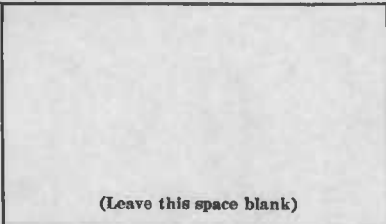


237

B. Louis Goodyear

1



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department County Commissioners
Bureau Office of Social Service

1. Exact title, if any Special Classification - card index
2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1924 - 1937 2 file boxes.
Title only on front

3. Dates of obvious gaps No records prior to 1924
4. Sizes of file boxes, bundles, etc., by uniform groups 6" x 18" x 7" ?

5. Types of records included Description of cases of needy families
gives names of members of family, ages, color,
description of conditions in home

6. Indexing None. Cards filed alphabetically by surname of family

7. Condition of writing, paper, and containers Writing paper good
containers in good condition. Written on ruled cards

8. Location by dates and numbers of file boxes, etc. In file case on desk
in office of Social Service.
(Buildings and rooms or vaults)

238

B. Louis Moodyear
Nov. 30-1934

21

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department County Commissioners
Bureau Office of Social Service

1. Exact title, if any General Assistance

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934 - 1937 - 1 file box
Title only on box

3. Dates of obvious gaps No records prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 14" x 24" x 14" ?

5. Types of records included Date of investigation, name, color, age, sex, Married, Widowed or divorced, Address, Occupation, Length of residence in Co., Children's name & age, Neighbor or Friends, Signature of Investigator

6. Indexing None Papers filed alphabetically by surname of person visited.

7. Condition of writing, paper, and containers Writing paper good
Containers in good condition. Written on printed cards

8. Location by dates and numbers of file boxes, etc. In Oak filing cabinet in
office of Social Service.
(Buildings and rooms or vaults)

289

B. Louis Goodyear

Nov. 30-1937

WORKS PROGRESS ADMINISTRATION

13

WPA Form 13HR



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland - HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department County Commissioner

Bureau Office of Social Service

1. Exact title, if any Mental & Medical Cases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1934-1937- 1 file case
OTitle only on box

3. Dates of obvious gaps No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 14" x 24" x 14" ?

5. Types of records included Name of patient - age - sex, color -
Residence, description of case, hospitalization,
name of investigator - Date.

6. Indexing None - papers filed alphabetically by surname of patient.

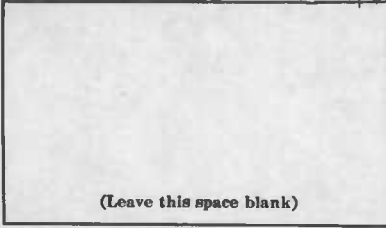
7. Condition of writing, paper, and containers Writing paper good
Containers in good condition. Written on printed heads

8. Location by dates and numbers of file boxes, etc. In oak filing case in
Office of Social Service.
(Buildings and rooms or vaults)

240

D. Louis Goodyear
Nov. 30 - 1937

4



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland

HISTORICAL RECORDS SURVEY

(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department County Commissioners
Bureau Office of Social Service

1. Exact title, if any Child Welfare

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1934 - 1937 - 1 file box
Title only on box

3. Dates of obvious gaps No records prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 14" x 24" x 14"

5. Types of records included Names of children - address - age - sex - color - condition of home - date - disposition of case - name of investigator

6. Indexing None - Records filed in alphabetical order by surname of child

7. Condition of writing, paper, and containers Writing & paper good - containers in good condition - written on printed heads

8. Location by dates and numbers of file boxes, etc. In oak filing case in office Social Service
(Buildings and rooms or vaults)

241

B. Louis Goodyear
Nov. 30-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department County Commissioners
Bureau Office of Social Service

1. Exact title, if any Correspondence

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934 - 1937 - 1 file box.
Title only on top

3. Dates of obvious gaps No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 14" x 24" x 14"

5. Types of records included Letters to Social Service from
County Institutions and individuals, regarding
cases requiring the Social Service.

6. Indexing None. Papers in Chronological order.

7. Condition of writing, paper, and containers Writing and paper good -
Containers in good condition. Paper

8. Location by dates and numbers of file boxes, etc. In Oak filing cabinet in
Office of Social Service
(Buildings and rooms or vaults)

149

B. Louis Goodyear
Aug 27-37

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health Office.

1. Exact title, if any Records of Investigation of Communicable Diseases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1927-1937 - 1 file box
No label or letters on box

3. Dates of obvious gaps No records prior to 1927

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 26" x 17"

5. Types of records included Reports on cases of Diphtheria, Spotted fever, Typhoid, Infantile Paralysis, Tuberculosis + Scarlet Fever

6. Indexing None. Records filed in chronological order.

7. Condition of writing, paper, and containers Good - Handwritten on printed forms

8. Location by dates and numbers of file boxes, etc. In Oak case, in office of County Health Officer
(Buildings and rooms or vaults)

150

B. Louis Hoodyear
Aug. 26 1937

2



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau Co. Health Office

1. Exact title, if any Physical Inspection.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1930-1937. 9 File boxes.
Title only on front of box.

3. Dates of obvious gaps No records prior to 1930 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included Record shows name of pupil, address, color, sex, date of birth, name of parent or guardian, grade in school, date inspected, age, school progress, height, weight, hearing, vision, skin, scalp, ears (over)

6. Indexing None - Records arranged alphabetically by school

7. Condition of writing, paper, and containers Good Handwritten on printed form.

8. Location by dates and numbers of file boxes, etc. In oak case in office of County Health Officer.
(Buildings and rooms or vaults)

#5 vit. — eyes, nose, mouth, throat, glands,
(cervical) thyroid, heart, lungs, mental or
nervous, inspected by M.D. or R.H.

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D. Louis Goodyear
Aug 26-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland

HISTORICAL RECORDS SURVEY

(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health Office

1. Exact title Communicable Disease Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1927-1937
5 volumes. Title only on cover

3. Missing volumes, by numbers and dates No records prior to 1927

4. Exact description of contents; summary of forms used; and general remarks Records show name of disease, Case No., name of patient, address, age, sex, color, date of report, onset, onset, release, death, occupation, of patient, place, and Physician.

5. Indexing None, cases filed alphabetically by disease.

6. Nature of recording by years Handwritten or printed forms.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 9" x 14" x 1 1/2" 200 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In oak cabinet in office of Co. Health Officer.
(Buildings and rooms or vaults)

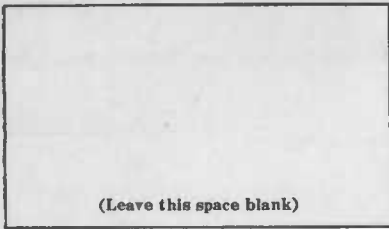
12. Subtitle divisions by dates and volume numbers none

13. Other information none

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B. Louis Goodyear
Aug 26-31

4



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland
(Name of State)

HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health Office

1. Exact title Register of Deaths
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1919-1936
26 volumes. Title only on cover.

3. Missing volumes, by numbers and dates No records prior to 1919.

4. Exact description of contents; summary of forms used; and general remarks Record shows Personal + Statistical as, name of deceased, place of death, sex, color, single married, widowed or divorced, date of birth, age, occupation, birthplace, name of father, his birthplace, maiden name of mother

5. Indexing None, records in chronological order. see # 13

6. Nature of recording by years Handwritten or printed forms,
(Handwritten, typewritten, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 18" x 12" x 1" - 100 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In oak cabinet in office of County Health officer.
(Buildings and rooms or vaults)

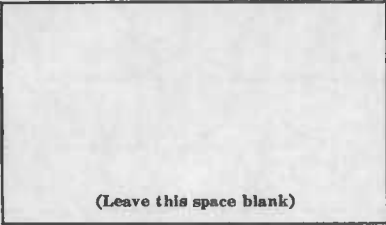
12. Subtitle divisions by dates and volume numbers none

13. Other information # 4-cont - birthplace of mother, name of informant, + date filed, ✓

153143

B. Louis Hoodyear
Aug 26 1937

5



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health office

1. Exact title Register of Births.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1898-1937
42 vols. Title only on front of book

3. Missing volumes, by numbers and dates No records prior to 1928

4. Exact description of contents; summary of forms used; and general remarks Record shows
Name, sex, Legitimate, Twin, Triplet or other, date of
birth, Father's name, address, color, age, birthplace,
occupation, same information for mother, mother's maiden
name, No. of child of this mother, no. living. - See # 13

5. Indexing None - Records in Chronological order

6. Nature of recording by years Handwritten on printed forms.
(Handwritten, typescript, print, photograph, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (), faded (), illegible ().

9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 18" x 12" x 1" - 100 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In Oak cabinet on wall of office of County Health Officer.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers none

13. Other information #4 - cont. - Born at full time, living on still born, date of birth and time, signature of physician.

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12 Louis Goodyear
Aug 26 '37

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health Office

1. Exact title, if any Small Pox Inoculations.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1927- 1937- 13 file boxes.
Title & letters on front of box

3. Dates of obvious gaps No records prior to 1927.

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included Record shows name of pupil, date, age, sex, grade in school, family physician & signature of parent.

6. Indexing None. Records filed alphabetically by school

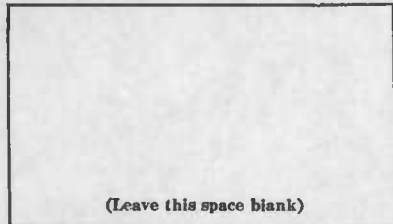
7. Condition of writing, paper, and containers Good - Handwritten on printed forms.

8. Location by dates and numbers of file boxes, etc. In oak cabinet in office of Co. Health Officer.
(Buildings and rooms or vaults)

155

B. Louis Woodruff
August 57

3 ①



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department State Health Dept.

Bureau County Health office

1. Exact title, if any Diphtheria inoculations.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1927-1937- 13 file boxes. Title and letters on front of box.

3. Dates of obvious gaps No records prior to 1927

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included Record gives name of pupil, date age, sex, grade in school, family physician, & signature of parent.

6. Indexing None. Records filed alphabetically by school.

7. Condition of writing, paper, and containers Good - Handwritten on printed form

8. Location by dates and numbers of file boxes, etc. In oak case in office of County Health Officer
(Buildings and rooms or vaults)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland
(Name of State)

HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM



County Prince Georges City or town 14 ppur Marlboro
Agency or department State Health Dept.
Bureau County Health office

1. Exact title, if any Tuberculosis Inoculations

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1927-1937 - 13 File boxes,
Title & letters on front of box

3. Dates of obvious gaps No records prior to 1927

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included Records show name of pupil,
date, age, sex, grade in school, family
physician, & signature of parent.

6. Indexing None - Records filed alphabetically by school.

7. Condition of writing, paper, and containers Good Handwritten on printed form

8. Location by dates and numbers of file boxes, etc. In Oak case in office
of County Health officer.
(Buildings and rooms or vaults)

B. Louis Hoodyear
Aug 26 '37

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health Office

1. Exact title, if any Typhoid Inoculations

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1927-1937- 13 file boxes.
Title and letters on front of box

3. Dates of obvious gaps No records prior to 1927-

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included Records show name of pupil,
Date, age, sex, grade in school, family
physician & signature of parent

6. Indexing None - Records filed alphabetically by school.

7. Condition of writing, paper, and containers Good - Handwritten on printed form.

8. Location by dates and numbers of file boxes, etc. In Oak case in office
of County Health Officer.
(Buildings and rooms or vaults)

158

B. Louis Goodyear

10

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau County Health Office

1. Exact title, if any Register of Deaths

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
Jan 1st 1937, to date - 1 file box
Title only on box

3. Dates of obvious gaps Previous records in books reported on # 152

4. Sizes of file boxes, bundles, etc., by uniform groups 10" X 18" X 12"

5. Types of records included These cards are records for the current year and give the same information reported on # 152 (See over)

6. Indexing None. Cards arranged in chronological order.

7. Condition of writing, paper, and containers Gold-handwritten on printed forms.

8. Location by dates and numbers of file boxes, etc. In oak case in office of Co. Health Officer
(Buildings and rooms or vaults)

From: #5 Records show Personal + Statistical as,
name of deceased, place of death, sex, color, single,
married, widowed or divorced, date of birth, age,
occupation, birthplace, name of father, his birthplace,
maiden name of mother + birthplace, name
of informant + date filed.

G. Louis Hoodyear
Dec. 14-1937

11

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland - HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau Co. Health Dept.

1. Exact title, if any Venerial Disease Records

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1936 to date - 1 file box
Letters V.D. on front of box

3. Dates of obvious gaps No records prior to 1936

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 24" x 14"

5. Types of records included Clinic - Location, Date, Name of patient
Occupation, Past History, Present illness, &
Physical examination, Dates of treatment.

6. Indexing None Indexes filed alphabetically by surname of patient

7. Condition of writing, paper, and containers All in good condition.
Written on printed forms

8. Location by dates and numbers of file boxes, etc. In steel filing case
in
(Buildings and rooms or vaults)

312

B. Louis Goodyear

17

Dec 14-1937 WORKS PROGRESS ADMINISTRATION



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department State Health Dept.
Bureau Co. Health Dept.

1. Exact title, if any Tuberculosis

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1925 to date - 1 file box
Title only and box

3. Dates of obvious gaps No records prior to 1925 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 24" x 14"

5. Types of records included Clinical reports, name of patient, Residence, family history, Previous history, Present illness, Principal complaints, Nurses Record, Physical examination, Thoracic exam.

6. Indexing None. Papers filed in alphabetical order by surname of patient

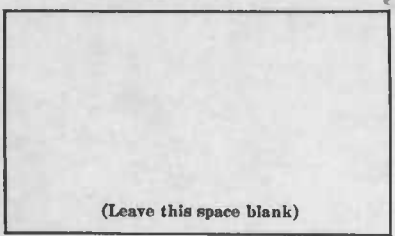
7. Condition of writing, paper, and containers All in good condition. Written on printed forms

8. Location by dates and numbers of file boxes, etc. In steel cabinet in Nurses room, Dept. of Health.
(Buildings and rooms or vaults)

313

B. Louis Goodyear
Dec. 14-1937

13



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Health Dept. - State
Bureau Co. Health Dept.

