

**NHPRC Project #NAR10-RP-50031-10: Salvaging the Records of Baltimore City  
Interim Report, January 1, 2012 to June 30, 2012**

Our progress remains steady as we continue to catalog the existing holdings and new transfers of material. A large portion of administrative time, however, continues to be devoted to staff recruitment. Two of our interns found full-time library-related positions and left us during the spring. We have since filled those slots. At this time we have a total of five employees and three volunteers working specifically on the Baltimore City Historic Records Survey descriptive projects.

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. We have completed the keyboarding of the HRS inventories through 1910 with the following exceptions:

- portions of BRG 55 (Passenger Arrival Records) and BRG 59 (State of Maryland Papers Pertaining to Baltimore City) -- because there are discrepancies between the HRS descriptions and the originals. We still need to verify the originals against the inventory. When we found there was a problem, we skipped the related HRS entries so that we would not get bogged down.
- BRG 42 (Market Records) -- because the originals were not processed and in their current physical arrangement does not match the record group/series arrangement that was superimposed on them. We need to go back and do some physical processing before entering the descriptions.
- HRS entries relating to oversize materials – rehousing and cataloging work still need to be done.

Records Management Activities

Gerald Roberts, the City Records Manager, continues in his efforts to revive the city records program. His activities during this interim:

- Transferred in 531 cu. ft. of records for storage
- Destroyed 2,000 cu. ft. of records that had been on retention
- Performed 3 appraisal visits to city departments
- Wrote 7 new retention schedules
- Reviewed and revised 3 retention schedules
- Initiated cataloging of Liquor License Commission “Dead License” index cards
- Spoke to the Baltimore City Council on City Archives current activities

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

### Outreach Activities

On April 27th, Robert Schoeberlein gave a paper entitled, "*A Record of Heroism*": *Baltimore's Unionist Women and the Civil War Era*, at the University of Maryland Libraries Symposium (University of Maryland College Park). The paper, a general overview, was notable since it shed new light on the roles of African-American Baltimoreans during this period. He highlighted the City Archives primary and secondary resources available on the general subject to the approximately sixty attendees

Schoeberlein also penned an article on family history resources at the Baltimore City Archives for the *Maryland Genealogical Journal*. The piece is slated to be published in August.

### Internships

In June we hired two summer interns to assist us on various projects. A Washington College (Chestertown, Maryland) IT major continues to re-format audio tapes into digital format files. Our second intern, a student from Calvert Hall High School, has assisted in digitization projects.

### Publicity

We are pleased to report that a very complimentary article appeared in the *Baltimore Sun* print on the 3<sup>rd</sup> of January 2012. We received the lead article status that day (See the prior report for details).

We were also mentioned in passing in a June 18 *Sun* article that focused upon the dwindling storage space of the Maryland State Archives.

### Building and Infrastructure Matters

Additional stack space continues to be added in our main records center portion of the building. Approximately one-half of the area now features fourteen level high shelving at present. We plan to move forward in the late summer/fall to complete the remaining half.