

Appendix B.

Guide to the Records of the Board of Public Works, 1851-1983

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The guide to the records of the Board of Public Works consists of two parts and includes the minutes of the Commissioners of Public Works, its predecessor agency, and the State Tobacco Warehouse Commission, whose findings were filed with the board. The first section, Series Title Descriptions, contains a brief description of each set of records, listed alphabetically by series title. Each description includes the date span and an explanation of the format, content, and arrangement of the records. Except as stated otherwise, the records were generated by the Board of Public Works.

The second section, Series Unit Inventory, also arranged alphabetically by series title, contains an itemized list of the records. The series entries follow a standard format and contain the following elements: agency of origin, standardized series title, inclusive dates, series unit description, and accession number. The following example illustrates these elements.

BOARD OF PUBLIC WORKS (General File).
1950-1959.
Land Office - Maryland Correctional
Institution for Males.
MdHR 40,241-24

An entry begins with the name of the agency, shown in capital letters, that generated the series. Following the agency name is the standardized series title, shown in parentheses, which is the name of the record series. These two elements are repeated when a record series contains one or more series units. A series unit is a distinct portion of a record series and refers to a box of files, tape, volume, or microfilm. The last three elements of the series entry are unique to the series unit. The inclusive dates are expressed in terms of years, and may include month and day if the series is arranged chronologically. The series unit description outlines the content of the series unit and usually reflects the arrangement of the series, especially if it is alphabetical. If a description is unnecessary, an asterisk is used because the automated finding aids program requires that something appear in that space. The three part accession number is a unique identification number assigned to each series and series unit. MdHR refers to the Maryland Hall of Records. The subsequent number refers to the series; references to microfilm are preceded by two letters. The number after the dash refers to the series unit.

SERIES TITLE DESCRIPTIONS

(Agenda) 1947-1961

Lists of matters to be considered at the board meetings. Arranged chronologically by date of meeting.

(Agreements and Contracts) 1946-1978

Agreements, contracts, letters, plats, plans, and reports pertaining to investments of state funds, construction and repair projects, land transfers, personnel matters, and rental of equipment, office space, and land. Arranged alphabetically by agency name and topic.

(Bond Issues) 1922-1977

Correspondence, resolutions, legal opinions, and procedure and policy statements relating to