1. Exact title, if any School Reports

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1922 - to date - 7 file boxes
boxes are not marked

3. Dates of obvious gaps No records prior to 1922 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 6" x 15" x 9"

5. Types of records included Name of child - Co. School - age, Date of
examination, Examiner's name, Dental, Physical, School
progress, Height, Weight, Hearing, Vision

6. Indexing None, cards in alphabetical order by name of school

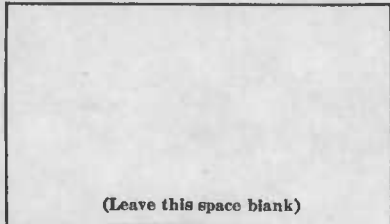
7. Condition of writing, paper, and containers All in good condition.
Written on printed forms

8. Location by dates and numbers of file boxes, etc. In steel cabinet in
Nurses room, Dept of Health.
(Buildings and rooms or vaults)

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B. Louis Hoodgar
Dec. 14-1937

(14)



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Health Dept. - State
Bureau Co. Health Dept.

1. Exact title, if any Sanitary Reports

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1934 to date - 2 file boxes -
Title "Sanitarian" on front of file

3. Dates of obvious gaps No reports prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 24 x 14"

5. Types of records included Reports on construction of wells, septic tanks, privies, Daries, Hog Pens, Laboratories, nuisance complaints, Restaurants, schools

6. Indexing None papers in chronological order

7. Condition of writing, paper, and containers All in good condition.
Written on printed forms

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet in Nurses room, Dept of Health
(Buildings and rooms or vaults)

Board of Health
Prince George's Co.

#1 Sub to
Account

Certificates of Birth, 1898 -- . 79 vols. (dated; 42 vols.
also labeled by letters of alphabet contained).

Copies of certificates of birth, giving place of birth, name of child, sex,
premature or full term, if plural, no. and order of birth, date of birth,
parents names, address, color, age at time of birth of child, birthplace and
occupation, total other children of mother, no. now living, no. dead,
born dead, certification, name of physician, midwife or register,
address, and date signed. Arr. chron. by date of recording ^{1898-1930; arr. alph. by name of} ^{parents 1931--.} Hudson
ptd. form. Arr. 200 pp. $8\frac{1}{2} \times 8\frac{1}{2} \times \frac{1}{2}$, $16 \times 10\frac{1}{2} \times \frac{1}{2}$. Health office.

Report #1

D. Louis Goodyear 3-21-41

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office County Health Office
(Office of custody) (Office which made the record, if different)

Address of office of custody Court House, Marlboro
(Name of building, room number, street address)

1. Title "Certificate of Birth"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both

2. Dates 1898
(Earliest and latest dates; missing dates. Show exact date of breaks.)

3. Quantity 79 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Header
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records No records prior to 1898
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Place of Birth - full name of child, date of birth
(Purpose and general nature of record. Principal items of information

sex, father, child, mother, signature of
shown. Summary of forms used in making record, their headings, etc. If a very

Physician
general or miscellaneous record, detailed information as to type of records

contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued

7. Arrangement See Addenda
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing No Index
(Self-contained--describe what it shows. If separate, fill out a form for it,

and place cross reference here to that form by title and identification number)

9. Writing Printed form Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size See Addenda
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities Dept. of Health
(Room, vault, wall--N.E.S.W., section, bin, shelf,

cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records.

Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Addenda to Report #1

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Birth 1898 1902	1898-1902	Chronological by date of entry	none	Printed form Handw.	Health Dept.
" " 1902-05	1902-1905	"	"	"	"
" " 1905-07	1905-1907	"	"	"	"
" " 1907-09	1907-1909	"	"	"	"
" " 1909-11	1909-1911	"	"	"	"
" " 1911-13	1911-1913	"	"	"	"
" " 1916-17	1916-1917	"	"	"	"
" " 1917-18	1917-1918	"	"	"	"
" " 1918	1918	"	"	"	"
" " 1919	1919	"	"	"	"
" " 1919	1919	"	"	"	"

Total no. of vols. or f.d.'s _____
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

Addenda to Report #1

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Birth 1919-'20	1919-1920	Chronological by date of entry	none	Printed form Handw	Health Dept.
" " 1920	1920	"	"	"	"
" " 1920-'21	1920-1921	"	"	"	"
" " 1921	1921	"	"	"	"
" " 1922-'23	1922-1923	"	"	"	"
" " 1921-22	1921-1922	"	"	"	"
Register of Birth 1923	1923	"	"	"	"
" " 1923	1923	"	"	"	"
" " 1924	1924	"	"	"	"
" " 1924	1924	"	"	"	"
" " 1925-	1925-	"	"	"	"
" " 1925-	1925-	"	"	"	"

Total no. of vols. or f.d.'s _____
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

Addenda to Report #1.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	Health Dept.	
Register of Birth	1925	1925	Chronological by date of entry	None	Printed form Handw.	Health Dept.
" "	1926	1926	"	"	"	"
" "	1926	1926	"	"	"	"
" "	1927	1927	"	"	"	"
" "	1927	1927	"	"	"	"
" "	1927	1927	"	"	"	"
" "	1928	1928	"	"	"	"
" "	1928	1928	"	"	"	"
" "	1929	1929	"	"	"	"
" "	1929	1929	"	"	"	"
" "	1929	1929	"	"	"	"
" "	1930	1930	"	"	"	"

Total no. of vols. or f.d.'s _____
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

Addenda to Report ^{III} 1.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Birth A-D. 1931	1931	Alphabetical by name of	none	Printed form Handw.	Health Dept.
" " E-J 1931	1931	"	"	"	"
" " K-Q 1931	1931	"	"	"	"
" " R-Z 1931	1931	"	"	"	"
" " A-C. 1932	1932	"	"	"	"
" " D-H. 1932	1932	"	"	"	"
" " I-M 1932	1932	"	"	"	"
" " N-R 1932	1932	"	"	"	"
" " S-Z 1932	1932	"	"	"	"
" " A-E 1933	1933	"	"	"	"
" " F-K 1933	1933	"	"	"	"
" " L-R 1933	1933	"	"	"	"

Total no. of vols. or f.d.'s _____
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

Addenda to Report #1

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Birth S-Z 1933	1933	Alphabetical by name of Parents	none	Printed Handw.	Health Dept.
" " A.D. 1934	1934	"	"	"	"
" " E-J 1934	1934	"	"	"	"
" " K-P 1934	1934	"	"	"	"
" " Q-Z 1934	1934	"	"	"	"
" " A-C 1935	1935	"	"	"	"
" " D-H 1935	1935	"	"	"	"
" " I-P 1935	1935	"	"	"	"
" " Q-Z 1935	1935	"	"	"	"
" " A-D 1936	1936	"	"	"	"
" " E-H 1936	1936	"	"	"	"
" " I-P 1936	1936	"	"	"	"

Total no. of vols. or f.d.'s _____
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

Addenda to Report #1

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Birth R-Z 1936	1936	Alphabetical by name of parents	None	Printed for in Handw.	Health Dept.
" " A-E 1937	1937	"	"	"	"
" " F-M 1937	1937	"	"	"	"
" " N-Si 1937	1937	"	"	"	"
" " Sk-Z 1937	1937	"	"	"	"
" " A-E 1938	1938	"	"	"	"
" " F-J 1938	1938	"	"	"	"
" " K-P 1938	1938	"	"	"	"
" " Q-Z 1938	1938	"	"	"	"
" " A-B. 1939	1939	"	"	"	"
" " C-D 1939	1939	"	"	"	"
" " E-G 1939	1939	"	"	"	"
Total no. of vols. or f.d.'s _____ Average no. of pages _____ Estimated no. of papers _____		Size: largest _____ smallest _____			

Addenda to Report #1.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Birth H-J 1939	1939	Alphabetical by name of Parents	none	Printed form Handw	Health Dept
" " K-M 1939	1939	"	"	"	"
" " M-P 1939	1939	"	"	"	"
" " Q-Si 1939	1939	"	"	"	"
" " SK-V 1939	1939	"	"	"	"
" " V-Z 1939	1939	"	"	"	"
" " 1940	1940	"	"	"	"
" " 1941	1941	"	"	"	"

Total no. of vols. or f.d.'s 79
 Average no. of pages 200
 Estimated no. of papers _____

Size: largest $16\frac{1}{4} \times 10\frac{3}{4} \times \frac{1}{2}$
 smallest $8\frac{3}{8} \times 8\frac{3}{4} \times \frac{1}{2}$

Certificate of Death, 1919-- . 63 vols. (dated; 43 vols.
also labeled by letters of alphabet contained).

Copies of certificates of death, giving place of death, name of deceased,
residence, if U. S. War veteran, war served in, social security no.,
sex, color, name of husband or wife, age if living, birth date of
deceased, age, birthplace, place of burial, location, name and address
of undertaker; medical certification showing date of death, immediate
cause of death or if from violence by accident, suicide or homicide,
and signature of physician or other. Arr. chron. by date of recording
1919- 1931; arr. chron. by name of parents 1931--.

Hdw. on ptd. form. Arr. 200 pp. $8\frac{1}{2} \times 8\frac{1}{2} \times \frac{1}{2}$, $16 \times 10\frac{1}{2} \times \frac{1}{2}$. Health
office.

Notes of separate types of recording.

Report # 2

B. Louis Goodyear 3-21-'41

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office County Health Office
(Office of custody) (Office which made the record, if different)
Address of office of custody Court House, Marlboro
(Name of building, room number, street address)

1. Title "Certificate of Death"
(Give present full title in quotes; assigned title, if any, in brackets.)

If record has had other titles, list them with dates or quantities or both)

2. Dates 1919 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks).

3. Quantity 63-vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling All Added
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records no Records prior to 1919
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are

missing, if possible)

6. Contents Place of Death, Sex, color, single, married, widowed or divorced, Date of birth, profession, Place, Date of Death, Cause, Signature of Physician, Place of Burial, Undertaker Date of Burial
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these

records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement See Addenda
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing no index
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing Printed (plus handwritten)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size See Addenda
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities Office of County Health Officer
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records.
Information on prior, subsequent, or similar records. Whether record is known
to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Addenda to Report #2

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Death 1919-'20	1919-1920	Chronological by date of entry	none	Printed form Handw	Dept of Health
" 1920	1920	"	"	"	"
" 1920	1920	"	"	"	"
" 1920-'21	1920-1921	"	"	"	"
" 1921-'22	1921-1922	"	"	"	"
" 1922-'23	1922-1923	"	"	"	"
" 1923-'24	1923-1924	"	"	"	"
" 1924	1924	"	"	"	"
" 1924-'25	1924-1925	"	"	"	"
" 1925	1925	"	"	"	"
" 1926	1926	"	"	"	"
" 1926-'27	1926-1927	"	"	"	"
Total no. of vols. or f.d.'s <u>12</u>					
Average no. of pages _____					
Estimated no. of papers _____					
		Size: largest			
		smallest			

Addenda to Report #2

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Death 1927-'28	1927-1928	Chronological by date of entry	none	Printed Form Handw.	Dept. of Health
" 1928	1928	"	"	"	"
" 1928	1928	"	"	"	"
" 1928-29	1928-1929	"	"	"	"
" 1929	1929	"	"	"	"
" 1929-30	1929-1930	"	"	"	"
" 1930	1930	"	"	"	"
" 1930-'31	1930-1931	"	"	"	"
" A-D 1931		Alphabetical by name of Parents	"	"	"
" E-J 1931		"	"	"	"
" K-O 1931		"	"	"	"
" P-S 1931		"	"	"	"
Total no. of vols. or f.d.'s <u>12</u>					
Average no. of pages _____		Size: largest			
Estimated no. of papers _____		smallest			

Addenda to Report # 2

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Death 1931	1931	Alphabetical by name of Parents	None	Printed form Handw.	Health Dept.
" A-D. 1932	1932	"	"	"	"
" E-J 1932	1932	"	"	"	"
" K-P 1932	1932	"	"	"	"
" R-Z 1932	1932	"	"	"	"
" A-E 1933	1933	"	"	"	"
" F-L 1933	1933	"	"	"	"
" M-R 1933	1933	"	"	"	"
" S-Y 1933	1933	"	"	"	"
" A-C 1934	1934	"	"	"	"
" D-I 1934	1934	"	"	"	"

Total no. of vols. or f.d.'s 11
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

Addenda to Report #2

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	Health Dept.	
Certificate of Death	J-P 1934	1934	Alphabetical by name of Parents	none	Printed form Handw	Health Dept.
"	R-Z 1934	1934	"	"	"	"
"	A-C 1935	1935	"	"	"	"
"	D-H 1935	1935	"	"	"	"
"	J-O 1935	1935	"	"	"	"
"	P-Z 1935	1935	"	"	"	"
"	A-D 1936	1936	"	"	"	"
"	E-J 1936	1936	"	"	"	"
"	P-Q 1936	1936	"	"	"	"
"	R-Z 1936	1936	"	"	"	"
"	A-C 1937	1937	"	"	"	"
Total no. of vols. or f.d.'s		11	Size: largest			
Average no. of pages			smallest			
Estimated no. of papers						

Addenda to Report # 2

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing		
Certificate of Death	D-H 1937	1937	Alphabetical by name of Parents	none	Printed form Handw	Health Dept.
"	I-M 1937	1937	"	"	"	"
"	N-S 1937	1937	"	"	"	"
"	T-Z 1937	1937	"	"	"	"
"	A-C 1938	1938	"	"	"	"
"	C-G 1938	1938	"	"	"	"
"	H-J 1938	1938	"	"	"	"
"	M-Q 1938	1938	"	"	"	"
"	R-S 1938	1938	"	"	"	"
"	T-Z 1938	1938	"	"	"	"
"	A-C 1939	1939	"	"	"	"
"	D-H 1939	1939	"	"	"	"
Total no. of vols. or f.d.'s		12	Size: largest			
Average no. of pages			smallest			
Estimated no. of papers						

