. OFFICE RECORD KEPT FOR GENERAL REFERENCE PURPOSES.

7. Arrangement CHRONOLOGICALLY BY DATE OF CERTIFICATION.
(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 & WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size OF VOLUMES: 17 1/4" X 11 1/2" X 1 3/4" AVERAGE PER VOL. 256 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1921 to date, 18 VOLS. ON WOODEN SHELF ON EAST WALL OF ROOM NO. 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

1 Vol.	YEAR	1 Vol.	YEAR	1 Vol.	YEAR
1 Vol.	1921	1 Vol.	1928	1 Vol.	1934
1 Vol.	" 1922	1 Vol.	" 1929	1 Vol.	" 1935
1 Vol.	" 1923	1 Vol.	" 1930	1 Vol.	" 1936
1 Vol.	" 1924	1 Vol.	" 1931	1 Vol.	" 1937
1 Vol.	" 1925	1 Vol.	" 1932	1 Vol.	" 1938
1 Vol.	" 1926	1 Vol.	" 1933		
1 Vol.	" 1927				

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

Kedid Kavaka
(Worker's full name)

7/7/38
(Date)

31
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
Address of office of custody Plat Room, Room 211, Municipal Bldg.
(Office of custody) (Office which made the record, if different)
(Name of building, room number, street address)

1. Title [CARD RECORD-BUILDING APPLICATIONS]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

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

4. Labeling Drawer 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)
This record set up in Jan., 1938.

6. Contents Card shows number and name of street, class of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

work done, dimensions of lot, Application No., Date of Issue,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

name to whom issued, Amount, Ward, Section, Block and
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Lot numbers as shown on Plats; KEPT AS AN OFFICE RECORD
FOR PURPOSES OF TAXATION.

(no forms)

6. Contents—continued _____

7. Arrangement *alp. by name of Street..*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing *Hand on Plain cards.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *Steel drawer: 4 1/4" X 5 1/4" X 17", approx. 1600 cards..*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *1938-- in Steel drawers on top of desk of Senior Permit Clerk in Plat Room 211.*
(Room, vault, wall, N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Records and Equipment in Excellent condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Author)

(Publisher)

(Place of publication)

(Date of publication)

SCOTT KOVANA
(Worker's full name)

8-23-38
(Date)

32
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING, SECURITIES ASSESSOR'S OFFICE,
(Name of building, room number, street address) ROOM NO. 217.

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

or both)

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

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

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

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CORRESPONDENCE TO AND FROM WM G. STUDE, ASSESSOR,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
RELATIVE TO TANGIBLE PERSONAL PROPERTY ASSESSMENTS
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF FOREIGN OWNED CORPORATIONS HAVING HOLDINGS IN
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
THE CITY OF BALTIMORE. RETAINED FOR GENERAL
REFERENCE PURPOSES.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY BY NAMES OF CORPORATIONS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing TYPED ON PLAIN PAPER AND PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD LETTER FILE BOX: 12" x 3 1/4" x 11 1/2", AVERAGE
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
350 PAPERS.

11. Location by dates and quantities 1936 TO DATE, 1 CARDBOARD LETTER FILE
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
BOX ON STEEL FILE CABINET ON SOUTH WALL OF ROOM No. 217.

12. Other information RECORD IS 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)

SCOTT-KOVAKA
(Worker's full name)

8-26-38
(Date)

33
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody AUTOMOBILE ASSESSOR'S OFFICE, ROOM NO. 219,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

1. Title [RECORD OF THE COMMISSIONER OF MOTOR VEHICLES]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

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

4. Labeling INCLUSIVE DATES LABELED ON FILE BOXES - SEE ITEM 12 LIST OF BOXES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records MAR. 1927 TO NOV. 1926 - REFER INFORMATION LINE 12.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD SHOWS NAME AND ADDRESS OF OWNER, MAKE OF CAR, YEAR, TITLE NUMBER, ENGINE NUMBER, LICENSE NUMBER, YEAR ASSESSED AND INFORMATION FROM THE COMMISSIONER OF MOTOR VEHICLES RESPECTING CHANGE OF OWNERSHIP, CHANGE OF ADDRESS AND OF CARS BEING SOLD OR JUNKED, INCLUDING SWORN AFFIDAVIT AND SIGNATURE OF EXAMINER AND ASSESSOR. RECORD ALSO CONTAINS CORRESPONDENCE TO AND FROM THE BUREAU AND AUTOMOBILE COMMISSIONER CONCERNING INVESTIGATIONS OF CHANGES IN OWNERSHIP, ADDRESSES, CARS SOLD OR JUNKED, KEPT AS AN OFFICE RECORD FOR PURPOSES OF TAXATION.
(Purpose and general nature of record. Principal items 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)

33

NAME _____

ADDRESS _____

MAKE OF CAR	YEAR	TITLE NUMBER	ENGINE NUMBER	LICENSE NUMBER	YEAR ASSESSED

RECORDS OF THE COMMISSIONER OF MOTOR VEHICLES
DISCLOSES

Bureau of Assessments

EXAMINER

I HEREBY MAKE OATH, THAT THE ABOVE CAR

SOLD
WAS JUNKED IN _____ 19 _____

TO _____

_____ AFFIANT

SWORN TO BEFORE ME DATE _____ 19 _____

_____ ASSESSOR

NAME

ADDRESS

Record from the Comm.,
regarding



Kovaka - Niedentohll
(Worker's full name)

7-22-38
(Date)

34
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Municipal Office Building,
Room 213. (Name of building, room number, street address)

1. Title [Correspondence - Bureau of Assessments]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates May, 1927 - Nov, 1936 (ALSO REFER TO LINE 12: ADDITIONAL INFORMATION)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 33 letter file boxes (cardboard)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Inclusive dates marked on each box (see addenda sheet)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Correspondence to and from Bureau of Assessments,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
confirming actions of writers regarding protests of tax levied on cars and trucks, relative to assessment upon disposal of auto, unable to obtain tags due to back assessments; cancelled assessments due to moving out of state before notice mailed; auto tax bills; data regarding taxable basis; transfers of addresses; also miscellaneous correspondence

6. Contents—continued *to and from Motor Vehicle Commission regarding auto licenses, operator's licenses, violations, number of autos licensed and assessments. Retained for general reference purposes.*

7. Arrangement *Alph. alph. by names of owners.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)

9. Writing *Handwritten and typed on plain paper; handwritten and typed on printed heads.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *of letter file box: ~~12x4 1/2 x 11 1/2~~ Average 400 letters per box.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Mar. 1927 - Oct. 14, 1930, 11 cardboard letter file boxes on wooden shelf near south wall; Oct. 1930 - Nov. 1936 22 cardboard letter file boxes on east wall, in vault room 213.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Records and containers are in excellent condition.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

CONT FROM LINE 2 =

NOTE :- REFER OUR REPORT CAPTIONED (RECORD OF THE COMMISSIONER OF MOTOR VEHICLES—DISCLOSING CHANGE OF OWNERSHIP, ADDRESS AND CARS SOLD OR JUNKED, ETC.) FOR RECORDS RELATING THERTO DATED 1937 TO DATE.

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

(Place of publication)

(Date of publication)

(Correspondence - Bureau of Assessments)

Bureau of Assessments

Continued from line 4, List of letter file boxes as labeled,

1	Box.	Mar. 1, 1927 - July 31, 1927
1	"	Aug. 15, 1927 - Dec. 31, 1927
1	"	Jan. 1, 1928 - Mar. 14, 1928
1	"	Mar. 15, 1928 - June 30, 1928
1	"	July 2, 1928 - Dec. 20, 1928
1	"	Dec. 21, 1928 - Mar. 7, 1929
1	"	Mar. 8, 1929 - July 3, 1929
1	"	July 5, 1929 - Nov. 30, 1929
1	"	Dec. 2, 1929 - Feb. 28, 1930
1	"	Mar. 1, 1930 - June 30, 1930
1	"	July 1, 1930 - Oct. 14, 1930
1	"	Oct. 1930 - Feb. 1931
1	"	Feb. 1931 - May 1931
1	"	June 1931 - Oct. 1931
1	"	Oct. 1931 - Dec. 1931
1	"	Jan. - Feb. 1932
1	"	Feb. - Mar. 1932
1	"	Mar. - Apr. 1932
1	"	Apr. - June 1932
1	"	June - Sept. 1932
1	"	Sept. - Dec. 1932
1	"	Jan. - Mar. 1933
1	"	Mar. - July 1933
1	"	Aug. - Nov. 1933

(Correspondence - Bureau of
Assessments)

Continued
as labeled,

List of letter files

- 1 Box Dec. 1933 - Feb. 1934
- 1 " Mar - May 1934
- 1 " June - Dec. 1934
- 1 " Dec. 1934 - May 1935
- 1 " June 1935 - Oct. 1935
- 1 " Oct. 1935 - Jan. 1936
- 1 " Feb. - Apr. 1936
- 1 " Apr. - Oct. 1936
- 1 " Oct. - Nov. 1936

SCOTT-KOVAKA
(Worker's full name)

8-24-38
(Date)

35
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody AUTOMOBILE ASSESSOR'S OFFICE, Room No. 219,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

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

or both)

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

3. Quantity 19 LOOSE LEAF BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1 WITH YEAR AND INCLUSIVE NOTICE NUMBER } SEE ADDENDA SHEET -
LIST OF BINDERS
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents OFFICE COPY OF AUTOMOBILE ASSESSMENT NOTICE, SHOWING NOTICE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

NUMBER, DATE OF NOTICE, PARTICULARS REGARDING ASSESSMENTS FOR YEAR
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

DESIGNATED FOR THE PURPOSE OF TAXATION OF PERSONAL PROPERTY
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

(AUTOMOBILE), WITH AMOUNTS INDICATED, ALSO ACTION TO BE TAKEN FOR

REVIEW BEFORE BUREAU TOUCHING THE SUBJECT MATTER AND NAME AND

ADDRESS OF OWNER, RETAINED FOR GENERAL REFERENCE PURPOSES.

NOTE - THIS NOTIFICATION IS SENT TO RESPECTIVE OWNERS STATING THE

BUREAU'S INTENTION TO ASSESS PERSONAL PROPERTY SUBJECT TO PROVISIONS

6. Contents—continued _____

7. Arrangement NUMERICALLY BY NOTICE NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN ON PRINTED 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 LOOSE LEAF BINDERS: 14 1/2" X 10" X 2" AVERAGE 1000 NOTICES IN EACH BINDER (250 PAGES)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1938-1939, 19 LOOSE LEAF BINDERS ON TOP OF STEEL CABINET ON SOUTH WALL OF ROOM No. 219.
(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)
Prim records in form 36.

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

(Place of publication) (Date of publication)

"ASSESSMENT NOTICE" WITH YEAR AND INCLUSIVE NOTICE NUMBERS.

1	LOOSE LEAF BINDER - YEAR	1938	-	57001-58000
1	"	"	-	58001-59000
1	"	"	-	59001-60000
1	"	"	1939	- 1-1000
1	"	"	"	- 1001-2000
1	"	"	"	- 2001-3000
1	"	"	"	- 3001-4000
1	"	"	"	- 4001-5000
1	"	"	"	- 5001-6000
1	"	"	"	- 6001-7000
1	"	"	"	- 7001-8000
1	"	"	"	- 8001-9000
1	"	"	"	- 9001-10000
1	"	"	"	- 10001-11000
1	"	"	"	- 11001-12000
1	"	"	"	- 12001-13000
1	"	"	"	- 13001-14000
1	"	"	"	- 14001-15000
1	"	"	"	- 15001-16000

TOTAL 19

No. 20545

ASSESSMENT NOTICE
BUREAU OF ASSESSMENT
ROOM 219, MUNICIPAL OFFICE BUILDING

35 MD 11197

Baltimore, Md., 19.....

This is to notify you that I have valued to you for the year 19....., for the purpose of taxation, the following personal property at the amount indicated, **AUTOMOBILE \$**.....

This action is subject to review by the Bureau of Assessment, before whom you will be given the opportunity to appear on or before....., between the hours of 9 A.M. and 4 P.M., and make such statements, or present such proofs touching the subject matter.

Thereafter the Bureau will take final action according to its best judgment and information in the premises.

M. F. FITZPATRICK,
Manager.

S. J. OSHRINE,
Assessor.

Tel. Plaza 2000, Ext. 773.

**Minimum Assessment
on Automobiles \$100,**

.....
.....
.....
BALTIMORE, MD.

IF THE ABOVE ASSESSMENT IS SATISFACTORY, YOU NEED NOT APPEAR BEFORE THE BUREAU.

Scott Niedentohl-Kovacka

(Worker's full name)

7-27-38

(Date)

36

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Vault Room 213 Municipal Office Building.
(Name of building, room number, street address)

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

or both)

2. Dates 1933 - 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 221 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1933-1937, 110 volumes labeled Auto Notices (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)

6. Contents Office copy of automobile assessment notices showing notice number; date of notice; particulars their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by regarding assessment for year designated, for the purpose of taxation of personal property (Automobile), with amount indicated; also action to review before the Bureau of Assessments, touching the subject matter; name and address of owner. (OVER)

6. Contents—continued NOTE: ORIGINAL OF THIS NOTIFICATION IS SENT TO THE RESPECTIVE OWNERS STATING THE BUREAU'S INTENTION TO ASSESS PERSONAL PROPERTY SUBJECT TO PROVISIONS AS EXPRESSED THEREIN. RETAINED FOR GENERAL REFERENCE PURPOSES.

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

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

9. Writing Hand written on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size of volume: 14" x 9" x 1 1/2" 250 pages per vol.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933-1934, 66 volumes on wooden shelf near south wall in vault, room 213; 1935-1938, 155 volumes on top of wooden shelf on west wall in vault, room 213.
(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)

cont'd. from line 4.
with inclusive notice numbers; 1937-1938, 111 volumes labeled Auto. Notices with year numbers and inclusive notice numbers.

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

(Place of publication)

(Date of publication)

Bureau of Assessments

" Automobile Notices -

Continued from line 4.

List of volumes as labeled.

1 - 1000 (1933)	25001 - 26000 (1933)	
1001 - 2000	26001 - 27000	
2001 - 3000	27001 - 28000	
3001 - 4000	28001 - 29000	
4001 - 5000	29001 - 30000	
5001 - 6000	30001 - 31000 - # 30916-1933; #30917, 1934	
6001 - 7000	31001 - 32000 (1934)	
7001 - 8000	32001 - 33000	51001 - 52000 (1934) 52001 - 53000 53001 - 54000 54001 - 55000 55001 - 56000 56001 - 57000 57001 - 58000 58001 - 59000
8001 - 9000	33001 - 34000	
9001 - 10000	34001 - 35000	
10001 - 11000	35001 - 36000	
11001 - 12000	36001 - 37000	
12001 - 13000	37001 - 38000	
13001 - 14000	38001 - 39000	
14001 - 15000	39001 - 40000	
15001 - 16000	40001 - 41000	
16001 - 17000	41001 - 42000	
17001 - 18000	42001 - 43000	
18001 - 19000	43001 - 44000	
19001 - 20000	44001 - 45000	
20001 - 21000	45001 - 46000	
21001 - 22000	46001 - 47000	
22001 - 23000	47001 - 48000	
23001 - 24000	48001 - 49000	
24001 - 25000	49001 - 50000	
	50001 - 510000	

59000s

Bureau of Assessments

"Automobile Notices"

List of volumes as labeled

(1934)	113001 - 114000	(1935)	18001 - 19000	(1935)	103001 - 104000
	114001 - 115000		19001 - 20000		104001 - 105000
	115001 - 116000		20001 - 21000		105001 - 106000
	116001 - 117000		21001 - 22000		106001 - 107000
	117001 - 118000		22001 - 23000		
	118001 - 119000		23001 - 24000		
	119001 - 120000		24001 - 25000		
1935	1 - 1000	(1936)	50001 - 51000		
	1001 - 2000		51001 - 52000		
	2001 - 3000		52001 - 53000		
	3001 - 4000		53001 - 54000		
	4001 - 5000		54001 - 55000		
	5001 - 6000		55001 - 56000		
	6001 - 7000		56001 - 57000		
	7001 - 8000		57001 - 58000		
	8001 - 9000		59001 - 60000		
	9001 - 10000		60001 - 61000		
	10001 - 11000		61001 - 62000		
	11001 - 12000		62001 - 63000		
	12001 - 13000		63001 - 64000		
	13001 - 14000		64001 - 65000		
	14001 - 15000		65001 - 66000		
	15001 - 16000				
	16001 - 17000				
	17001 - 18000				

51000

"AUTOMOBILE NOTICES"

Bureau of Assessments

LIST OF VOLUMES AS LABELED

1937 - 1 - 1000	1937 - 33001 - 34000
1937 - 1001 - 2000	1937 - 34001 - 35000
1937 - 2001 - 3000	1937 - 35001 - 36000
1937 - 3001 - 4000	1937 - 36001 - 37000
1937 - 4001 - 5000	1937 - 37001 - 38000
1937 - 5001 - 6000	1937 - 38001 - 39000
1937 - 6001 - 7000	1937 - 39001 - 40000
1937 - 7001 - 8000	1937 - 40001 - 41000
1937 - 8001 - 9000	1937 - 41001 - 42000
1937 - 9001 - 10000	1937 - 42001 - 43000
1937 - 10001 - 11000	1937 - 43001 - 44000
1937 - 11001 - 12000	1937 - 44001 - 45000
1937 - 12001 - 13000	1937 - 45001 - 46000
1937 - 13001 - 14000	1937 - 46001 - 47000
1937 - 14001 - 15000	1937 - 47001 - 48000
1937 - 15001 - 16000	1937 - 48001 - 49000
1937 - 16001 - 17000	1937 - 49001 - 50000
1937 - 17001 - 18000	1937 - 50001 - 51000
1937 - 18001 - 19000	1937 - 51001 - 52000
1937 - 19001 - 20000	1937 - 52001 - 53000
1937 - 20001 - 21000	1937 - 53001 - 54000 - END
1937 - 21001 - 22000	1938 - 1 - 1000
1937 - 22001 - 23000	1938 - 1001 - 2000
1937 - 23001 - 24000	1938 - 2001 - 3000
1937 - 24001 - 25000	1938 - 3001 - 4000
1937 - 25001 - 26000	1938 - 4001 - 5000
1937 - 26001 - 27000	1938 - 5001 - 6000
1937 - 27001 - 28000	1938 - 6001 - 7000
1937 - 28001 - 29000	1938 - 7001 - 8000
1937 - 29001 - 30000	1938 - 8001 - 9000
1937 - 30001 - 31000	1938 - 9001 - 10000
1937 - 31001 - 32000	1938 - 10001 - 11000
1937 - 32001 - 33000	1938 - 11001 - 12000
	1938 - 12001 - 13000

67 vols.

AUTOMOBILE NOTICES

Bureau of Assessments

LIST OF VOLUMES AS LABELED

1938 - 13001-14000	1938 - 44001-45000
1938 - 14001-15000	1938 - 45001-46000
1938 - 15001-16000	1938 - 46001-47000
1938 - 16001-17000	1938 - 47001-48000
1938 - 17001-18000	1938 - 48001-49000
1938 - 18001-19000	1938 - 49001-50000
1938 - 19001-20000	1938 - 50001-51000
1938 - 20001-21000	1938 - 51001-52000
1938 - 21001-22000	1938 - 52001-53000
1938 - 22001-23000	1938 - 53001-54000
1938 - 23001-24000	1938 - 54001-55000
1938 - 24001-25000	1938 - 55001-56000
1938 - 25001-26000	1938 - 56001-57000
1938 - 26001-27000	
1938 - 27001-28000	
1938 - 28001-29000	
1938 - 29001-30000	
1938 - 30001-31000	
1938 - 31001-32000	
1938 - 32001-33000	
1938 - 33001-34000	
1938 - 34001-35000	
1938 - 35001-36000	
1938 - 36001-37000	
1938 - 37001-38000	
1938 - 38001-39000	
1938 - 39001-40000	
1938 - 40001-41000	
1938 - 41001-42000	
1938 - 42001-43000	
1938 - 43001-44000	

44 vols.

SCOTT - KOYAKA
(Worker's full name)

8-9-38
(Date)

37
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214.
(Name of building, room number, street address)

1. Title "F. F. I." (FOREIGN FIDUCIARY INCOME-CERTIFICATIONS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

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

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

4. Labeling AS SHOWN ON LINE 1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents THIS BINDER CONTAINS FOREIGN FIDUCIARY INCOME
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
CERTIFICATION TO THE LOCAL ASSESSING BODY (IN ACCORDANCE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
WITH CODE, ARTICLE 81, SECTIONS 141-A AND 141-B) OF 6% EXCISE
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
TAX ON INCOME FROM FOREIGN FIDUCIARIES AS DETERMINED
BY THE STATE TAX COMMISSION FROM REPORT FILED BY THE
BENEFICIARY OR HIS/HER AGENT TO THE COMMISSION FOR YEARS
SET FORTH; DATE CERTIFIED TO BUREAU OF ASSESSMENT OF
BALTIMORE CITY; NAME AND ADDRESS OF TAX-PAYER; YEARS

6. Contents—continued AFFECTED, BASIS OF TAX, THE AMOUNT OF TAX AND CONTAINS THE SEAL OF THE OFFICE OF THE STATE TAX COMMISSION AND CERTIFICATION NUMBER AND SIGNATURE OF SECRETARY OF STATE TAX COMMISSION, WHICH IS SUPPLIED FOR THE PURPOSE OF TAXATION, RECORD RETAINED FOR GENERAL
(CONT. ON LINE 12)

7. Arrangement NUMERICALLY BY CERTIFICATION NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF LOOSE LEAF BINDER: 18" X 11 1/2" X 3/4", AVERAGE 10 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ~~NO DATES SHOWN~~ 1 LOOSE LEAF BINDER LOCATED ON EAST WALL OF SHELF IN ROOM NO. 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD IS 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)
CONTINUED FROM LINE 6 — REFERENCE PURPOSES.

Note The above certifications effect each year assessment.

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

(Place of publication) (Date of publication)

SCOTT - KOVAKA
(Worker's full name)

8-5-38
(Date)

38
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214.
(Name of building, room number, street address)

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

or both)

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

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

4. Labeling AS SHOWN ON LINE 1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Box CONTAINS REMOVAL SHEETS FROM THE BUREAU OF RECEIPTS,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

SHOWING NUMBER OF SHEET, APPEAL TAX COURT SHEET NUMBER
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

AND DATED: OF TANGIBLE, AUTOMOBILE, INTANGIBLE, REAL, CITY OR NEW
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

ADDITION, NAME OF ASSESSED PERSON, ADDRESS AND STREET LOCATION,

WARD, SECTION, BLOCK AND LOT NUMBERS, PARTICULARS RELATIVE

TO REMOVING ACCOUNTS FROM APPEAL TAX COURT SHEET DUE

TO ERROR, FOR THE YEARS AFFECTED, AMOUNTS OF REVISED

REMOVALS, AMOUNTS OF INCREASED REMOVALS, AMOUNTS OF DECREASED

6. Contents—continued REMOVALS, CHANGING REVISED TOTALS AS TO INCREASES OR DECREASES AND SIGNATURE OF PRINCIPAL CLERK, ALSO BEARING STAMP SHOWING DATE OF CORRECTIONS AND INITIALS OF CLERK AND KEPT FOR GENERAL REFERENCE PURPOSES.
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 PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF CARDBOARD LETTER FILE BOX: 12" x 5 1/2" x 11 1/2", AVG. 2000 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 1926-1938-OF 1 CARDBOARD LETTER FILE BOX LOCATED ON WOODEN SHELF ON NORTH WALL OF ROOM NO. 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Scott-Kovako

(Worker's full name)

8-17-38

(Date)

39

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 214, Municipal Office Building
(Name of building, room number, street address)

1. Title [Foreign Income - Daily Reports of Foreign Fiduciary Income of Personal Property Assessment Changes]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 1 loose leaf binder
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Binder Labeled F.F.I.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Daily report of foreign fiduciary income of personal property assessment changes showing report number; years affected; year of basis; names of owners; location of properties; amounts of revised assessments; amounts of increases or decreases; also remarks relating to assessment changes and correcting errors; date of report; and signature of approving manager.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of loose leaf binder: 9" x 14 1/2" x 1" - 10 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935 to date, 1 loose leaf binder
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on top of wooden table in room 214.

12. Other information Record is 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 ABOVE RECORDS AFFECT ASSESSMENTS FOR YEAR 1938 AND ARE RETAINED FOR PURPOSES OF TAXATION AND GENERAL OFFICE INFORMATION.

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

(Place of publication) (Date of publication)

Scott-Kovaka

(Worker's full name)

8-17-38

(Date)

40

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Chief Assessor's Office, Rm 216, Municipal Office Building.
(Name of building, room number, street address)

1. Title "FOREIGN INCOME 1938"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity Loose leaf binder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Labeled "Foreign Income 1938"
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Duplicate copy of daily report of foreign fiduciary income of personal property assessment changes, showing report number; years affected; year of basis; names of owners; location of properties; amounts of revised assessments; amounts of increases or decreases; also remarks relating to assessment changes; date of report and

6. Contents—continued signature of approving manager.

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed sheets.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size of loose leaf binder: 9" x 14 3/4" x 3/4", 11 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1935 TO DATE, 1 Loose leaf binder on metal table in center of room 216, Chief Assessor's Office.
(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)

NOTE:—

THE ABOVE RECORDS AFFECT ASSESSMENTS FOR YEAR 1938 AND ARE RETAINED FOR PURPOSES OF TAXATION AND GENERAL OFFICE INFORMATION.

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

(Place of publication)

(Date of publication)

6. Contents—continued _____

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

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

title and identification number)

9. Writing HANDWRITTEN ON PRINTED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF WOODEN FILE DRAWER: 5' x 7" x 13 1/2"; AVERAGE 30 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1938; 1 WOODEN FILE DRAWER LOCATED
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON EAST WALL OF ROOM No. 214.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - THIS RECORD IS NEW - ONLY STARTED IN YEAR 1938.

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

(Author)

(Publisher)

(Place of publication)

(Date of publication)

SCOTT KOVAKA

(Worker's full name)

8-8-38

(Date)

41

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING
Room 214
(Name of building, room number, street address)

1. Title "FOREIGN FIDUCIARY INCOME 6% EXCISE TAX
1ST CERTIFICATION 1938"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

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

4. Labeling AS SHOWN ON LINE 1.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents CARD RECORDS SHOW NAME AND LOCAL ADDRESS OF FOREIGN
CORPORATIONS OR INDIVIDUALS, YEAR STOCK LIST FILED FOR, CERTIFICATE
NUMBER, AMOUNT OF STATE TAX COLLECTOR'S CERTIFICATION, DAILY
REPORT NUMBER, CORRECTED CERTIFICATION NUMBER AND CORRECTION
AND KEPT FOR GENERAL OFFICE REFERENCE PURPOSES.

FOREIGN FIDUCIARY INCOME
6% EXCISE TAX.

STARTED YEAR 1938.

(47)

MDB 5937

YEAR	CERT. NO.	AMOUNT OF S. T. C. CERT.	DAILY REPORT NO.	CERT. NO.	CORRECTION	YEAR	CERT. NO.	AMOUNT OF S. T. C. CERT.	DAILY REPORT NO.	CERT. NO.	CORRECTION

Bureau of Assessments

SCOTT KOVAKA

(Worker's full name)

8-17-38

(Date)

42

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF ASSESSMENTS

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

Address of office of custody CHIEF ASSESSOR'S OFFICE, ROOM 216, MUNICIPAL OFFICE BLDG.

