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FORM RM-1 (11-55) RETAIN—PERM.

REQUEST FOR RETENTION PERIOD

To: Records Management Officer
Room 408, City Hall, Baltimore, 2, Md.

Authorization No. 264

Department: Assessments

Bureau: Opening Streets

Record Identification

1. TITLE: Final Plats & Preliminary Plats	2. Form No. if available	3. Type—(cards, paper, etc.) Plats (Maps)

Present Accumulation

4. Dates	5. Volume accumulated yearly	6. Size of Record Misc.	7. Number of copies made One (1)

8. Authorization Requested (check only one (1) of the squares below)

A. ☐ Establish retention period for records which are accumulating daily.	B. ☐ Dispose of present accumulation, no additional accumulation anticipated.	C. ☒ Microfilm and destroy / Portion of originals.	D. ☐ Microfilm and retain originals for length of time indicated below.

9. Recommended Retention Period a. In Dept.	b. In Storage Center	c. Total	10. Equipment and space freed.	11. In your opinion does this record have any historical significance?
While pending	*See Below	*See Below	160 Map drawers & 120 sq.ft.(office)	YES ☒ NO ☐

12. DESCRIPTION OF RECORD: (describe accurately and show recommended retention period.)

After the passage of the Ordinance authorizing a street opening or closing, this final plat is filed with the Bureau of Opening Streets, and is a part of the permanent record of the condemnation proceedings, they are also a part of the records of land owned by the Mayor and City Council. When they have served their usefulness to the Bureau, they are sent to the Archives or Record Center where they are referred to by the general public in searching property and street lines. The majority of these plats are impractical to use because of their age and unsatisfactory physical condition, and each time reference ~~to~~ is made to them more damage occurs. In order to retain permanently the information on these plats it is necessary that protective measures be instituted.

Retention period requested: *Microfilm all plats and Atlases making ~~three (3)~~ two (2) copies on 35 MM film, retaining the film permanently, using one set for viewing purposes by the general public, ~~one for use in the Bureau of Surveys~~; storing one in our out of town depository for security purposes. At the time of filming, any of the original records in loose or rolled form that would be of interest to the Municipal Museum would be transferred to them. The remaining original plats in loose or rolled form would be destroyed; however, the bound Atlases which cover period as late as 1870 would be retained in their original form.

Department or Bureau Approval John G. Arthur Title: Director Date 6/17/58

Recommendation of Records Management Officer

13. Proposed Retention Period a. In Dept.	b. In Storage Center	c. Total	14. Disposal Method *See above A.	B.	C.
While Pending	*See above	*See Above	☐ To be sold as scrap or waste paper	☐ To be Burned or shredded	☒ Historical, (to be transferred to ~~Dept. of Legislative Reference~~ Municipal Museum

Records Management Officer C. J. Poole Date 6/11/58

APPROVALS OF RECORDS DISPOSAL COMMITTEE

KINDLY RETURN TO: RECORDS MANAGEMENT OFFICER
ROOM 408, CITY HALL, BALTIMORE 2, MD.

1. APPROVED: CITY AUDITOR Howard C. Bunn
2. APPROVED: CITY SOLICITOR Thomas N. Biddison
3. APPROVED: CITY COMPTROLLER R. Walter Graham Jr
4. APPROVED: CITY TREASURER John J. Hughes
5. APPROVED: DIRECTOR, DEPT. OF PUBLIC WORKS George A. Carter
6. APPROVED: DIRECTOR OF THE MUNICIPAL MUSEUM W. H. Hunter Jr
7. APPROVED: DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE Carl N. Everstine