Addenda to Report #2

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Certificate of Death I-M 1939	1939	Alphabetical by name of Parents	none	Printed form Handw	Health Dep't.
" N-S 1939	1939	"	"	"	"
" T-Z 1939	1939	"	"	"	"
" A-Z 1940	1940	"	"	"	"
" A-Z 1941	1941	"	"	"	"

Total no. of vols. or f.d.'s 63
 Average no. of pages 200
 Estimated no. of papers

Size: largest $16\frac{1}{4} \times 10\frac{3}{4} \times \frac{1}{2}$
 smallest $8\frac{3}{8} \times 8\frac{3}{4} \times \frac{1}{2}$

PRINCE GEORGE'S COUNTY

*workers
known
fishbowl
waters
look*

*✓ Police Dept
✓ County Health Office*

COUNTY AGENCIES

UPPER MARLBORO Dates.
STARTED | Completed

- ✓ assessors office*
- State's Attorney
- Clerk of the Circuit Court *4/95*
- Register of Wills
- Judge of Orphans Court
- County Treasurer
- County Commissioners
- County Sheriff
- County Surveyor *in records*
- Supervisor of Elections
- County Board of Education
- County Welfare Board *Welfare Board*
- Board of Beer License Commissioners
- Justices of the Peace

UPPER MARLBORO	Dates	Completed
	Justice of Peace	
2/19	Upper Marlboro	Merrick G. H.
"	"	Haggan, Emma C. Law
"	"	Anderson, Harry T.
Bladensburg	"	Rian, M. C.
"	"	O'Neill, H. H.
"	"	Bob, H. A.
Landover	"	Moller, C. H.
Spaulding	"	Creedy, J. R.
Brentwood Sta.	"	Murphy, H. C.
"	"	Marletta, C.
Silver Hill	"	Tatmer, J. P.
Aquasco	"	Conner, H. J.
Surrattville	"	Queller, G.
Laurel	"	Tawter, J. S.
"	"	Hester, A. R.
"	"	Hurd, F.
Brandywine	"	Bellings, W. H.
Orson Hill	"	McDaniel, Benson P.
Piscataway	"	Helson, G. C.
Bowie	"	Howard, C. C.
Hyattsville	"	Painter, J.
"	"	Robinson, W.
"	"	Wherton, J. H.
Brentwood	"	Conroy, H. J.
"	"	Hoy, H. H.
"	"	Hughes, S. J.
Talsona Park	"	Leiter, P. K.
Riverdale	"	Conroy, J. H.
"	"	Clark, J. H.
"	"	Lutz, F. C.
Capitol Heights	"	Conroy, R. C.
Seat Pleasant	"	Palmer, R. H.

INCORPORATED TOWNS

- Berwyn Heights
- Bladensburg
- Boulevard Heights *not done*
- Bowie
- Brentwood
- Capitol Heights
- Coleman Manor
- Cottage City
- Eagle Harbor
- Edmonston
- Fairmont Heights
- Hyattsville
- Laurel
- Mount Rainier
- North Brentwood
- Piscataway *not done for 30 yrs*
- Riverdale Heights
- Riverdale
- Upper Marlboro
- Chillum

See history Oct 1978

HOSPITALS

CHURCHES

CEMETERIES

SCHOOLS

NEWSPAPER OFFICES

PRIVATE COLLECTIONS

- First Company
- Friedman
- Truesdell - Clavely
- Orson Hill
- Glen Dale
- Capitol Heights
- Cherry Hill

*J. of Peace continue
Lambert - Gendron
" - Hutch
Beringer - Phillips*

PRINCE GEORGE'S COUNTY

History. Prince George's, first settled in the middle of the seventeenth century, was not organized into a county until 1695 when it was separated from Charles County and named in honor of Prince George of Denmark. The seat of government was placed at Mount Calvert on the Patuxent River, where it remained until 1706; it was then removed to Upper Marlboro. The new county of Prince George's consisted of four "Hundreds"; Patuxent, Collington, Mount Calvert and Mattapany. Colonel Ninian Beale and Major William Barton were elected its first Burgesses to the Assembly.

The act of Assembly, which erected Prince George's County, in defining its boundaries, declared: "That the land from the upper side of Mattawoman and Swansons Creeks & branches Extending upward bounded by potomack on the West and Patuxent River on the East shall be and is hereby Constituted founded & incorporated into a County of this Province and shall be Denominated Called and Known by the name of Prince George's County and shall from and after the said Twenty-third day of April next Ensuing being St. George's Day as aforesaid have and enjoy all other Rights benefits and privileges Equall with the other Countys of this Province such as sending Burgesses to Assemblys having County Courts Sheriffs Justices and other Officers and Ministers requisite and necessary and as used in other Countys of this Province." These boundaries remained in effect until 1748, when Frederick County was organized out of its northern portion; and again, in 1791, when another section was ceded to the National Government for the establishment of the District of Columbia.

The earliest inhabitants, who settled along the lower half of the Patuxent and Potomac Rivers, were of English descent, coming directly from England or from Virginia. The first port of entry was Nottingham on Patuxent River. Corn, wheat, and tobacco were the important crops produced during the colonial period.

The Indians living in the vicinity of Piscataway Creek were friendly to the colonists; Nevertheless, in 1645, eleven years after the founding of St. Mary's City, caution prompted the authorization by an act of Assembly of the establishment of a garrison at the mouth of Piscataway Creek. Thomas Watson, of St. George's Hundred, was deputed "to assemble all freemen of that hundred for the purpose of assessing upon that hundred only the charge of a soldier, -- to serve in the garrison at Piscataway."

In 1676, Ninian Beall, who later became Commander-in-Chief of the Provincial army, first appeared in public affairs. Beall, who had worked off a five year term of indentured servitude, testified before the Lord Proprietor and his Council regarding the murder of five Susquehannocks. Several years later, Captain Beall commanded provincial forces who ranged about the head of the Patuxent River to insure the safety and defences of neighboring plantations against Indian provocations.

The Revolution of 1689 was the greatest civil and religious upheaval in Maryland from the founding of the colony until the outbreak of the Revolutionary War.

When Sir Francis Nicholson became the governor, a few years after the Revolution of 1689, he issued a proclamation over date of July 27, 1692, continuing in service all military and civil officers holding commissions under his predecessor's Council. Ninian Beall had been Commander-in-Chief of all provincial forces in Calvert County on October 29, 1692.

In 1699 Colonel Beall represented the House of Burgess with such a marked degree of satisfaction that he was on July 14, 1699, made Commander-in-Chief of the Rangers of the Provincial forces, the supreme military command in the province. The year 1700 saw his last service in the House of Burgess. He was then 75 years old.

In 1703 Ninian Beall received a grant of 795 acres from Lord Baltimore, called "Roch of Dumbarton," which includes much of the ground on which Georgetown now stands.

Not far from the mouth of Western Branch, which flows into

The Patuxent River about five miles above Nottingham, is Upper Marlboro, which was laid out in 1706. It was a community of regional importance long before the Revolutionary War, being a tobacco mart of some consequence as well as a theatrical and cultural center. Tobacco from the warehouses alongside the Western Branch was put on lighters and poled three miles to the Patuxent where it was transferred to vessels which took it to the English market. Bishop Thomas Otagett was rector in Upper Marlboro when chosen for consecration. Upper Marlboro was the birthplace of John Carroll, founder of Georgetown University and first Bishop and Archbishop of the Roman Catholic Church in the United States.

Prince George's County became the horse-racing center of the province in the middle of the eighteenth century. Race tracks sprang up in Bladensburg, Lower Marlboro, Nottingham, Piscataway, Queen Anne Town, Rock Creek, and Upper Marlboro. Benjamin Tasker, who was President of the Council for thirty-two years and acting Governor in 1752 and 1753 became one of the outstanding pioneers in the importation and breeding of great horses. Foremost among his importations was Selima. By the careful breeding and raising of the finest strains of English and Arabian thoroughbreds, the creation of racing studs became an important industry in the county.

A number of the manor houses in Prince George's County were frequently visited by George Washington and Lafayette. It was often Washington's custom to stop off at Warburton to visit with George and Thomas Digges on his way either to Bladensburg, Upper Marlboro, or Annapolis. Warburton later, in 1795, became the site of Fort Washington.

The river to the east of Fort Lincoln Cemetery was, in pre-Revolutionary times, the scene of extensive ocean commerce at the thriving port of Bladensburg, where quaint square riggers from Liverpool discharged cargo in exchange for Maryland tobacco.

By the beginning of the nineteenth century Bladensburg had become one of the important ports of the United States and at the height of its prosperity it enjoyed a quite considerable export trade in tobacco and flour. There were a number of flour mills, wholesale merchandise stores, tobacco warehouses, several firms of shipping agents, inns, and other establishments incident to a very busy port.

In the War of 1812, Bladensburg was the scene of an unsuccessful attempt on the part of an army of untried militiamen to save Washington from capture by British forces. In August, 1814, the British fleet, which was manned by several thousand veterans of the Napoleonic campaigns under Admiral Cochrane's command, arrived in Chesapeake Bay. Commander Barney's small American flotilla had been virtually bottled up in the Patuxent River since late in 1813 by another squadron under Cochrane. The British plan was to dispose of Barney, land their troops, and march overland to Washington which their spies had informed them was very poorly defended. Barney realized the hopelessness of his position, and burnt his ships to prevent their falling into the hands of the enemy. First, however, he removed the cannon which were later used with effect against the foe.

Barney marched his men, about 400 in number, to join in the

defense of the capital, where, in response to a call from President Madison, militia from Maryland, Pennsylvania and Virginia had been concentrated for nearly a year. This force numbered about 7,500 and when news presently reached the military authorities at Washington that the British had landed and were on the march to take the capital, it was sent out under orders to halt the advancing enemy.

This levy of raw, untrained men had been denied the necessary preparation and proper equipment for their task of halting the foe and of upholding the honor of American arms because of the bickerings, petty jealousies and refusal to co-operate by those to whom the responsibility for the successful repulsion of the invader had been intrusted. Under leaders of whom, they knew little and trusted less, the militia met Ross' column of experienced veterans, numbering between five and six thousand officers and men that had defeated the flower of Napoleon's armies in Wellington's Peninsular campaign. The issue was joined at Bladensburg, August 24, 1814. Inefficiency of organization, lack of co-ordination between units resulting in conflicting orders and the consequent loss of morale among rank and file - these things and the criminal negligence of the War Department - brought about the inevitable outcome. In spite of their commander's (General Winder, a Marylander) efforts to rally them, the Americans, after a brief and ineffective resistance, broke and fled. What has been called an ordered retreat was, in reality a disgraceful rout and Ross continued unopposed to his attack on the now defenseless capital, burning it in retaliation, it was said, for the earlier burning of York (Ontario) by American troops. The nation's Capitol building

was among the public structures destroyed.

Very near Bladensburg, on the highroad to Washington, was a secluded field which, until the late 1850's, was the favorite duelling ground for the hot-blooded politicians in the Nation's Capital. Among the fifty or more encounters that are said to have taken place on this spot, known as the "Bladensburg Duelling ground" was the one in which on March 23, 1820, Captain Stephen Decatur lost his life at the hands of Commodore James Barron. Warm-tempered members of both Houses of Congress, who took their politics very seriously, could only compose their differences and personal enmities engendered in the heat of debate by a little gentlemanly bollo-letting, of which the encounter between Senators Mason and McCarty may be cited as an example.

Laurel began to develop as a factory town of importance in the county early in the nineteenth century. Cheap water power encouraged the development of factories on the banks of the Patuxent River. About this time there appeared a woolen hat establishment, blanket factory, and sawmill. Homes for cooperatives were built around the mills, forming the early factory settlement.

In 1816, eight years after the completion of the Washington Turnpike, is a record of Half-Way House, famous during the picturesque stage coach period, it took its name from its position on the stage coach lines between Baltimore and Washington. Four lines of stages passed daily and the trip between the two cities was made in six hours. Here each company had relays at intervals, making Half-Way House an important station.

In 1835, the Patuxent Manufacturing Company, for the manufacture of cotton cloth, was organized, built necessary factory building, and converted the Stone Mill into a shop for the construction of machinery for the factory. It employed between four and five hundred persons, had a daily output of 10,000 yards of cloth, and was known as "Laurel Factory."

Another industrial development of importance took place in 1847 when the original Muirkirk furnace, a steam hot blast charcoal iron furnace, was built at Muirkirk consisting of six charcoal ovens, called the "Beehives" on account of their shape. A large part of the output was used by the Government for the manufacture of cannon balls and shells until the eighties, when cast-iron shells were no longer made. It also turned out gun carriages and steel cylinders for torpedo boats.

The county figured prominently in the history of the Civil War. Fort Lincoln was one of the defensive chain of fortresses surrounding the Capitol; and Fort Foote, established in 1862, was one of Washington's river defenses. The best engineers in the army, commanded by General Mansfield, created a magnificent system of forts and batteries, 68 in number, which flanked one another and encircled Washington like a chain for 37 miles.

An important forwarding depot was established by the Confederates at Bald Eagle, earlier known as Marshan's Rest. It was a rendezvous for blockade runners, and medical supplies, private letters, and other articles were received and dispensed there. When Walter Bowie, a Confederate officer, who had led his hard-riding cavalry in successful raids into Maryland, was located by Federal scouts at Bald Eagle, he made a thrilling escape by blackening his face and dressing as a Negro

"mammy." It is also alleged that John Brown crossed the river at this place as he proceeded to Marlboro.

In 1867 Oden Bowie, who was born in Prince George's County, was elected governor. During his administration a new constitution for the state was adopted, and the government was organized into three branches - the legislative, the executive and the judicial.

In the area known as Berwyn Heights, the Federal Government in 1935 launched a model community, a low-cost housing project unequalled since the mushroom growths of the World War days. The town of Greenbelt was Maryland's most expensive and ornamental federal project, costing more than \$12,000,000 to build, and was created by the Resettlement Administration of the Federal Government.

