

the issuance of state bonds for capital improvement programs and other loans authorized by the General Assembly. The files also contain follow-up materials, which include applications for funds, allocation statements, accounting records, agreements, and reports. One set of files, 1922-1961, is arranged chronologically by the date of the loan program. The other two sets, 1949-1966 and 1966-1977, are each arranged alphabetically by the name of the loan program. For related records and those prior to 1922, see (General File).

(General File) 1875-1979

Correspondence, petitions, reports, bids, contracts, legal opinions, agreements, financial accounts, budgets, maps, plats, and drawings relating to all matters considered by the board. The files provide background information for actions taken by the board and document follow-up activities. The earliest files, 1875-1914, are arranged chronologically. Except for the State Industrial Commission files, the records from 1915 to 1927 are not extant. Within overlapping periods of time, each of the six sets of files dating from 1928 is arranged alphabetically by the name of the government agency, project, topic, individual, or company. The six time spans include 1928-1951, 1946-1964, 1943-1964, 1935-1971, 1959-1974, and 1965-1975. Only Penn Central Court Orders date beyond 1975. Except for 1965-1975, the alphabetical scheme is based on the full name of the file heading. Thus, for example, a state agency title beginning with the word department or state is filed under the letter D or S.

(Historic Sites Survey) 1979-1981

Reports prepared by state agencies, describing state-owned properties which possess historical or architectural significance. The surveys were conducted in accordance with a preservation policy adopted by the board on January 20, 1978. The reports identify structures and sites, describe their physical condition and current uses, and recommend actions for preservation or disposition. Arranged alphabetically by state agency name.

(Leases) 1940-1971

Copies of leases, cancellation notices, and plats relating to private property rented by individuals, companies, and state agencies. Most of the leases have expired. Arranged alphabetically by state agency name.

(Letterbook) 1904-1914

Copies of correspondence and petitions. The records for 1910-1914 pertain only to oyster and fish laws. Arranged chronologically.

(Meeting File) 1966-1972

Backup material for matters considered at each meeting. Each file includes an agenda, letters of request to the board, and copies of letters notifying affected parties of actions taken by the board. Some files contain reports, maps, and plans. Arranged chronologically by meeting date and sometimes by agenda number.

(Minutes) 1851-1958

Recorded copy of minutes of the meetings of the Commissioners of Public Works, 1851-1865, and the Board of Public Works, 1865-1958, summarizing all transactions. Arranged chronologically by date of meeting. The Hall of Records has the original volumes through October 4, 1905, and microfilm copies of the later volumes which remain with the board. For indexes, see (Minutes, Index).

(Minutes) 1906-1912

Minutes of the meetings of the State Tobacco Warehouse Commission established to remodel and equip warehouses in Baltimore City and to purchase land in the city and erect a warehouse on the site. The minutes were filed as a report to the board. Arranged chronologically by meeting date.

(Minutes, Copies) 1958-1978

Typescript copies of minutes of the board meetings, summarizing all transactions. Arranged chronologically by date of meeting. Some documents are missing. Typescripts, including those after 1978, can also be found within State Publications at the Hall of Records.

(Minutes, Index) 1904-1964

Microfilm copy of card indexes to (Minutes). The general indexes, 1904-1964, contain entries for government agencies, projects, and some topics. The miscellaneous index, 1925-1964, is a subject and name index. The bond issues, loans, and emergency funds index, 1924-1964, contains entries for loan programs and other major funding activities. Each index entry gives a summary of the board's action, date, page reference, and, for 1949 to 1964, a volume reference.

(Plats and Plans) 1876-1949

Plats of land and plans of buildings, roads, and a sewerage system submitted to the board for information and documentation. Arranged chronologically. Plats and plans are also found in (General File) and (Meeting File).

(Proceedings, Tape Recordings) 1973-1983

Tape recordings of meetings of the board. Arranged chronologically by date of meeting. Transcribed proceedings are found in (Transcripts).