(Name of building, room number, street address)

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

or both)

2. Dates 1913--
(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 REPORTS OF VARIOUS PUBLIC SERVICE CORPORATIONS RELATIVE TO PUBLIC SERVICE HOLDINGS, INCLUDING ABATEMENTS AUTHORIZED BY THE BOARD OF ESTIMATES, RECORDS OF BUILDINGS WHICH HAVE BEEN RAZED, AS REPORTED BY THE BUREAU OF BUILDINGS TO THE BUREAU OF ASSESSMENTS; CORRESPONDENCE RELATIVE TO UNCOLLECTABLE ACCOUNTS; RECORD OF COURT DECISIONS; STATE TAX COMMISSION AND NEW LAWS RELATIVE TO SECURITIES; OPINIONS OF THE CITY SOLICITOR; ALSO MISCELLANEOUS INFORMATION CONCERNING TAX ROLLS; ALSO CORRESPONDENCE

6. Contents—continued FROM THE CITY CONTROLLER RELATIVE TO TAX SALES, REDEMPTIONS, ETC., AND ASSESSORS' REPORTS ON BOOKS REVIEWED FOR EACH YEAR AND KEPT FOR GENERAL OFFICE REFERENCE PURPOSES.
7. Arrangement ALPHABETICALLY BY SUBJECT MATTER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing TYPED AND HANDWRITTEN ON PRINTED HEADS AND PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF STEEL FILE DRAWER: 11 3/4" X 15" X 24", APPROX. 5000 PAPERS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 1913 TO DATE, 1 STEEL FILE DRAWER IN NORTH-EAST CORNER OF ROOM No. 216.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

SCOTT - KOVAKA

(Worker's full name)

8-30-38

(Date)

43

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody VAULT ROOM 213, MUNICIPAL OFFICE BLDG.
(Name of building, room number, street address)

1. Title [CORRESPONDENCE - CIVIL SERVICE COMMISSION]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

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

4. Labeling LABELED "C.S.C. - 1933, 1934, 1935, 1936" 1937-1938 } 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 CONTAINS EMPLOYEES' ENTRY TICKETS; CHANGE TICKETS, REQUESTS FOR EMPLOYEES. CERTIFICATIONS TO APPOINTING OFFICERS, CORRESPONDENCE RELATIVE TO INCREASES IN SALARIES, LISTS OF ASSESSMENT CLERKS, CUT-OFF TICKETS; SALARY CHECK RECEIPTS; NOTICES OF RETAINED SALARY; TRANSFER TICKETS; REPORTS OF CLASSIFIED EMPLOYEES ABSENT WITH PAY; CORRESPONDENCE RELATIVE TO VACATION PERIODS AND HOLIDAYS; AND KEPT FOR PURPOSES OF PAYROLL AND GENERAL OFFICE INFORMATION.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement CHRONOLOGICALLY BY DATES UNDER EACH SUBJECT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF CARDBOARD BOXES: 12" x 3" x 11 1/2", AVERAGE 3500 PAPERS EACH
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Box.

11. Location by dates and quantities 1933-1936; 1 CARDBOARD LETTER FILE BOX ON TOP OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
METAL CABINET ON EAST WALL OF ROOM 213.; 1937-TO DATE; 1 CARDBOARD
LETTER FILE BOX IN CHIEF ASSESSOR'S OFFICE ROOM 216.

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

NOTE - THIS CORRESPONDENCE IS BETWEEN THE CHIEF ASSESSOR'S OFFICE
AND THE CIVIL SERVICE COMMISSION.

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

(Place of publication) (Date of publication)

SCOTT KOVAKA
(Worker's full name)

8-23-38
(Date)

44
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING; PERSONAL PROPERTY ASSESSOR'S OFFICE; ROOM No. 217.
(Name of building, room number, street address)

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

or both)

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

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

4. Labeling NOT LABELED, - SEE LINE 12 - LIST OF BOXES AS 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 CORRESPONDENCE RELATING TO REVALUATION OF PROPERTIES; PETITIONS FOR REDUCTION IN ASSESSMENTS; LETTERS CONCERNING EXEMPTIONS FROM TAXATION; LETTERS TO PAYROLL BUREAU RELATIVE TO SALARY CHECKS; LETTERS INDICATING THE PROPER FILING OF SCHEDULES; LETTERS CONCERNING THE PRINCIPALS IN ARRIVING AT METHOD OF DETERMINING THE VALUATIONS FOR PROPER ASSESSMENTS; LETTERS RELATIVE TO CHANGES IN ASSESSMENT BILLS, ETC., KEPT FOR GENERAL OFFICE REFERENCE PURPOSES.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAMES OF INDIVIDUALS OR MUNICIPALITIES.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing TYPED ON PLAIN PAPER AND PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD LETTER FILE BOXES: 12" x 2 1/4" x 1 1/2", AVERAGE
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
400 PAPERS PER BOX.

11. Location by dates and quantities 1927-TO DATE; 4 CARDBOARD LETTER FILE BOXES
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON STEEL CABINET ON NORTH WALL OF ROOM NO. 217.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

CONT FROM LINE 4:-

(Whether record is known to have been kept earlier than dates shown in item 2)

1.	"	"	"	"	"	1927-1931	- NOT LABELED
1.	"	"	"	"	"	1931-1933	" "
1.	"	"	"	"	"	1933 TO DATE	" "
1.	"	"	"	"	"	1928 TO 1935	" LABELED EXEMPTION-WEISSENHORN"

NOTE:- MR. WAGNER THE PRESENT ASSESSOR SUCCEEDED MR WEISSENHORN.
(WHO WAS THE FORMER ASSESSOR) (WEISSENHORN NOW DEAD)

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

SCOTT-KOVAKA

(Worker's full name)

8-23-38

(Date)

45

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING - CHIEF ASSESSOR'S OFFICE,
Room 216.
(Name of building, room number, street address)

1. Title [CORRESPONDENCE] "MANAGER AND CHIEF ASSESSOR"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates JANUARY 1936 TO DECEMBER 1937.
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling "MANAGER AND CHIEF ASSESSOR" WITH INCLUSIVE DATES - SEE LINE 12 } LIST OF
(Explain fully; years; numbers; letters; number of records so labeled) BOXES

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CORRESPONDENCE RELATING TO REVALUATION OF PROPERTIES.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

PETITIONS FOR REDUCTIONS IN ASSESSMENTS, LETTERS REQUESTING DATA
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

OF OWNERS OF GRAIN IN STORAGE, LETTERS TO PAYROLL BUREAU RELATIVE
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

TO SALARY CHECKS, LETTERS INDICATING THE PROPER FILING OF SCHEDULES,

LETTERS CONCERNING THE PRINCIPALS IN ARRIVING AT _____ METHOD OF

DETERMINING THE VALUATIONS FOR PROPER ASSESSMENTS, LETTERS RELATIVE

TO CHANGES IN ASSESSMENT BILLS, ETC; KEPT FOR GENERAL OFFICE REFERENCE

PURPOSES.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY BY NAMES OF INDIVIDUALS OR MUNICIPALITIES.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing TYPED ON PLAIN PAPER AND PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD LETTER FILE BOXES: 12" x 3 1/4" x 11 1/2", AVERAGE 400 PAPERS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
PER BOX.

11. Location by dates and quantities JAN. 1936 TO DEC. 1937, 4 CARDBOARD LETTER FILE
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
BOXES ON STEEL CABINET ON SOUTH WALL OF ROOM No. 217, JAN. 1938
TO DATE, ON NORTH WALL IN ROOM 216.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
CONT FROM LINE 4:-

Whether record is known to have been kept earlier than dates shown in item 2)

1	"	"	"	"	"	"	JAN. 1-1936 TO MAY 31-1936
1	"	"	"	"	"	"	JUNE 1-1936 TO JULY 1936
1	"	"	"	"	"	"	AUG - 1936 TO MARCH 1936
1	"	"	"	"	"	"	APRIL-1937 TO DEC. 1937
1	"	"	"	"	"	"	JAN 1938 TO DATE.

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

(Place of publication) (Date of publication)

SCOTT-KOVAKA
(Worker's full name)

8-8-38.
(Date)

46
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Room 214. (Name of building, room number, street address)

1. Title "Daily Reports of Automobile
Assessment Changes, Also Assessment Abatements"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 4 LOOSE WERE BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1, WITH INCLUSIVE DATES, SEE LINE 12 FOR LIST OF BINDERS.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents THESE RECORDS CONTAIN DAILY REPORTS OF AUTOMOBILE ASSESSMENT
(Purpose and general nature of record. Principal items 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)
ABATEMENTS FOR CITY AND NEW ADDITION, ALSO DAILY REPORTS OF AUTOMOBILE
ASSESSMENT CHANGES. AUTOMOBILE ASSESSMENT ABATEMENTS SHOW
REPORT NUMBERS, CITY OR NEW ADDITION; PETITION NUMBERS, NAME AND ADDRESS
OF OWNER, AMOUNTS OF ABATEMENT AND YEARS AFFECTED, TOTALS AT BOTTOM OF
PAGE, DATE OF REPORT AND SIGNATURE OF APPROVING OFFICER. THE DAILY REPORTS
OF AUTOMOBILE ASSESSMENT CHANGES SHOW REPORT NUMBER, CITY OR NEW
ADDITION, YEARS AFFECTED, NAMES AND ADDRESS OF OWNERS, AMOUNTS OF REVISED

6. Contents—continued ASSESSMENTS; AMOUNTS OF INCREASES OR DECREASES;
REMARKS RELATIVE TO CHANGES OR CORRECTIONS; TOTALS AT BOTTOM
OF PAGE; DATE OF REPORT AND SIGNATURE OF APPROVING OFFICER;
KEPT FOR GENERAL REFERENCE PURPOSE OF ASSESSMENT CHANGES AND
CORRECTION.

7. Arrangement NUMERICALLY BY PRINTED REPORT NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing TYPED ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LOOSE LEAF BINDERS: 9" x 14 3/4" x 9 1/2"; AVG 1000 SHEETS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
PER BINDER.

11. Location by dates and quantities 1934 TO DATE; 4 LOOSE LEAF BINDERS
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
LOCATED ON EAST WALL SHELF OF ROOM No. 214.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

1	LOOSE LEAF BINDER	Labeled	OCT. 1934 TO SEPT 1935
1	"	"	OCT 1935 TO SEPT 1936
1	"	"	OCT 1936 TO SEPT 1936
1	"	"	OCT 1937 TO JUNE 1938

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

Bureau of Assessments

Bureau of Assessments

DAILY REPORT OF AUTOMOBILE ASSESSMENT ABATEMENTS
CITY

No. _____

NAME	ADDRESS	YEARS AFFECTED									
		19	19	19	19	19	19	19	19	19	19

~~BUREAU OF RECEIPTS~~
~~RECEIVED~~
~~CONTROLS~~
MDB 634

BUREAU OF ASSESSMENT:
DATE _____
APPROVED _____
MANAGER _____

Bureau of Assessments

Scott Kovaks
(Worker's full name)

8-16-38
(Date)

47
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Chief Assessor's Office, Rm 216 Municipal Office Bldg.
(Name of building, room number, street address)

1. Title [Daily Reports of Automobile Assessment Changes and Assessment Abatements - CITY AND NEW ADDITION]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1936-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 5 loose leaf binders
(Number of volumes; file drawers; file boxes; bundles; other) (See addenda sheet list)
4. Labeling Labeled Auto, with incl. report numbers and year.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily report of automobile assessment changes showing report number, city or new addition, year affected, name of owner, address, amount of revised assessment, amount of increase or decrease, remarks relative to changes or corrections, date of report, approval of manager, daily report of automobile assessment abatements showing
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued report number, city or new addition, name and address of owner, years affected and amounts of abatements, date of report and signature of manager. The above are duplicate copies of reports.

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size of loose leaf binder: 9 1/4" x 14 3/4" x 2 1/2", 650 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936-1938, 5 loose leaf binders on metal stand in center of room 216, Chief Assessor's Office.
(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)

NOTE: RECORDS KEPT FOR PURPOSES OF TAXATION AND GENERAL OFFICE REFERENCE.

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

(Place of publication) (Date of publication)

Bureau of Assessments.

(Daily Reports of Automobile Assessment
Changes and Assessment Abatements)

cont'd from line 4. list of loose leaf binders
as labeled.

Auto	1936	1-808
Auto	1937	1-609
Auto	1938	1-1115
Auto	1938	1116-2492
Auto	1938	2493-2878

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

SCOTT - KOVAKA
(Worker's full name)

8-8-38
(Date)

48-
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

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

1. Title "Auto"
DAILY REPORT OF AUTOMOBILE ASSESSMENT CHANGES - CITY AND NEW ADDITION
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates FEB. 1925 TO 1934.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 LOOSE LEAF BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BINDERS LABELED "AUTOS" WITH INCLUSIVE DATES AND NUMBERS } SEE LINE 12 LIST OF BINDERS
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents THESE RECORDS CONTAIN DAILY REPORTS OF AUTOMOBILE ASSESSMENT ABATEMENTS FOR CITY AND NEW ADDITION; ALSO DAILY REPORTS OF AUTOMOBILE ASSESSMENT CHANGES. AUTOMOBILE ASSESSMENT ABATEMENTS SHOW REPORT NUMBERS, CITY OR NEW ADDITION, PETITION NUMBERS, NAME AND ADDRESS OF OWNER, AMOUNTS OF ABATEMENT AND YEARS AFFECTED, TOTALS AT BOTTOM OF PAGE, DATE OF REPORT AND SIGNATURE OF APPROVING OFFICER - THE DAILY REPORTS OF AUTOMOBILE ASSESSMENT CHANGES SHOW REPORT NUMBER, CITY OR NEW ADDITION, YEARS AFFECTED, NAME AND ADDRESS OF OWNER, AMOUNTS OF REVISED
(Purpose and general nature of record. Principal items 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 ASSESSMENTS, AMOUNTS OF INCREASES OR DECREASES,
REMARKS RELATIVE TO CHANGES OR CORRECTIONS, TOTALS AT BOTTOM
OF PAGE, DATE OF REPORT AND SIGNATURE OF APPROVING OFFICER,
KEPT FOR GENERAL REFERENCE PURPOSE OF ASSESSMENT CHANGES AND
CORRECTION.

7. Arrangement NUMERICALLY BY PRINTED REPORT NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF LOOSE LEAF BINDERS: 9" x 14 3/4" x 9 1/2", AVERAGE 1000 SHEETS PER BINDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1925 TO 1934 12 LOOSE LEAF BINDERS
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
LOCATED ON WOODEN SHELF IN CENTRE OF VAULT, ROOM
No. 213.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

CONT. FROM LINE 4:-

Whether record is known to have been kept earlier than dates shown in item 2)

1-BINDER-LABELED "AUTO"	"FEB 1925 TO OCT 1925"	1-BINDER-LABELED "AUTO-1-818 YEAR 1933"
1- " " " "	"OCT 1925 TO SEP 1926"	1- " " " " "AUTO-1-834 YEAR 1934"
1- " " " "	"OCT 1926 TO " 1927"	1- " " " " "AUTO" OCT 1933 TO SEPT 1934"
1- " " " "	"OCT 1927 TO " 1928"	
1- " " " "	"OCT 1928 TO " 1929"	
1- " " " "	"OCT 1929 TO " 1930"	
1- " " " "	"OCT 1930 TO " 1931"	
1- " " " "	"OCT 1931 TO " 1932"	
1- " " " "	"OCT 1932 TO " 1933"	

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

Scott Kovaka
(Worker's full name)

8-24-38
(Date)

49
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Auto. Assessor's Office, Municipal Office
Room 219 (Name of building, room number, street address) Building.

1. Title "BA Annual Roll - Automobiles - 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 1937-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 14 Volumes
(Number of volumes; file drawers; file boxes; bundles; other (see addenda sheet/list))

4. Labeling As shown line 1, with year vol. numbers and incl. lettering.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Annual roll of assessed valuation of automobiles in city of Baltimore showing city or new addition, name of owner, address, amount of assessment, total assessments, total of state exempt; with total at bottom of page, in back of volume record of grand recapitulation showing page letter or number; totals for city, new addition, state exempt, also a grand 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)

6. Contents—continued at bottom of page; KEPT FOR PURPOSES OF TAXATION AND GENERAL OFFICE REFERENCE.

7. Arrangement Alph. by owners name.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Tabbed through volumes, alph. according to owner's name.
(Self-contained—describe what it 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 pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size of volume: 17 1/2" x 15" x 2", Average 300 pages per vol.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1937-1938, 14 vols. in metal cabinet near south wall in room 219.
(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)

"B.A. ANNUAL ROLL AUTOMOBILES - CITY OF
BALTIMORE"

49

WITH YEAR AND VOLUME NUMBER AND INCLUSIVE LETTERING

- 1937 Vol. 1 - A to B -
- 1937 " 2 - C " F -
- 1937 " 3 - G " J -
- 1937 " 4 - K " M -
- 1937 " 5 - N " R -
- 1937 " 6 - S " V -
- 1937 " 7 - W " Z

Bureau of Assessments.

- 1938 Vol. 1 A-B
- 1938 Vol. 2 C-F
- 1938 Vol. 3 G-J
- 1938 Vol. 4 K-M
- 1938 Vol. 5 N-R
- 1938 Vol. 6 S-V
- 1938 Vol. 7 W-Z

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Kovaka-Kidd
(Worker's full name)

7/20/38
(Date)

50
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 213 - Municipal Office Building.
(Name of building, room number, street address)

1. Title "A.T.C. Automobile Annual Roll"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1930-1936
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 49 Volumes
(Number of volumes; file drawers; file boxes; bundles; other (see addenda sheet)

4. Labeling As shown on incl. with year, vol. numbers and incl. lettering
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Annual roll of assessed valuation of automobiles in the City of Baltimore, showing city or new addition rate; name of owner; address; amount of assessment; total assessments; state exemptions with totals at bottom of page; in back of volume, grand recapitulation showing page letter; totals for city; new addition; state exempt; also grand total at bottom of page; record retained for general office reference purposes.
(Purpose and general nature of record. Principal items 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 names of owners.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Tabbed alph. (A to Z) through volume.
(Self-contained—describe what it 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 pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of vol. : 17 1/4" x 15 1/4" x 1 1/2" 300 pp per vol.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930-1936, 49 Volumes on wooden shelf
in center of vault room 213.
(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)

Bureau of Assessments

"ATC Automobile Annual Roll"

List of volumes as labeled.

1930 Vol. 1 A-D City Rate

1930 Vol. 2 E-J City Rate

1930 Vol. 3 K-O City Rate

1930 Vol. 4 P-S City Rate

1930 Vol. 5 T-Z City Rate

1930 Vol. 1 A-K N A Rate

1930 Vol. 2 L-Z N A Rate

1931 Vol. 1 A-B City Rate

1931 Vol. 2 C-F City Rate

1931 Vol. 3 G-J City Rate

1931 Vol. 4 K-M City Rate

1931 Vol. 5 N-R City Rate

1931 Vol. 6 S-V City Rate

1931 Vol. 7 W-Z City Rate

1932 Vol. 1 A-B City Rate

1932 Vol. 2 C-F City Rate

1932 Vol. 3 G-J City Rate

1932 Vol. 4 K-M City Rate

1932 Vol. 5 N-R City Rate

1932 Vol. 6 S-V City Rate

1932 Vol. 7 W-Z City Rate.

Bureau of Assessments

"ATC Automobile Annual Roll"

List of volumes as labeled.

1933	Vol. 1	A-B	City Rate		
1933	Vol. 2	C-F	City Rate	1936	Vol. 1 A-B.
1933	Vol. 3	G-J	City Rate	1936	Vol. 2 C-F.
1933	Vol. 4	K-M	City Rate	1936	Vol. 3 G-J
1933	Vol. 5	N-R	City Rate	1936	Vol. 4 K-M
1933	Vol. 6	S-V	City Rate	1936	Vol. 5 N-R
1933	Vol. 7	W-Z	City Rate	1936	Vol. 6 S-V
1934	Vol. 1	A-B		1936	Vol. 7 W-Z
1934	Vol. 2	C-F			
1934	Vol. 3	G-J			
1934	Vol. 4	K-M			
1934	Vol. 5	N-R			
1934	Vol. 6	S-V			
1934	Vol. 7	W-Z			
1935	Vol. 1	A-B	City Rate		
1935	Vol. 2	C-F	City Rate		
1935	Vol. 3	G-J	City Rate		
1935	Vol. 4	K-M	City Rate		
1935	Vol. 5	N-R	City Rate		
1935	Vol. 6	S-V	City Rate		
1935	Vol. 7	W-Z	City Rate		

Kovaka-Kidd
(Worker's full name)

7-20-38
(Date)

51
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Vault Room 213, Municipal Office Building.
(Name of building, room number, street address)

1. Title "Automobile Tax Roll"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
"Automobile Tax Roll"
2. Dates 1928-1929
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 8 Loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other) (see addenda sheet, list)
4. Labeling Labeled "Automobile Tax Roll" with year and incl lettering.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records This record was used only in years 1928-1929.
(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 automobile assessments showing years affected, sheet number, name and address of owner, amount of assessment for city or new addition; totals at bottom of page and approval of Judges, Appeal Tax Court.
(Purpose and general nature of record. Principal items 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 owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed sheets.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size of loose leaf binders: 22 3/4" X 11 3/4" X 2 1/4", Average 300 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1928-1929, 8 Loose leaf binders on wooden shelves near south wall in Vault, Room 213.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

The above set up was used in 1928 and 1929 only; for subsequent records see serials titled A.T.C. Automobile Annual Roll, from 1930-1938,

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

(Place of publication)

(Date of publication)

(Automobile Assessments)

"Automobile Tax Roll"

Continued from line 4

List of loose leaf
binders as labeled

Automobile Tax Roll	1928	A-E
" " "	1928	F-K
" " "	1928	L-R
" " "	1928	S-Z
" " "	1929	A-E
" " "	1929	F-K
" " "	1929	L-R
" " "	1929	S-Z

NAME

~~YEAR~~
ADDRESS

CITY

NEW ADDITION

~~SHEET NO.~~

AUTO
TAX ROLL

TOTAL

BUREAU OF RECEIPTS:

~~RECEIVED~~

~~CONTROLS~~

~~ADDRESSING~~

~~MASTER RECORDS~~

~~BOOKKEEPING~~

DATE

SIGNED ~~_____~~

APPEAL TAX COURT:

APPROVED

JUDGES

57

Bureau of Assessments

SCOTT - KOVAKA - Niedentohl 7-28-38

52

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County - BALTIMORE CITY State - MARYLAND

Name of agency or office - BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)

Address of office of custody - MUNICIPAL OFFICE BUILDING, Room 213.
(Name of building, room number, street address)

1. Title [CORRESPONDENCE] "SECURITIES"
(Give present full title 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 11 cardboard letter file boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1 - (SEE ADDENDA SHEET - LIST OF YEARS)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents CORRESPONDENCE TO AND FROM CHIEF ASSESSOR, IN REGARD TO FILING AND RECEIPT OF SCHEDULES, RELATIVE TO ABATEMENT ON SECURITIES ASSESSMENTS, ADJUSTMENTS; NOTICE THAT COURT LEVIED ESTIMATED ASSESSMENT OF SECURITIES AND HOUSEHOLD FURNITURE AGAINST FAILURE TO FILE SCHEDULE; RELATIVE TO VALUATION OF STOCK; RELATIVE TO BEING RESIDENT OF BALTIMORE; NECESSARY TO FILE SCHEDULE; CORRESPONDENCE RELATIVE TO LAWS OF MARYLAND RELATIVE TO BUSINESS CORPORATIONS; METHODS OF VALUING; TAXABLE AS LONG YACHT REGISTERED FROM THE PORT OF BALTIMORE; ASSESSMENTS BASED ON DIVIDENDS; VESSEL PROPERTY; RELATIVE TO FILING SCHEDULE

6. Contents—continued _____

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

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

9. Writing TYPED PRINTED HEAD and plain paper.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size DE LETTER FILE BOX: 12 1/2" x 11 1/2" x 5. Average 350 letters per box.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1926 TO DATE, 11 cardboard letter
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
file boxes on wooden shelf near south wall in vault,
room 213.

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

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

(Place of publication) (Date of publication)

(CORRESPONDENCE) - "SECURITIES."

Bureau of Assessments

- Securities - Oct. 1930 - Sept. 1931.
- " - Sept. 1931 - Feb. 1932
- " - Feb. - July 1932
- " - Aug. - Oct. 1932.
- " - Oct. 1932 - May 1933.
- " - May - Sept. 1933.
- " - Oct. 1933 - May 1934.
- " - May - Aug. 1934.
- " - Sept. 1934 - May 1935.
- " - May 1935 - Dec 1936
- " - JAN 1937 - TO DATE

TOTAL 11 BOXES

SCOTT-KOVAKA

(Worker's full name)

8-26-38

(Date)

53

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody AUTOMOBILE ASSESSOR'S OFFICE, ROOM 219,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

1. Title [AUTOMOBILE ASSESSMENT]
(Give present full title 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 11- STEEL FILE DRAWERS. (2 Compartments each drawer)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling INCLUSIVE LETTERING ON DRAWERS. SEE LIST OF DRAWERS 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)

6. Contents CARD RECORD SHOWS NAME AND ADDRESS OF OWNER, FACTORY PRICE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

OF CAR OR TRUCK, YEAR OF MODEL, YEAR OF ASSESSMENT AND AMOUNT. ON REVERSE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

SIDE CARDS SHOW CITY OR NEW ADDITION RATE, MAKE-STYLE, YEAR MODEL, TITLE NUMBER, ENGINE
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, HORSE POWER, NOTICE NUMBER AND REMARKS RESPECTING THE SALE OR

JUNKING OF CARS OR TRUCKS.

NOTE: THIS RECORD RESPECTS THE AMOUNT OF ABATEMENT ON CARS OR

TRUCKS WHICH HAVE BEEN JUNKED OR SOLD, RETAINED FOR

GENERAL REFERENCE PURPOSES

6. Contents—continued _____

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

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

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

10. Size OF DRAWERS (2 COMPARTMENTS): 6" x 19" x 19", APPROX. 6000 CARDS TO DRAWERS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1937 TO DATE; 11 STEEL FILE DRAWERS IN COUNTER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
NEAR SOUTH WALL OF ROOM No. 219.

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.)

CONT FROM LINE 4 =

Whether record is known to have been kept earlier than dates shown in item 2)

1- STEEL FILE DRAWER - LABELED "AA-BOV"

- 1- " " " " BOW-COO
- 1- " " " " COP-FIK
- 1- " " " " FIL-HANK
- 1- " " " " HANK-JOHNSO
- 1- " " " " JOHNST-LON
- 1- " " " " Loo-MZ
- 1- " " " " NA-RICH
- 1- " " " " RICK-E-SMITH
- 1- " " " " FSMITH-WAP
- 1- " " " " WAR-Z

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

(Place of publication) (Date of publication)

	MAKE STYLE	YEAR	TITLE NUMBER	ENGINE NUMBER	HP	NOTICE	REMARKS
A							
B							
C							
D							
E							
F							
G							
H							
I							
J							
K							
L							

Bureau of Assessments

Kovaka-Kidd-Scott

7-25-38

54

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Vault Room 813, Municipal Office Building.
(Name of building, room number, street address)

1. Title [AUTOMOBILE ASSESSMENT 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 1926-1937
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 70 Cardboard file boxes; 104 wooden file boxes; 140 steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1926-1929, 70 cardboard file boxes labeled with (cont. on line)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Card record showing name and address of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

owner; city or new addition rate; factory; price of
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

auto; make; body model; year made; type; engine
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; horse power; assessed value; year of assessment;

license number; notice number; by whom valued.