Prince George's County, today a curious amalgam of modern development and quaint colonial antiquity, has everything to recommend it to people who combine a taste for social life as well as an admiration for the leisurely pace of rural surroundings. That section of the county bordering Washington is well within the sphere of influence of the Nation's capital. Horse-racing, "the sport of kings," is accessible at two major race tracks in the county, Laurel and Bowie. Acres of rolling lawns, orchards, gardens, stables of fine horses, farms and historic mansions combine to make the county, which is old and hoary with tradition, picturesque. Scores of landed gentry, who dwell in the county's historic mansions, live on inherited money and spend an enormous amount of energy chasing foxes, riding spirited horses and racing dogs. The county also has its drab aspects, some of its little ingrown villages stubbornly resisting all efforts to alter their quaint surroundings

Prince Geo. Co.

and their mode of life. Their inhabitants trail behind because of belief in the old adage, "what was good enough for my father is good enough for me." an old-fashioned concept so totally out of keeping with historic integrity.

It is one of the most populated counties in the state, being fourth in that respect to only Baltimore, Allegany and Washington counties. Most of its present population are descendants of the early English settlers, but a few foreigners have settled around the District of Columbia. The population of 89,490 (1940 Census) is rather uniformly distributed, but the most thickly populated sections are on the good farming soils of the Collington and Sassafras series and along the highway between Baltimore and Washington, and other roads. Hyattsville is the largest town in the county, and other towns are Mount Rainier, Laurel, Capitol Heights, Bowie, Bladensburg, and Upper Marlboro, the county seat. The University of Maryland is located at College Park, and the regions near the District line are occupied by many suburban towns and county residences.

Description. Lying in the southern Maryland Peninsula, Prince George's County is divided into three distinct physiographical areas: the northwestern area, which is completely but not deeply dissected, is characterized by a gently rolling or rolling surface, with a rougher relief than that of the second division and not so rough as that of the third; the northeastern and east-central region, which includes approximately one-fourth of the county, lies immediately south of the first and extends in a southeasterly direction from east to Seat Pleasant to the county line on the Patuxent River; and, the dominantly smooth

land varies from almost level to gently rolling. The relief, which is characteristic of an old land surface worn by erosion to nearly base level, is pronounced in the vicinity of Collington, Oak Groves, and Hall. The southwestern part, featured by flat watershed ridges separated by sharply dissected country along all the streams, is a region of incomplete dissection. The depth of dissection is represented by the watershed ridges, remnants of a land formation antedating the existing cycle of erosion which rise about 150 to 200 feet above the main streams.

The highest elevation in the county reaches about 400 feet above sea level along the Montgomery County line. Potomac and Patuxent Rivers and their estuaries supply the county's drainage basin. All sections of the county, with the exception of narrow strips bordering the streams and some of the flatter upland areas, are adequately drained.

The light-colored soils of Prince George's County range from almost white to grayish yellow or brown. The well-drained soils are grayish yellow or light brown and occupy a region characterized by mature soils deficient in organic-matter content for this area was forested prior to the reclamation for agricultural purposes. The soils are all acid and need lime. The Sassafras and Collington soils, which are the fully-developed soils, and the Leonardtown soils, which are the post-mature soils, dominate the county's agriculture. Small areas of Susquehanna, Norfolk, Manor, Congaree and Ochlockonee soils, meadow and tidal marsh, and large areas of Tuxedo soils exist. Most of these soils are in the process of development and may be

considered young soils. The Sassafras and Collington soils are best for general-farming purposes and trucking; the Leonardtown and Keyport soils are suited to the production of hay, soybeans, corn, and heavy export tobacco; and the Tuxedo soils should remain in forest.

The climate is mild and healthful. The mean annual temperature at College Park is 53.9 degrees, and at Cheltenham it is slightly higher. The average frost-free season at College Park is 170 days and at Cheltenham is 186 days. The rainfall is fairly evenly distributed throughout the year, and the crops are seldom ruined on account of drought. The mean annual precipitation at College Park is 41.55 inches and at Cheltenham 43.00 inches. The average annual snowfall at College Park is 18.9 inches, and at Cheltenham, 19.1 inches. The domestic water supply, which is obtained mainly from wells and a few springs is satisfactory.

The county's total area of 485 square miles, or 310,400 acres, is roughly oblong in shape and has very irregular boundary lines. The maximum width from east to west is 21 miles, and from north to south is 43 miles. The Potomac River and the District of Columbia form a part of the western boundary and the Patuxent River the eastern, Anne Arundel borders it on the east, Calvert County on the southwest, St. Mary's on the south, and Charles County on the southwest.

Excellent transportation facilities are afforded by the Pennsylvania and Baltimore and Ohio Railroad systems. Patuxent River furnishes water transportation for the southeastern and Potomac River for the extreme western parts of the county. US 1, a national highway, traverses it in a northeast-southwesterly

trend, and a number of hard-surfaced boulevards are used by the vehicular traffic in the county. The main county roads are graded and kept in fairly good condition.

Resources. A few small forests of valuable timber still remain in the county, and a large area is covered with underbrush and small timber. Some farmers derive a small revenue from cutting pulpwood. The chief tree growth consists of chestnut oak, chinquapin, scrub pine, black oak, blackjack oak, post oak, cedar, and black locust. In seepy or moist places, birch, elm, and sycamore are in evidence. The land bordering Indian Creek, Beaver Dam Creek, Western Branch, Southwest Branch, Oxon, Henson and Mattawoman Creeks is largely forested with birch, elm, sycamore oak, and alder trees. Most of the swamp and meadow lands support a forest growth of willow, sweet gum, swamp maple, elm, beech, poplar and black ash.

Iron ore, mined at Muirkirk, was found in large quantities of yellow and purple chunks scattered over a large area. It was known as the "Potomac formation, outcrops of which extends from Pennsylvania and down to Richmond, Va." Due to its tensile strength it commanded a very high price. Some of the pits were dug out at a depth of from twenty to thirty feet. An expert in iron ore twice experimented with other ores, one with hematitic ores from Lake Superior, and also limonite ores from Virginia, and found the local iron ore to be of higher grade. Sometime after 1911 the iron began to run out, but a very fine grade of ochre began to show, which is used as a pigment.

During excavations for this iron ore, various interesting paleontological specimens were found and scientists from Washington

spent the entire summer collecting these - they were found to be bones and teeth of dinosaurs, and strange creatures of the reptilian era, which may now be seen in the National Museum at Washington. The Indians frequently found bits of gold here as well as semi-precious stones, just a few feet below the surface.

Valuable mineral deposits of mottled red, purplish, yellow, bluish-gray, and brown heavy clay which is plastic when wet are found near Muirkirk. Gravel, which is mainly quartz, are stained with red in some parts of the county; and here and there fragments of iron crusts, ferruginous sandstone, or conglomerate occur in cuts and are exposed by erosion. In 1924, a firm of color manufacturers, realizing the fine grade of ochre that existed around Muirkirk, took over the old Muirkirk furnaces, and began to exploit the valuable mineral deposits. Other important minerals found in the county include gneiss, granite and sandstone.

Products. The county's total agricultural wealth in 1930 amounted to \$4,879,158, and its manufacturing wealth only \$650,693, which indicates its predominantly agricultural economy. Of the 2,303 farms in the county (in 1935), 1,391 were operated by their owners, 775 were cultivated by tenants, and the remainder were handled by managers. Near the District Line the farms are small and are under a high state of cultivation.

Corn, wheat, and hay are the principal subsistence crops, and tobacco and vegetables are the cash crops. Potatoes, sweet potatoes, and fruits are grown on nearly every farm, mainly for home use.

Prince George's County produces more tobacco than any other county

in the State. The close proximity of Washington has made market gardening and truck farming more profitable than general farming, and vegetables are the main source of revenue. The principal market garden products are spinach, beets, carrots, rhubarb, parsnips, salsify, lettuce, onions, cucumbers, radishes, cabbage, turnips, sugar corn, and beans. Farmers who operate truck farms on a large scale produce sugar corn, potatoes, sweet potatoes, pumpkins, melons, strawberries and raspberries.

Some dairying is carried on, and nearly every farmer raises a few hogs, mainly for home use. A small number of beef cattle are also raised for marketing. Fruits and nuts are cultivated, and forest products might be added to the sources of income already mentioned. The principal products shipped from the county are tobacco, pulpwood, crossties, corn, a little wheat and poultry.

A very important firm of color manufacturers E. M. and F. Walde, Inc., located at Mukkirk in 1924, and opened a large business along that line. Besides using the fine grade of ochre found on the grounds for pigments, they import other necessary ores from Spain, Germany, Isle of Cyprus, Isle of Sardinia, Italy, France, England, India, South Africa and Chili.

Upper Marlboro, Hyattsville, and Laurel are the county's principal local markets. Washington is the main market for vegetables, fruits, and poultry products, and Baltimore is the tobacco market.

Points of Interest. Accokeek, site of an old Indian town; Adelphi Mill, around which many legends have grown, Chevy Chase, home of the Belt Family; Belair, "the house of the Governors;" Annendale Normal Institute; Birmingham Manor; Calvert Mansion; University of

Maryland (College Park); Columbia Manor; D. A. R. Memorial Grove; Lakeland; Montpelier; Oakland Manor; Pleasant Prospect; Rhodes Tavern; Seven Knolls Riding Stables; Telegrapher Marker; Trunk Line Monument (Upper Marlboro); Van Horn's Tavern; Belmont Compton Bassett; Poplar Hill Mansion; Cheltenham; Brook Court Manor; Mount Calvert; St. Thomas Chapel (Groome Chapel); Mattaponi; White's Landing; Bellefield; Dower House; Cedarville State Park; St. Mathew's Church (Addison's Chapel); Walnut Grove; Cherry Hill; St. Barnabas Church; which dates from 1692, where the first church painting in the colonies was created by Gustavus Hesselius; Mount Oak Cemetery; Mullikin's Delight; Pecan Orchard & Nut Nursery; Beall's Paradise; Fairview; Beaver Dam Country Club; Bowie Race Track; Laurel Race Track; Surrat House; Forte Foote; Oxon Hill; Harmony Hall; Fort Washington; Wyoming; Marshall Hall; St. John's (Broad Creek) Church, one of the original colonial parishes.

COLONIAL RECORDS OF PRINCE GEORGE'S COUNTY. Contributed by Louis Dow Scisco.

Prince George's County, created in 1695, has its court house at Upper Marlboro. The present building was erected in 1880. Colonial records are probably complete as to conveyances and court minutes, but books of miscellaneous records seem to have disappeared and the files of loose papers seem to exist in part only. As in other counties, official attention in the past has been concentrated on the land records. For many years the court records and like material were heaped in the court house attic to gather dirt. As a result of awakened official interest, however, they were retrieved therefrom about a year ago, cleaned off, labelled with dates, and given temporary storage under a stairway pending acquisition of better quarters for them.

From the beginning of the county until 1767 the record books, irrespective of contents, formed simple alphabetical series. Libers A to Z constituted a series that closed in 1742. Libers AA to ZZ made a second series closing in 1767. From the latter year to the close of the colonial period two coincident series carried respectively the deeds and the court minutes. These two classes of records had, in fact, been separately recorded from the beginning. In the first few early libers the same volume was sometimes used for both kinds of documents, but after 1710 they occupied distinct libers. The adoption of distinct liber marking in 1767 merely completed the formal separation.

The volumes now kept on the open shelves of the public record room are nearly all land records. The books are in good condition except as to bindings and this deficiency is being progressively corrected as funds permit.

2

COLONIAL RECORDS OF PRINCE GEORGE'S COUNTY. Contributed by Louis Dow Scisco.

Liber A, marked "1696-1702," and "Old Series 1," has two separately paged sections. The first section, pages 1-517, carries court proceedings for sessions of April, 1696, to September, 1699, preceded by entries of earmarks, county-line survey, official appointments, and some deeds of August, 1696. The second section, pages 1-452, has conveyances recorded from August, 1696, to July, 1702. In several parts of the book damaged folios have been replaced by modern transcripts.

Liber B, marked "1699-1705," and "Old Series 2," is a court record book of 441 numbered folios. Its contents are the court minutes for the sessions of November, 1699, to November, 1705.

Liber C, marked "1702-1708," and "Old Series 3," has two distinct sections. The first of these contains conveyances recorded from August, 1702, to March, 1708-09, with folio numbered 1-212 and continued with page numbering 213-260. The second part carries court proceedings for sessions of November, 1705, to March, 1707-08, with folio numbering 1-222.

Liber D, marked "1708-1710," and "Old Series 4," also has two sections. Court proceedings from June, 1708, to June, 1710, are paged 1-338. Conveyances recorded from March, 1708-09, to June, 1710, are paged 1-95.

Liber E, marked "1710-1717," and "Old Series 5," is a transcript volume made, apparently, some fifty years ago. It contains conveyances originally entered from about August, 1710, to August, 1717. Pages are numbered 1-631. The original volume, reduced to its component folios, exists among the disused records.

Liber F, marked "1717-1719," and "Old Series 6," is the continued transcript begun in Liber E. It has 317 pages carrying conveyances recorded from August, 1717, to September, 1720. About half of the volume is blank. The original folios are among the disused material as part of old Liber E.

Liber I, marked "1720-1726," and "Old Series 7," carries in its 731 pages the conveyances recorded from September, 1720, to April, 1726, with some addenda of June to August, 1726. A number of the original folios have been replaced with modern transcripts.

Liber M, marked "1726-1730," and "Old Series 8," has 602 pages of conveyances recorded from April, 1726, to June, 1730.

Liber Q, marked "1730-1733," and "Old Series 9," has 709 pages of conveyances recorded from June, 1730, to December, 1733.

Liber T, at present without year marking, has 717 pages of conveyances recorded from October, 1733, to March, 1738-39.

Liber Y, marked "Begun 1739," has 722 pages of conveyances recorded from March, 1738-39, to August, 1743, and with some additions in September.

Liber B B, marked "1743," has 525 pages of conveyances. Contents are entries made from August, 1743, to March, 1745-46, with some addenda of October and November.

