

**NHPRC Project #NAR10-RP-50031-10: Salvaging the Records of Baltimore City
Interim Report, January 1, 2011 to June 30, 2011**

Much progress has been made since our last report. In February-March we interviewed and hired four part-time catalogers to supplement our previous all volunteer effort. At this time we have a total of nine individuals (not including three Maryland State Archives administrative staff members) devoted to various projects at the Baltimore City Archives.

Cataloging Activities

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

- Completed keyboarding of the Historical Records Survey entries for 1797-1814
- Completed cataloging for BRG 56 (Civil War Records)
- Completed cataloging of non-oversize materials in BRG 55 Series 1 (Baltimore City Passenger Arrival Records)
- Continued cataloging of BRG 16 series 1 (Baltimore City Council Administrative Files)
- Continued cataloging of BRG 16 series 4 (Baltimore City Council Files)
- Continued cataloging of BRG 9 Series 42 (Papers of Mayor William Donald Schaefer)
- Completed research and drafted finding aid for BRG 32, Series 11 (Civil War Bounty and Relief Records)
- Initiated cataloging of BRG 12 (Cartographic Records)
- Initiated cataloging of BRG 4 (Tax Records)
- Initiated preliminary inventory of Record Center
- Initiated the reboxing of BRG 41 Series 2 (Miscellaneous Administrative Records) in preparation for cataloging
- Created software for preliminary inventory of Record Center material

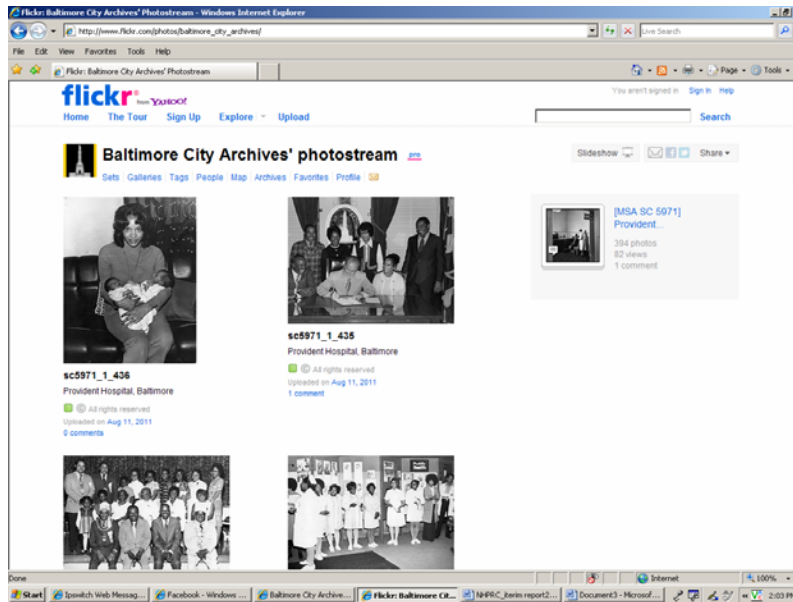
Records Management Activities

Gerald Roberts, the City Records Manager, is offering guidance, building relationships, and identifying key contacts within various city agencies. These have included field calls to the Department of Transportation, the Office of the Labor Commissioner, and others:

- Appraisal visits at seven city departments
- Retention schedules reviewed: 185
- Retention schedules written: 55
- Amount of records transferred to City Archives: 300 cu. ft.

Outreach Activities

- Created a Baltimore City Archives Flickr account to host digitized photograph collections



- Enhanced and updated our website:



Building and Infrastructure Matters

Our facility has also been upgraded in several ways. An entirely new HVAC system has been installed and the majority of historic records are now under proper climate control. In addition, we have contracted to increase the general capacity of shelving units within our non-permanent records storage areas. This work has been initiated. The additional shelving will prove invaluable as we receive more frequent transfers from city departments as a result of our efforts to revive the city records program.



The modification of the shelving units, Summer 2011.