The above records show lines drawn through

items under headings assessed value and

year affected.

6. Contents—continued NOTE: THIS RECORD PREPARED FOR PURPOSES
OF TAXATION AND GENERAL REFERENCE

7. Arrangement Alph. by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Handwritten and typed on printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of cardboard box: 5³/₄" x 8¹/₂" x 12³/₄", Average 1000 cards per box.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
 " of wooden box: 6¹/₂" x 8¹/₄" x 17" " 1200 " " "
 " of steel file drawer: 6¹/₄" x 9" x 18" " 1200 " " "

11. Location by dates and quantities 1926-1929, 70 cardboard file boxes on south
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
wall in vault room 213; 1930-1935, 104 wooden file boxes on wooden shelf 6 feet
north of south wall, Room 213; 1936-1937, 140 steel drawers 8 feet west of east wall in vault room [213.]

12. Other information Records and equipment in good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

cont'd from line 4.
with inclusive lettering; 1930-1935, 104 wooden
boxes labeled numerically (1-104), with inclusive
lettering; 1936-1937, 140 steel file drawers labeled
with inclusive lettering; see addenda sheets of
containers as labeled.

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

(Place of publication) (Date of publication)

AUTOMOBILE ASSESSMENT

WITH INCLUSIVE LETTERING - AS FOLLOWS - LIST OF STEEL FILE

DRAWERS FOR YEARS 1936-1937-LABELED: CONT FROM LINE 4:

A - ALO ALE - MM AN - ARM ARN - AZ B - BAK BAL - BAUO BARR - BAZ BE - BELM BELS - BERM BERN - BJ. BL - BOE BOB - BON BOM - BRAG BRE - BRAN BROW - BRZ BU - BURK BURL - BY C - CARL CARM - CAU CAU - CHO CHR - CL CLO - COLI COLL - COOK COOK - CON COW - CROW CROW - CZ D - C - DAVIS D - DAVIS - DELAS DELAU - DIE DIF - DOM DON - DRN DRO - DZ. E - EH EI - EM EN - EZ FA - FEM FEN - N. FISHER L - FISHER - FOZ FOL - FOY FRA - FRIE (51) FRI - FY G. GARN GARY - GERM GERL - GIZ GL - GOLD GOLO - Gby GRA - GREEN GREENA - GROF GROS - GY H - HAMILO HAMILT - HARM	HARN - HART HARU - HEG HEH - HENZ HEP - HILK HILL - HOE HOF - HOLO HOIS - HARS HART - HUF HUB - HY I - J - JAM JAN - F - JOHNSON G - JOHNSON - & JONES H. JONES - JUS K - KAN KAN - KEM KEN - KINE KING - KLIM KLIN - KOK KOL - KRAT KRAU - KY L - LAG LAR - LED LEE - LESP LESS - LIB LIC - LIN LL - LON LOM - LY MC - MCD MCE - MCW M - MALM MALO - MARSH MARS - MATHEI MATHEM - MEIN MEIS - MEYE MEYL - I. MILLER J. MILLER - MITC MITN - MARF MARG - MULL MULLH - MY (51) N - NEY NI - NY O - ON OP - OZ P - PASS PAST - PERO PERR - PIER PIET - POL POM - PRIC PRID - PY. Q R - REDD REDE - REO	REP - RIE RIF - ROBI ROBL - ROSEM ROSEN - ROZ RU - RY S - SAU SAU - SCHIF SCHIL - SCHOE SCHOF - SODP SCOT - SETA SETH - SHEP SAER - SIG SIK - SLATE SLATK - I. SMITH J. SMITH - SNU SMY - SPEI SPEL - STARN STARR - STEU STEW - STRAS STRAT - SULL SULP - SZ T - THOMAN THOMAS - TIP TIR - TRH TRI - TZ U - VA - VEL VEN - VY W - WALLB WALLE - WASHE WASHI - WEDD WEDE - WENK WENN - WHITE WHITEC - WILK WILL - F. WILSON G. WILSON - WOLC WOLF - L. WRIGHT M. WRIGHT - YUS ZA - ZY. (39)
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TOTAL 140 STEEL
FILE DRAWERS

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

"Automobile Assessment"

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Bureau of Assessments

(1930-1935)

List of wooden boxes labeled
with number and incl lettering:

continued from line 4

1 A-ALK	27 DORS-DUNK.	53 K-KELE.
2 ALL-ANDE	28 DUNE-E.F.	54 KELL-KILI
3 ANDI-AT	29 E.G.-ENI.	55 KIEL-KING
4 AU-BAK.	30 ENN.FAL.	56 KNIP-KREH.
5. BAL-BARE	31 FOL.FRANKF.	57 KREI-LANE
6. BART-BEA.	32 FIO-FAI	58 LAUF-LEE
7. BEL-BEN.	33 FAM-FIN.	59 LIEF-LIEWI
8 BER-BIR.	34 FRANK J. FULP.	60 LEX-LONE.
9 BIS-BOK.	35 FNET-GAS.	61 LONG-LY.
10 BOW-BOYC.	36 GAT-GIO.	62 MCC-MCH.
11 BOYD-BRE.	37 GILI-GOE.	63 MIL.-MAJ.
12. BRI-H. BROWN.	38 GOF-GOY.	64 MAK-K. MARTIN
13 S. BROWN-BUE.	39 GR. GREN.	65 L MARTIN-MED
14 BUF-BUS.	40 GREN-GY	66 MEE-MICH.
15 BUT-CAN.	41 H.-HAMU.	67 MICI-MILLS
16. CAP-GAS.	42 HAMN-HARP.	68 MILLUI-MORA
17 CAT-CHO.	43 HARR-HASS.	69 MORG-MURN
18 CLIR-CL.	44 HAST-HEG.	70 NEM-NOY
19 CO-COLLI.	45 HEL.HEY.	71 MURP-NESS.
20 COLLM-COO.	46 HI-HOE.	72 NUC-OT.
21 COP-CRA.	47 HOF-HOP	73 OU-PATS.
22 GRE-CUP.	48 HOR-HUI	74 PATT-PETS.
23 CUR-C. DAVIS	49 HUL-IZ	75 PETT-POH.
24 D. DAVIS-DEL.	50 J-JENK	76 POI-PR.
25 DEN.-DEL.	51 JENN-JOH	77 PS-RAZ
26 DEM-DORR.	52 JON.-JW.	

10 "Automobile Assessment" (Board)

Bureau of Assessments

(1930-1935)

List of wooden boxes labeled

continued from line 4 with number and incl lettering.

78 REA-REZ.	103 WOM & YOUNG.
79 RGA-J.ROBERTS	104 N.YOUNG-ZY.
80 K.ROBERTS-ROSEM.	
81 ROSEN-RHS	
82 RUT-SAU	
83 SAU-SCHL	
84 SCHN-SCHWI	
85 SCH-SHAL	
86 SHEN-SHY	
87 SI-SMIN	
88 SMIT-SMITH.	
89 SMITZ-SPL.	
90 SPO-STER	
91 STES-STRO.	
92 STRH-TALL.	
93 TALM-K.TOMAS	
94 L.TOMAS-TOU	
95 TOW-TZ.	
96 LI-VOITH.	
97 VOLI-WAL.	
98 WAM-WEBH.	
99 WEBE-WESS	
100 WET-WILAT	
101 WILE F.WILSON	
102 G.WILSON-WOLZ.	

"Automobile Assessment" (Book)

Bureau of Assessments

Continued FROM LINE 4.

List of cardboard file boxes for 1926-1929, labeled as follows,

A - Am	Gole - Green	Nid - Ny
An - Az	Greer - Gz	Oa - Oz
Ba - Bar	Ha - Harp	Parr - Pents
Bas - Benn	Harr - Heg	Peo - Pod
Bens - Blon	Heh - Hill	Pohl - Pyne
Bloo - Brad	Hulh - Hopk	Ra - Rel
Brog - Broz	Hopp - Hy	Rem - Roberts
Bru - Bry	I - J - Ji	Robertson - Rou
C - Catan	Jo - Jz	Rou - Ry
Cat - Clark	K - Ken	S - Schil
Clark - Collins	Keo - Kne	Schim - Sco
Coll - Cov	Kni - Kyz	Scr - Shim
Cone - Cz	L - Lift	Shin - Smir
D - Deg	Leg - Lio	Smit - Smy
Deh - Dol	Lip - Lyt	So - Ste
Dom - Dz	McA - McW.	steli - Stran
Ea - Eng	Ma - Marte	stras - sz
Enk - Fei	Marti - Mere	Ta - Tha
Fes - Fors	Mere - Milles	Thr - Tv
Fort - Fy	Milles - Marp	U - V
Ga - Gep	Marr - My	W - Was i
Ger - Gold	Na - Nic	Wask - Wen
		Wer - Wili
		Weik - Wini
		Wink - Wz
		X - Y - Z.

70 cardboard file boxes

✓

AUTOMOBILE ASSESSMENT

NEW ADDITION

NAME _____

ADDRESS _____

FACTORY PRICE	MAKE	BODY	YEAR	TYPE	ENGINE NUMBER	H. P.	ASSESSSED VALUE	FOR YEAR	LICENSE NUMBER	NOTICE NUMBER	VALUED BY

X

Bureau of Assessments

Assessment Accepted _____

Date _____

SCOTT-KOVAKA
(Worker's full name)

8-26-38
(Date)

55
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody AUTOMOBILE ASSESSOR'S OFFICE, ROOM 219,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

1. Title [AUTOMOBILE ASSESSMENT 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 1938-1939
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 105 STEEL FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LABELLED WITH INCLUSIVE LETTERING, SEE ADDENDA SHEET-LIST OF DRAWERS.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents CARD RECORD SHOWS NAME AND ADDRESS OF OWNER, FACTORY PRICE OF CAR OR TRUCK, YEAR OF MODEL, YEAR OF ASSESSMENT AND AMOUNT. ON REVERSE SIDE CARDS SHOW CITY OR NEW ADDITION RATE. MAKE-STYLE; YEAR MODEL; TITLE NUMBER; ENGINE NUMBER; HORSE POWER; NOTICE NUMBER AND REMARKS RESPECTING THE SALE OR JUNKING OF CARS OR TRUCKS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

NOTE: THIS RECORD RESPECTS ASSESSMENTS ON CARS OR TRUCKS AND KEPT FOR PURPOSES OF TAXATION AND GENERAL REFERENCE.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY BY NAMES OF OWNERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF STEEL FILE DRAWERS: 6 1/4" x 9" x 18" - AVERAGE 1500 CARDS EACH DRAWER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1938-1939; 105 STEEL FILE DRAWERS ON WEST WALL OF ROOM No. 219.
(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)

"AUTOMOBILE ASSESSMENT"WITH INCLUSIVE LETTERING - AS FOLLOWING

1- STEEL DRAWER - AA - ALK
 1- " " ALL - AN
 1- " " AP - AZ
 1- " " BA - BAN
 1- " " BAP - BAU
 1- " " BAV - BEL
 1- " " BEM - BEV
 1- " " BI - BLY
 1- " " BO - BOV
 1- " " BOW - BRE
 1- " " BRI - BROWN
 1- " " BROWNE - BUP
 1- " " BUR - BZ
 1- " " CA - CARP
 1- " " CARR - CHAM
 1- " " CHAP - CLAR
 1- " " CLAS - COLE
 1- " " COLG - COO
 1- " " COP - CRE
 1- " " CRZ - CZ
 1- " " DA - DAV
 1- " " DAW - DEP
 1- " " DER - DIW
 1- " " DIX - DOV
 1- " " DOW - DZ
 1- " " EA - ELLIO
 1- " " ELLIS - EZ
 1- " " FA - FIK
 1- " " FIL - FOF
 1- " " FOG - FRAR
 1- " " FRAS - FZ
 1- " " GA - GEH
 1- " " GEI - GIL
 1- " " GIM - GOLOR
 1- " " GOLDS - GRAL
 1- " " GRAM - GRIF
 1- " " GRIG - GZ
 1- " " HA - HANK
 1- " " HANK - HARTL

1- STEEL DRAWER = HARTM - HEIK
 1- " " HEIM - HER
 1- " " HES - HN
 1- " " HO - HOLL
 1- " " HOLM - HR
 1- " " HU - HZ
 1- " " I-JA - JEF
 1- " " JEG - JOHNSO
 1- " " JOHNST - JZ
 1- " " KA - KEF
 1- " " KEG - KHY
 1- " " KI - KLI
 1- " " KLO - KRAE
 1- " " KRAF - KZ
 1- " " LA - LAUT
 1- " " LAUV - LEO
 1- " " LEP - LIND
 1- " " LINE - LON
 1- " " LOO - LZ
 1- " " MCA - MCF
 1- " " MEG - MEZ
 1- " " MA - MANN
 1- " " MAND - MAS
 1- " " MAT - MERI
 1- " " MERK - MILLER - G
 1- " " H-MILLER - MOK
 1- " " MOL - MOS
 1- " " MOT - MZ
 1- " " NA - NE
 1- " " NI - NZ
 1- " " OA - OZ
 1- " " PA - PAR
 1- " " PE - PH
 1- " " PI - POS
 1- " " POT - PZ-O
 1- " " RA - REH
 1- " " REI - RICH
 1- " " RICK - ROB
 1- " " ROC - ROS
 1- " " ROT - RZ
 1- " " SA - SCHAD
 1- " " SCHAE - SCHME

"AUTOMOBILE ASSESSMENT"

With Inclusive Lettering = As Follows

- 1- STEEL DRAWER = SCHMI - SCHV
- 1- " " SCHW - SEP
- 1- " " SER - SHE
- 1- " " SHI - SIMO
- 1- " " SNY - SPL
- 1- " " F. SMITH - SNU
- 1- " " SNY - SPL
- 1- " " SPO - STEP
- 1- " " STER - STRE
- 1- " " STRI - SZ
- 1- " " TA - TEY
- 1- " " THA - THY
- 1- " " TIA - TRI
- 1- " " TRO - TZ - U
- 1- " " VA - VZ
- 1- " " WA - WAP
- 1- " " WAR - WEBR
- 1- " " WEBS - WER
- 1- " " WES - WIE
- 1- " " WIG - WILR
- 1- " " WILS - WOLE
- 1- " " WOLF - WZ
- 1- " " X - Y
- 1- " " Z.

(24)

TOTAL 105 - STEEL FILE DRAWERS

	MAKE STYLE	YEAR	TITLE NUMBER	ENGINE NUMBER	HP	NOTICE	REMARKS
A							
B							
C							
D							
E							
F							
G							
H							
I							
J							
K							
L							

*NOTE - CARD FOR "CITY RATE"
IS IDENTICAL IN WORDING*

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✓

	FACTORY PRICE	YEAR	19	19	19	19	19	19	19	19	19	19	19	19
A														
B														
C														
D														
E														
F														
G														
H														
I														
J														
K														
L														
	TOTAL													

Bureau of Assessments

SCOTT-KOVAKA

(Worker's full name)

8-26-38

(Date)

56

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

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

Address of office of custody AUTOMOBILE ASSESSOR'S OFFICE, ROOM 219,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

1. Title [RECORD AUTOMOBILE ASSESSMENTS - FOR FLEETS]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
"AUTOMOBILE FOLDERS"
or both)

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

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

4. Labeling "AUTOMOBILE FOLDERS" WITH INCLUSIVE LETTERING.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 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 SHOWS NAME OF CORPORATION, ADDRESS, SHEET NUMBER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

MAKE AND STYLE OF TRUCKS AND CARS, YEAR MODEL OF EACH, TITLE NUMBER,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by)

HORSE POWER, ENGINE NUMBER, NOTICE NUMBER, REMARKS RELATING TO TRUCKS
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

OR CARS WHICH HAVE BEEN "SOLD, FACTORY PRICE, YEAR OF ASSESSMENTS

AND AMOUNT, ALSO ATTACHED TO RECORD, LIST OF TRUCKS OR CARS NOW

IN POSSESSION AND OWNED BY SUCH CORPORATIONS WHICH IS CHECKED AGAINST

BUREAU'S RECORDS. list shows MAKE OF CAR, BODY TYPE,

MOTOR NUMBER, SERIAL NUMBER AND LICENSE NUMBER.

NOTE: THIS RECORD RESPECTS ASSESSMENTS ON AUTOMOBILE "FLEETS" AND KEPT FOR PURPOSES OF TAXATION AND GENERAL REFERENCE.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY BY NAMES OF OWNERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF METAL FILE CABINET: 11 1/2" x 16 1/2" x 26; AVERAGE 26 FOLDERS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(Average 20 sheets to folder)

11. Location by dates and quantities 1938 to 1939; 1 METAL FILE CABINET ON COUNTER ON SOUTH WALL OF ROOM No. 219.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD IS 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 RECORD USED WHERE INFORMATION IS OF SUCH LARGE PROPORTION IT CANNOT BE RECORDED ON CUSTOMARY CARDS. (FLEET OF CARS); records prior to 1938 are recorded on cards (see Automobile Assessment Record 1926-1937)

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

(Place of publication) (Date of publication)

SCOTT-NIEDENTOHLE-KOVAKA

(Worker's full name)

7-27-38

(Date)

57

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
VAULT ROOM 213
(Name of building, room number, street address)

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

or both)

2. Dates 1927-1934
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 ENVELOPES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1, WITH YEAR. (SEE ADDENDA SHEET LIST)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE - DISCONTINUED IN 1935. SEE LINE
(If record discontinued, give reason and state whether same information shown in another
12 FOR DETAILED INFORMATION.
record. Explain why records are missing, if possible)

6. Contents Office record used for general references, showing
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
NOTICE NUMBER; DATE; NAME OF OWNER; YEAR OF ASSESSMENT;
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
NOTICE OF ASSESSOR THAT VESSEL PROPERTY HAS BEEN VALUED;
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
SHOWING THE LOCATION OF PROPERTY; VALUATION OF PROPERTY; DATE
ACTION IS SUBJECT TO REVIEW BY APPEAL TAX COURT AND
SIGNATURE OF PRINCIPAL ASSESSOR; ALSO CONTAINS CORRESPONDENCE
RELATIVE TO VESSELS REGISTERED FROM THIS PORT AND ARE LIABLE TO
TAXATION.

6. Contents—continued

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

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

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

10. Size OF ENVELOPES : 8 1/2" X 11" ; AVERAGE 75 PAPERS PER ENVELOPE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1927-1934 ; 8 ENVELOPES IN METAL CABINET
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
S/E CORNER OF VAULT OF ROOM 213.

12. Other information RECORDS ARE 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 :- BEGINNING WITH YEAR 1927 THE CITY APPROPRIATED FUNDS (12500
YEARLY) FOR THE PURPOSE OF OBTAINING FROM THE CUSTOM AUTHORITIES
A RECORD OF ALL LARGE FLOATING PROPERTY SO AS NOTICE OF
ASSESSMENT COULD BE SENT OWNERS THEREOF. IN 1935 NO
APPROPRIATION WAS MADE SO THIS MEANS WAS DISCONTINUED.
MATTER IS NOW HANDLED BY PERSONAL PROPERTY ASSESSMENT.

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

"VESSEL PROPERTY"
(ASSESSMENT NOTICES.)
Bureau of Assessments

1	Envelope	-	1927.	Vessel	Property.
1	"	-	1928.	"	"
1	"	-	1929.	"	"
1	"	-	1930.	"	"
1	"	-	1931.	"	"
1	"	-	1932.	"	"
1	"	-	1933.	"	"
1	"	-	1934.	"	"

SCOTT-KOVAKA
(Worker's full name)

8-9-38
(Date)

58
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Principal Assessment Clerks Room 214
(Name of building, room number, street address)

1. Title "A. T. C. CONTROL SUMMARY AND 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 1928--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling AS SHOWN ON LINE 1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents THIS VOLUME CONTAINS A SUMMARY SHOWING TOTALS OF MONTHLY BASIS
(Purpose and general nature of record. Principal items 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 their headings, etc. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
FROM ROLLS, UNDER RESPECTIVE YEARS AND RECAPITULATION UNDER THE
HEADINGS - INTANGIBLE, TANGIBLE CITY, TANGIBLE - NEW ADDITION, REAL
ESTATE - CITY, REAL ESTATE - SUBURBAN, RURAL, REAL ESTATE - NEW ADDITION,
WHICH SHOWS AMOUNTS OF INCREASES OR DECREASES OF CITY EXEMPT, STATE
EXEMPT, AMOUNTS OF INCREASES OR DECREASES OF RESPECTIVE YEAR BASIS,
AMOUNTS OF INCREASES OR DECREASES FOR CITY BASIS NET, STATE BASIS NET,
AND AMOUNT CITY TAXABLE BY MONTHS AND WITH TOTALS OF TAX BASIS FOR

6. Contents—continued RESPECTIVE YEARS.

Annual reports are prepared from this record, also used for general reference purposes.

7. Arrangement CHRONOLOGICALLY BY YEAR 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 SHEETS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LOOSE LEAF BINDER: 9 1/4" x 22 3/4" x 3 1/2", AVERAGE 600 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1928 TO 1938, 1 LOOSE LEAF BINDER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
LOCATED ON EAST WALL SHELF OF ROOM No. 214.

12. Other information RECORD IS 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)

Kovaka-Scott
(Worker's full name)

8-8-38
(Date)

59
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 214, Municipal Office Building.
(Name of building, room number, street address)

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

or both)

2. Dates 1929--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf binder
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Control record of tangible assessments for the year 1929
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

and subsequent years; a daily control record of units for
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

city and state basis at full city rate and new addition rate;
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

beginning with year 1929, basis as of December 1928; all changes

subsequent thereto approved by the court are so entered; also a

daily control of net basis covering same period; data from this

record is used in preparing monthly reports and control summary;

record shows page letter of roll sheet; year affected; year, month,

6. Contents—continued and date of record; amounts of assessments under headings full city rate and new addition rate with totals carried foreward daily.

7. Arrangement Chronologically by dates 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 printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of loose leaf binder: 9" x 11 3/4" x 2 1/2" Approx. 450 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1929 to date, 1 loose leaf binder on wooden shelf, east wall in room #214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Record is 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)

Kovako-Scott
(Worker's full name)

8-8-38
(Date)

60
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 214, Municipal Office Building
(Name of building, room number, street address)

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

or both)

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

3. Quantity 1 loose leaf binder
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As shown on line 1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Control record of real property assessments for the
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

year 1930 and subsequent years; a daily control by word units for
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

city and state basis at full city rate, suburban rate, rural
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

rate and new addition rate; beginning with the year 1930 as

reported to the City Collector; all changes subsequent thereto

were approved by the court and are so entered; also a

daily control record of net basis covering same periods; data from

this record is used in preparing monthly reports and control

6. Contents—continued summary; record shows page letter of roll sheet; year affected; year, month and date of record; amounts of assessments as checked from roll sheets with totals being carried forward daily.

7. Arrangement Chron. by dates of record under
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. ~~Indexing Tabbed through binder~~ by classification of assessment and year affected.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hand written on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of binder: 9" x 11 3/4" x 2 1/2" Approx. 450 pages.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930 to date, 1 loose leaf binder on wooden shelf, on east wall in room #214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Record is 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)

Kovaka-Scott

(Worker's full name)

8-8-38

(Date)

61

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 214, Municipal Office Building.
(Name of building, room number, street address)

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

or both)

2. Dates 1929--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf binder
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As shown on line 1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Control record of intangible assessments for the year 1929 and subsequent years for city and state basis, beginning their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by with 1929 basis as of December 1928; all changes subsequent thereto were approved by the court are so entered, including a daily control of net basis covering same periods; record covers intangible assessments for full rate state and city also city and state exemptions; is used for preparing monthly reports and control summary; showing page letter of
(Purpose and general nature of record/ Principal items of information shown. Summary of forms used in making record, 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 *roll sheet; year affected; year, month and date of record; amounts of assessments at full rate for state and city; also amounts of state exemptions and city exemptions with totals carried forward daily.*
-
7. Arrangement *Chron. by dates of record under year of assessment.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8. Indexing _____
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing *Handwritten on printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size *of binder: 9" x 11 3/4" x 1 3/4", Approx. 300 pages.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
-
11. Location by dates and quantities *1929 to date, 1 loose leaf binder on wooden shelf, on east wall in room #214.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
-
12. Other information *Record is 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)

Kovaka-Scott
(Worker's full name)

8-8-38
(Date)

62
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Rooms 213-214, Municipal Office Building
(Name of building, room number, street address)

1. Title "MARYLAND CORPORATIONS"
(Give present full title in quotes assigned title, if any, in brackets. If record had had other titles, list them with dates or quantities or both)
2. Dates 1930-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 11 Loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other) (see addenda sheet)
4. Labeling Labeled Maryland Corporations with incl. dates.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
6. Contents Daily reports of tangible personal property assessment
(Purpose and general nature of record. Principal items 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)
changes on properties of Maryland Corporations; Principal Assessment Clerks office record referred to for general reference purposes; showing report number; city or new addition; year affected; names of owners; addresses; amounts of revised assessments under headings merchandise, household furniture, office furniture, horses and vehicles, vessel property, miscellaneous and totals; amounts of increases or

6. Contents—continued decreases under headings merchandise, household furniture, office furniture, horses and vehicles, vessel property, miscellaneous and totals; remarks relative to assessment changes; date of report and signature of approving manager; also daily reports of tangible personal (Cont. on line 12)

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of loose leaf binder: 11 1/2" x 22 1/2" x 2", Average 400 sheets per binder.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan. 1930-Sept. 1936, 9 loose leaf binders on top of steel filing case on north wall in vault room 213; Oct. 1936 to date, 2 loose leaf binders on table in center of room 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

continued from line 6 ~~~~~~~~~ property assessment abatements, showing report number; city or new addition; year affected; names and addresses of owners; amounts of abatements for a corporation each year covering number of years; date of report; signature of manager, Bureau of Assessments.
Note: The above reports cover Maryland Corporations only.

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

(Place of publication) (Date of publication)

(Daily Reports of Tangible Personal Property Assessment Changes)

Bureau of Assessments

cont'd from line 4. list of loose leaf binders as labeled.

- " Maryland Corporations " (Jan.-June 1930)
- " Maryland Corporations " (Oct. 1930 - Sept. 1931)
- " Maryland Corporations " (Oct. 1931 - Sept. 1932)
- " Maryland Corporations " (Oct. 1932 - Sept. 1933)
- " Maryland Corporations 1932 "
- " Maryland Corporations 1933 "
- " Maryland Corporations 1934 "
- " Maryland Corporations 1935 "
- " Maryland Corporations " (Oct. 1935 - Sept 1936)
- " Maryland Corporations " (Oct. 1936 - Sept 1937)
- " Maryland Corporations " (Oct. 1937 - to date.)

vols. Jan-June 1930 to sept 1933 (4 binders) labeled Maryland Corporations; 1932-1935, (4 binders) labeled Maryland Corporations with year numbers; Oct. 1935 - ddtc, (3 binders) labeled Maryland Corporations.

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Scott-Kovara

(Worker's full name)

8-17-38

(Date)

63

(Form Identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Assessments

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

Address of office of custody Deputy Manager's Office, Rm 216, Municipal

(Name of building, room number, street address)

Office Building.