Liber E E, has 724 pages of conveyances recorded from April, 1746, to August, 1749. Pages 637-724 of this liber are modern transcripts of the original, and the original folios are preserved among the disused records. The clerk's office has also a transcript volume of 690 pages named B B 2, which contains the same material as in the original liber.

Liber P P, marked "1749-1759," and "Old Series 15," has two separately paged sections of recorded conveyances. One section of 175 pages has entries of September, 1749, to March, 1751-52. The other section has 343 pages of entries from May, 1757, to August, 1759.

COLONIAL RECORDS OF PRINCE GEORGE'S COUNTY (continued)

Liber N N, without other distinctive marking, has 524 pages of conveyances recorded from March, 1751-52, to May, 1757.

Liber R R, without time indicia, has 292 pages of conveyances entered from September, 1759, to March, 1763.

Liber T T, marked "Begun 1763," is a transcript volume made in 1907. It has 684 pages of conveyances entered originally from March, 1763, to February, 1767.

Liber B B 2, marked "1767-1769," and "Old Series 19," has 454 pages of conveyances recorded from March, 1767, to August, 1769.

Liber A A No. 2 has 514 pages of conveyances entered from August, 1769, to January, 1772.

Liber B B No. 2 is identified by inked back-title and by flyleaf notation. It carried 525 pages of conveyances recorded from March, 1772, to October, 1774. The book has also stray entries for which a separate index of 79 items has been made.

Liber C C, identified by flyleaf notation, has 707 pages of conveyances entered from October, 1774, to February, 1780. This liber contains stray entries also.

The disused court records brought from the attic a year ago and now in storage are not yet accessible to searchers. With official permission the following list of colonial books was compiled. A small part of the stored material, left unexamined because of difficulty of access, probably contains the missing court minutes of 1758-1761 and possibly other items as well. These stored court books are mostly intact as to contents but in bad condition as to bindings. Included among the stored material are packages of loose papers which, if labels are correct, extend back to 1730. Few of these colonial books retain their original title markings. They have recently been provided with typewritten labels of date and title.

Liber G, labelled "Aug 1710 to Aug 1715," is a parchment-bound book of 836 pages which still retains one of the two metal clasps that held its covers together. Contents are court session records beginning with the continued record of June, 1710, and closing with that of August, 1715.

Liber H, labelled "Nov 1715 to Aug 1720," has 1105 pages of session records for the period indicated. This, too, is a parchment-bound book and retains both of the old metal clasps.

Liber without title has 101 pages used and as many more blank. The contents are decisions by commissioners on property boundaries dating from 1716 to 1721.

Liber K, labelled "Nov 1720 to Nov. 1722," has 710 pages of session records for the period indicated.

Liber L, labelled "March 1723 to June 1726," has 699 pages of session records from March, 1722-23, to June, 1726.

Liber N, labelled "Aug 1726 to Nov. 1727," has 715 pages of court records for the period stated.

Liber O, labelled "March 1728 to March 1729," has 521 pages of court session minutes from March, 1727-28, to March, 1728-29.

Liber P, labelled "June 1729 to Nov 1730," has 687 pages of session records for the period indicated.

Liber R, labelled "March 1730 to June 1732," has 679 pages of session minutes from March, 1730-31, to June, 1732.

COLONIAL RECORDS OF PRINCE GEORGE'S COUNTY (continued)

Liber S, labelled "Aug 1732 to March 1734," has 676 pages of session minutes from August, 1732 to March, 1733-34.

Liber V, labelled "June 1735 to Nov 1735," has 679 pages of session records from June, 1734, to November, 1735.

Liber marked "Public Levies," with about 600 unnumbered pages contains the county accounts from 1734 to 1759. The items entered are chiefly salaries to public officials, allowances to persons having public help, and miscellaneous expenditures. The book has probably some 12,000 name entries.

Liber W, labelled "March 1735 to March 1738," has 702 pages of session records from March, 1735-36, to March, 1737-38.

Liber X, labelled "Nov 1738 to June 1740," has 701 pages of session records beginning with the continued session of March, 1737-38, and closing with June, 1740.

Liber Z, labelled "March 1740 to March 1741," has 640 pages of session records from August, 1740, to March, 1741-42.

Liber A A, labelled "June 1742 to June 1743," has 680 pages of session records for the period stated.

Liber C C, labelled "Aug 1743 to Nov 1744," has 676 pages of session records for the period stated.

Liber D D, labelled "Nov 1744 to June 1746," has 632 pages of court minutes for the period stated, beginning with a session continued from the previous liber.

Liber F F, labelled "Aug 1746 to June 1747," has 676 pages of session records for the period stated.

Liber G G, labelled "June 1747 to March 1747," has 499 pages of court minutes from June, 1747, to March, 1747-48.

Liber H H is without legible back-title and is identified by notation in the preceding volume. It has in 499 pages the session minutes beginning with the continued session of March, 1747-48, and closing with August, 1748.

Liber with nearly illegible back-title is probably Liber II. It has 310 pages with session records from November, 1748, to June, 1749.

Liber without back-title, labeled "Aug 1749 to Nov 1750," is probably K K. It has 271 pages of session records for the time stated.

Liber without legible back-title, probably M M, has 660 pages with session records from March, 1750-51, to election court of November, 1754.

Liber without back binding, labelled "Nov 1754 to Aug 1758," has 728 pages of session minutes for the period stated. The first 20 pages are represented by two loose folios.

Liber B, marked "Levy Book 1760," is a volume of county accounts entered from 1760 to 1780. Like the earlier levy book it has some 600 unnumbered pages filled with names of persons paid.

Liber without legible title, labelled "June 1761 to August 1763," has 726 pages of session minutes for the period stated.

Liber with illegible back-title labelled "Nov 1763 to Nov 1764," has 409 pages of session minutes from the period stated.

Liber W W, labelled "March 1765 to August 1766," has 484 pages of session minutes for the period stated.

Liber Z Z, labelled "Aug 1766 to June 1768," is identified by notation in the preceding liber. It has 739 pages of session records for the period stated.

Liber A A No. 1, labeled "June 1768 to Aug 1770," is identified by notation in the preceding liber. It has 701 pages of session records for the period stated.

Liber of small size with paperboard covers, has 38 pages of lot descriptions of Carrollsburgh, now part of Washington, D. C., by survey of October, 1770. The most part of the book is blank.

Liber B B No. 1, labelled "Nov 1770 to Aug 1771," has 386 pages with session records for the time stated.

Liber C C No. 1, labelled "Nov 1771 to March 1773," has 552 pages of session records closing in May, 1773. Title is missing but the liber is identified by sequence.

Liber D D, labelled "Aug 1773 to Aug 1774," has 558 pages of session records for the period stated.

Liber B B, labelled "Aug 1774 to March 1775," has 442 pages of session records for the period stated.

Liber with illegible title, has 651 pages of session records from March, 1775, to March, 1777.

Docket books, 32 in number, have been preserved for the years 1722, 1723, 1725, 1726, 1727, 1728, 1729, 1730, 1734, 1739, 1740, 1742, 1743, 1745, 1746, 1749, 1750, 1751, 1758, 1760, 1762, 1766, 1772, 1773, 1774, 1775. These are thin record books with soft covers, in which are entered the names of litigants and amounts of fees or fines accrued. They have some value for those years when court records are missing and aid in fixing dates of undated filed papers.

The records of the register of wills occupy a convenient room with steel shelving and are in excellent condition. The package papers of the office are stored, without arrangement, in cupboards. Whether or not these papers date back into the colonial period is not known. Following are the shelved libers.

Liber marked "Will Record No. 1 1698," has 633 pages of wills put on record from 1698 to 1770.

Liber marked "Adm Accts J.B.No. 1 1698," has 352 pages of accounts of administrators recorded from 1698 to 1726.

Liber marked "Adm Bonds No. 1 1698," contains in 604 pages the bonds filed from 1698 to 1783.

Liber marked "Guardian Bonds 1708," has 351 pages of guardians' bonds filed from 1708 to 1779.

Liber marked "Inven. Accts. 1729," contains in 349 pages the estate inventories and accounts from 1727 to 1729.

Liber marked "Inven. Accts. 1729," has 535 pages continuing estate inventories and accounts from 1730 to 1741.

Liber marked "Inven. Accts. 1741," has 452 pages of continued inventories and accounts from 1742 to 1748.

Liber marked "Inven. Accts. 1747," carries 541 pages of estate inventories and accounts from 1747 to 1752.

Liber marked "Adm Accts.No. 6 1747," has 424 pages of estate accounts from 1747 to 1765.

Liber marked "Inven. Accts. 1758," continues the registry of estate records from 1758 to 1763.

Liber marked "Inventory T No. 1 1763," has two sections, one carrying 397 pages of inventories from 1763 to 1777, the other carrying 249 pages of bonds, entered from 1758 to 1783.

COLONIAL RECORDS OF PRINCE GEORGE'S COUNTY (continued)

Liber marked "Inven. Accts. 1766," continues the estate records from 1766 to 1791.

Liber marked "Will Record T No. 1 1770," contains 654 pages of wills recorded from 1770 to 1808.

Liber marked "Inven. Accts. 1776," has 170 pages of estate records from 1776 to 1780.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

7/26/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Herewith Bladenburg which I am sorry to say is not as complete as I would like.

It seems prior to probatation very little effort was made to collect taxes. Saloons were many and the owners run the town and what money was needed, they supplied. A great deal of history can be written about this village, but as we are not digging into history, we only got the high spots.

Bladensburg Md.

Laid out and erected into a town by act of assembly 1742 - (see article copied from 1st minute book.)

Has commissioners form of government.

Is very historical with several old homes still standing. (See sketch of history copied from record of Bladensburg Historical Society.)

Issues Beer and Liquor license.

Does not issue business license, building permits, dog license,

Has no assessments. No board of assessors.

Two of town commissioners act as a health committee.

Has town police force on fee basis.

Ordinances in minute books - copy of revised ordinance enclosed.

Oath of officers taken before J.P. and filed in minutes.

Bladensburg.

Ships from Liverpool and other European ports crossed the Atlantic, sailed through the upper Eastern branch of the Anacostia River and dropped anchor in forty feet of water at Bladensburg even before the formal creation of the town in 1742. The wharves were approximately at the location of the Memorial Cross.

Bladensburg, named after Thomas Bladen, proprietary governor of Maryland from 1742 to 1747, was established by an act of the Maryland Legislature at or near a place called Garrison's Landing. The town was surveyed and laid out in sixty one-acre lots which were bought from Miss Eugenia Calvert, proprietress of the land, and a decendent of the Lord Baltimore.

Aside from its early prominence as a port, Bladensburg is chiefly known as the site of the old dueling ground where Commodore Stephen Decatur and Joseph Barron and other famous men of the time settled their disputes with pistols; also as the site of Battle of Bladensburg in the War of 1812; as the birthplace of William Wirt Attorney General of the United States; as the home of Benjamin Stoddart, first Secretary of the Navy, and of Bishop William Pinkney, and as the stopping place of General Washington on many of his trips from Mt. Vernon to Annapolis, Philadelphia and New York.

Bladensburg.

It was from Bladensburg that Samuel F. B. Morse sent his first telegraph message to Washington, and it was here that Cornell laid the foundation of his fortune by erecting poles to support telegraph wires to avoid earth currents.

(from Colonial Bladensburg
sponsored by the Bladensburg
Historical Society. May 23. 1937.)

4-1-44
Bladensburg

From minute book of 1742

As per Bacon's Laws Oct. 29, 1742 chapter 13 and
Bacon's Laws 1744 chapter 13.

"By virtue of a late act of Assembly entitled
an act for laying out and erecting sixty acres
of land into a Town on the south side of the
Eastern Branch of the Potomac, near or at Garrison
Landing, called Bladensburg, which said act
empowered us the subscribers as Commissioners
to treat with the owner or owners, person or
persons, owning said land, for sixty acres to be
laid out into Sixty lots for said Town and
to dispose of them in manner and form following,"
(rest is mutilated)

Laurel Md.

Incorporated 1870 with commission form of government.

corporation changed 1890 to mayor and city council form of government.

Copies of historical sketches obtained from a booklet in possession of Mayor Hatch.

Board of assessors appointed each year to bring assessment record up to date.

Has Health Officer.

Building permits issued by Town Clerk who keeps 50% of \$1.00 fee and remits the other 50% to county building inspector.

Have a city Tax collector who works full time and collects all monies and remits same to treasurer monthly.

Have a full time Police Dept.

Rath of officers are filed in Journal.

Have own water and sewer.

Had own electric light plant 1900-1923.

Name
 Address
 Location of Property

**TAX
 BILL
 1938**

To THE MAYOR AND CITY COUNCIL
 OF LAUREL, MD., Dr.

W. H. DORSEY, Collector
 379 Main Street

Hours 9:30 A. M. to 4:30 P. M. Monday to Friday
 Hours 9 A. M. to 12:30 P. M. Saturday

ASSESSMENT REAL & PERSONAL

Land	Improve- ments	Personal	Total	Rate .86 Per \$100	Taxes	Interest	Costs	Pen.	Total

Tax Levies

Corp. Tax.....	.35
Fire Dept.....	.05
Fire Engine.....	.05
Elec. Lt. & Water.....	.01
1931 Street Improv.....	.06
1929 Street Improv.....	.05
1922 Main St. Lake & Disposal	.04
Sewer & Water.....	.18
Stand Pipe.....	.07
Total.....	.86

All Taxes due and payable June 1st, 1938

Interest from October 1st, 1938, at 6%

Taxes not paid on or before December 31st, 1938, will be in default and property liable for same will be advertised and sold.

Make checks payable to W. H. Dorsey, Collector.

Received Payment193

.....
 Collector

Riverdale, Md.

Formerly known as Riverdale from two rivers coming together.

Has old Calvert manor house built 1794.

Incorporated 1920 has mayor and five councilmen. One councilman elected from each of 5 wards.

Has board of three assessors who make a re-assessment every three years. Do not accept the county assessment.

Does not issue any business or dog licenses.

Building permits are issued by a building inspector who collects the fee and makes a monthly report to the council. The inspector retains a stub for his records. These stubs are not kept as a permanent record.

Electrical permits are issued by an electrical inspector and handled same as building permits.

