

**MSAREF.NET, MSA SC 5458**  
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**MSA SC 5458-109-8**

**Dates:** 2010/09/10

**Description:** scanning work order for Law Department Dockets:

The series unit listing for this series to be scanned is to be found at:

BALTIMORE CITY  
BALTIMORE CITY ARCHIVES  
(Law Department)  
Case File Dockets  
1898-1903, 1934-1978  
BRG13-11

RC  
2010-09-15  
Scanned 543  
pages

Ray/Carol:

Please generate a pull slip for each volume from the **internal** version of the Guide at the volume level (2 copies). Retrieve the volume from the stacks, noting on both slips date of retrieval, initials of retriever. Keep one slip with the volume and give the other to Saul. When finished scanning the volume, return the volume to its location, initial and date the pull slip when you return the volume and give the pull slip to Saul to collate.

Scanning Instructions:

1) scan on the Zeuschel, saving all work under the work order on the work drive, and a sub directory labeled with the msa citation. Example of the first volume:

msa\_sc5458\_0109\_0008

msa\_brg13\_11\_1

2) with the finalized images in tif and jpg directories labeled:  
msa\_brg13\_11\_1-xxxx

3) the finalized images are to be single images as raw tiffs and as legible jpgs

2010-09-13 R. Connor scanned 356 pages out of volume 1 dated 1898-1903.

**Please note:** Pages 271 and 272 are torn/missing from volume 1 dated 1898-1903.

**Accession No.:** MSA SC 5458-109-8

**Date Entered:** 09/10/2010

**Date Completed:**