1. Title "Maryland Corporations"

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

or both)

2. Dates 1936-1938

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

3. Quantity 3 Loose leaf binders.

(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Labeled Maryland Corporations with inclusive (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)

6. Contents Copy of daily report of tangible personal property

(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

assessment changes, from Principal Assessment Clerk's office,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

used for general reference purposes by Deputy Manager; report showing
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

report number; city or new addition; year affected; name of owner; address;

amounts of revised assessments for merchandise, household furniture, office

furniture, horses and vehicles, vessel property, miscellaneous and totals; amounts

of increases and decreases for merchandise, household furniture, office furniture,

horses and vehicles, vessel property, miscellaneous and totals; remarks relative to

6. Contents—continued assessment changes; date of report; signature of approving manager; also copy of daily report of tangible personal property assessment abatements, showing report number; city or new addition; name of owner; address; years affected and amounts of assessment abatements; date of report, and signature of approving manager.

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

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

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

10. Size of loose leaf binder: 11 1/2" x 22 1/2" x 4", Average 700 sheets per binder.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936-1938, 3 loose leaf binders on metal stand in center of room, Deputy Manager's Office, Room 216.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Records are in excellent condition; prior copies of records were destroyed; original reports of Principal Assessment Clerks office are filed. continued from line 4, — report numbers and year numbers. (See attached sheet, list of binders)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication) (Date of publication)

Bureau of Assessments.

(Daily Reports of Tangible Personal Property Assessment Changes; also Assessment Abatements)

cont'd from line 4 list of binders as labeled.

"Maryland Corporations"	1936	1-327
Maryland Corporations	1937	1-309
Maryland Corporations	1938	1-281

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

1242

412
 450
 459
 491
 459
 428
 41
 3 29 41 / 3 6 8
 26
 65
 61

Bureau of Assessments

1917

Bureau of Assessments

Kovach-Scott
(Worker's full name)

8-9-38
(Date)

64
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Rooms 213-214, Municipal Office Building
(Name of building, room number, street address)

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

2. Dates 1925-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 18 loose leaf binders
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Binders labeled Tangible with incl. dates (See addendo sheet)
(Explain fully; years; numbers; letters; number of records so labeled) (list of binders)

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

6. Contents Daily reports of tangible personal property assessment
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, changes; referred to for general reference purposes pertaining to their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by change of ownership, changes in assessments, changes of addresses, abatements, sales of properties; showing report number; city or new addition; year affected; names of owners; addresses; amounts of revised assessments under headings merchandise, household furniture, office furniture, horses and vehicles, vessel property, miscellaneous and totals; amounts

6. Contents—continued of increases or decreases under headings
merchandise, household furniture, office furniture, horses and
vehicles, vessel property, miscellaneous and totals; remarks
relative to assessment changes; date of report and signature
of approving manager; also daily reports of tangible personal (cont. on line 12)
7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size of loose leaf binder: 11 1/2" x 22 1/2" x 5", Average 500 sheets per binder.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities Jan. 1925- Sept. 1935, 14 loose leaf binders on
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
wooden shelf in vault room 213; Oct. 1935 to date, 4 loose
leaf binders on top of table in center of room 214.
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)
continued from line 6 ~~manu~~ property assessment abatements,
showing report number; city or new addition; year affected;
names and addresses of owners; amounts of abatements
for individuals each year; covering number of years; date of
report; signature of manager, Bureau of Assessment.
Note: The above record covers individuals.
13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

"Daily Reports of Tangible Personal
Property Assessment Changes AND ABATEMENTS"

cont'd from line 4. list of loose leaf
binders labeled "Tangible"

Tangible	Jan - Sept. 1925
Tangible	Oct. 1925 - Sept 1926
Tangible	Oct. 1926 - Sept 1927
Tangible	Oct. 1927 - Sept. 1928
Tangible	Oct. 1928 - Sept. 1929
Tangible	Oct. 1929 - Sept. 1930
Tangible	Oct. 1930 - May 1931
Tangible	June - Sept 1931
Tangible	Oct. 1931 - May 1932
Tangible	June - Sept 1932
Tangible	Oct. 1932 - Sept. 1933
Tangible	Oct. 1933 - June 1934
Tangible	June - Sept. 1934
Tangible	Oct. 1934 - Sept 1935
Tangible	Oct. 1935 - Sept 1936
Tangible	Oct. 1936 - May 1937
Tangible	June - Sept 1937
Tangible	Oct. 1937 - to date

THE VOLUMES FORM—Continued

10. Size

(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers

(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Bureau of Assessments

64

Bureau of Assessments

Kovaka-Scott
(Worker's full name)

8-17-38
(Date)

65
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 216, Municipal Office Building.
(Name of building, room number, street address)

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

2. Dates 1936-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 loose leaf binders
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling labeled Tangible with year on each binder (see addenda sheet - list of binders)
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Daily reports of tangible personal property assessment changes on properties of individuals; Deputy Manager's office record referred to for general reference purposes, showing report number; city or new addition; year affected; names and addresses of owners; amounts of revised assessments under headings merchandise, household furniture, office furniture, horses and vehicles, vessel property, miscellaneous and totals; amounts of increases or decreases
(Purpose and general nature of record. Principal items 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 under headings merchandise, household furniture, office furniture, horses and vehicles, vessel property, miscellaneous and totals; remarks relative to assessment changes; date of report; signature of approving manager; also daily reports of tangible personal property abatements, showing report (cont. on line 12)

7. Arrangement Numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of loose leaf binders 11 1/2" x 22 1/2" x 6" Average 1000 sheets per binder.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936-1938, 3 loose leaf binders on metal stand in center of room 216.
(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)
continued from line 6 ~~~~~ number; city or new addition; names and addresses of owners; amounts of abatements for individual each year; covering number of years; date of report; signature of manager - Bureau of Assessments.
Note The above reports cover individuals only.

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

(Place of publication) (Date of publication)

Daily Reports of Tangible Personal
Property Assessment Changes; AND
ABATEMENTS;

Cont'd from line 4. list of loose leaf
binders as labeled

Tangible	1936
Tangible	1937
Tangible	1938

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Scott-Koudko
(Worker's full name)

8-22-38
(Date)

66-67
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Security Assessor's Office, Rm. 217, Municipal Office Building.
(Name of building, room number, street address)

1. Title [Record of Intangible Personal Property and Sundry Tangible Personal Property Abatements]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1924 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 14 Steel file drawers (2 compartments per drawer)
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Incl. lettering labeled on name cards of 13 drawers;
(Explain fully; years; numbers; letters; number of records so labeled) (see line 12)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Intangible record card shows name and address of owner; city or new addition; year affected; amount of assessment; amount of increases or decreases; dates of notice; assessor's name; date of letter and stamped "Abate"; Sundry Tangible record card shows name and address of owner; city or new addition; year of assessment, amounts of assessments for merchandise, household furniture, office furniture, horses and
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued vehicles, vessel property, miscellaneous;
total; date of notice, assessor's name and notice
number; also stamped abatement in last entry.
Security Assessors' office record used for general reference
purposes.

7. Arrangement Alph. by name of owner; drawer labeled (Cont. on line 12)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed and handwritten on printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of steel file drawers: 6'4" x 17 1/2" x 24" Average 4000 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
per drawer. (Approx 3000 cards in compartment
labeled Trust Co's.)

11. Location by dates and quantities 1924 to date, 14 steel file drawers
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on south wall in Security Assessor's Office, Rm. 217.

12. Other information Records and 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)
cont'd. from line 4. inclusive lettering and title
"Trust Co's" labeled on 1 drawer.
Continued from line 7 — Trust Co's, accounts arranged
numerically by account numbers under each
trust company.

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

(Record of Intangible Personal Property and
Sundry Tangible Personal Property
Abatements)

cont'd from line 4, list of steel file drawers
labeled as follows

A-Bak; Bal-Be
Bi-Brom; Bron-Ca
Ce-Cor; Cos-Dl
Do-Et; Eu-Ra
Fre-Gn; Go-Gz
Ha-Hem; Hen-Hir
Hu-Kar; Kas-Ko
Kr-Le; Li-Mag
Mah-Mih; Mik-Na
Ne-Pep; Per-Re
Rh-Ry; Sa-Sc
Se-Sm; Sn-St
Su-Va; Ve-Wh
Wi-Z; Trust Co's

**SUNDRY TANGIBLE
PERSONAL PROPERTY
CITY**

Name
Address

66-67

(68)

YEAR	MERCHAN- DISE	HOUSEHOLD FURNITURE	OFFICE FURNITURE	HORSES AND VEHICLES	VESSEL PROPERTY	MISCEL- LANEOUS	TOTAL	DATE	ASSESSOR AND REMARKS
<i>1934</i>	<i>300</i>						<i>300</i>	<i>7/17/34</i>	<i>assessor name Notice Number</i>

Bureau of Assessments

SCOTT KOVAKA
(Worker's full name)

8-29-38
(Date)

67
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody VAULT, ROOM No. 213, MUNICIPAL
OFFICE BUILDING.
(Name of building, room number, street address)

1. Title (RECORD OF INTANGIBLE PERSONAL PROPERTY AND
SUNDRY TANGIBLE PERSONAL PROPERTY - ABATEMENTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1924 - 1932
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 31 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LABELLED AS SHOWN ON ADDENDA SHEET - LIST OF DRAWERS.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents INTANGIBLE RECORD CARD SHOWS NAME AND ADDRESS OF OWNER, CITY
OR NEW ADDITION, YEAR AFFECTED, AMOUNT OF ASSESSMENT, AMOUNT OF
INCREASES OR DECREASES, DATE OF NOTICE, ASSESSOR'S NAME, DATE OF LETTER
AND STAMPED "ABATED". SUNDRY TANGIBLE RECORD CARD SHOWS
NAME AND ADDRESS OF OWNER, CITY OR NEW ADDITION, YEAR OF ASSESSMENT,
AMOUNTS OF ASSESSMENTS FOR MERCHANDISE, HOUSEHOLD FURNITURE, OFFICE
FURNITURE, HORSES AND VEHICLES, VESSEL PROPERTY, MISCELLANEOUS, TOTAL, DATE
OF NOTICE, ASSESSOR'S NAME AND NOTICE NUMBER, ALSO STAMPED "ABATEMENT" IN LAST
ENTRY.
(Purpose and general nature of record. Principal items 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

Referred to for general reference purposes.

7. Arrangement ALPHABETICALLY BY NAME OF OWNERS.

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE

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

title and identification number)

9. Writing TYPED AND HANDWRITTEN ON PRINTED CARDS.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DRAWERS: 6 1/4" x 8 1/4" x 17" ; AVERAGE 3200 CARDS TO DRAWER.

(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1924-1932 ; 31 STEEL FILE DRAWERS LOCATED ON

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

EAST WALL OF VAULT, ROOM No. 213.

12. Other information RECORDS AND 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 1:- THESE REPRESENT A "DEAD FILE" - CARDS BEING TRANSFERRED FROM CURRENT FILES AS SOON AS POSSIBLE SO AS TO RELIEVE THEIR LIVE FILES.

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Bureau of Assessments

(Record of Intangible Personal Property and Sundry Tangible Personal Property Abatements)

Continued from line 4, list of steel file drawers labeled with incl. lettering as follows

(for 1924 to 1930)

A - Bay
 Bea - Bay
 Boyle - Caye
 Cea - Cza
 Dad - Eit
 Elv - Fre
 Fri - Gow
 Gro - Hoz
 Hea - Hlo
 Hub - Kha
 Kid - Leu
 Lev - McT
 M - Miz
 Mob - Opp
 Ora - Ram
 Ram - Ryt
 S - Schapoff
 Shar - Stay
 Stea - Trav
 Tre - Welz
 Wen - Zus

(for 1931 - 1932)

A - Caye
 Cec - Dlu
 Dab - Fra
 Fre - Cyr
 H - Hro
 Hub - Koz
 Kro - Mag
 Mah - May
 Nea - Rez
 Rhe - Scu

TOTAL 31-DRAWERS

Kovaka-Scott

(Worker's full name)

8-22-38

(Date)

68

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Room 217, Municipal Office Building.
(Name of building, room number, street address)

1. Title [Record of Sundry Tangible Personal Property and Intangible Personal Property Assessments]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 19 Steel file drawers (2 Compartments, each drawer)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Incl. lettering labeled on name cards of each drawer (See addenda) (Sheet for list)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents This record represents active accounts and is used for general reference purposes also as a check against their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by abatements; Sundry tangible personal property assessment record card shows name and address of owner; city or new addition; years affected and amounts of assessments under headings merchandise, household furniture, office furniture, horses and vehicles, vessel property, miscellaneous; total assessments each year; dates of notices; assessor's names and
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-15HR, such forms should be filled out and attached)

6. Contents—continued notice numbers; Intangible personal property assessment record card shows name and address of owner; city or new addition; years affected; amounts of assessments; amounts of increases or decreases; dates of assessments; names of assessors; schedule numbers.
under respective headings are shown
7. Arrangement Alph. by names of owners.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing Handwritten on printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size of steel file drawer: 6'4" X 17" X 24", Average 3000 cards per drawer.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 1926 to date, 19 steel file drawers on south wall in Security Assessor's office, Room 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12. Other information Records and equipment in excellent condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Records of Sundry Tangible Personal Property
and Intangible Personal Property Assessments
cont'd. from line 4, list of steel file drawers
labeled as follows.

A - Az; B - Baz
Bea - Bl; Bo - Bro
Bru - Coy; Ce - Com
Con - Dou; Dav - Dry
Du - Ez; F - Foy
Fr - Gie; Gif - Gre
Gri - Har; Has - Hld
Hoa - Hy; Ia - Kam
Kan - Kno; Ko - Laz
Leo - Lom; Lon - Mc - Mag
Mah - Mes; Met - Mor
Mos - Niz; No - Par
Pas - Poz; Pi - Pey
Rh - Pop; Ros - Scar
Sch - Sci; Sco - Shu
Si - Sny; So - Sti
Sto - Sz; Ta - Tsh
Tu - Vy; Wa - Wel
Wen - Wil; Wim - Zw

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

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.....
.....

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

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.....
.....

12. Subtitle divisions by dates and volume numbers

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13. Other information

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Scott-Kovars
(Worker's full name)

8-22-38
(Date)

69
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Security Assessor's Office, Rm 217, Municipal Office Building.
(Name of building, room number, street address)

1. Title (Record of Intangible Personal Property Assessments) "Trust Companies"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 1 Steel file drawer. (2 compartments)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawer labeled "Trust Companies" A-F; M.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Card shows name of Trust Company, location, city or new addition; year of assessment, amount, amount of increase or amount of decrease; date of notice; assessor's name; schedule 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)

The above card record represents active accounts of Trust Companies and is used for general reference purposes also as a check against assessment abatements.

6. Contents—continued _____

7. Arrangement Alph. by name of Trust Company.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed and handwritten on printed cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of steel file drawer: 6'4" x 17'2" x 24". Approx. 3000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1920 to date, 1 steel file drawer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on south wall in Security Assessor's Office,
Room 217.

12. Other information Record and equipment in excellent
(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)

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

(Place of publication) (Date of publication)

Scott-Kouako

(Worker's full name)

8-26-38

(Date)

70

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Security Assessor's Office, Room 217, Municipal Office Building.
(Name of building, room number, street address)

1. Title (Record of Intangible Personal Property Assessments) "Trust Co's, S D and T"
(Give present full title 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. (2 Compartments)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawer labeled "Trust Co's. - S D + T, 1-5000; 5001-up(9201).
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Card shows name of trust company (Safty Deposit and Trust), name and address of account, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by account number; city or new addition; year of assessment; amount; amount of increase or decrease in assessment; date of notice; assessor's name; schedule number. The above card record represents active accounts in Trust Companies and Safty Deposit and Trust Companies and is used for general

6. Contents—continued reference purposes, also as a check against
assessment statements.

7. Arrangement Numerically by number of trust account.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of steel file drawer: 6"4"x17"2"x24", 9201 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1926 to date, 1 steel file drawer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
on south wall in Security Assessor's Office, Room 217.

12. Other information Records and equipment in excellent
(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)

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

(Place of publication) (Date of publication)

SCOTT-KOVAKA

(Worker's full name)

8-24-38

(Date)

71

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody PERSONAL PROPERTY ASSESSORS OFFICE, ROOM 218,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

1. Title TANGIBLE AND INTANGIBLE RECORDS REPRESENTING ACCOUNTS WHICH
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
HAVE BEEN ABATED) "A TO Q AND R TO Z"
or both)

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

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

4. Labeling "A TO Q" AND "R TO Z"
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents RECORD OF TANGIBLE AND INTANGIBLE ACCOUNTS WHICH HAVE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
BEEN ABATED AND KEPT FOR THE PURPOSE OF DETERMINING A MORE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
CONCISE ESTIMATE OF ASSESSMENT BASIS. TANGIBLE RECORD SHOWS
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
TRADE NAME AND OWNER'S NAME; LOCATION OF PROPERTY, CITY OR NEW ADDITION RATE,
ORIGINAL VALUATIONS UNDER HEADINGS 'MERCHANDISE, HOUSEHOLD FURNITURE,
OFFICE FURNITURE, HORSES AND VEHICLES, VESSEL PROPERTIES AND TOTAL; ALSO
AMOUNTS OF INCREASES OR DECREASES UNDER RESPECTIVE HEADINGS, INCLUDING
MISCELLANEOUS TOTALS; YEARS AFFECTED AND REMARKS SHOWING DAILY REPORT NUMBERS AND

6. Contents—continued DATES OF REPORTS. INTANGIBLE RECORDS SHOW NAME AND ADDRESS,
AMOUNT OF ASSESSMENTS, YEARS AFFECTED, REMARKS RELATING TO DAILY REPORT NUMBER
AND DATE OF REPORTS, ALSO SUBSEQUENT INCREASES OR DECREASES FOR YEARS AFFECTED,

7. Arrangement ALPHABETICALLY BY NAME OF OWNER OR AGENT.

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE

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

title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD BOXES: 12" X 12" X 9 1/2", AVERAGE 2500 SHEETS PER BOX.

(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1922 TO DATE, 2 CARDBOARD FILE BOXES IN STEEL

(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

CABINET ON SOUTH WALL OF ROOM NO. 218.

12. Other information RECORDS ARE IN GOOD CONDITION.

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: - THESE RECORDS ARE KNOWN BY THE BUREAU AS A "DEAD
FILE" AND EVENTUALLY WILL BE TRANSFERRED TO THE
BUREAU OF ARCHIVES. (UNCOLLECTABLES)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Scott - Kovako

(Worker's full name)

8-24-38

(Date)

72

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Personal Property Assessor's Office, Room 218,
Municipal Office Building.
(Name of building, room number, street address)

1. Title [Bureau of Assessments Tangible 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 1929 -- .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 34 Loose leaf binders.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Incl. lettering marked on covers (see addendo sheet list of binders)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 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 shows trade name and owner's
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

name, location of property, city or new
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

addition rate; original valuations under
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

headings merchandise, household furniture, office

furniture, horses and vehicles, vessel property and

total; also amounts of increases or decreases under

respective headings of merchandise, house hold

furniture, office furniture, horses and vehicles, vessel

6. Contents—continued property and miscellaneous; totals, years affected; remarks showing daily report numbers and dates of reports. The above record is used for general reference purposes regarding original valuations and present valuations relative to increases or decreases in assessments.

7. Arrangement Alph. by name of owners.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of loose leaf binder: 9" x 12" x 3", Average 500 sheets per binder.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1929 to date, 34 loose leaf binders
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
in metal cabinet on south wall in Personal Property Assessor's Office, Rm. 218.

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)

72

"Bureau of Assessments Tangible Record"

cont'd. from line 4, list of loose leaf binders
labeled as follows

A	Lh - Ly
Ba	Mc - Ma
Be - Bo	Me - Mi
Br - By	Mo - My
Ca - Cl	N - O
Co - Cz	Pa - Pe
D	Pf - Q
E	Ra - Ri
Fa - Fu	Ro - Ry
Ga - Gn	Sa - Sc
Go - Gy	Se - Si
Ha - He	Sk - Sr
Hi - Hy	St - Sz
I - J	T
Ka - Ki	U - V
Kl - Kun	Wa - Wh
Ld - Le	Wi - Zw.

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)
.....
.....
.....

11. Location by dates and volume numbers
(Buildings and rooms or vaults)
.....
.....
.....

12. Subtitle divisions by dates and volume numbers
.....
.....
.....
.....
.....
.....

13. Other information
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

SCOTT-KOVAKA

(Worker's full name)

8-24-38

(Date)

73

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody PERSONAL PROPERTY ASSESSORS OFFICE, Room No. 218,
MUNICIPAL OFFICE BUILDING.
(Name of building, room number, street address)

1. Title (BUREAU OF ASSESSMENT INTANGIBLE 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 1929--:
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 31 LOOSE LEAF BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling INCLUSIVE LETTERING MARKED ON 25 BINDERS BEGINNING WITH AB TO SW. LINE 12. } CONT ON
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 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 SHOWS NAME AND ADDRESS, AMOUNT OF ASSESSMENT,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

YEARS AFFECTED, REMARKS RELATING TO DAILY REPORT NUMBER AND DATE
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

OF REPORT, ALSO SUBSEQUENT INCREASES OR DECREASES FOR YEARS AFFECTED,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

ALSO IN ADDITION TO THE ABOVE THE 3-BINDERS FOR SAFE DEPOSIT AND TRUST

COMPANY GIVE THE TRUST ACCOUNT NUMBER.

Used for reference purposes regarding increases
or decreases in assessments.

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF OWNERS, ALSO 3 BINDERS (SDT-1-3499-3500-5800-9203) ARRANGED NUMERICALLY BY TRUST ACCOUNT NUMBERS.
Chronologically—by what? Numerically—by what? Alphabetically—by what?

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

title and identification number)

9. Writing HANDWRITTEN AND TYPED ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDERS: 9" x 11 1/2" x 3, AVERAGE 500 SHEETS PER BINDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1929 TO DATE, 31 LOOSE LEAF BINDERS ON SOUTH WALL OF ROOM NO. 218.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

CONT FROM LINE 4:

AND INCLUSIVE LETTERING AND NUMBERING ON 3 BINDERS BEGINNING WITH SDT-1 TO SDT-5800(9203) AND INCLUSIVE LETTERING MARKED ON 3 BINDERS BEGINNING WITH T- TO -ZU. SEE ADDENDA SHEET—LIST OF BINDERS.

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

(Place of publication)

(Date of publication)

LABELLED WITH INCLUSIVE LETTERING AND TRUST ACCOUNT NUMBERS =

AB-AY.
BAC-BAX
BE-BO
BR-BY
CA-CL
CO-CU
DA-DY
E
FA-FID
FIN-FRO
GA-GY
HA-HE
HI-HY
IA-IU
KA-KY
LA-LY
MA-MC
MEA-MER
MI-MY
NA-OW
PA-QU
RA-RY
SA-SE
SH-SP
ST-SW

SD&T - 1-3499
" - 3500
" - 5800 (9203)

T-V
WA-WH
WI-ZU.

TOTAL- 31 LOOSE LEAF BINDERS

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Scott Kovaka
(Worker's full name)

8-18-38
(Date)

74
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Deputy Manager's Office, Rm. 216, Municipal Office Building.
(Name of building, room number, street address)

1. Title [Daily Reports of 1912 Paving Changes]
(Give present full title 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 (For 1939)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Loose leaf binder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 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 Duplicate copy of daily report of 1912 paving changes, showing year affected, report number, year of paving, ward number, section number, block number; number of feet of paving under classes A, B, C and under respective headings increases or decreases; remarks relative to changes, such as, corrected error, restored, new paving,
(Purpose and general nature of record. Principal items 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 etc; totals at bottom of sheet,
date of report and signature of manager.
Office record used for general reference purposes
respecting increases or decreases in various districts.

7. Arrangement numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing Typed on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size of loose leaf binder: 9" x 14 3/4 x 1", 18 Sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On top of desk near east
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
wall in Deputy Manager's Office, Room 216.

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.)
No Prior Records.
Whether record is known to have been kept earlier than dates shown in item 2)

Note. The above record was set up
in Jan. 1938; no daily reports were used prior
to that date.

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

(Place of publication) (Date of publication)

Scott - Kovach

(Worker's full name)

8-16-38

(Date)

75

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Principal Assessment Clerk's Office, Rm 214, Municipal Office Bldg.
(Name of building, room number, street address)

1. Title [Daily Reports of 1912 Paving Changes]
(Give present full title 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-- (For 1939)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 loose leaf binder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 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 Daily Reports of 1912 Paving Changes show year affected, report number, year of paving, ward number, section number and block numbers; number of feet of paving under classes A, B, C and under respective headings of increases or decreases; remarks relative to changes, such as, correcting errors, restored, new paving, etc., totals at bottom
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued of sheet; date of report and signature of manager.

Office record used for references when inquiries are made by property owner's respecting changes in assessments.

7. Arrangement Arr. numerically by report numbers.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of loose leaf binder: 9" x 14 3/4" x 1", 18 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities on steel shelf, on east wall in room 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Record 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)

This record was set up in 1938; no daily reports used prior to 1938.

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

(Place of publication)

(Date of publication)

SCOTT - KOVAKA
(Worker's full name)

8-5-38
(Date)

76
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING, Room 214.
(Name of building, room number, street address)

1. Title "SPECIAL PAYING TAX DATA"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1913--
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 STEEL DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling AS SHOWN ON LINE 1.
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORDS CONTAIN DATA FROM HIGHWAYS ENGINEER RELATIVE TO IMPROVEMENTS OF VARIOUS STREETS THAT ARE CLASSIFIED AS TO WIDTH IN ACCORDANCE WITH THE LAWS OF MARYLAND; DATA FROM COMMISSIONER OF OPENING STREETS SUCH AS NAMES OF STREETS, LOCATIONS, WIDTHS AND DATES OF IMPROVEMENTS, LIST OF WORK WHICH HAS BEEN DONE IN VARIOUS PERIODS AND SHOWING THE LENGTHS AND WIDTHS OF STREETS AND KIND OF PAVING. The above records are used for general reference purposes and for basis of determining taxation.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

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

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

title and identification number)

9. Writing TYPED ON PLAIN PAPER AND PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF STEEL FILE DRAWER: 10 3/4" x 4 3/4" x 14", 25 ENVELOPES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1913-1938, 2 STEEL FILE DRAWERS ON THE SOUTH WALL IN STEEL CABINET OF ROOM No. 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Scott-Kovaka
(Worker's full name)

8-9-38
(Date)

77
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Principal Assessment Clerk's Office, Room 214, Municipal Office Building
(Name of building, room number, street address)

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

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

3. Quantity 1 Loose leaf binder.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Real Property Exempt" labeled on cover.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents Recapitulation of exempted assessments for city and state of real property, made by Appeal Tax Court of Baltimore City for years 1930 to 1933; made by Bureau of Assessments from 1934 to date; record is made from basis starting as of 1929, showing year affected; numbers under headings ward, section, block, lot; amounts of exemptions under headings U.S. Government, State of Maryland, Baltimore
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued City (city property); Churches, parsonages and Parochial Schools; Colleges, Universities and Academies; Cemeteries; Lodges and Benevolent Institutions; Hospitals; Fire Insurance, Salvage Corps (State Taxed-City Exempt); Miscellaneous; totals of increases or decreases, also totals for State (cont. on line 12)

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

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

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

10. Size of loose leaf binder; 11 3/4" x 22 1/2" x 1 1/4", Approx. 150 sheets.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1930 to date, 1 loose leaf binder on wooden shelf, east wall in room 214.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Record is in good condition; prior records are believed to be in Bureau of Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
continued from line 6
Exempt Only; City and State Exempt; and grand totals.
Above record used for preparing annual reports.