Plat of town can be obtained from Wash. Suburban Sanitary Commission. You may be able to obtain one free if you write. We have to pay for them.

Oaths of officers are taken before a J.P. and filed with the minutes.

Have a part time policeman who is paid by town.

Have a health officer who is paid on fee basis.

MARYLAND-WASHINGTON METROPOLITAN DISTRICT
PRINCE GEORGE'S AND MONTGOMERY COUNTIES

1927
Area
Incorporated.

This area in Montgomery and Prince George's Counties is incorporated under the title of the "Maryland-Washington Metropolitan District".

Commission
Appointed.

The District is under the jurisdiction of a commission of 6 members, of whom 2 are residents and taxpayers of that portion of the District within Montgomery County and the other may be resident of any portion of Montgomery County and the same regulations applies to the remaining 3 members from Prince George's County. Said Commission is a body corporate by name of "The Maryland-National Capital Park and Planning Commission".

The chairman of the Washington Suburban Sanitary Commission shall be ex officio member and be charged to the number allotted the county of which he be a resident and the remaining 5 members are appointed by the governor subject to confirmation of the county commissioners of the county which the appointee be resident in. The 5 appointive members shall serve for a term of 4 years.

Chairman.

The governor shall designate one of the 5 appointees as chairman of the commission, at an annual salary of \$3,000. Each of the other 5 commissioners shall receive \$500 per annum and the one who is chairman of the Washington Suburban Sanitary Commission shall receive the said salary in addition to his compensation received by him in the latter capacity.

General Counsel
and Secretary-
Treasurer.

The governor shall likewise appoint a general counsel to the commission at an annual salary of \$2,400 and a secretary-treasurer, who shall be a bonded official at an annual salary of \$2,000.

Employees.

The commission may appoint, discharge at pleasure of, or may contract for the services of engineering, planning, administrative, auditing, clerical or other force as, from time, in its judgment may be necessary.

Offices.

Commission maintains 3 offices, 1 in each county, both to be within the District, and 1 in the District of Columbia.

The commission is authorized to make, adopt, amend, extend and add to a plan for the physical development of the District. In the preparation and making of the plan, and in the acquisition and development of land or other property, or other acts incident to the carrying out of the plan, the commission may act in conjunction and co-operation with the National Capital Park and Planning Commission created by Act of Congress, approved April 30, 1926, and the commission is designated by the State as the representative of the State for that purpose. The commission is further empowered to act in conjunction and co-operation with other representatives or officials of the U. S. Gov. or the Washington Suburban Sanitary Commission, or of the State of Va., or of the District of Columbia, or of the State of Md., or of Montgomery and Prince George's Counties, or of any municipality or other local sub-division within said counties or within said states.

MARYLAND-WASHINGTON METROPOLITAN DISTRICT, cont.

Board of
Zoning Appeals.

Commissioners may divide the District into zones. Two boards of zoning appeals are created each consisting of 3 members residing in that portion of the District within their respective counties and who shall be appointed by the respective boards of county commissioners. Each member shall serve for a term of 4 years. County commissioners to furnish each board such executive and clerical assistance as may be necessary. Whenever the commission certifies to the county commissioners of either county any plan for the districting or zoning of the portion of the District within each county according to the uses of buildings and other structures and of premises, then said county commissioners of the county affected acting as the legislative body of the portion of the District located in that county are designated for the purposes of this Act as District Council, which may regulate and restrict the location of buildings, etc. Said county commissioners shall receive \$200 per annum, in addition to their compensation as authorized by law, as compensation for their additional duties (Acts 1927, ch. 448).

Additional Compensation to Co. Com.

1927
Buildings
Montgomery Co.

County commissioners of Montgomery County to regulate by uniform rules and regulations the construction, tearing down and improvement of all types of buildings within that portion of the District lying within Montgomery County, as they deem necessary. No such rules and regulations shall be deemed valid or effective until the same shall have been formally adopted by the county commissioners at a regular meeting, and recorded in a book kept in their office for that purpose and until such rules and regulations have been published at least two times in two of the county papers in Montgomery County.

Building
Inspector.

County commissioners to appoint a suitable person as county building inspector, who shall serve at their pleasure and shall be paid such sum or sums as the county commissioners or a majority of them shall determine. They may also employ an assistant inspector (Acts 1927, ch. 703).

1935
Extend
Boundaries

Boundaries of the District are extended (Acts 1935, ch. 505).

1937
Park Com-
missioner.

Commission elects one of its members park commissioner for the parks located in Montgomery County. Said park commissioner shall receive \$3500 per annum and transportation in addition to his compensation as a commissioner of the District.

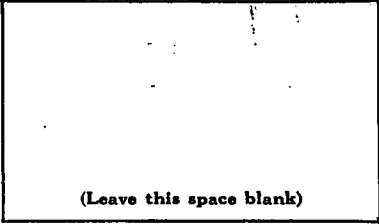
Governor still appoints commissioners, but commissioners appoint all other officers, clerks, etc.

Terms
extended.

The terms of those members of the commission who were in office on January 1, 1937, which terms would have otherwise expired on May 1, 1937 are extended for two years (Acts 1937, ch. 46).

255

B. Louis Goodyear
Dec 6-1937



WORKS PROGRESS ADMINISTRATION

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS, 1936

Maryland Historical Records Survey
(Name of State)

THE BUILDINGS FORM

County Prince Georges City or town Upper Marlboro

Name of building Court House
(Street address)

1. Bureaus whose records are in the building Clerk of Court, Register of Wills
Co. Treasurer, Co. Commissioners, Co. Assessor,
Co. Recorder, States Attorney, Board of Education, Social Service
Police Court,

2. Room and vault names or numbers and location 1st floor, Clerk of court, East Record Room,
north Vault, South Vault, S.E. Record Room, Recorder Office, Arphans Ct.
Co. Treas., Co. Assessor, Co. Comm. & Clerks Office, 2nd floor, Court Room
Law Library, States Attorney, Board of Education, Social Service, Sheriff's
Co. Agent, Judges Room

3. Describe the building 1880 Red Brick.
(a) Date of construction. (b) Material of which constructed.
Front part, about 51' X 54' X 34'. Back, 52' X 63' X 34' - 122,400 cu. ft.
(c) Approximate dimensions (outside measurements; cubic space).
Plan attached -
(d) General plan of building (attach an additional sheet if necessary).
About 75% fire proof
(e) Degree to which building is fireproof.

4. Damages to buildings None
(By fires, floods, earthquakes, etc., with dates, and facts concerning damage to records)

5. Fireproof-vaults contain approximately 5% of the quantity of records.

6. Indicate ownership of building Prince Georges Co.

7. Is rental paid on building? No Amount \$ _____

8. Other information None.

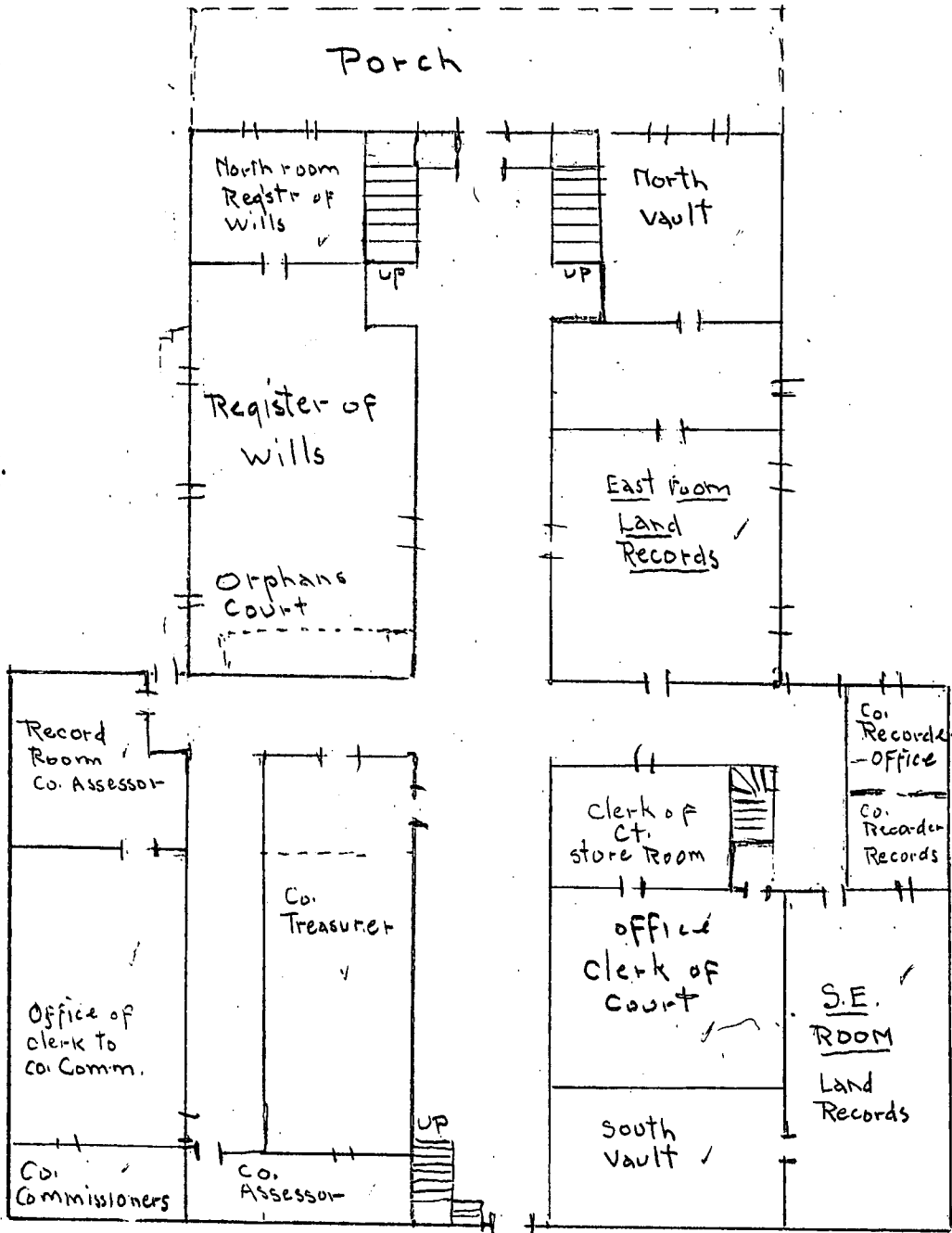
PRINCE GEORGES CO. COURT HOUSE

FIRST FLOOR

North

West.

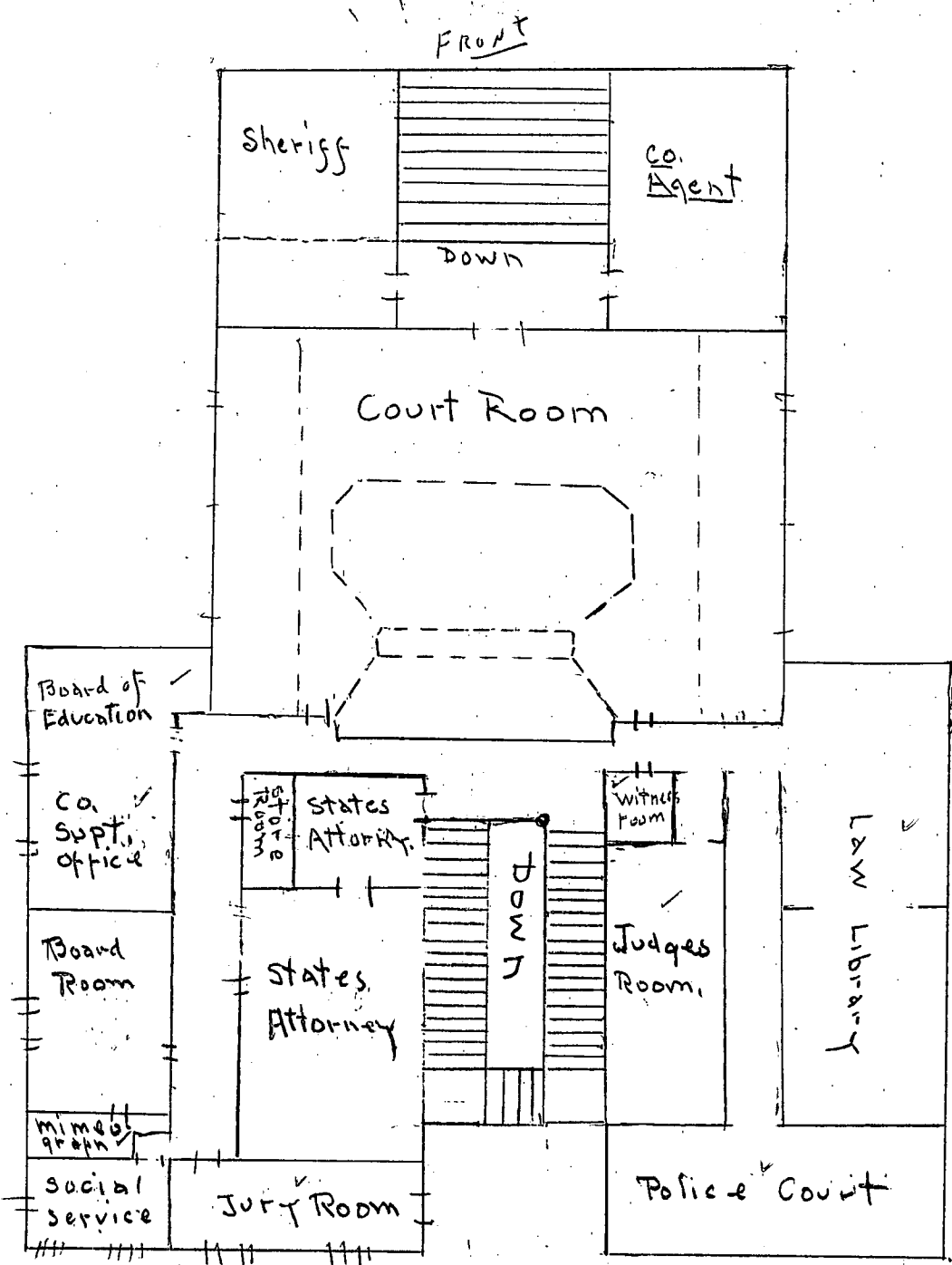
East



South

PRINCE GEORGES CO. COURT HOUSE

SECOND FLOOR



256

B. Louis Goodyear
Dec. 6 - 1936

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Register of Wills - 1st Floor - West side

Short title or abbreviation of room or vault, if any North Room

Bureaus having records in this room or vault Orphans Court

1. 12 x 18 (Approximate size of room or vault) 2 windows 10 x 1 1/2 - 1 door 3 x 7 (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum - good - walls & ceil plaster - fair. (Material, and general condition of floor, ceiling, and walls)

3. Good ventilation - Cool in summer - well regulated in winter. (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 372 ft. (Linear feet of shelving) on East and west walls (Location of shelving in the room or vault)

Steel construction with rollers. (How shelving is constructed—material, etc.)