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

(Place of publication) (Date of publication)

Scott-Kovaka
(Worker's full name)

8-24-38
(Date)

78
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Security Assessor's Office, Rm 217, Municipal Office Building.
(Name of building, room number, street address)

1. Title "Exemptions" "1939 EX-Schedules-Finished"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Manufacturing Exemptions from Municipal Taxation-Tangible Personal Property)
2. Dates 1920-1939
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 17 Steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other (See addenda sheet))
4. Labeling 1920-1938, 15 drawers labeled "Exemptions" with incl. lettering on drawers; 1939, 2 drawers labeled "1939 EX-Schedules-Finished"
(Print in full; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

- Office records used for general references.
6. Contents Application under ordinance #462, approved March 6, 1919, and under ordinance #1058, approved June 16, 1930, for 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)
Purposes from year to year, of certain property located within the limits of Baltimore City as they existed prior to the act of 1918, owned by Persons, Firms, Maryland corporations and Foreign Corporations, and used entirely or chiefly in connection

6. Contents—continued with manufacturing in said Baltimore City; showing date, name of owner, kind of business engaged in and location, particulars of application for exemption, with list of personal property and valuations, used in connection with manufacturing business; also schedule ^(Cont. on line 12)

7. Arrangement: Alph. by name of manufacturer.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size of steel file drawer: 11 1/2" x 5" x 16", Approx. 200 documents.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities: 1920-1938, 15 steel file drawers 6 feet west of east wall in Vault room 213; 1939, 2 steel file drawers on south wall in Security Assessor's Office in room 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information: Records and 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)
cont'd. from line 6.

of taxable personal property, namely: horses and vehicles, vessel property, merchandise not manufactured by the applicant, office fixtures and furniture, miscellaneous property, and valuations of above; signature of applicant; address; also sworn affidavit before Notary Public

13. ~~(For use in Florida.)~~ Early imprints as to above record being true and correct; attached to application, assessor's certification of
(Author) (Publisher) (Place of publication) (Date of publication)

Personal Property exempted from taxation, also of Personal Property subject to taxation, showing list of properties and valuations.

A. (Manufacturing Exemption
from Municipal Taxation of Tangible
Personal Property and Schedule of Taxable
Personal Property.)

cont'd from line 4. list of steel file
drawers labeled as follows

(For 1920-1938)

Exemptions	A	}	Exemptions	Mc
"	B		"	M
"	C		"	N-O
"	D-E-F		"	P-Q
"	G		"	R-Se
"	H		"	Sh-Sz
"	I-J-K		"	TUv-W-X-Y-Z
"	L			

(For 1939) 2 file drawers labeled
as follows.

1939 Ex. - Schedules - Finished

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

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Bureau of Assessment

PLANT EXEMPTION OF BALTIMORE MANUFACTURERS

Baltimore, Md., 193.....

This is to Certify

That in pursuance of Ordinance No. 462, approved March 6, 1919, and Ordinance No. 1058, approved June 16, 1930,

.....
.....
is entitled to an exemption from taxation for ordinary municipal purposes in the City of Baltimore, for the year 193....., of the following personal property:

Mechanical Tools and Implements	- - - -	\$.....
Machinery	- - - -	\$.....
Raw Material on Hand	- - - -	\$.....
Manufactured Product in Hands of Manufacturer	- - - -	\$.....
Products in Process of Manufacture	- - - -	\$.....
Total	- - - -	\$.....

A N D

That the following personal property is subject to taxation for ordinary municipal purposes in the City of Baltimore for the year 193.....:

Horses and Vehicles (not Motor Vehicles)	- -	\$.....
Vessel Property	- - - -	\$.....
Merchandise Not Manufactured by the Applicant	- - - -	\$.....
Office Furniture and Fixtures	- - - -	\$.....
Miscellaneous Property	- - - -	\$.....
Total	- - - -	\$.....

APPLICATION UNDER ORDINANCE No. 462, APPROVED MARCH 6, 1919, AND UNDER ORDINANCE No. 1058, APPROVED JUNE 16, 1930, FOR EXEMPTION FROM TAXATION FOR ORDINARY MUNICIPAL PURPOSES FROM YEAR TO YEAR, BEGIN-

NING WITH THE YEAR 19....., OF CERTAIN PERSONAL PROPERTY LOCATED WITHIN THE LIMITS OF BALTIMORE CITY AS THEY EXISTED PRIOR TO THE ACT OF 1918, CHAPTER 82, OWNED BY PERSONS, FIRMS, MARYLAND CORPORATIONS AND FOREIGN CORPORATIONS, AND USED ENTIRELY OR CHIEFLY IN CONNECTION WITH MANUFACTURING IN SAID BALTIMORE CITY.

Baltimore, Md., 19.....

To the Manager and Chief Assessor,

Bureau of Assessment:

Gentlemen:

The undersigned,

a

actively engaged in the conduct of

manufacturing business located at

hereby make application under the provisions of Ordinance No. 462, of March 6, 1919, and Ordinance No. 1058, of June 16, 1930, for exemption from taxation for ordinary municipal purposes, beginning with the year 19....., of the following personal property used entirely or chiefly in connection with said manufacturing business, namely:

Mechanical Tools and Implements Valued at..... \$

Machinery Valued at..... \$

Raw Material on Hand Valued at..... \$

Manufactured Product in Hands of Manufacturer Valued at... \$

Products in Process of Manufacture Valued at..... \$

Total..... \$

19.....

Name.....

Address.....

APPLICATION UNDER ORDINANCES No. 462 of 1919 and No. 1058 of 1930

— for —

MANUFACTURING EXEMPTION

— from —

MUNICIPAL TAXATION

FOR 19.....

— of —

TANGIBLE PERSONAL PROPERTY

— and —

SCHEDULE OF TAXABLE PERSONAL PROPERTY OF APPLICANT

Received.....

Exemption allowed for 19..... \$.....

Assessment entered for 19..... \$.....

.....
Manager and Chief Assessor.

This Application and Schedule Must Be Sworn To.

BUREAU OF ASSESSMENT
Room 218
Municipal Bldg., Baltimore

Bureau of Assessment

78

And further, said applicant, in order to segregate under the terms of said Ordinance, its personal property not subject to exemption from the foregoing, files herewith the following list of its taxable personal property, namely:

Horses and Vehicles Valued at..... \$.....
Vessel Property Valued at..... \$.....
Merchandise Not Manufactured by the Applicant Valued at... \$.....
Office Fixtures and Furniture Valued at..... \$.....
Miscellaneous Property Valued at..... \$.....

Signature of Applicant.....
(If firm add "co-partner." If corporation add official title.)

Address.....

(The following affidavit must be made by the individual owner or a co-partner for the firm or an officer for the corporation.)

State of Maryland, Baltimore City, to wit:

On this..... day of....., 19....., personally appeared before me, an Assessor of the Bureau of Assessment of Baltimore City or a Notary Public of the State of Maryland in and for Baltimore City the above..... who signed the foregoing application, and made oath in due form of law for the applicant that the matters and facts above set forth, and the inventories attached hereto are true to the best of his knowledge and belief and that the above application and inventories include all the personal property of the applicant.

AS WITNESS,

SCOTT-KOVAKA
(Worker's full name)

8-23-38
(Date)

79-A
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING, SECURITIES ASSESSORS
(Name of building, room number, street address)
OFFICE, ROOM No. 217.

1. Title [SCHEDULE AND RETURN OF PERSONAL PROPERTY]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity APPROXIMATELY 1000 BUNDLES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NOT LABELED THESE SCHEDULES ARE IN COURSE OF WORK.
(Explain fully; years; numbers; letters; number of records so labeled)

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

6. Contents SCHEDULES SHOW: NAME AND ADDRESS OF THE OWNER OR REPRESENTATIVE AND NOTIFICATION THAT THE PURPOSE OF THE BUREAU OF ASSESSMENT IS TO ASSESS THE OWNER OR REPRESENTATIVE FOR TAXATION FOR THE YEAR AFFECTED, ALSO SHOWS THE DESCRIPTION OF THE PROPERTY, SUCH AS PERSONAL EFFECTS USED IN BUSINESS, PERSONAL EFFECTS NOT USED IN BUSINESS, INSURANCE AS CARRIED, LOCATION OF SUCH EFFECTS AND VALUATIONS, YEARLY INCOME FROM TRUST ESTATES, VALUATION OF VESSEL PROPERTIES, ITEMIZED LIST OF SHARES OF STOCKS OF CORPORATIONS, INCLUDING VALUATIONS, ITEMIZED LIST OF INTEREST PAYING BONDS, NOTES, MORTGAGES, CERTIFICATES, ETC. WITH VALUATIONS 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)

6. Contents—continued _____

7. Arrangement NUMERICALLY BY SCHEDULE NUMBERS
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN ON PRINTED 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 CABINET: 14" X 8 1/2" X 1". APPROX. 1000 BUNDLES - APPROX. 100 DOCUMENTS PER BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1939, 1000 BUNDLES CONTAINED IN STEEL CABINET ON SOUTH WALL OF ROOM 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE 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)

CON'T FROM LINE 6-

NOTE - VALUES ARE NOW BEING RECORDED IN VARIOUS RECORDS.

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

(Place of publication)

(Date of publication)

SCOTT-KOVAKA

(Worker's full name)

8-17-38

(Date)

79-B

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody Deputy Manager's Office, Room 216, Municipal Office Bldg.
(Name of building, room number, street address)

1. Title "SCHEDULE AND RETURN OF PERSONAL PROPERTY"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

3. Quantity 1 STEEL 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 SCHEDULES SHOW NAME AND ADDRESS OF THE OWNER OR REPRESENTATIVE AND NOTIFICATION THAT THE PURPOSE OF THE BUREAU OF ASSESSMENT IS TO ASSESS THE OWNER OR REPRESENTATIVE FOR TAXATION FOR THE YEAR AFFECTED. ALSO SHOWS THE DESCRIPTION OF THE PROPERTY, SUCH AS PERSONAL EFFECTS USED IN BUSINESS, PERSONAL EFFECTS NOT USED IN BUSINESS; INSURANCE AS CARRIED; LOCATION OF SUCH EFFECTS AND VALUATIONS; YEARLY INCOME FROM TRUST ESTATES; VALUATION OF VESSEL PROPERTIES; ITEMIZED LIST OF SHARES OF STOCKS OF CORPORATIONS, INCLUDING VALUATIONS; ITEMIZED LIST OF INTEREST PAYING BONDS, NOTES, MORTGAGES, CERTIFICATES, ETC. WITH VALUATIONS 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)

6. Contents—continued SCHEDULES ALSO REQUIRE SWORN STATEMENT BEFORE A NOTARY PUBLIC, AS TO THE CORRECTNESS OF SAME.

NOTE: - THESE PARTICULAR SCHEDULES ARE HELD PENDING FINAL DECISION AND JUDGEMENT OF THE CHIEF ASSESSOR. ALSO THE FILING DATA ON FACE OF SCHEDULES IS ENTIRELY BLANK.

7. Arrangement NUMERICALLY BY SCHEDULE NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN ON PRINTED 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 SHELF: 11" X 34" X 15"; OF DOCUMENTS: 13 3/4" X 8 1/2" X 18,
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 13000 DOCUMENTS.

11. Location by dates and quantities SCHEDULES FOR 1939 ON STEEL SHELF ON EAST WALL OF ROOM No. 216.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

SCOTT-KOVAKA
(Worker's full name)

8-22-38
(Date)

79-C
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS
(Office of custody) (Office which made the record, if different)
Address of office of custody MUNICIPAL OFFICE BUILDING, SECURITIES
ASSESSOR'S OFFICE, ROOM NO. 217.
(Name of building, room number, street address)

1. Title [SCHEDULE AND RETURN OF PERSONAL PROPERTY]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 36 STEEL FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling 1938-WITH INCLUSIVE SCHEDULE NUMBERS - SEE ADDENDA SHEET LIST OF DRAWERS
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents SCHEDULE SHOWS NAME AND ADDRESS OF THE OWNER OR REPRESENTATIVE AND NOTIFICATION THAT THE PURPOSE OF THE BUREAU OF ASSESSMENT IS TO ASSESS THE OWNER OR REPRESENTATIVE FOR TAXATION FOR THE YEAR AFFECTED, ALSO SHOWS THE DESCRIPTION OF THE PROPERTY, SUCH AS PERSONAL EFFECTS USED IN BUSINESS, PERSONAL EFFECTS NOT USED IN BUSINESS, INSURANCE AS CARRIED, LOCATION OF SUCH EFFECTS AND VALUATIONS, YEARLY INCOME FROM TRUST ESTATES, VALUATION OF VESSEL PROPERTIES, ITEMIZED LIST OF SHARES OF STOCKS OF CORPORATIONS, INCLUDING VALUATIONS, ITEMIZED LIST OF INTEREST PAYING BONDS, NOTES, MORTGAGES, CERTIFICATES, ETC., WITH VALUATIONS 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)

6. Contents—continued THE FILING DATA OF SCHEDULES SHOW SCHEDULE NUMBER,
NAME OF OWNER OR REPRESENTATIVE AND ADDRESS OF SAME. SCHEDULES ALSO
REQUIRE SWORN STATEMENT BEFORE A NOTARY PUBLIC AS TO THEIR CORRECTNESS.

NOTE:— THESE SCHEDULES ARE FOR "VALUE RETURNS"

AND REPRESENT COMPLETED DECISIONS AND JUDGMENTS AS RENDERED BY THE
CHIEF ASSESSOR.

7. Arrangement NUMERICALLY BY SCHEDULE NUMBERS.

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE

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

title and identification number)

9. Writing HANDWRITTEN ON PRINTED 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 FILE DRAWERS: 10 3/4" X 4 3/4" X 12 3/4", AVERAGE 400 SCHEDULES

(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

PER DRAWER.

11. Location by dates and quantities 1938 TO DATE 36 STEEL FILE DRAWERS LOCATED

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

ON SOUTH WALL OF ROOM 217.

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)

Above records kept as office records for general
reference purposes.

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

SCHEDULE AND RETURN OF PERSONAL PROPERTY FOR THE YEAR 1938

LABELED 1938 WITH INCLUSIVE SCHEDULE NUMBERS:-

- | | |
|-------------|-----------------|
| 73800-74199 | 83800-84199 |
| 74200-74599 | 84200-84599 |
| 74600-74999 | 84600-84999 |
| 75000-75399 | 85000-85399 |
| 75400-75799 | 85400-85799 |
| 75800-76199 | 85800-86199 |
| 76200-76599 | 86200-86599 |
| 76600-76999 | 86600-86999 |
| 77000-77399 | 87000-87399 |
| 77400-77799 | 87400-87699 |
| 77800-78199 | 87700-87777 ETC |
| 78200-78599 | |
| 78600-78999 | |
| 79000-79399 | |
| 79400-79799 | |
| 79800-80199 | |
| 80200-80599 | |
| 80600-80999 | |
| 81000-81399 | |
| 81400-81799 | |
| 81809-82199 | |
| 82200-82599 | |
| 82600-82999 | |
| 83000-83399 | |
| 83400-83799 | |

36-STEEL FILE DRAWERS

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

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11. Location by dates and volume numbers
(Buildings and rooms or vaults)

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12. Subtitle divisions by dates and volume numbers

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13. Other information

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For the Year **1939**

Schedule and Return of Personal Property

BUREAU OF ASSESSMENT
Room 218 Municipal Building, Baltimore

IF NAME AND ADDRESS
NOT SPELLED CORRECTLY
PLEASE ADVISE.

TO _____

BALTIMORE, MD.

This is to notify you that it is the purpose of the Bureau of Assessment to assess to the owner for taxation, for the appropriate years, the taxable personal property owned by you, or held by you as agent or custodian, or as trustee, receiver, executor, administrator, guardian, committee, or in any other representative or fiduciary capacity.

You are, therefore, directed to answer on oath the accompanying interrogatories and to return said answers to the Bureau of Assessment on or before _____, at 11 A. M., at which time you may also make such statement or present such proof as you may desire and the Bureau may think necessary and proper to be heard.

Thereafter the Bureau will take action according to its best judgment and information in the premises.

IMPORTANT

Under Code Article 81, Section 154. Any person who either as principal or agent shall negligently or without due excuse fail to furnish any information or to answer any interrogatory, or file any report or list at the time and in the manner required by this Article, or who shall negligently give any incorrect, untrue or misleading information or answer to any such interrogatory, or make or file any report or List which shall be in any respect incorrect, untrue or misleading, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred (\$500.00) dollars.

Insert in the blank spaces following these directions full and complete answers under the respective heads, giving for each item of property your estimate of the full value thereof, without looking for a forced sale.

Use and attach separate sheet if necessary. Additional blanks will be furnished on application.

THE BUREAU OF ASSESSMENT

By _____ Assessor.

NOTE: This Return must be made within the time specified, irrespective of the fact that you may or may not own any stocks, bonds or securities; or that you have made a previous Return.

DESCRIPTION OF PROPERTY	EACH QUESTION MUST BE ANSWERED
<p style="text-align: center;">Personal Effects Used In Business (Taxable Where Located)</p> <p>No. 1. Office furniture, files, cabinets, instruments, electrical appliances, books, statuary and other office effects in Baltimore, used by other than members of the owner's family, or employed for purposes of profit or in connection with any business, profession or occupation _____</p> <p>INSURANCE CARRIED ON THE ABOVE \$ _____</p> <p>LOCATION OF THE ABOVE _____</p>	<p>PRESENT VALUATION</p> <p>\$ _____</p> <p>No Exemption</p>
<p style="text-align: center;">Personal Effects Not Used In Business (Taxable Where Located)</p> <p>No. 2. Household furniture, silverware, books, pictures, radios, rugs, tapestries, electrical appliances, statuary and other household effects in Baltimore (in storage or otherwise) held for the household use of the owner or members of his or her family, and not held or employed for purposes of profit or in connection with any business, profession or occupation; present replacement value thereof without deduction of any kind</p> <p style="text-align: right;">Present Replacement VALUE \$ _____</p> <p>INSURANCE CARRIED ON THE ABOVE? \$ _____ Less Exemption, \$ <u>500</u></p> <p>LOCATION OF HOUSEHOLD EFFECTS _____ Assessment \$ _____</p>	<p>Assessment \$ _____</p>
<p style="text-align: center;">Interest In Trust Estates</p> <p>No. 3. Are you the beneficiary of a TRUST ESTATE CREATED BY A RESIDENT OF MARYLAND WHO NAMED AS TRUSTEE A NON-RESIDENT OF MARYLAND? If you are please furnish the amount of yearly income received by you between July 1st and June 30th.</p> <p style="text-align: right;">Yearly Income From Trust Estate \$ _____</p>	
<p style="text-align: center;">Vessel Property</p> <p>No. 4. All interest, shares or proportions in ships or other floating property, whether the same be in or out of the Port of Baltimore. Give name and description of each separate piece of vessel property, including yachts, launches, boats, etc. _____</p>	<p>\$ _____</p>

VESSEL PROPERTY IS TAXABLE AGAINST THE OWNER WHERE HE RESIDES REGARDLESS OF WHERE VESSEL IS LOCATED.

NOTICE

If you hold the title to any personal property as Trustee, Executor, Guardian, Administrator, Receiver, Committee or in any other fiduciary or representative capacity a SEPARATE RETURN must be made by you listing such property.

If you hold Personal Property belonging to others under your care and management you must furnish names and places of residence of the respective owners, description of property, location thereof and value on a SEPARATE RETURN.

SUGGESTION

If there is any doubt in your mind as to whether or not a certain security is taxable, you are requested to call the Bureau of Assessment, Plaza 2000, Station 286 and you will be advised in accordance with the law.

OATH OR AFFIRMATION TO BE MADE TO THE FOREGOING SCHEDULE AND RETURN OF PERSONAL PROPERTY

This affidavit must be signed by the person to whom the notice is directed. It may be executed either before a Justice of the Peace, a Notary Public or before any Assessor of the Bureau of Assessment.

STATE OF MARYLAND, _____ ss.

I, _____
(Please print name carefully)

do solemnly swear that to the best of my knowledge, information and belief, the statements and answers made by me to affirm

the foregoing interrogatories are accurate and true and fully account for all taxable personal property owned by me, or held by or for me; and that said statement and answers have been made, without evasion or mental reservation, whatsoever; and that I have not directly or indirectly converted or exchanged any property, owned or held by me into non-taxable property or securities for the purpose of evading assessment thereof for taxation.

(SIGNATURE) _____

(ADDRESS) _____

Subscribed and sworn to before me this _____ day of _____, 193 _____ affirmed

Assessor
Notary Public
Justice of the Peace

(OVER) This is an Assessment Notice only. Your Tax Bill will be mailed by the Bureau of Receipts.

Per Assessor
The Bureau of Assessment
Vessel Prop.
Furniture
Household
Office Furniture
Securities

BALTIMORE, MD.

ASSESSMENTS

This is to notify you that I have valued you for the year _____, etc., for the purpose of taxation, the following personal property at the amount indicated, as per schedule filed. This action is subject to review by the Bureau of Assessment, before whom you will be given the opportunity to appear on or before _____, between the hours of 10 A.M. and 4 P.M., and make such statements, or present such proofs as you may desire, to show this notice is not correct in accordance with Schedule filed.

Baltimore, Md.,
Room 218 Municipal Office Building

ASSESSMENT NOTICE
BUREAU OF ASSESSMENT

Schedule _____

Bureau of Assessment

79-A, B

No. _____

SCHEDULE AND RETURN

OF

PERSONAL PROPERTY

BY

Address _____

This Schedule Must Be Sworn To

THE BUREAU OF ASSESSMENT
Room 218 Municipal Building, Baltimore

ASSESSMENT NOTICE

BUREAU OF ASSESSMENT

Room 218 Municipal Office Building

Baltimore, Md. _____

Schedule _____

This is to notify you that I have valued to you for the year _____, etc., for the purpose of taxation, the following personal property at the amount indicated, as per schedule filed.

This action is subject to review by the Bureau of Assessment, before whom you will be given the opportunity to appear on or before _____, between the hours of 10 A.M. and 4 P.M., and make such statements, or present such proofs as you may desire, to show this notice is not correct in accordance with Schedule filed.

ASSESSMENTS

Securities _____

Office Furniture _____

Household Furniture _____

Vessel Prop. _____

The Bureau of Assessment

Per Assessor _____

BALTIMORE, MD.

This is an Assessment Notice only. Your Tax Bill will be mailed by the Bureau of Receipts.

INTANGIBLE PROPERTY IS ASSESSED AT THE MARKET VALUES OF JULY 1st.

THIS ASSESSMENT REMAINS IN FORCE FROM YEAR TO YEAR UNLESS REVALUED AS PROVIDED BY LAW.

REQUESTS FOR REVALUATION MUST BE MADE PRIOR TO JULY 1st, FOR SUCCEEDING YEAR.

THE BUREAU OF ASSESSMENT.

For the Year

1938
~~1939~~

79-C

Schedule and Return of Personal Property

BUREAU OF ASSESSMENT
Room 218 Municipal Building, Baltimore

IF NAME AND ADDRESS
NOT SPELLED CORRECTLY
PLEASE ADVISE.

TO _____

BALTIMORE, MD.

This is to notify you that it is the purpose of the Bureau of Assessment to assess to the owner for taxation, for the appropriate years, the taxable personal property owned by you, or held by you as agent or custodian, or as trustee, receiver, executor, administrator, guardian, committee, or in any other representative or fiduciary capacity.

You are, therefore, directed to answer on oath the accompanying interrogatories and to return said answers to the Bureau of Assessment on or before _____, at 11 A. M., at which time you may also make such statement or present such proof as you may desire and the Bureau may think necessary and proper to be heard.

Thereafter the Bureau will take action according to its best judgment and information in the premises.

IMPORTANT

Under Code Article 81, Section 154. Any person who either as principal or agent shall negligently or without due excuse fail to furnish any information or to answer any interrogatory, or file any report or list at the time and in the manner required by this Article, or who shall negligently give any incorrect, untrue or misleading information or answer to any such interrogatory, or make or file any report or List which shall be in any respect incorrect, untrue or misleading, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred (\$500.00) dollars.

Insert in the blank spaces following these directions full and complete answers under the respective heads, giving for each item of property your estimate of the full value thereof, without looking for a forced sale.

Use and attach separate sheet if necessary. Additional blanks will be furnished on application.

THE BUREAU OF ASSESSMENT

By _____ Assessor.

NOTE: This Return must be made within the time specified, irrespective of the fact that you may or may not own any stocks, bonds or securities; or that you have made a previous Return.

DESCRIPTION OF PROPERTY

EACH QUESTION MUST BE ANSWERED

Personal Effects Used In Business (Taxable Where Located)

No. 1. Office furniture, files, cabinets, instruments, electrical appliances, books, statuary and other office effects in Baltimore, used by other than members of the owner's family, or employed for purposes of profit or in connection with any business, profession or occupation _____

PRESENT VALUATION

\$ _____

INSURANCE CARRIED ON THE ABOVE \$ _____

No Exemption

LOCATION OF THE ABOVE _____

Personal Effects Not Used In Business (Taxable Where Located)

No. 2. Household furniture, silverware, books, pictures, radios, rugs, tapestries, electrical appliances, statuary and other household effects in Baltimore (in storage or otherwise) held for the household use of the owner or members of his or her family, and not held or employed for purposes of profit or in connection with any business, profession or occupation; present replacement value thereof without deduction of any kind

Present Replacement VALUE \$ _____

INSURANCE CARRIED ON THE ABOVE? \$ _____ Less

Exemption, \$ 500

LOCATION OF HOUSEHOLD EFFECTS _____

Assessment \$ _____

Interest In Trust Estates

No. 3. Are you the beneficiary of a TRUST ESTATE CREATED BY A RESIDENT OF MARYLAND WHO NAMED AS TRUSTEE A NON-RESIDENT OF MARYLAND? If you are please furnish the amount of yearly income received by you between July 1st and June 30th.

Yearly Income From Trust Estate \$ _____

Vessel Property

No. 4. All interest, shares or proportions in ships or other floating property, whether the same be in or out of the Port of Baltimore. Give name and description of each separate piece of vessel property, including yachts, launches, boats, etc. _____

\$ _____

VESSEL PROPERTY IS TAXABLE AGAINST THE OWNER WHERE HE RESIDES REGARDLESS OF WHERE VESSEL IS LOCATED.

M.D.B.6658

NOTICE

If you hold the title to any personal property as Trustee, Executor, Guardian, Administrator, Receiver, Committee or in any other fiduciary or representative capacity a SEPARATE RETURN must be made by you listing such property.

If you hold Personal Property belonging to others under your care and management you must furnish names and places of residence of the respective owners, description of property, location thereof and value on a SEPARATE RETURN.

SUGGESTION

If there is any doubt in your mind as to whether or not a certain security is taxable, you are requested to call the Bureau of Assessment, Plaza 2000, Station 286 and you will be advised in accordance with the law.

OATH OR AFFIRMATION TO BE MADE TO THE FOREGOING SCHEDULE AND RETURN OF PERSONAL PROPERTY

This affidavit must be signed by the person to whom the notice is directed. It may be executed either before a Justice of the Peace, a Notary Public or before any Assessor of the Bureau of Assessment.

STATE OF MARYLAND, _____ ss.

I, _____
(Please print name carefully)

do solemnly swear that to the best of my knowledge, information and belief, the statements and answers made by me to affirm

the foregoing interrogatories are accurate and true and fully account for all taxable personal property owned by me, or held by or for me; and that said statement and answers have been made, without evasion or mental reservation, whatsoever; and that I have not directly or indirectly converted or exchanged any property, owned or held by me into non-taxable property or securities for the purpose of evading assessment thereof for taxation.

(SIGNATURE) _____

(ADDRESS) _____

Subscribed and sworn to before me this _____ day of _____, 193____
affirmed

Assessor
Notary Public
Justice of the Peace

(OVER) This is an Assessment Notice only. Your Tax Bill will be mailed by the Bureau of Receipts.

Securities
Office Furniture
Household
Furniture
Vessel Prop.
The Bureau of Assessment
Per Assessor

BALTIMORE, MD.

ASSESSMENTS

This is to notify you that I have valued to you for the year _____, etc., for the purpose of taxation, the following personal property at the amount indicated, as per schedule filed. This action is subject to review by the Bureau of Assessment, before whom you will be given the opportunity to appear on or before _____, between the hours of 10 A.M. and 4 P.M., and make such statements, or present such proofs as you may desire, to show this notice is not correct in accordance with Schedule filed.

Room 218 Municipal Office Building
Baltimore, Md.,

BUREAU OF ASSESSMENT
ASSESSMENT NOTICE

Schedule _____

No. _____

SCHEDULE AND RETURN

OR

PERSONAL PROPERTY

BY

Address _____

This Schedule Must Be Sworn To

THE BUREAU OF ASSESSMENT
Room 218 Municipal Building, Baltimore

ASSESSMENT NOTICE

BUREAU OF ASSESSMENT

Room 218 Municipal Office Building

Baltimore, Md. _____

Schedule _____

This is to notify you that I have valued to you for the year _____, etc., for the purpose of taxation, the following personal property at the amount indicated, as per schedule filed.

This action is subject to review by the Bureau of Assessment, before whom you will be given the opportunity to appear on or before _____, between the hours of 10 A.M. and 4 P.M., and make such statements, or present such proofs as you may desire, to show this notice is not correct in accordance with Schedule filed.

ASSESSMENTS

Securities _____

Office Furniture _____

Household Furniture _____

Vessel Prop. _____

The Bureau of Assessment

Per Assessor _____

BALTIMORE, MD.

This is an Assessment Notice only. Your Tax Bill will be mailed by the Bureau of Receipts.

INTANGIBLE PROPERTY IS ASSESSED AT THE MARKET VALUES OF JULY 1st.

THIS ASSESSMENT REMAINS IN FORCE FROM YEAR TO YEAR UNLESS REVALUED AS PROVIDED BY LAW.

REQUESTS FOR REVALUATION MUST BE MADE PRIOR TO JULY 1st, FOR SUCCEEDING YEAR.

THE BUREAU OF ASSESSMENT.

SCOTT-KOVAKA
(Worker's full name)

8-11-38
(Date)

79-D
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Vault, Room 213.
(Name of building, room number, street address)

1. Title [SCHEDULE AND RETURN OF PERSONAL PROPERTY]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
"VALUE RETURNS"
or both)

2. Dates 1933-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 96 BUNDLES, + 84 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1933-1935, 96 BUNDLES LABELED VALUE RETURNS WITH YEAR NUMBER } CONT
(Explain fully; years; numbers; letters; number of records so labeled) } LINE 12

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

6. Contents FILING DATA SHOWS NOTICE NUMBER, NAME AND ADDRESS OF OWNER OR REPRESENTATIVE.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
SCHEDULE SHOWS NAME AND ADDRESS OF THE OWNER OR REPRESENTATIVE AND NOTIFICATION
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
THAT THE PURPOSE OF THE BUREAU OF ASSESSMENT IS TO ASSESS THE OWNER OR REPRESENTATIVE FOR TAXATION FOR THE YEARS AFFECTED; THE SCHEDULE SHOWS THE DESCRIPTION OF THE PROPERTY, SUCH AS PERSONAL EFFECTS USED IN BUSINESS; PERSONAL EFFECTS NOT USED IN BUSINESS, INSURANCE FIS CARRIED, LOCATION OF SUCH EFFECTS AND VALUATIONS; YEARLY INCOME FROM TRUST ESTATES; THE VALUATION OF VESSEL PROPERTIES; ITEMIZED LIST OF SHARES OF STOCKS OF CORPORATIONS AND VALUATIONS; ITEMIZED LIST OF INTEREST

6. Contents—continued PAYING BONDS, NOTES, MORTGAGES, CERTIFICATES, ETC., INCLUDING VALUATIONS THEREOF, WITH SWORN STATEMENT BEFORE A NOTARY, AS TO CORRECTNESS OF SCHEDULE AND RETURN.

7. Arrangement NUMERICALLY BY SCHEDULE NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLES: 8" X 4" X 16, AVERAGE 500 DOCUMENTS PER BUNDLE; OF STEEL FILE DRAWERS: 10³/₄" X 4³/₄" X 15", AVERAGE 500 DOCUMENTS PER DRAWER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933-1935; 96 BUNDLES LOCATED ON SOUTH WALL OF ROOM 213 (VAULT); 1936 TO DATE, 84 STEEL DRAWERS ON EAST WALL OF ROOM 213 (VAULT).
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

CONT FROM LINE 4 = AND INCLUSIVE NOTICE NUMBERS, 1936 TO DATE, 84 STEEL FILE DRAWERS LABELED WITH YEAR NUMBERS AND INCLUSIVE NOTICE NUMBERS.

NOTE:— THE ABOVE RECORDS ARE CLASSED AS "VALUE RETURNS," and kept as office records for general reference purposes.

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

(Place of publication)

(Date of publication)

74-D

" SCHEDULE AND RETURN OF PERSONAL PROPERTY
 - BUREAU OF ASSESSMENTS "
 (VALUE RETURNS).

1 Bundle 1933-81000-81499	1 Bundle 1933-94150-94449
1 " 1933-81450-81949	1 " 1933-94450-94849
1 " 1933-81950-82400	1 " 1933-94850- END.
1 " 1933-82401-82899	- 1934 -
1 " 1933-82900-83399	1 " 1934-1000-1549
1 " 1933-83400-83899	1 " 1934-1550-2099
1 " 1933-83900-84449	1 " 1934-2100-2699
1 " 1933-84450-84949	1 " 1934-2700-3249
1 " 1933-84950-85449	1 " 1934-3250-3749
1 " 1933-85450-85949	1 " 1934-3750-4299
1 " 1933-85950-86449	1 " 1934-4300-4749
1 " 1933-86450-86949	1 " 1934-4750-5199
1 " 1933-86950-87449	1 " 1934-5200-5649
1 " 1933-87450-87949	1 " 1934-5650-6099
1 " 1933-87950-88449	1 " 1934-6100-6599
1 " 1933-88450-88849	1 " 1934-6600-7099
1 " 1933-88850-89249	1 " 1934-7100-7599
1 " 1933-89250-89699	1 " 1934-7600-8099
1 " 1933-89700-90099	1 " 1934-8100-8599
1 " 1933-90100-90549	1 " 1934-8600-9099
1 " 1933-90550-90999	1 " 1934-9100-9599
1 " 1933-91000-91499	1 " 1934-9600-10099
1 " 1933-91500-91999	1 " 1934-10100-10649
1 " 1933-92000-92499	1 " 1934-10650-11149
1 " 1933-92500-92999	1 " 1934-11150-11649
1 " 1933-93000-93449	1 " 1934-11650-12299
1 " 1933-93450-93799	1 " 1934-12300-12899
1 " 1933-93800-94149	

" SCHEDULE AND RETURN OF PERSONAL PROPERTY - BUREAU OF ASSESSMENTS " (VALUE RETURNS).

1 Bundle 1934 - 12900-13499	1 Bundle 1935 - 28200-28799
1 " 1934 - 13450-13999	1 " 1935 - 28800-29399
1 " 1934 - 14000-14599	1 " 1935 - 29400-29999
1 " 1934 - 14600-15199	1 " 1935 - 30000-30599
1 " 1934 - 15150 - END. 1935.	1 " 1935 - 30600-30899
1 " 1935 - 17000-17499	1 " 1935 - 30900-31299
1 " 1935 - 17500-17999	1 " 1935 - 31300-31899
1 " 1935 - 18000-18599	1 " 1935 - 31900-32499
1 " 1935 - 18600-19199	1 " 1935 - 32500-32899
1 " 1935 - 19200-19799	1 " 1935 - 32900 - END
1 " 1935 - 19800-20399	
1 " 1935 - 20400-20999	
1 " 1935 - 21000-21599.	
1 " 1935 - 21600-22199	
1 " 1935 - 22200-22799	
1 " 1935 - 22800-23399	
1 " 1935 - 23400-23999	
1 " 1935 - 24000-24599	
1 " 1935 - 24600-25199	
1 " 1935 - 25200-25799	
1 " 1935 - 25800-26399	
1 " 1935 - 26400-26999	
1 " 1935 - 27000-27599	
1 " 1935 - 27600-28199	

(SCHEDULE AND RETURN OF PERSONAL PROPERTY)

ONE STEEL FILE DRAWER	1936	-	35400	-	35949
"	"	"	35950	-	36499
"	"	"	36500	-	36999
"	"	"	37000	-	37549
"	"	"	37550	-	38099
"	"	"	38100	-	38549
"	"	"	38550	-	39099
"	"	"	39100	-	39649
"	"	"	39650	-	40199
"	"	"	40200	-	40749
"	"	"	40750	-	41299
"	"	"	41300	-	41849
"	"	"	41850	-	42449
"	"	"	42450	-	42999
"	"	"	43000	-	43549
"	"	"	43550	-	44049
"	"	"	44050	-	44599
"	"	"	44600	-	45149
"	"	"	45150	-	45699
"	"	"	45700	-	46199
"	"	"	46200	-	46649
"	"	"	46650	-	47199
"	"	"	47200	-	47699
"	"	"	47700	-	48249
"	"	"	48250	-	48799
"	"	"	48800	-	49449
"	"	"	49450	-	49949
"	"	"	49950	-	50399
"	"	"	50400	-	50799
"	"	"	50800	-	End

SCHEDULE AND RETURN OF PERSONAL PROPERTY

ONE STEEL FILE DRAWER	1937	52000 - 52499
"	"	52500 - 53049
"	"	53050 - 53599
"	"	53600 - 54149
"	"	54150 - 54649
"	"	54650 - 55149
"	"	55150 - 55649
"	"	55650 - 56149
"	"	56150 - 56649
"	"	56650 - 57149
"	"	57150 - 57699
"	"	57700 - 58199
"	"	58200 - 58749
"	"	58750 - 59299
"	"	59300 - 59849
"	"	59850 - 60399
"	"	60400 - 60949
"	"	60950 - 61499
"	"	61500 - 62049
"	"	62050 - 62549
"	"	62550 - 63099
"	"	63100 - 63649
"	"	63650 - 64199
"	"	64200 - 64749
"	"	64750 - 65299
"	"	65300 - 65799
"	"	65800 - 66299
"	"	66300 - 66749
"	"	66750 - 67199
"	"	67200 - END

(SCHEDULE AND RETURN OF PERSONAL PROPERTY)

ONE STEEL FILE DRAWER	1938	70000 - 70399
"	"	70400 - 70799
"	"	70800 - 71299
"	"	71300 - 71799
"	"	71800 - 72299
"	"	72300 - 72799
"	"	72800 - 73299
"	"	73300 - 73799

For the Year **1939**

79-D

Schedule and Return of Personal Property

BUREAU OF ASSESSMENT
Room 218 Municipal Building, Baltimore

IF NAME AND ADDRESS
NOT SPELLED CORRECTLY
PLEASE ADVISE.

TO _____

BALTIMORE, MD.

This is to notify you that it is the purpose of the Bureau of Assessment to assess to the owner for taxation, for the appropriate years, the taxable personal property owned by you, or held by you as agent or custodian, or as trustee, receiver, executor, administrator, guardian, committee, or in any other representative or fiduciary capacity.

You are, therefore, directed to answer on oath the accompanying interrogatories and to return said answers to the Bureau of Assessment on or before Date Month Year, at 11 A. M., at which time you may also make such statement or present such proof as you may desire and the Bureau may think necessary and proper to be heard.

Thereafter the Bureau will take action according to its best judgment and information in the premises.

IMPORTANT

Under Code Article 81, Section 154. Any person who either as principal or agent shall negligently or without due excuse fail to furnish any information or to answer any interrogatory, or file any report or list at the time and in the manner required by this Article, or who shall negligently give any incorrect, untrue or misleading information or answer to any such interrogatory, or make or file any report or List which shall be in any respect incorrect, untrue or misleading, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred (\$500.00) dollars.

Insert in the blank spaces following these directions full and complete answers under the respective heads, giving for each item of property your estimate of the full value thereof, without looking for a forced sale.

Use and attach separate sheet if necessary. Additional blanks will be furnished on application.

THE BUREAU OF ASSESSMENT

By _____ Assessor.

NOTE: This Return must be made within the time specified, irrespective of the fact that you may or may not own any stocks, bonds or securities; or that you have made a previous Return.

DESCRIPTION OF PROPERTY	EACH QUESTION MUST BE ANSWERED
Personal Effects Used In Business (Taxable Where Located)	
No. 1. Office furniture, files, cabinets, instruments, electrical appliances, books, statuary and other office effects in Baltimore, used by other than members of the owner's family, or employed for purposes of profit or in connection with any business, profession or occupation _____	PRESENT VALUATION \$ _____
INSURANCE CARRIED ON THE ABOVE \$ _____	No Exemption
LOCATION OF THE ABOVE _____	
Personal Effects Not Used In Business (Taxable Where Located)	
No. 2. Household furniture, silverware, books, pictures, radios, rugs, tapestries, electrical appliances, statuary and other household effects in Baltimore (in storage or otherwise) held for the household use of the owner or members of his or her family, and not held or employed for purposes of profit or in connection with any business, profession or occupation; present replacement value thereof without deduction of any kind	Present Replacement VALUE \$ _____
INSURANCE CARRIED ON THE ABOVE? \$ _____ Less	Exemption, \$ <u>500</u>
LOCATION OF HOUSEHOLD EFFECTS _____	Assessment \$ _____
Interest In Trust Estates	
No. 3. Are you the beneficiary of a TRUST ESTATE CREATED BY A RESIDENT OF MARYLAND WHO NAMED AS TRUSTEE A NON-RESIDENT OF MARYLAND? If you are please furnish the amount of yearly income received by you between July 1st and June 30th.	Yearly Income From Trust Estate \$ _____
Vessel Property	
No. 4. All interest, shares or proportions in ships or other floating property, whether the same be in or out of the Port of Baltimore. Give name and description of each separate piece of vessel property, including yachts, launches, boats, etc. _____	\$ _____

VESSEL PROPERTY IS TAXABLE AGAINST THE OWNER WHERE HE RESIDES REGARDLESS OF WHERE VESSEL IS LOCATED.

M.D.B.6658

NOTICE

If you hold the title to any personal property as Trustee, Executor, Guardian, Administrator, Receiver, Committee or in any other fiduciary or representative capacity a SEPARATE RETURN must be made by you listing such property.

If you hold Personal Property belonging to others under your care and management you must furnish names and places of residence of the respective owners, description of property, location thereof and value on a SEPARATE RETURN.

SUGGESTION

If there is any doubt in your mind as to whether or not a certain security is taxable, you are requested to call the Bureau of Assessment, Plaza 2000, Station 286 and you will be advised in accordance with the law.

OATH OR AFFIRMATION TO BE MADE TO THE FOREGOING SCHEDULE AND RETURN OF PERSONAL PROPERTY

This affidavit must be signed by the person to whom the notice is directed. It may be executed either before a Justice of the Peace, a Notary Public or before any Assessor of the Bureau of Assessment.

STATE OF MARYLAND, _____ ss.

I, _____
(Please print name carefully)

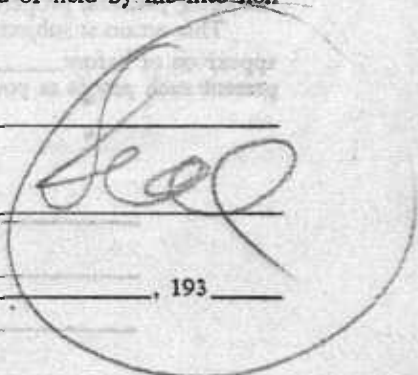
do solemnly swear that to the best of my knowledge, information and belief, the statements and answers made by me to affirm

the foregoing interrogatories are accurate and true and fully account for all taxable personal property owned by me, or held by or for me; and that said statement and answers have been made, without evasion or mental reservation, whatsoever; and that I have not directly or indirectly converted or exchanged any property, owned or held by me into non-taxable property or securities for the purpose of evading assessment thereof for taxation.

(SIGNATURE) _____

(ADDRESS) _____

Subscribed and sworn to before me this _____ day of _____, 193____ affirmed



Assessor
Notary Public
Justice of the Peace

No. _____

SCHEDULE AND RETURN

OF

PERSONAL PROPERTY

BY

Address _____

This Schedule Must Be Sworn To

THE BUREAU OF ASSESSMENT
Room 218 Municipal Building, Baltimore

ASSESSMENT NOTICE

BUREAU OF ASSESSMENT

Room 218 Municipal Office Building

Baltimore, Md. _____

Schedule _____

This is to notify you that I have valued to you for the year _____, etc., for the purpose of taxation, the following personal property at the amount indicated, as per schedule filed.

This action is subject to review by the Bureau of Assessment, before whom you will be given the opportunity to appear on or before _____, between the hours of 10 A.M. and 4 P.M., and make such statements, or present such proofs as you may desire, to show this notice is not correct in accordance with Schedule filed.

ASSESSMENTS

Securities _____

Office Furniture _____

Household Furniture _____

Vessel Prop. _____

The Bureau of Assessment

Per Assessor _____

BALTIMORE, MD.

This is an Assessment Notice only. Your Tax Bill will be mailed by the Bureau of Receipts.

Kovaka-Scott
(Worker's full name)

10/3/38
(Date)

80A
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

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

Address of office of custody Vault, Room 213, Municipal Office Building.
(Name of building, room number, street address)

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

2. Dates 1932-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 22 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See addenda sheet, list of volumes as 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 Annual roll showing year affected; names of owners; locations of properties; amounts assessed-city rate; totals of assessments-city rate; amounts from exemption-city rate; amounts of assessments-new addition rate; totals of assessments-new addition rate; amounts from exemption-new addition rate; totals at bottom of page; recapitulation in back of volume, showing year affected, letter as tabbed through.
(Purpose and general nature of record. Principal items 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 volume, total assessment-city rate; amounts from city exempt, amount from state exempt (affecting City rate); total assessment-new addition rate; amount exempt from city and amount exempt from state (affecting new addition rate);

7. Arrangement Alph. by names of owners.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Tabbed A to Z through volume.
(Self-contained—describe what it 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 pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of volume: 17 1/4" x 15 1/4" x 1 1/2", Average 200 pages per. vol.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1932-1937, 19 volumes on wooden shelves on south wall in vault, room #213; 1938, 3 vols. on metal stand near north wall in room 218.
(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)
continued from line 6 with grand totals at bottom of page; also following pages containing recapitulation according to page numbering of roll under respective lettering.
Note: A.T.C. represents Appeal Tax Court; B.A. represents Bureau of Assessment.

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

(Place of publication) (Date of publication)

Bureau of Assessment

"Annual Roll - Tangible"

Continued from line 4, list of volumes as labeled.

1932	ATC Annual Roll - Tangible	Vol. 1 A-G
1932	ATC Annual Roll - Tangible	Vol. 2 H-O
1932	ATC Annual Roll - Tangible	Vol. 3 P-Z
1932	ATC Annual Roll - Tangible	A-Z New Addition
1933	ATC Annual Roll - Tangible	Vol. 1 A-G
1933	ATC Annual Roll - Tangible	Vol. 2 H-O
1933	ATC Annual Roll - Tangible	Vol. 3 P-Z
1934	BA Annual Roll - Tangible	Vol. 1 A-G
1934	BA Annual Roll - Tangible	Vol. 2 H-O
1934	BA Annual Roll - Tangible	Vol. 3 P-Z
1935	BA Annual Roll - Tangible	Vol. 1 A-G
1935	BA Annual Roll - Tangible	Vol. 2 H-O
1935	BA Annual Roll - Tangible	Vol. 3 P-Z
1936	BA Annual Roll - Tangible	Vol. 1 A-G
1936	BA Annual Roll - Tangible	Vol. 2 H-O
1936	BA Annual Roll - Tangible	Vol. 3 P-Z
1937	BA ANNUAL ROLL - TANGIBLE	VOL 1 AG
1937	BA ANNUAL ROLL - TANGIBLE	VOL 2 HO
1937	BA ANNUAL ROLL - TANGIBLE	VOL 3 PZ
1938	BA Annual Roll - Tangible	Vol. 1 A-G
1938	BA Annual Roll - Tangible	Vol. 2 H-O
1938	BA Annual Roll - Tangible	Vol. 3 P-Z

SCOTT-KOVAKA
(Worker's full name)

10-4-38
(Date)

80 B
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND
Name of agency or office BUREAU OF ASSESSMENTS.
(Office of custody) (Office which made the record, if different)
Address of office of custody ROOM NO. 21, CITY HALL CELLAR.
(Name of building, room number, street address)

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

or both)

2. Dates 1915-1931 (1925-1929 MISSING)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 106 VOLUMES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1 - SEE ADDENDA SHEET - LIST OF VOLUMES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records MISSING RECORDS UNACCOUNTED FOR AT PRESENT.
(If record discontinued, give reason and state whether same information shown in another
1925-1929 MISSING
record. Explain why records are missing, if possible)

6. Contents CONTAINS ANNUAL ROLL ASSESSED VALUATION OF TANGIBLE PERSONAL
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
PROPERTY - THE CITY OF BALTIMORE, SHOWING YEAR AFFECTED, NAMES OF OWNERS, LOCATIONS,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
SYMBOL LETTERS, I. E., "MERCHANDISE (MD)-HOUSEHOLD FURNITURE (HF)-OFFICE
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
FURNITURE (O.F.), AMOUNTS OF ASSESSMENTS, TOTALS OF ASSESSMENTS,
AMOUNTS FOR CITY EXEMPT. - IN REAR OF VOLUME RECAPITULATION OF
ANNUAL ROLL OF ASSESSED VALUATION OF TANGIBLE PERSONAL PROPERTY,
SHOWING SHEET NUMBERS, TOTALS OF ASSESSMENTS, TOTALS OF CITY EXEMPT,
UNDER LETTERING AS APPEARS THROUGH VOLUME, TOTALS FOR EACH PARTICULAR LETTER

6. Contents—continued APPEARING AND SUMMARY OF GRAND TOTALS BY LETTERS
"A TO Z" ON LAST PAGE.

7. Arrangement ALPHABETICALLY BY NAMES OF OWNERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing TABBED THROUGH VOLUME A TO Z AND RECAPITULATION.
(Self-contained—describe what it 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.

10. Size OF VOLUMES: 17 1/2" x 15" x 1 1/2" - AVERAGE 150 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1915-1931 106 VOLUMES CONTAINED IN ROOM
NO. 21 OF CITY HALL CELLAR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

Note: A.T.C. represents Appeal Tax Court.

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

(Place of publication) (Date of publication)

"TANGIBLE PERSONAL"

80 B

LABELLED AS FOLLOWS:-

BUREAU OF ASSESSMENT

TANGIBLE PERSONAL	YEAR	VOL.	LETTERED	A-E
" " "	1915	1	"	A-E
" " "	1915	2	"	F-K
" " "	1915	3	"	L-R
" " "	1915	4	"	S-Z
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	1915	1	"	A-K
" " " " "	1915	2	"	L-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	1915	-	"	-
ATC TANGIBLE PERSONAL PROPERTY	1916	1	"	A-H
" " " " "	1916	2	"	I-Q
" " " " "	1916	3	"	R-Z
ATC TANGIBLE PERSONAL	1916	1	"	A-K
" " " " "	1916	2	"	L-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	1916	-	"	-
ATC TANGIBLE PERSONAL PROPERTY	1917	1	"	A-H
" " " " "	1917	2	"	I-Q
" " " " "	1917	3	"	R-Z
ATC TANGIBLE PERSONAL	1917	1	"	A-K
" " " " "	1917	2	"	L-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	1917	-	"	-
ATC TANGIBLE PERSONAL PROPERTY	1918	1	"	A-H
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	1918	2	"	I-Q
" " " " "	1918	3	"	R-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	1918	-	"	-
ATC TANGIBLE PERSONAL	1918	1	"	A-G
" " " " "	1918	2	"	H-P
" " " " "	1918	3	"	Q-Z
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	1919	1	"	A-H
" " " " "	1919	2	"	I-Q
" " " " "	1919	3	"	R-Z
ATC TANGIBLE PERSONAL	1919	1	"	A-G
" " " " "	1919	2	"	H-O
" " " " "	1919	3	"	P-Z
* ATC TANGIBLE PERSONAL PROPERTY BLOTTER	1919	3	"	ME-R
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	NA " 1919	-	"	A-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	NA " 1919	-	"	A-Z
" " " " "	" 1919	-	"	-
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	" 1920	1	"	A-H
" " " " "	" 1920	2	"	I-Q
" " " " "	" 1920	3	"	R-Z
ATC TANGIBLE PERSONAL	" 1920	1	"	A-G
" " " " "	" 1920	2	"	H-O
" " " " "	" 1920	3	"	P-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	" 1920	-	"	A-Z
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	NA " 1920	-	"	A-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	" 1920	-	"	-

* NOTE :- VOLUMES "A TO M AND R TO Z" FOR YEAR 1919 COULD NOT BE LOCATED.

45-1605

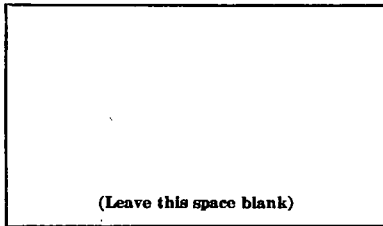
WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE PAINTINGS AND STATUARY FORM



County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building (Street address)

1. Item or items (Paintings, etchings, drawings, statues, etc.)

2. Title or subject

3. (Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (), photostat (), mounted (), framed (), marble (), bronze ().

5. Condition of work

6. Artist (Publisher or engraver) (Place of publication)

7. Location (Rooms and vaults, corridors, parks, etc.)

8. Other information

"TANGIBLE PERSONAL"

Labeled as follows:-

Bureau of Assessment

ATC TANGIBLE PERSONAL PROPERTY BLOTTER	YEAR	VOL.	LETTERED	A-F
" " " " "	1921	1	"	A-F
" " " " "	1921	2	"	G-L
" " " " "	1921	3	"	ME-R
" " " " "	1921	4	"	S-Z
ATC TANGIBLE PERSONAL	1921	1	"	A-F
" " " " "	1921	2	"	G-L
" " " " "	1921	3	"	ME-R
" " " " "	1921	4	"	S-Z
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	NA	1921	"	A-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	NA	1921	"	A-Z
" " " " "	"	1921	"	"
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	"	1922	1	A-F
" " " " "	"	1922	2	G-L
" " " " "	"	1922	3	ME-R
" " " " "	"	1922	4	S-Z
ATC TANGIBLE PERSONAL	"	1922	1	A-F
" " " " "	"	1922	2	G-L
" " " " "	"	1922	3	ME-R
" " " " "	"	1922	4	S-Z
ATC TANGIBLE PERSONAL PROPERTY	N.A.	1922	"	A-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	"	1922	"	"
" " " " "	N.A.	1922	"	A-Z
ATC TANGIBLE PERSONAL PROPERTY BLOTTER	"	1923	1	A-F
" " " " "	"	1923	2	G-L
" " " " "	"	1923	3	ME-R
" " " " "	"	1923	4	S-Z
ATC TANGIBLE PERSONAL	"	1923	1	A-D.
" " " " "	"	1923	2	E-I
" " " " "	"	1923	3	J-N.
" " " " "	"	1923	4	O-S.
" " " " "	"	1923	5	T-Z
ATC TANGIBLE PERSONAL BLOTTER	}	NOTE - VOLUMES A TO Q	}	COULD NOT BE LOCATED.
" " " " "				
" " " " "	"	1923	"	R-S
" " " " "	"	1923	"	T-Z
ATC TANGIBLE PERSONAL PROPERTY	NA	1923	1	A-Z
ATC TANGIBLE PERSONAL	NA	1923	"	A-Z
ATC TANGIBLE PERSONAL BLOTTER	NA	1923	"	A-L
" " " " "	NA	1923	"	ME-Z
ATC SUPPLEMENTARY TANGIBLE PERSONAL	"	1923	"	"
ATC TANGIBLE PERSONAL	"	1924	1	A-C ✓
" " " " "	"	1924	2	D-G ✓
" " " " "	"	1924	3	H-K ✓
" " " " "	"	1924	4	L-O ✓
" " " " "	"	1924	5	P-SMIT ✓
" " " " "	"	1924	6	SMOL-Z ✓
" " " " "	NA	1924	1	A-L ✓
" " " " "	NA	1924	2	ME-Z ✓
ATC TANGIBLE PERSONAL BLOTTER	"	1924	"	A-B ✓
" " " " "	"	1924	"	C-F ✓
" " " " "	"	1924	"	G-J ✓
" " " " "	"	1924	"	K-M ✓
" " " " "	"	1924	"	N-Q ✓

NOTE:- VOLUME "Q TO Z" FOR YEAR 1924 COULD NOT BE LOCATED.