5. 295 ft. of bound records - 230 ft of file boxes - 12" x 15" x 5" (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None (c) newspapers; (d) miscellaneous

6. Not crowded & not much room for expansion. (Condition of crowding, room for expansion with and without new shelving)

7. Electric - good (Lighting—type, whether good or poor)

8. 2 tables and chairs in center of room. (Accommodations for users—amount and character of space and equipment)

9. 100% (Approximate percentage of the bureau's records are in this room or vault)

10. None at present - Several years before new room will be needed (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

257

D. Louis Woodruff
Dec 6-1936

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Orphans Court 1st floor West side

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Register of Wills.

1. 30' x 21' 2 doors 3'x8' - 3 windows 4'x8'
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum. Plaster walls & ceiling - good
(Material, and general condition of floor, ceiling, and walls)

3. Good ventilation, dry atmosphere - Temperature from hot to cool
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None
(Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. None
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

Only a few index books on desk.
(c) newspapers; (d) miscellaneous)

6. no crowding - plenty of room for new shelving -
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - fair -
(Lighting—type, whether good or poor)

8. Slant top desk in center seats & chairs.
(Accommodations for users—amount and character of space and equipment)

9. None
(Approximate percentage of the bureau's records are in this room or vault)

10. None
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

258

B. Louis Goodyear
Dec. 6-1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Treasurers Office 1st floor South side

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Treasurer

1. 58 X 24. (Approximate size of room or vault) 2 doors, 3X7-4 windows 8X1 1/2. 1 window, 2X8 (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum metal ceiling - plaster walls - good. (Material, and general condition of floor, ceiling, and walls)

3. Ventilation good - temperature from hot to cold. (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 288 ft - (Linear feet of shelving) around walls of North end of room. (Location of shelving in the room or vault)

steel construction with rollers. (How shelving is constructed—material, etc.)

5. 288 feet of bound (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

12 ft unbound - 12" X 15" X 5 -

none (c) newspapers; (d) miscellaneous

6. shelving all full with vols. stacked on top. new shelving could be added. (Condition of crowding, room for expansion with and without new shelving)

7. Electric - good (Lighting—type, whether good or poor)

8. One table and chairs in front of office (Accommodations for users—amount and character of space and equipment)

9. About 90% (Approximate percentage of the bureau's records are in this room or vault)

10. About the same amt of shelving is needed. (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

259

R. Louis Goodyear
Dec. 6 - 1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location South East Record Room - 1st floor

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Club of Court

1. 35 x 18 (Approximate size of room or vault) 3 doors 4x8. 6 windows - 4x8 (Number and approximate size of doors and windows)

2. Wood floors covered with linoleum. metal ceiling plaster walls - good (Material, and general condition of floor, ceiling, and walls)

3. Good ventilation. temp varies from hot to cool - dry - (Ventilation, atmospheric conditions - temperature, dust, soot, dampness, etc.)

4. 1550 feet of shelving around walls and under reading desks. (Linear feet of shelving) (Location of shelving in the room or vault)

Steel construction with rollers - (How shelving is constructed - material, etc.)

5. 1158 feet of bound vols - rest of shelves are empty - (Linear feet of (a) bound volumes; (b) unbound materials - depth of file boxes, etc.;

7 ft. of letter files on top of case. (c) newspapers; (d) miscellaneous)

6. no crowding room for more vols under desks - (Condition of crowding, room for expansion with and without new shelving)

7. Elec. good, (Lighting - type, whether good or poor)

8. 4 slant top desks in center of room with stools - 1 table with chairs (Accommodations for users - amount and character of space and equipment)

9. About 50% (Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need - quite a few vacant shelves - (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

260

B. Louis Goodyear
Dec. 6 - 1937

THE BUILDINGS FORM

Name of building Court House.

Room or vault number and location South Vault - 1st floor

Short title or abbreviation of room or vault, if any none

Bureaus having records in this room or vault Clerk of Court

1. 18 x 22 (Approximate size of room or vault) 1 door - 3x6 - 2 windows 4x8 - 4 windows 8x1 1/2 (Number and approximate size of doors and windows)
2. Wood floor - covered with linoleum - plaster walls - metal ceiling - good (Material, and general condition of floor, ceiling, and walls)
3. Well ventilated, dry atmos. Temp. very warm in summer. (Ventilation, atmospheric conditions—temperature, dust, foot, dampness, etc.)
4. 48 feet of shelving - against desk in center of room - Steel construction with rollers. (Linear feet of shelving) (Location of shelving in the room or vault) (How shelving is constructed—material, etc.)
5. 48 feet of bound vols. 416 ft unbound - 12" x 15" x 5" (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;
none (c) newspapers; (d) miscellaneous)
6. Rather crowded - Room to add file boxes at top of case. (Condition of crowding, room for expansion with and without new shelving)
7. Electric - good (Lighting—type, whether good or poor)
8. 2 tables - and chairs. (Accommodations for users—amount and character of space and equipment)
9. About 75% of unbound records are here (Approximate percentage of the bureau's records are in this room or vault)
10. No new space is needed for present records, but more boxes are needed for any new records. (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

261

B. Louis Goodyear
Dec. 6 - 1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location North Vault - 1st Floor

Short title or abbreviation of room or vault, if any none

Bureaus having records in this room or vault Clerk of Court, Assessor, Treasurer.

1. 12 X 15 - 2 windows 10 x 1 1/2, 1 door - 3 x 7.
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum, good - walls & ceiling plaster - floor cond.
(Material, and general condition of floor, ceiling, and walls)

3. Fair - atmos damp in summer - dries out in winter heat, very dusty.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 120 Ft. along East & West Walls -
(Linear feet of shelving) (Location of shelving in the room or vault)

Shelving of boards - crudely constructed -
(How shelving is constructed—material, etc.)

5. 96 ft. of bound vols. 20 ft of file boxes & letter files
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none -
(c) newspapers; (d) miscellaneous)

6. Records very crowded - some piled on floor - no work room.
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - poor
(Lighting—type, whether good or poor)

8. One stout top desk in center of vault.
(Accommodations for users—amount and character of space and equipment)

9. About 5%
(Approximate percentage of the bureau's records are in this room or vault)

10. About the same amt of space.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

262

B. Louis Goodyear
Dec 6-1957

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location East Record Room - First floor

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Clerk of Court

1. 24 X 21. (Approximate size of room or vault) 3 doors, 3 X 8 - 2 windows 4 X 8 (Number and approximate size of doors and windows)

2. Floor wood covered with linoleum. good ceiling & wall (Material, and general condition of floor, ceiling, and walls) plaster - poor.

3. good Ventilation, dry, cool in summer, well heated in winter (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 1056 feet (Linear feet of shelving) on south and west walls. (Location of shelving in the room or vault)

steel construction with rollers in shelves. (How shelving is constructed—material, etc.)

5. 664 feet of bound vols. (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;) 270 ft file boxes, 12" X 15" X 5"

none - (c) newspapers; (d) miscellaneous

6. Not crowded. some empty shelves and boxes (Condition of crowding, room for expansion with and without new shelving)

7. Electric - poor (Lighting—type, whether good or poor)

8. Shant top desk in center - 2 stools - 1 table and 4 chairs (Accommodations for users—amount and character of space and equipment)

9. About 25% (Approximate percentage of the bureau's records are in this room or vault)

10. Several years before additional space is needed in this room. (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

263

B. Louis Goodyear
Dec. 8-1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of Clerk of Circuit Court, 1st floor south side

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Circuit Court

1. 25 x 20 - (Approximate size of room or vault) 1 door 3x8 - 1 double door 6x7 - 3 windows 8x1 1/2 - (Number and approximate size of doors and windows)

2. Wood floors covered with linoleum, metal ceiling, plaster walls - good - (Material, and general condition of floor, ceiling, and walls)

3. Ventilation good, dry atmosphere - temp varies from very warm to cold - (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 34 feet (Linear feet of shelving) one west wall - (Location of shelving in the room or vault)

Steel const. with rollers - (How shelving is constructed—material, etc.)

5. 34 ft. bound. none - (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none (c) newspapers; (d) miscellaneous)

6. Room not crowded - (Condition of crowding, room for expansion with and without new shelving)

7. Elec. good (Lighting—type, whether good or poor)

8. Desks and chairs for Clerk and assistants only (Accommodations for users—amount and character of space and equipment)

9. only a few current books - (Approximate percentage of the bureau's records are in this room or vault)

10. no immediate need for more space (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

264

B. Louis Goodyear
Dec. 8-1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Record Room for Harrison. 1st floor west side

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Harrison's office

1. 25 X 18 2 windows 8 X 3 - 1 window 8 X 6
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor covered with pine, & oil & floor plaster in poor cond.
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good, temp. varies from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. About 300 feet around walls of room.
(Linear feet of shelving) (Location of shelving in the room or vault)

Steel construction with rollers
(How shelving is constructed—material, etc.)

5. 226 ft. of bound vols.
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none -
(c) newspapers; (d) miscellaneous)

6. Not crowded - new shelves can be added above the old.
(Condition of crowding, room for expansion with and without new shelving)

7. Elect. poor.
(Lighting—type, whether good or poor)

8. Slant top desk in center of room, and against north wall.
(Accommodations for users—amount and character of space and equipment)

9. About 50%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need of new space or equipment
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

265

B. Louis Goodyear
Dec. 8-1937

THE BUILDINGS FORM

Name of building Court House -

Room or vault number and location Office of Clerk to Co. Commissioners
1st floor west side.

Short title or abbreviation of room or vault, if any none

Bureaus having records in this room or vault Co. Comm.

1. 25 x 15 (Approximate size of room or vault) 3 doors 3 x 8 - 3 windows 4 x 8 (Number and approximate size of doors and windows)

2. Floor wood covered with linoleum ceiling metal - walls plaster - good cond. (Material, and general condition of floor, ceiling, and walls)

3. Well ventilated Temp. varies from very warm to cool. dry stuff (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. About 40 ft. of file boxes 12x15x5 - 12 ft. of steel cabinets. (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none (c) newspapers; (d) miscellaneous)

6. Not crowded - Only clerical work done in this room. (Condition of crowding, room for expansion with and without new shelving)

7. Electric fair - (Lighting—type, whether good or poor)

8. 24 Tables and chairs for workers (Accommodations for users—amount and character of space and equipment)

9. about 50% (Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need - new file boxes can be added on top of case. (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

267

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Assessor's Office 1st floor South Side

Short title or abbreviation of room or vault, if any none

Bureaus having records in this room or vault Assessor

1. 15 X 2 doors 3 X 8 1 window 3 X 8 - 2 windows 5 X 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum. Metal ceiling & plastered walls in good condition
(Material, and general condition of floor, ceiling, and walls)

3. Good ventilation. Temp. varies from very warm to cool.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 72 feet of shelving Across south wall
(Linear feet of shelving) (Location of shelving in the room or vault)

Steel construction with rollers
(How shelving is constructed—material, etc.)

5. 12 ft 135 ft boxes 18 in deep
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None
(c) newspapers; (d) miscellaneous)

6. Room seems crowded. Very little room for new cases.
(Condition of crowding, room for expansion with and without new shelving)

7. Electricity good
(Lighting type, whether good or poor)

8. One slant top desk over shelves on south side.
(Accommodations for users—amount and character of space and equipment)

9. About 50%
(Approximate percentage of the bureau's records are in this room or vault)

10. New space needed for new records - none for old
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

268

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of Co. Comm., 1st floor S.W. Corner

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Co. Comm.

1. 18 x 12 1 door 3 x 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum - Metal ceiling plaster walls
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good - Temp varies from very hot to cold.
(Ventilation, atmospheric conditions—temperature, dust, spot, dampness, etc.)

4. None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

Current books on desk.
(c) newspapers; (d) miscellaneous)

6. Not crowded - no shelving needed in this room.
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Desk + chairs - typewriter for Sec. + Stenographer only.
(Accommodations for users—amount and character of space and equipment)

9. Only current records are in this office
(Approximate percentage of the bureau's records are in this room or vault)

10. None.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

269

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Circuit Court Room - 2nd floor

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault None

1. 36 X 55 (Approximate size of room or vault) 4 doors 3 X 7 - 1 double door 6 X 7 (Number and approximate size of doors and windows) 8 windows 12 X 2 - 2 windows 8 X 3

2. Wood floor covered with linoleum ceiling & wall plaster - poor condition (Material, and general condition of floor, ceiling, and walls)

3. Ventilation good - temp varies from very warm to cold (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. None (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None (c) newspapers; (d) miscellaneous)

6. (Condition of crowding, room for expansion with and without new shelving)

7. Electric - good (Lighting—type, whether good or poor)

8. Plain wood benches - tables & chairs in front of judges bench. (Accommodations for users—amount and character of space and equipment)

9. - No records - (Approximate percentage of the bureau's records are in this room or vault)

10. No need of additional space. (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

270

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Record Room Co. Recorder - 1st Floor East

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Co. Recorder

1. 12 X 15 (Approximate size of room or vault) 1 door - 3 X 7 - 1 window 3 X 8 - (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum - metal ceiling plastic walls - good cond. (Material, and general condition of floor, ceiling, and walls)

3. Vent good - atmosp. cond. Temp varies from very warm to cold (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) _____ (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. None (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.); 108 ft. - file boxes 12 X 15 X 5

None (c) newspapers; (d) miscellaneous

6. Crowded - no room for new shelves or cabinets - (Condition of crowding, room for expansion with and without new shelving)

7. Electricity - good - Lighting—type, whether good or poor

8. desk & tables for workers use - with chairs - (Accommodations for users—amount and character of space and equipment)

9. about 10% (Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for papers filed in S.E. Room for only 1 year (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

then discarded

272

THE BUILDINGS FORM

Name of building Court

Room or vault number and location Police Court Room 2nd floor S.W. corner

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Police Court.