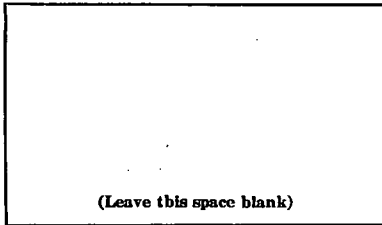
WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE PAINTINGS AND STATUARY FORM



County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building
(Street address)

1. Item or items
(Paintings, etchings, drawings, statues, etc.)

2. Title or subject

3.
(Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink ();
photostat (), mounted (), framed (), marble (), bronze ().

5. Condition of work

6. Artist
(Publisher or engraver) (Place of publication)

7. Location
(Rooms and vaults, corridors, parks, etc.)

8. Other information

"TANGIBLE PERSONAL"

808

LABELED AS FOLLOWS:-

Bureau of Assessment

ATC SUPPLEMENTARY TANGIBLE PERSONAL
" " " "

YEAR 1924 VOL. - LETTERED -
" 1924 " 2 " -

ATC TANGIBLE PERSONAL PROPERTY

YEAR 1930 VOL. LETTERED A-G

"	"	"	"	"	1930	" 2	"	H-O
"	"	"	"	"	1930	" 3	"	P-Z
"	"	"	"	N.A.	1930	" -	"	A-Z
ATC TANGIBLE	"	"	"	"	1931	" 1	"	A-G
"	"	"	"	"	1931	" 2	"	H-O
"	"	"	"	"	1931	" 3	"	P-Z
"	"	"	"	N.A.	1931	" -	"	A-Z

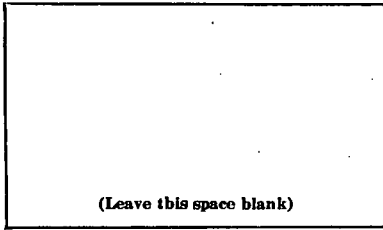
WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE PAINTINGS AND STATUARY FORM



County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building
(Street address)

1. Item or items
(Paintings, etchings, drawings, statues, etc.)

2. Title or subject

3.
(Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (),
photostat (), mounted (), framed (), marble (), bronze ().

5. Condition of work

6. Artist
(Publisher or engraver) (Place of publication)

7. Location
(Rooms and vaults, corridors, parks, etc.)

8. Other information

Scott-Kidd

(Worker's full name)

7-28-38

(Date)

81-A-818

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

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

Address of office of custody Vault, Room 213 and Plot Room 211, Municipal Office Bldg.
(Name of building, room number, street address)

1. Title "ATC Annual Roll - Intangible Property - Security Rate" (1932-1933)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

"BA Annual Roll - Intangible Property - Security Rate" (1934-1938)
or both)

2. Dates 1932-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 14 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling As shown on line 1, with year, vol. number and incl. lettering (See attached list of volumes as 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 Annual roll of assessed valuations of intangible property
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

in Baltimore City at security rate, showing year affected; their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

names of owners; locations; amounts of assessments; total each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

assessments; amounts from state exempt; totals at bottom

of pages; recapitulation in back of volume arranged

according to lettering as tabbed through out volume,

giving page numbers and amounts, with totals; also arranged

on following page according to lettering with totals

6. Contents—continued and grand totals at bottom of pages.

7. Arrangement Alph. by names of owners.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Tabbed through volume A to Z, according to
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
names of owners.
title and identification number)

9. Writing Typed on printed pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size of volume : 17"4" x 15"4" x 2" , Average 250 pages per volume.
(Of record or container. Height, width, thickness of depth. Average number of pages or documents)

11. Location by dates and quantities 1932-1937, 12 volumes on wooden shelf
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
near south wall in vault room 213; 1938, 2 volumes on
wooden shelf on north wall in Plat Room 211.

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.)
See form 81 B for prior records.
Whether record is known to have been kept earlier than dates shown in item 2)

Note: A.T.C. represents Appeal Tax Court.

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

(Place of publication) (Date of publication)

Bureau of Assessment

"ATC Annual Roll - Intangible Property - Securities Rate"

Continued from line 4 - list of volumes as labeled.

1932	ATC Annual Roll - Intangible Property - Securities Rate	Vol. 1 A-M.
1932	" " " " " "	Vol. 2 N-Z
1933	" " " " " "	Vol. 1 A-M
1933	" " " " " "	Vol. 2 N-Z
1934	B.A " " " " " "	Vol. 1 A-M
1934	" " " " " "	Vol. 2 N-Z
1935	" " " " " "	Vol. 1 A-M
1935	" " " " " "	Vol. 2 N-Z
1936	" " " " " "	Vol. 1 A-M
1936	" " " " " "	Vol. 2 N-Z
1937	" " " " " "	Vol. 1 A-M
1937	" " " " " "	Vol. 2 N-Z
1938	" " " " " "	Vol. 1 A-M
1938	" " " " " "	Vol. 2 N-Z

SCOTT KOVAKA
(Worker's full name)

10-3-38
(Date)

81-B
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody ROOM No. 21, CITY HALL CELLAR.
(Name of building, room number, street address)

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

or both)

2. Dates 1915-1931 (1925-1929 MISSING)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 86 VOLUMES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling AS SHOWN ON LINE 1 - SEE ADDENDA SHEET - LIST OF VOLUMES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records MISSING RECORDS UNACCOUNTED FOR AT PRESENT TIME.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
1925-1929 Missing.

6. Contents CONTAINS ANNUAL ROLL OF ASSESSED VALUATIONS OF INTANGIBLE PROPERTY - CITY OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

BALTIMORE - AT SECURITIES RATE, SHOWING DATE AFFECTED, NAMES OF OWNERS, LOCATIONS,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

AMOUNTS OF ASSESSMENTS, TOTAL ASSESSMENTS, AMOUNTS FROM STATE EXEMPT, TOTALS AT BOTTOM
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

OF PAGES - RECAPITULATION IN BACK OF VOLUME ARRANGED ACCORDING TO LETTERING AS TABBED

THROUGH VOLUME, GIVING PAGE NUMBERS AND AMOUNTS, WITH TOTALS; ALSO ARRANGED ON

FOLLOWING PAGES ACCORDING TO LETTERING, WITH TOTALS OPPOSITE AND GRAND TOTALS

AT BOTTOM OF PAGE.

6. Contents—continued _____

7. Arrangement ALPHABETICALLY BY NAMES OF OWNERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing TABBED THROUGH VOLUME FROM A TO Z IN NAMES OF OWNERS.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size OF VOLUMES: 17 1/2" X 14 1/2" X 2 1/2" - AVERAGE 450 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1915-1931, 86 VOLUMES IN ROOM 21 OF CITY HALL
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
CELLAR.

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

NOTE "ATC" REPRESENTS APPEAL TAX COURT.

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

(Place of publication) (Date of publication)

"INTANGIBLE PERSONAL"

LABELLED AS FOLLOWS :-

Bureau of Assessment

DESCRIPTION	YEAR	VOL-1	LETTERED
INTANGIBLE PERSONAL	1915	1	A-L
INTANGIBLE PERSONAL	1915	2	Mc-Z
SUPPLEMENTARY INTANGIBLE PERSONAL	1915	-	-
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1915	1	A-G
" " " " " "	1915	2	H-R
" " " " " "	1915	3	S-Z
ATC INTANGIBLE PERSONAL PROPERTY	1916	1	A-F
" " " " " "	1916	2	G-L
" " " " " "	1916	3	MEM-R
" " " " " "	1916	4	S-Z
ATC INTANGIBLE PERSONAL	1916	1	A-M
" " " " " "	1916	2	N-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	1916	-	-
ATC INTANGIBLE PERSONAL PROPERTY	1917	1	A-F
" " " " " "	1917	2	G-L
" " " " " "	1917	3	MEM-R
" " " " " "	1917	4	S-Z
ATC INTANGIBLE PERSONAL	1917	1	A-M
" " " " " "	1917	2	N-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	1917	-	-
" " " " " "	1917-1918	2	-
ATC INTANGIBLE PERSONAL	1918	1	A-M
" " " " " "	1918	2	N-Z
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1918	1	A-F
" " " " " "	1918	2	G-L
" " " " " "	1918	3	MEM-R
" " " " " "	1918	4	S-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	1918	-	-
ATC INTANGIBLE PERSONAL	1919	1	A-R
" " " " " "	1919	2	S-Z
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1919	1	A-F
" " " " " "	1919	2	G-L
" " " " " "	1919	3	MEM-R
" " " " " "	1919	4	S-Z
" " " " " "	1919	-	A-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	N.A. 1919	-	A-Z
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1920	1	A-F
" " " " " "	1920	2	G-L
" " " " " "	1920	3	MEM-R
" " " " " "	1920	4	S-Z
" " " " " "	N.A. 1920	-	A-Z
ATC INTANGIBLE PERSONAL	1920	1	A-R
" " " " " "	1920	2	S-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	N.A. 1920	-	A-Z
" " " " " "	1920	-	-
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1921	1	A-F
" " " " " "	1921	2	G-L
" " " " " "	1921	3	MEM-R
" " " " " "	1921	4	S-Z
" " " " " "	N.A. 1921	-	A-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	N.A. 1921	-	A-Z
" " " " " "	1921	-	-
ATC INTANGIBLE PERSONAL	1921	1	A-Q
" " " " " "	1921	2	R-Z

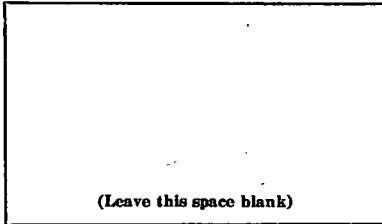
WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE PAINTINGS AND STATUARY FORM



County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building
(Street address)

1. Item or items
(Paintings, etchings, drawings, statues, etc.)

2. Title or subject

3.
(Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (),
photostat (), mounted (), framed (), marble (), bronze ().

5. Condition of work

6. Artist
(Publisher or engraver) (Place of publication)

7. Location
(Rooms and vaults, corridors, parks, etc.)

8. Other information

"INTANGIBLE PERSONAL"

81-B

LABELED AS FOLLOWS:-

Bureau of Assessment

	YEAR	VOL.	LETTERED	
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1922	1	"	A-F
" " " " "	1922	2	"	G-L
" " " " "	1922	3	"	ME-R
" " " " "	1922	4	"	S-Z
ATC INTANGIBLE PERSONAL	1922	1	"	A-Q
" " " " "	1922	2	"	R-Z
ATC INTANGIBLE PERSONAL PROPERTY	NA	"	"	A-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	NA	"	"	A-Z
" " " " "	"	"	"	-
ATC INTANGIBLE PERSONAL PROPERTY BLOTTER	1923	1	"	A-F
" " " " "	1923	2	"	G-L
" " " " "	1923	3	"	ME-R
" " " " "	1923	4	"	S-Z
ATC INTANGIBLE PERSONAL BLOTTER	1923	"	"	A-I
" " " " "	1923	"	"	I-N
" " " " "	1923	"	"	O-S
" " " " "	1923	"	"	T-Z
* " " " " "	1923	"	"	E-H
ATC INTANGIBLE PERSONAL	1923	1	"	A-Q
" " " " "	1923	2	"	R-Z
" " " " "	NA	"	"	A-Z
ATC INTANGIBLE PERSONAL PROPERTY	NA	"	"	A-Z
ATC INTANGIBLE PERSONAL BLOTTER	NA	"	"	A-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	"	"	"	-
ATC INTANGIBLE PERSONAL	1924	1	"	A-Q
" " " " "	1924	2	"	R-Z
" " " " "	NA	"	"	A-Z
ATC SUPPLEMENTARY INTANGIBLE PERSONAL	1924	"	"	-

* NOTE: VOLS. "A TO E AND H TO Z" FOR YEAR 1923 COULD NOT BE LOCATED.

29 VOLS

WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE PAINTINGS AND STATUARY FORM

(Leave this space blank)

County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building
(Street address)

1. Item or items
(Paintings, etchings, drawings, statues, etc.)

2. Title or subject

3.
(Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (),
photostat (), mounted (), framed (), marble (), bronze ().

5. Condition of work

6. Artist
(Publisher or engraver) (Place of publication)

7. Location
(Rooms and vaults, corridors, parks, etc.)

8. Other information

"INTANGIBLE PERSONAL"

LABELED AS FOLLOWS:-

Bureau of Assessment

ATC INTANGIBLE

" " "
" " "
" " "

YEAR 1930

" 1930
" 1931
" 1931

VOL. 1

" 2
" 1
" 2

LETTERED

"
"
"

A-M.

N-Z
A-M
N-Z

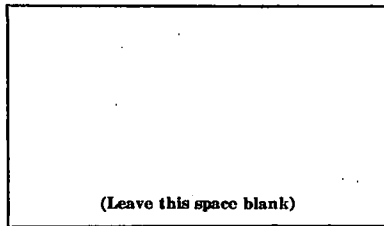
WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE PAINTINGS AND STATUARY FORM



County City or town

Agency or department

Bureau

Name of other owner, if any

Name of building
(Street address)

1. Item or items
(Paintings, etchings, drawings, statues, etc.)

2. Title or subject

3.
(Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (),
photostat (), mounted (), framed (), marble (), bronze ().

5. Condition of work

6. Artist
(Publisher or engraver) (Place of publication)

7. Location
(Rooms and vaults, corridors, parks, etc.)

8. Other information

SCOTT-KOVAKA
(Worker's full name)

8-17-38
(Date)

82A
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody Deputy Manager's Office, Room 216, MUNICIPAL OFFICE BLDG.
(Name of building, room number, street address)

1. Title [PETITIONS FOR REDUCTION OF ASSESSMENT ON REAL ESTATE]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(FOR THE YEAR 1939)

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

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

4. Labeling 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 PETITIONS FOR REDUCTION OF ASSESSMENTS ON REAL ESTATE, SHOWING DATE, LOCATION OF LOT AND NUMBER, NAME OF OWNER, DATE PROPERTY WAS ACQUIRED AND PRICE, AMOUNT OF MORTGAGE, IF ANY, AMOUNT OF GROUND RENT, IF ANY; AMOUNT OF PRESENT ENCUMBRANCES, IF ANY; AMOUNT OF EXPENDITURES IN IMPROVEMENT, IF RENTED, DATE AND TERM OF LEASE; AMOUNT OF GROSS MONTHLY RENTAL; ESTIMATED RENTAL, IF NOT RENTED; FEE SIMPLE VALUE OF LOT AND IMPROVEMENTS; REASONS SUPPORTING CLAIMS OF SAID PETITION; WITH SIGNATURE OF PETITIONER AND AFFIDAVIT, SWORN TO BEFORE NOTARY PUBLIC. NOTE - FILING DATA ON FACE OF THE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued PETITION IS ABSOLUTELY BLANK.

7. Arrangement FILED ACCORDING TO DATE RECEIVED IN BUREAU OF ASSESSMENTS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF STEEL FILE DRAWER: 11 3/4" x 15" x 24", APPROX. 300 PETITIONS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities FOR 1939, 1 STEEL FILE DRAWER CONTAINING LOOSE PAPERS, LOCATED ON NORTH-EAST CORNER OF ROOM NO. 216.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN EXCELLENT CONDITIONS.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

Above records retained pending decisions to be passed; after decisions having been passed records will be filed as shown on serial 82-13.

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

(Place of publication) (Date of publication)

BUREAU OF ASSESSMENT

MUNICIPAL OFFICE BUILDING, BALTIMORE

PETITION FOR REDUCTION OF ASSESSMENT ON REAL ESTATE

This petition must be filed at the office of the Bureau of Assessment before July 1st, signed and sworn to by the owner, or by a duly authorized representative.

.....193.....

TO THE BUREAU OF ASSESSMENT:

The undersigned petitions for a reduction for next year in the assessment of the property herein described, and certifies to the following facts:

The lot is located on the.....side of.....street,

and is known as No.....street,

1. Full name of present owner.....
2. When did you acquire the property and at what price?.....
3. What was the amount of mortgage, if any, at time of purchase?.....
4. What was the amount of ground rent, if any, at time of purchase?.....
5. What, if any, is the present amount of encumbrance on the property?

}	Ground Rent.....
	Mortgage.....
6. How much has been expended in improving the property since you have owned it?.....
7. If rented, what is the date and term of lease?.....
8. What is the (amount of gross monthly rental) contracted for?.....
9. If the property is not rented, what, in your judgment, could it be rented for?.....
10. Full value of lot and improvements in fee simple, without looking to a forced sale.....
Give reasons in support to your answer to question No. 10.

Signature of Petitioner.....

Address.....

STATE OF MARYLAND, BALTIMORE CITY, ss.

On this.....day of.....A. D., 193....., personally appeared before me, a Justice of the Peace in the State of Maryland and for Baltimore City.....

Notary Public.

Assessor.

the petitioner aforesaid, who made ^{oath} affirmation in due form of law, that the matters and facts stated in the foregoing petition are just and true to the best of the petitioner's knowledge and belief.

Wd.....Sec.....Bl.....Lot.....

No.....

**PETITION
FOR
Reduction of Assessment
on Real Estate**

**RECOMMEND THE
FOLLOWING ABATEMENTS**

On Lot.....For 193

On Imp.....

.....Assessor.....

Name.....

Location.....

Address of Petitioner
.....
.....

Filed.....193.....

Present Assessment

Lot.....

Impt.....

Abatement Ordered

On Lot.....

On Impt.....
.....
.....

Manager.

Decided.....193.....

BRIDGE VALLEY COMMUNITY COLLEGE

82A

Niedentohl-Kouaho
(Worker's full name)

7-27-38
(Date)

8213
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland
Name of agency or office Bureau of Assessments
(Office of custody) (Office which made the record, if different)
Address of office of custody Municipal Office Building,
Vault, Room 213.
(Name of building, room number, street address)

1. Title (Petitions for Reduction of Assessments
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
on Real Estate)" Petitions- Real Estate"
or both)
2. Dates. 1933 - 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 102 Steel file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling Labeled "Petitions- Real Estate" with (cont. on line)
(Explain fully; years; numbers; letters; number of records so labeled) 12
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents Filing data on petition shows ward, section, block and
(Purpose and general nature of record. Principal items of information shown/ Summary of forms used in making record,
lot numbers; petition number; name of owner, location of
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
property; address of petitioner; date filed; present
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
assessment on lot and improvement; amount of abatement
ordered on lot and improvement; signature of manager
and date decided; amounts of abatements recommended
on lot and improvements, year affected shown, signature
of assessor; the petition shows date, location of

6. Contents—continued lot and number; name of owner, date property was acquired and price; amount of mortgage; amount of expenditures on improvements; date and term of lease (if rented); amount of gross monthly rental; estimated rental, if not rented; fee simple value of lot and improvements; reasons supporting
7. Arrangement Numerically by section numbers under each ward.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing Typed and handwritten on printed form.
(Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size of steel file drawer: 11½" x 15½" x 25", drawer.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities 1933-1934, 80 steel file drawers on south wall in vault room 213; 1934-1938, 22 steel file drawers on north wall in vault room 213.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12. Other information Records and 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)
cont'd from line 4 - year numbers, incl. ward and section numbers. (See addenda sheet list of drawers as labeled.
cont'd. from line 6 - claims of petitioner with signature and address of petitioner; affidavit sworn to before Notary Public. NOTE - PRIOR RECORDS HAVE BEEN DESTROYED
13. (For use in Florida.) Early imprints Above records retained for general reference purposes.
(Place of publication) (Author) (Publisher) (Date of publication)

(Continued from line 4)

(PETITION FOR REDUCTION OF ASSESSMENT ON Real Estate) 82-13

STEEL Drawers 10 1/2" x 4 3/4 x 15" ; Drawers labeled as follows.

Bureau of Assessment

1933 - WARD 1-3 SECTION - 1

"	"	3	"	2 WARD 4 SECT. 3		
"	"	4	"	4 " 4 " 10	BLOCK 620	
"	"	4	"	10	"	620 WARD 4 SECT. 11 BLOCK 1382
"	"	4	"	12	"	5 " 6
"	"	5	"	7	"	6 " 7
"	"	6	"	8-18		
"	"	7	"	1-15		
"	"	7	"	16	"	8 " 7
"	"	8	"	8-21		
"	"	9	"	1-13	"	10 " 5
"	"	9	"	14	"	11 " 1
"	"	10	"	6		
"	"	11	"	2-9	"	12 " 1 Vol 2
"	"	11	"	10		
"	"	12	"	1 Vol. 3	SECT. 10	
"	"	12	"	11	"	13 " 3
"	"	13	"	4-9		
"	"	13	"	10	"	14 " 4
"	"	14	"	5-14		
"	"	15	"	1		
"	"	15	"	2		
"	"	15	"	3-5		
"	"	15	"	7-11		
"	"	15	"	12-18		
"	"	15	"	19-19	Vol. 4	
"	"	15	"	19	" 4	" 16 " 6 Vol. 1.
"	"	16	"	6	" 2	" 16 " 6 Vol. 5
"	"	16	"	6	" 5	" 16 " 7 Block 2359
"	"	16	"	7	BLOCK 2360A	" 17 " 4
"	"	17	"	4-9		
"	"	17	"	10	"	18 " 13
"	"	19	"	1-14		
"	"	20	"	1-5		

PETITION FOR REDUCTION OF ASSESSMENT ON Real Estate 82-B

1933	WARD	SECTION	WARD	SECTION
	20	6	21	8
"	21	9	22	6
"	22	6	23	7
"	23	7	25	5
"	25	5	26	7
"	26	1	27	2
"	27	3-10		
"	27	11-16		
"	27	17-20 VOL. 1		
"	27	20 " 2	27	23
"	28	1-5		

1934	"	1 TO WARD 2 SECTION 10
"	"	3 " " 4 " 2
"	"	4 SECTION 3 WARD 4 SECTION 9
"	"	4 " 10 " 4 " 11
"	"	4 " 12 " 5 " 8
"	"	5 " 9 " 6 " 8
"	"	6 " 9 " 7 " 3
"	"	7 " 4 " 7 " 12
"	"	7 " 13 " 8 " 1
"	"	8 " 2 " 8 " 12
"	"	8 " 13 " 9 " 1
"	"	9 " 1 " 9 " 4
"	"	9 " 5 " 9 " 13
"	"	9 " 14 " 9 " 15
"	"	9 " 15 " 10 " 5
"	"	10 " 6 " 11 " 1
"	"	11 " 2 " 11 " 9
"	"	11 " 10 " 12 " 1
"	"	12 " 1 " 12 " 4
"	"	12 " 5 " 12 " 13
"	"	12 " 14 " 13 " 1
"	"	13 " 2 " 13 " 7
"	"	13 " 8 " 13 " 13
"	"	13 " 14 " 14 " 9
"	"	14 " 10 " 15 " 1
"	"	15 " 1 " 15 " 2
"	"	15 " 2 " 15 " 3
"	"	15 " 4 " 15 " 6
"	"	15 " 7 " 15 " 11

PETITION FOR REDUCTION OF ASSESSMENT ON Real Estate

1934	WARD 15	SECTION 12	WARD 15	SECTION 17
"	" 15	" 18	" 15	" 19
"	" 15	" 19	" 16	" 4
"	" 16	" 5	" 16	" 6
"	" 16	" 6	" 16	" 10
"	" 16	" 11	" 17	" 3

80

NOTE - THE ABOVE DRAWERS ALSO CARRY LABELING
"PETITIONS - REAL ESTATE"

(Continued from line 4)

82 B

PETITIONS FOR REDUCTION OF ASSESSMENT ON REAL ESTATE

1934	WARD 16	SECTION 6	VOL. 4;	WARD 19	SECTION 14
"	"	20-23			
"	"	24-27	SECTION 7	VOL 2	
"	"	27	SECTION 8	VOL 1 TO	WARD 28 SECTION 3 VOL. 1
"	"	28		VOL 3-2,	WARD 28 SECTION 5 VOL. 2
1935	"	1	SECTION 1 TO	WARD 7	SECTION 17
"	"	8	SECTION 1 TO	WARD 11	SECTION 12
"	"	12	SECTION 1 TO	WARD 15	SECTION 1
"	"	15	SECTION 2 TO	WARD 16	SECTION 7
"	"	16	SECTION 8 TO	WARD 21	SECTION 13
"	"	22	SECTION 1 TO	WARD 27	SECTION 9
"	"	27	SECTION 10 TO	WARD 28	SECTION 5
1936	"	1	SECTION 1 TO	WARD 10	SECTION 13
"	"	11	SECTION 1 TO	WARD 15	SECTION 18
"	"	15	SECTION 19 TO	WARD 22	SECTION 11
"	"	23	SECTION 1 TO	WARD 28	SECTION 5
1937	"	1	SECTION 1 TO	WARD 10	SECTION 13
"	"	11	SECTION 1 TO	WARD 16	SECTION 16
"	"	17	SECTION 1 TO	WARD 28	SECTION 5
1938	"	1	SECTION 12		
"	"	13	SECTION 19		
"	"	20	SECTION 28		

THE ABOVE DRAWERS ALSO CARRY LABELING
"PETITIONS - REAL ESTATE"

BUREAU OF ASSESSMENT
MUNICIPAL OFFICE BUILDING, BALTIMORE



PETITION FOR REDUCTION OF ASSESSMENT ON REAL ESTATE

This petition must be filed at the office of the Bureau of Assessment before July 1st, signed and sworn to by the owner, or by a duly authorized representative.

.....193.....

TO THE BUREAU OF ASSESSMENT:

The undersigned petitions for a reduction for next year in the assessment of the property herein described, and certifies to the following facts:

The lot is located on the.....side of.....street,

and is known as No.....street,

1. Full name of present owner.....
2. When did you acquire the property and at what price?.....
3. What was the amount of mortgage, if any, at time of purchase?.....
4. What was the amount of ground rent, if any, at time of purchase?.....
5. What, if any, is the present amount of encumbrance on the property?

}	Ground Rent.....
}	Mortgage.....
6. How much has been expended in improving the property since you have owned it?.....
7. If rented, what is the date and term of lease?.....
8. What is the amount of gross monthly rental contracted for?.....
9. If the property is not rented, what, in your judgment, could it be rented for?.....
10. Full value of lot and improvements in fee simple, without looking to a forced sale.....
Give reasons in support to your answer to question No. 10.

Signature of Petitioner.....

Address.....

STATE OF MARYLAND, BALTIMORE CITY, ss.

On this.....day of.....A. D., 193....., personally appeared before me, a Justice of the Peace in the State of Maryland and for Baltimore City.....

Notary Public.

Assessor.

the petitioner aforesaid, who made ^{oath} affirmation in due form of law, that the matters and facts stated in the foregoing petition are just and true to the best of the petitioner's knowledge and belief.

Wd.....Sec.....Bl.....Lot.....

No.....

82-B

PETITION
FOR
**Reduction of Assessment
on Real Estate**

**RECOMMEND THE
FOLLOWING ABATEMENTS**

On Lot.....For 193

On Imp.....

.....Assessor.....

Name.....

Location.....

Address of Petitioner
.....
.....

Filed.....193.....

Present Assessment

Lot.....

Impt.....

Abatement Ordered

On Lot.....

On Impt.....
.....
.....

Manager.

Decided.....193.....

Bureau of Assessment

Scott-Hovoka

(Worker's full name)

9-1-38

(Date)

83A

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~_____~~ Baltimore City State Maryland

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

Address of office of custody Municipal Office Building,
(Name of building, room number, street address)
Principal Assessment Clerks Office, Room 214.

1. Title "Paving Notices-APPEAL TAX COURT"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1929-1937
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 50 VOLUMES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling F.S. SHOWN ON LINE 1, WITH INCLUSIVE NOTICE NUMBERING, SEE ADDENDA SHEETS,
(Explain fully; years; numbers; letters; number of records so labeled) LIST OF VOLUMES.

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

Office copy
6. Contents SHOWS WARD, SECTION AND BLOCK NUMBERS; NOTICE NUMBER, SPECIAL
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

PAVING TAX NOTICE UNDER THE PROVISIONS OF CHAPTER 688 OF THE ACTS OF
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

1912, SHOWING DATE, NAME OF OWNER AND DESCRIPTION OF PROPERTY, NUMBER
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

OF FEET ABUTTING ON STREET OR HIGHWAY PAVED WITH IMPROVED PAVEMENT,

NOTIFICATION TO APPEAR IN APPEAL TAX COURT AND BE HEARD IN REFER-

ENCE TO LIABILITY OF THE PROPERTY INDICATED FOR THE SPECIAL TAX

LEVIED BY THE ACT OF 1912 FOR THE YEAR AFFECTED AND THE CLASS TO

WHICH IT PROPERLY BELONGS, THEREAFTER THE COURT WILL TAKE SUCH ACTION

6. Contents—continued IT MAY DEEM WISE IN THE PREMISES.

7. Arrangement NUMERICALLY BY NOTICE NUMBERS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF VOLUMES: 16 1/2" x 9 1/4" x 1" , AVERAGE 250 PAGES PER VOLUME
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

(2 NOTICES ON EACH PAGE)

11. Location by dates and quantities 1929-1937; 50 VOLUMES ON METAL STAND ON
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

SOUTH-EAST CORNER OF ROOM 214.

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

The above records are retained for general reference purposes.

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

(Place of publication)

(Date of publication)

"Paving Notices"

Continued from line 4, List of Volumes as Labeled.

Paving Notices	14001 - 14500	For 1929
"	" 14500 - 15000	" "
"	" 15001 - 15500	" "
"	" 15501 - 16000	" "
"	" 16001 - 16500	" "
"	" 16501 - 17000	" "
"	" 17001 - 17500	" "
"	" 17501 - 18000	" "
"	" 18001 - 18500	" "
"	" 18501 - 19000	" "
"	" 19001 - 19501	" "
"	" 19501 - 20000	" "
"	" 20001 - 20500	" "
"	" 20501 - 21000	" "
"	" 21001 - 21500	" 1930
"	" 21501 - 22000	" "
"	" 22001 - 22500	" "
"	" 22501 - 23000	" "
"	" 23001 - 23500	" "
"	" 23501 - 24000	" "
"	" 24001 - 24500	" "
"	" 24501 - 25000	" "
"	" 25001 - 25500	" "
"	" 25501 - 26000	" "

THE VOLUMES FORM--Continued

10. Size

(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers

(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

Paving Notices"

83A

Continued.

Paving Notices	26001 - 26500	For 1930
"	26501 - 27000	" 1931
"	27001 - 27500	" "
"	27501 - 28000	" "
"	28001 - 28500	" "
"	28501 - 29000	" "
"	29001 - 29500	" "
"	29501 - 30000	" "
"	30001 - 30500	" "
"	30501 - 31000	" 1932
"	31001 - 31500	" "
"	31501 - 32000	" "
"	32001 - 32500	" "
"	32501 - 33000	" "
"	33001 - 33500	" "
"	33501 - 34000	" "
"	34001 - 34500	" "
"	34501 - 35000	" "
"	1 - 500	" 1933
"	501 - 1000	" "
"	1001 - 1500	" "
"	1501 - 2000	" "
"	2001 - 2500	" 1935
"	2501 - 3000	" "
"	3001 - 3100	" "
"	3501 - 4000	" 1935-1936-1937

TOTAL 50
VOLUMES

No. 595

APPEAL TAX COURT*Bureau of
Assessment*

83A

MUNICIPAL BUILDING

Special Paving Tax Notice under the provisions of Chapter 688 of the Acts of 1912

Baltimore, 193

To or owner of

..... City

(Description of property) :

of which (according to our present information) feet adjoin or abut on, a public highway, paved with improved pavement without special assessment upon the abutting owners, and having a width of feet so paved.


You are hereby notified that, between 11 A. M. and 1 P. M. on the day of *NOV* *1932* next, at the rooms of the Appeal Tax Court in the Municipal Building, you will be given the opportunity to appear before the said Court and be heard in reference to the liability of the property above described for the special paving tax levied by the Act of 1912, Chapter 688, beginning with the year and the class to which it properly belongs.

Thereafter the Court will take action according to its best judgment and information in the premises.

For the Court,

Oscar B. Sheroweth

Sec. and Chief Clerk.

 The final action taken in pursuance of the above notice will appear by the books of the Appeal Tax Court on December 31st next.

RATES OF TAX

(ANNUALLY FOR TEN YEARS)

On property adjoining, or abutting on, streets 30 feet wide or over, 15 cents per lineal foot adjoining street.

On property adjoining, or abutting on, streets 15 feet wide or over (but less than 30 feet wide) 10 cents per lineal food adjoining street.

On property adjoining, or abutting on, streets or alleys less than 15 feet wide, 5 cents per lineal foot adjoining street or alley.

As to corner property, when used only as a private dwelling, two-thirds of the side is exempt from the tax; as to all other corner property, one-half of the side is exempt.

SCOTT-KOVAKA-KIDD

(Worker's full name)

8-11-38

(Date)

83 B

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
PLAT ROOM, NO. 211.
(Name of building, room number, street address)

1. Title (SPECIAL PAVING TAX NOTICES - OFFICE COPIES)
(Give present full title 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 - 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 SHOW WARD SECTION AND BLOCK NUMBER, NOTICE NUMBER,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

NOTICE UNDER THE PROVISION OF CHAPTER 688 OF THE ACTS OF
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

1912; SHOWING DATE, NAME OF OWNER AND DESCRIPTION OF
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

PROPERTY, NUMBER OF FEET ABUTTING ON STREET OR HIGHWAY PAVED

WITH IMPROVED PAVEMENT, NOTIFICATION TO APPEAR IN APPEAL

TAX COURT AND BE HEARD IN REFERENCE TO LIABILITY OF THE

PROPERTY INDICATED FOR THE SPECIAL TAX LEVIED BY THE ACT OF

1912 FOR THE YEAR AFFECTED AND THE CLASS TO WHICH IT

6. Contents—continued PROPERLY BELONGS, THEREAFTER THE COURT
WILL TAKE SUCH ACTION IT MAY DEEM WISE IN THE PREMISES.
7. Arrangement NUMERICALLY BY NOTICE NUMBER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)
8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size OF VOLUME: 6" x 6" x 1" - AVG. 250 PAGES (25 STUBS ON EACH PAGE)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936 TO DATE, 1 VOLUME ON SOUTH WALL
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN THAT ROOM 211.

12. Other information RECORD AND 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)

The above records are retained in office for
general reference purposes.

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

No. 5999

APPEAL TAX COURT

MUNICIPAL BUILDING

83 B

Special Paving Tax Notice under the provisions of Chapter 688 of the Acts of 1912

Baltimore, 193

To or owner of

Bureau of Assessment

City

(Description of property) : of which (according to our present information) feet adjoin or abut on , a public highway, paved with improved pavement without special assessment upon the abutting owners, and having a width of feet so paved.

You are hereby notified that, between 11 A. M. and 1 P. M. on the day of next, at the rooms of the Appeal Tax Court in the Municipal Building, you will be given the opportunity to appear before the said Court and be heard in reference to the liability of the property above described for the special paving tax levied by the Act of 1912, Chapter 688, beginning with the year and the class to which it properly belongs.

Thereafter the Court will take action according to its best judgment and information in the premises.

For the Court,

M. Frank Patrick Oscar B. Sheroweth

Sec. and Chief Clerk.

The final action taken in pursuance of the above notice will appear by the books of the Appeal Tax Court on December 31st next.

RATES OF TAX (ANNUALLY FOR TEN YEARS)

On property adjoining, or abutting on, streets 30 feet wide or over, 15 cents per lineal foot adjoining street.

On property adjoining, or abutting on, streets 15 feet wide or over (but less than 30 feet wide) 10 cents per lineal food adjoining street.

On property adjoining, or abutting on, streets or alleys less than 15 feet wide, 5 cents per lineal foot adjoining street or alley.

As to corner property, when used only as a private dwelling, two-thirds of the side is exempt from the tax; as to all other corner property, one-half of the side is exempt.

SCOTT-KOVAKA
(Worker's full name)

9-6-38
(Date)

84 A
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING,
Vault, Room 213.
(Name of building, room number, street address)

LABELED - "MERCHANDISE SCHEDULE"

1. Title SCHEDULE AND RETURN OF TANGIBLE PERSONAL PROPERTY OF INDIVIDUAL
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
FIRMS AND FOREIGN CORPORATIONS IN BALTIMORE CITY.)
or both)

2. Dates 1921-1935 (1922-1928 MISSING)
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 CARDBOARD FILE BOXES + 16 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "MERCHANDISE SCHEDULE" WITH YEAR AND INCLUSIVE LETTERING SEE ADDENDA SHEET
(Explain fully; years; numbers; letters; number of records so labeled) LIST OF BOXES AND DRAWERS.

5. Discontinued and missing records 1922-1928 Missing
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents RECORDS CONTAIN SCHEDULE AND RETURN OF TANGIBLE PERSONAL PROPERTY OF INDIVIDUALS,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
FIRMS AND FOREIGN CORPORATIONS, SHOWING THE DATE, NAME AND ADDRESS OF OWNER, PARTICULARS
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
OF NOTICE REGARDING THE ASSESSMENT OF ALL TAXABLE PERSONAL PROPERTY AND SIGNATURE OF
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ASSESSOR, NAME OF OWNER, PLACE OF BUSINESS, NATURE OF BUSINESS CONDUCTED, NAME AND
ADDRESS OF PARTNERS, AMOUNT OF BUSINESS LAST YEAR, OFFICE EQUIPMENT AND FIXTURES ON
HAND AND VALUE OF SAME, MERCHANDISE STOCK AND MATERIALS ON HAND LAST BUSINESS YEAR
NOT MANUFACTURED BY OWNER IN BALTIMORE, WITH VALUES, DATES AND AMOUNT OF RECENT
INVENTORIES, HIGHEST AND LOWEST PERIODS OF STOCK, TRADE SEASONS, COST, DATE OF

6. Contents—continued PURCHASES, VALUE OF MACHINERY, ETC. NOW CARRIED ON BOOKS NOT USED IN MANUFACTURING; ITEMIZED LIST OF ALL OTHER TANGIBLE PERSONAL PROPERTY, EITHER OWNED OR HELD; DATE OF SCHEDULE AND SIGNATURE OF OWNER OR REPRESENTATIVE, WITH SWORN AFFIDAVIT—THE FILING DATA OF EACH SCHEDULE AND RETURN SHOWS NAME AND ADDRESS OF OWNER OR CORPORATION, DATE RECEIVED AND ASSESSED VALUATION FOR THE PARTICULAR YEAR INVOLVED.

7. Arrangement ALPHABETICALLY BY NAMES OF INDIVIDUALS, FIRMS OR CORPORATIONS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF CARDBOARD BOXES: 9" x 8 3/4" x 15 1/2"; AVERAGE 400 PER EACH BOX; OF STEEL FILE DRAWERS: 10 3/4" x 4 1/2" x 15"; AVERAGE 750 SCHEDULES PER DRAWER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1921-1932; 10 CARDBOARD FILE BOXES ON CENTER SHELF; AND 1933-1935; 16 STEEL FILE DRAWERS ON EAST WALL—ALL IN VAULT, ROOM NO. 213.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND CONTAINERS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

Above records kept for general reference purposes.

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

(Place of publication) (Date of publication)

Bureau of Assessment

(SCHEDULE AND RETURNS OF TANGIBLE PERSONAL PROPERTY OF) 84A
 INDIVIDUALS, FIRMS AND FOREIGN CORPORATION IN BALTIMORE CITY

" Labeled Merchandise Schedule with Year and Inclusive Lettering "
 AS FOLLOWS:-

YEAR		N. A.	CARDBOARD FILE BOX
"	1921	CITY - A. Z.	" " "
"	1921	N. A - M. Z.	" " "
"	1929	A. M ₂	" " "
"	1929	M. Z.	" " "
"	1930	A. M ₂	" " "
"	1930	M. Z.	" " "
"	1931	AF - GP	" " "
"	1931-1932	QZ - AF	" " "
"	1932	GM - N.Z.	" " "

YEAR		AF	STEEL FILE DRAWER
"	1933	GM	" " "
"	1933	OZ	" " "
"	1934	ACE	" " "
"	1934	CHA - FU	" " "
"	1934	G - JA	" " "
"	1934	J. E. MAN	" " "
"	1934	MAR - PU	" " "
"	1934	G - STA	" " "
"	1934	STE - ZW	" " "
"	1935	A. C.	" " "
"	1935	D - G	" " "
"	1935	H - LE	" " "
"	1935	LI - PO	" " "
"	1935	PR - STE	" " "
"	1935	STI - ZW	" " "

TOTAL 10 - CARDBOARD FILE BOXES.
 TOTAL 16 - STEEL FILE DRAWERS

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

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11. Location by dates and volume numbers
(Buildings and rooms or vaults)

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12. Subtitle divisions by dates and volume numbers

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13. Other information

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SCOTT-KOVAKA
(Worker's full name)

8-24-38
(Date)

84B
(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

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

Address of office of custody MUNICIPAL OFFICE BUILDING, SECURITIES ASSESSOR'S
(Name of building, room number, street address)

OFFICE; Room No. 217.

LABELED - "MERCHANDISE SCHEDULE"

1. Title (SCHEDULE AND RETURN OF TANGIBLE PERSONAL PROPERTY OF
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
INDIVIDUALS, FIRMS AND FOREIGN CORPORATIONS IN BALTIMORE CITY)
or both)

2. Dates 1936-1939
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 24 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "MERCHANDISE SCHEDULE" WITH YEAR AND INCLUSIVE LETTERING - SEE ADDENDUM
(Explain fully; years; numbers; letters; number of records so labeled) SHEET - LIST OF DRAWERS.

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents SCHEDULE AND RETURN OF TANGIBLE PERSONAL PROPERTY OF INDIVIDUALS AND FIRMS AND
SHOWS THE DATE, NAME AND ADDRESS OF OWNER; PARTICULARS OF NOTICE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
REGARDING THE ASSESSMENT OF ALL TAXABLE PERSONAL PROPERTY AND SIGNATURE OF
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
ASSESSOR; NAME OF OWNER; PLACE OF BUSINESS; NATURE OF BUSINESS CONDUCTED; NAME
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
AND ADDRESS OF PARTNERS; AMOUNT OF BUSINESS LAST YEAR; OFFICE EQUIPMENT AND
FIXTURES ON HAND AND VALUE OF SAME; MERCHANDISE STOCK AND MATERIALS ON HAND LAST
BUSINESS YEAR NOT MANUFACTURED BY OWNER IN BALTIMORE, WITH VALUES; DATES AND
AMOUNT OF RECENT INVENTORIES; HIGHEST AND LOWEST PERIODS OF STOCK; TRADE
SEASONS; COST, DATE OF PURCHASES; VALUE OF MACHINERY, ETC. NOW CARRIED ON BOOKS

6. Contents—continued NOT USED IN MANUFACTURING; ITEMIZED LIST OF ALL OTHER TANGIBLE PERSONAL PROPERTY, EITHER OWNED OR HELD, DATE OF SCHEDULE AND SIGNATURE OF OWNER OR REPRESENTATIVE, WITH SWORN AFFIDAVIT. SCHEDULE AND RETURN OF FOREIGN CORPORATIONS IN BALTIMORE CITY IS IDENTICAL IN SUBSTANCE AS TO THE ABOVE SET-UP WITH THE EXCEPTION THAT IT AFFECTS FOREIGN CORPORATIONS. = CONT LINE 12 =

7. Arrangement ALPHABETICALLY BY NAMES OF INDIVIDUALS, FIRMS OR CORPORATIONS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size OF STEEL FILE DRAWERS: 11 1/2" X 5" X 15 1/2", AVERAGE 400 SCHEDULES PER EACH DRAWER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1936-1939. 24 STEEL FILE DRAWERS ON SOUTH WALL OF ROOM No. 217.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS ARE IN GOOD CONDITION.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

CONT FROM LINE 6 =

THE FILING DATA OF EACH SCHEDULE AND RETURN SHOWS NAME AND ADDRESS OF OWNER OR CORPORATION; DATE RECEIVED AND ASSESSED VALUATION FOR THE PARTICULAR YEAR INVOLVED.

Above records kept for general reference purposes.

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

(Place of publication)

(Date of publication)

Bureau of Assessment

(SCHEDULE AND RETURN OF TANGIBLE PERSONAL PROPERTY OF INDIVIDUALS, FIRMS AND FOREIGN CORPORATION IN BALTIMORE CITY)

LABELED: "MERCHANDISE SCHEDULE" WITH YEAR AND INCLUSIVE LETTERING.

1-STEEL FILE DRAWER LETTERED				A-C.	FOR YEAR 1936		
1-	"	"	"	D-H.	"	"	"
1-	"	"	"	I-N	"	"	"
1-	"	"	"	O-S	"	"	"
1-	"	"	"	T-Z	"	"	"
1-	"	"	"	A-C	"	"	1937
1-	"	"	"	D-G	"	"	"
1-	"	"	"	H-M	"	"	"
1-	"	"	"	MO-SHEA	"	"	"
1-	"	"	"	SHEA-Z	"	"	"
1-	"	"	"	A-B	"	"	1938
1-	"	"	"	C-E	"	"	"
1-	"	"	"	F-Hoy	"	"	"
1-	"	"	"	HEA-K	"	"	"
1-	"	"	"	L-MIZ	"	"	"
1-	"	"	"	MOR-ROM	"	"	"
1-	"	"	"	ROM-S&W	"	"	"
1-	"	"	"	T-Z	"	"	"
1-	"	"	"	A-C	"	"	1939
1-	"	"	"	D-G	"	"	"
1-	"	"	"	H-L	"	"	"
1-	"	"	"	M-R	"	"	"
1-	"	"	"	S-T	"	"	"
1-	"	"	"	T-Z	"	"	"

84B

24 TOTAL

THE VOLUMES FORM—Continued

10. Size
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information

THIS SCHEDULE MUST BE SWORN TO.

1. Name of corporation.....
2. Place of incorporation.....
3. Nature of business conducted.....
4. Usual office or place of business in Baltimore.....
5. Name and address of resident agent.....
6. Amount of capital in use in Baltimore City.....
7. Amount of business done in Baltimore City in last corporate year.....
8. Fixtures on hand and value of same.....
9. Office equipment on hand and value of same.....

10. What merchandise, stock and material did you have on hand during the last corporate year as follows:

Merchandise and stock in trade	Highest Value \$.....
not manufactured in Baltimore	Lowest Value \$.....
by your corporation.	Average Value \$.....

11. Give date and amount of recent inventories:

Date	Amount
1.	\$.....
2.	\$.....
3.	\$.....
4.	\$.....
5.	\$.....
6.	\$.....

12. What properties do they include.....

13. A. At what time of year is stock highest.....
- B. At what time lowest.....
- C. What trade seasons have you.....
14. Tools, engines and machinery not used in manufacturing.....
- A. Cost \$..... B. Date of purchase.....
- C. Value of machinery, etc., now carried on books \$.....
- (Exemption application required for machinery used in manufacturing)
15. All other tangible personal property (itemized).....
- A. Owned by you.....
- B. Owned by others and held by you.....

CORPORATE SEAL

Date.....

.....
Signature and Office of Corporate Officer Signing.

**AFFIDAVIT REQUIRED TO BE MADE TO ABOVE SCHEDULE AND RETURN
BEFORE A JUSTICE OF THE PEACE, NOTARY PUBLIC, OR JUDGE
OR ASSESSOR OF THE BUREAU OF ASSESSMENT**

State of Maryland, City of Baltimore, to-wit:

On this..... day of....., 19....., before the subscriber, a..... of the State of Maryland in and for..... personally appeared..... the..... of the above named corporation, who has signed said return, and made oath in due form of law that the statements and answers made to said interrogatories are accurate and true and fully accounted for all tangible property of..... located in the City of Baltimore at the full cost value thereof.

**Schedule and Return to The Bureau of Assessment
of Tangible Personal Property Located in the
City of Baltimore Owned by
Foreign Corporations**

19..... Baltimore, Md.,

To.....

This is to notify you that it is the purpose of the Bureau of Assessment of the City of Baltimore, at Room 218, Municipal Bldg., Baltimore, to assess to the corporate owner thereof, etc., for taxation, for the taxing year....., the taxable personal property owned by you located in said City, or held by you as agent, custodian, broker, trustee, receiver, consignee, licensee, or in any representative or fiduciary capacity.

You are, therefore, directed to answer on oath the accompanying interrogatories and to return said answers to the Bureau of Assessment on or before.....

between the hours of 10 A. M. and 4 P. M., at which time you may be heard and may make such statement or present such proof as you may desire and the Bureau may think necessary and proper to be heard.

Thereafter the Bureau will take action according to its best judgment and information in the premises.

Insert in the blank spaces full and complete answers, giving items of quality and quantity of property and your estimate of the full cash value thereof at this time.

You may add any additional information by attaching separate sheets.

— IMPORTANT —

Under Code Article 81, Section 154. Any person who either as principal or agent shall negligently or without due excuse fail to furnish any information, or to answer any interrogatory, or file any report or list at the time and in the manner required by this Article, or who shall negligently give any incorrect, untrue or misleading information or answer to any such interrogatory, or make or file any report or list which shall be in any respect incorrect, untrue or misleading, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred (\$500.00) dollars.

For the Bureau of Assessment,

Assessor.

The decision in this case will appear on the books of the Bureau of Assessment on October 1st next, from which date you have the right to appeal to the Appeal Tax Court within 30 days.

M. D. B. 7228.

19.....

Name.....

Address.....

SCHEDULE AND RETURN

OF

**Tangible Personal
Property**

OF

Foreign Corporations in Baltimore City

Date Received.....

Assessed Valuation for 19..... \$.....

THIS SCHEDULE MUST BE SWORN TO

BUREAU OF ASSESSMENT

Room 218

Municipal Bldg., Baltimore

M. D. B. 7228.

84B

**Schedule and Return to The Bureau of Assessment
of Tangible Personal Property Located in the
City of Baltimore Owned by
Individuals and Firms**

84 B.

Baltimore, Md., 19.....

To

This is to notify you that it is the purpose of the Bureau of Assessment of the City of Baltimore, at Room 218, Municipal Bldg., Baltimore, to assess to the owner thereof, etc., for taxation, for the taxing year, the taxable personal property owned by you located in said City, or held by you as agent, custodian, broker, trustee, receiver, consignee, licensee, or in any representative or fiduciary capacity.

You are, therefor, directed to answer on oath the accompanying interrogatories and to return said answer to the Bureau of Assessment on or before between the hours of 10 A. M. and 4 P. M., at which time you may be heard and may make such statement or present such proof as you may desire and the Bureau may think necessary and proper to be heard.

Thereafter the Bureau will take action according to its best judgment and information in the premises.

Insert in the blank spaces full and complete answers, giving items of quality and quantity of property and your estimate of the full cash value thereof at this time.

You may add any additional information by attaching separate sheets.

— IMPORTANT —

Under Code Article 81, Section 154. Any person who either as principal or agent shall negligently or without due excuse fail to furnish any information, or to answer any interrogatory, or file any report or list at the time and in the manner required by this Article, or who shall negligently give any incorrect, untrue or misleading information or answer to any such interrogatory, or make or file any report or list which shall be in any respect incorrect, untrue or misleading, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred (\$500.00) dollars.

For the Bureau of Assessment,

..... Assessor.

The decision in this case will appear on the books of the Bureau of Assessment on October 1st next, from which date you have the right to appeal to the Appeal Tax Court within 30 days.

Form 2. 19.....

Name

Address

SCHEDULE AND RETURN
OF
**Tangible Personal
Property**
OF
Individuals and Firms in Baltimore City

Date Received

Assessed Valuation for 19..... \$

THIS SCHEDULE MUST BE SWORN TO

BUREAU OF ASSESSMENT
Room 218
Municipal Bldg., Baltimore

M. D. B. 7229.

THIS SCHEDULE MUST BE SWORN TO.

1. Name of owner.....
2. Place of business.....
3. Nature of business conducted.....
4. Name and address of partners.....
5. Amount of business done in last business year.....
6. Fixtures on hand and value of same.....
7. Office equipment on hand and value of same.....

8. What merchandise, stock and material did you have on hand during the last business year as follows:

Merchandise and stock in trade	Highest Value \$.....
not manufactured by you	Lowest Value \$.....
in Baltimore.	Average Value \$.....

9. Give date and amount of recent inventories:

Date	Amount
1.	\$.....
2.	\$.....
3.	\$.....
4.	\$.....
5.	\$.....
6.	\$.....

10. A. At what time of year is stock highest.....
- B. At what time lowest.....
- C. What trade seasons have you.....

11. Tools, engines and machinery not used in manufacturing.....
- A. Cost \$..... B. Date of purchase.....
- C. Value of machinery, etc., now carried on books \$.....
- (Exemption application required for machinery used in manufacturing)

12. All other tangible personal property (itemized).....
- A. Owned by you.....
- B. Owned by others and held by you.....
- Date.....

Signature.

**AFFIDAVIT REQUIRED TO BE MADE TO ABOVE SCHEDULE AND RETURN
BEFORE A JUSTICE OF THE PEACE, NOTARY PUBLIC, OR JUDGE
OR ASSESSOR OF THE BUREAU OF ASSESSMENT**

State of Maryland, City of Baltimore, to-wit:

On this..... day of....., 19....., before
the subscriber, a..... of the State of Maryland in and for
..... personally appeared.....

..... who has signed said return, and made oath in
due form of law that the statements and answers made to said interrogatories are accurate and true
and fully accounted for all tangible property of.....
located in the City of Baltimore at the full cost value thereof.