1. 44 X 25 - 3 doors 3 X 8 - 3 windows 3 X 8 - 6 windows 8 X 1 1/2
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Floor of cement - metal ceiling - plaster walls - good cond.
(Material, and general condition of floor, ceiling, and walls)

3. Ventil good - temp varies from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 36 ft In closet in S.W. corner of room
(Linear feet of shelving) (Location of shelving in the room or vault)

Shelving of boards
(How shelving is constructed—material, etc.)

5. 4 feet of bound - 102 ft - 12 X 15 X 5"
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none
(c) newspapers; (d) miscellaneous)

6. not crowded lots of space for new files, or shelving.
(Condition of crowding, room for expansion with and without new shelving)

7. Elec. - good
(Lighting—type, whether good or poor)

8. wooden benches, chairs and table in front of judges bench -
(Accommodations for users—amount and character of space and equipment)

9. 100%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

273

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Law Library - 2nd floor west side

Short title or abbreviation of room or vault, if any North Room

Bureaus having records in this room or vault None

1. 27 X 15 (Approximate size of room or vault) 2 doors 3 X 7 - 2 windows 4 X 8 (Number and approximate size of doors and windows) 1 window 6 X 8

2. concrete floor concrete with rag - metal ceiling plastic walls - poor condition (Material, and general condition of floor, ceiling, and walls)

3. Vent. good dry atmo. temp varies from very warm to cool (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 345 feet (Linear feet of shelving) - sectional book cases around walls of room (Location of shelving in the room or vault)

_____ (How shelving is constructed—material, etc.)

5. 345 (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.); none

_____ (c) newspapers; (d) miscellaneous)

6. Room for additional cases, at top only (Condition of crowding, room for expansion with and without new shelving)

7. Electricity - good (Lighting—type, whether good or poor)

8. Tables and chairs in center of room (Accommodations for users—amount and character of space and equipment)

9. No records (Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more space (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

274

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Law Library - 2nd floor West side

Short title or abbreviation of room or vault, if any South Room

Bureaus having records in this room or vault None

1. 15 X 15 2 doors 3 X 8 - 2 windows 4 X 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. concrete floor covered with rug, Metal ceiling, plaster walls in good condition
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good. Temp. varies from very warm to cold.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 243 feet around walls of room.
(Linear feet of shelving) (Location of shelving in the room or vault)

sectional book cases.
(How shelving is constructed—material, etc.)

5. 243 ft of bound vols - none
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

1 pile of news papers
(c) newspapers; (d) miscellaneous)

6. Room for more shelves at top only
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Long table and chairs in center of room.
(Accommodations for users—amount and character of space and equipment)

9. No records.
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more room.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

275

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of Co. Supt., - 2nd floor

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Board of Education.

1. 25 x 18 (Approximate size of room or vault) 1 door 2 x 6 (Number and approximate size of doors and windows)
2 doors 3 x 7 - 2 windows 3 x 7 - 1 window

2. concrete with linoleum - metal ceiling plaster walls
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good. Temp. varies from very warm to cold.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) None (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. None (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

(c) newspapers; (d) miscellaneous)

6. Not crowded. Room for new filing cabinets
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Desks, tables and chairs for workers
(Accommodations for users—amount and character of space and equipment)

9. About 25%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more space
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

276

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Board Room

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Board of Education

1. 16 X 16 - 2 doors 3 X 8 - 2 windows - 4 X 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. concrete mid linoleum. Metal ceiling. Plaster walls - good cond.
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good. Temp varies from very warm to cold,
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 15 ft - south wall
(Linear feet of shelving) (Location of shelving in the room or vault)

Sectional book shelves.
(How shelving is constructed—material, etc.)

5. 15 ft - none
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none
(c) newspapers; (d) miscellaneous)

6. Not crowded - room for shelving or cabinets.
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Table and chairs - 1 desk.
(Accommodations for users—amount and character of space and equipment)

9. none
(Approximate percentage of the bureau's records are in this room or vault)

10. none
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

277

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location County Agent

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault County Agent only

1. 15 X 19 - 2 doors, 3x7, 4 windows 1 1/2 X 10
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor, covered with linoleum. Metal ceiling, plaster walls
(Material, and general condition of floor, ceiling, and walls) good cond.

3. Ventilation good - Temp. varies from very warm to cold.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. About 55 ft on east wall
(Linear feet of shelving) (Location of shelving in the room or vault)

Open shelves made of boards.
(How shelving is constructed—material, etc.)

5. None 12 ft 12" X 12" X 24"
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None
(c) newspapers; (d) miscellaneous)

6. Room somewhat crowded - no room for additional shelves -
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Desks, chairs, typewriter for Agent and clerk.
(Accommodations for users—amount and character of space and equipment)

9. 100%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more room
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

278

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Petit Jury Room

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault None

1. 13 x 19 - 1 door 3 x 8. 1 wind 4 x 8 2 winds 5 x 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Concrete floor. Metal ceiling, plaster walls - good cond.
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good. Temp. varies from hot to cold.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None
(c) newspapers; (d) miscellaneous)

6. Plenty of room.
(Condition of crowding, room for expansion with and without new shelving)

7. Electric good
(Lighting—type, whether good or poor)

8. Desks and chairs
(Accommodations for users—amount and character of space and equipment)

9. None
(Approximate percentage of the bureau's records are in this room or vault)

10. None
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

279

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Mimeograph Room

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Board of Education

1. 9 X 15 - 1 door 3x7 - 1 window 3 X 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Cement floor covered with linoleum metal ceiling
(Material, and general condition of floor, ceiling, and walls) plastic walls - good

3. good ventilation. temp. varies from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 72 ft - on west wall -
(Linear feet of shelving) (Location of shelving in the room or vault)

Open shelves made of boards
(How shelving is constructed—material, etc.)

5. No records, supplies only
(Linear feet of (a) bound volumes (b) unbound materials—depth of file boxes, etc. ;

none
(c) newspapers; (d) miscellaneous)

6. not crowded room for new shelves or cabinets
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Table, chairs and mimeograph
(Accommodations for users—amount and character of space and equipment)

9. None
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more space
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

280

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of Ct. Recorder 1st flm East side

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Clerk of Circuit Court

1. 12 x 15 (Approximate size of room or vault) 2 doors 3 x 7 - 1 window 4 x 8 - 1 wind. 7 x 8 (Number and approximate size of doors and windows)

2. wood floor covered with linoleum - metal ceiling plaster walls fair cond (Material, and general condition of floor, ceiling, and walls)

3. Good ventilation - Temp. varies from very warm to cold (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. None (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.); 3.6 ft of file boxes, 10 x 15 x 5

None (c) newspapers; (d) miscellaneous

6. Not crowded. Room for new filing cases as needed (Condition of crowding, room for expansion with and without new shelving)

7. Electric - good (Lighting—type, whether good or poor)

8. Desks and chairs for Recorder and 1 Typist (Accommodations for users—amount and character of space and equipment)

9. About 10% (Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

281

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of Judge of Circuit Court

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault None

1. 18 x 25 2 doors - 3 x 8 - 3 windows 1 1/2 x 8
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Cement covered with rug
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation fair - temp. varies from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 48 feet on east wall
(Linear feet of shelving) (Location of shelving in the room or vault)

sectional book cases.
(How shelving is constructed—material, etc.)

5. 48 ft. none
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none
(c) newspapers; (d) miscellaneous)

6. Room not crowded room for more cases
(Condition of crowding, room for expansion with and without new shelving)

7. Electric good
(Lighting—type, whether good or poor)

8. Slot top desks, chairs, and couch
(Accommodations for users—amount and character of space and equipment)

9. None
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more space.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

282

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Board of Election - 1st floor

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Board of Election & Clerk of Court

1. 17 x 17 - 2 doors 3 x 8 - 1 double door 6 x 9
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Cement floor covered with linoleum, plaster walls & ceiling - good cond
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation fair - temp varies from very warm to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None
(Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed—material, etc.)

5. _____
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

(c) newspapers; (d) miscellaneous)

6. not crowded - new shelves or cabinets could be added
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. two long tables, desk, chairs and cupboards for Elec. books.
(Accommodations for users—amount and character of space and equipment)

9. 100%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more room
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

288

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Secondary Jury Room 2nd floor

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault None

1. 12 X 18 (Approximate size of room or vault) 1 door - 3 X 8 - 1 window - 1 1/2 X 8 - (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum - metal ceiling plastic walls - poor cond. (Material, and general condition of floor, ceiling, and walls)

3. Poorly ventilated. Temp varies from very hot to cold (Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None (Linear feet of shelving) None (Location of shelving in the room or vault)

None (How shelving is constructed—material, etc.)

5. None (Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None (c) newspapers; (d) miscellaneous)

6. not crowded - (Condition of crowding, room for expansion with and without new shelving)

7. Electric - fair. (Lighting—type, whether good or poor)

8. One table and chairs - (Accommodations for users—amount and character of space and equipment)

9. None (Approximate percentage of the bureau's records are in this room or vault)

10. None (Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

289

B. Louis Goodyear
Dec. 10-1937

THE BUILDINGS FORM

Name of building Pumphrey Bldg

Room or vault number and location Office of Supt. of Police

Short title or abbreviation of room or vault, if any 'Chief's' Office

Bureaus having records in this room or vault Police Dept.

1. 12 x 18 - 2 doors 3 x 7 - 5 windows 3 x 7
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Floor of pine boards - walls & ceiling plaster - good cond -
(Material, and general condition of floor, ceiling, and walls)

3. Good ventilation - Temp varies from very hot to cold -
(Ventilation, atmospheric conditions - temperature, dust, soot, dampness, etc.)

4. None
(Linear feet of shelving) (Location of shelving in the room or vault)

(How shelving is constructed - material, etc.)

5. _____ about 6 ft - file boxes - 2 x 15 x 10
(Linear feet of (a) bound volumes; (b) unbound materials - depth of file boxes, etc.;

None -
(c) newspapers; (d) miscellaneous)

6. Not crowded - no room for expansion - walls are all windows
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - fair
(Lighting - type, whether good or poor)

8. Desk and typewriter for Chief - chairs -
(Accommodations for users - amount and character of space and equipment)

9. 100%
(Approximate percentage of the bureau's records are in this room or vault)

10. New and more comfortable quarters are needed at once
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

315

Dec. 14-1937

B. Louis Goodyear

THE BUILDINGS FORM

Name of building Pumphrey Bldg.

Room or vault number and location Clinic Room -

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Health Dept.

1. 12 X 12 2 doors 2 X 7 - 2 windows 3 X 5
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. wood-covered with linoleum plaster walls & ceiling
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good - Temp varies from very warm to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. 8 ft. on west wall
(Linear feet of shelving) (Location of shelving in the room or vault)

Cupboard of pine - stained
(How shelving is constructed—material, etc.)

5. none none
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

none
(c) newspapers; (d) miscellaneous)

6. Room not crowded but no room for adding equipment
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good.
(Lighting—type, whether good or poor)

8. 2 tables & examining table chairs
(Accommodations for users—amount and character of space and equipment)

9. None
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need of more room.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

316

B. Louis Goodyear
Dec. 14-1937

THE BUILDINGS FORM

Name of building Pumphrey Bldg

Room or vault number and location Nurses Room, Sanitary inspection

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Health Dept.

1. 10 X 12 - 2 doors 2 X 6 - 1 window 4 X 5
(Approximate size of room or vault) (Number and approximate size of doors and windows)
2. wood floor - linoleum rug
(Material, and general condition of floor, ceiling, and walls)
3. _____
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)
4. 32 ft - North wall
(Linear feet of shelving) (Location of shelving in the room or vault)
- Cupboard of pine boards - stained
(How shelving is constructed—material, etc.)
5. None None -
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;
- None
(c) newspapers; (d) miscellaneous)
6. Not crowded but, not much room for expansion
(Condition of crowding, room for expansion with and without new shelving)
7. Electric - good
(Lighting—type, whether good or poor)
8. Flat top desk chairs & cupboard -
(Accommodations for users—amount and character of space and equipment)
9. About 10%
(Approximate percentage of the bureau's records are in this room or vault)
10. No immediate need for more space.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

317

B. Paris Goodyear
Dec 14-1937

THE BUILDINGS FORM

Name of building Pumphrey Bldg.

Room or vault number and location Reception Room

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Health Dept.

1. 12 x 15 2 doors - 2 x 6 - 3 windows - 4 x 5
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor linoleum mg - plaster ceiling and walls
(Material, and general condition of floor, ceiling, and walls)

3. ventilation good - temperature from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None 18 ft - some 27" some 18"
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None -
(c) newspapers; (d) miscellaneous)

6. Not crowded - room for more shelving or cabinets
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Desks and chairs -
(Accommodations for users—amount and character of space and equipment)

9. about 45%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more room.
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

318

B. Louis Goodyear
Dec. 14-1937

THE BUILDINGS FORM

Name of building Pumphrey Bldg.

Room or vault number and location Office of Health Officer

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Health Dept.

1. 12 X 13 - 2 doors - 2 x 6 - 1 window 4 x 5 -
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor - linoleum rug - plaster ceiling and walls - good cond.
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation fair - temp varies from very hot to cold
(Ventilation, atmospheric conditions - temperature, dust, soot, dampness, etc.)

4. About 33 ft - South West walls -
(Linear feet of shelving) (Location of shelving in the room or vault)

1 cup board of pine, stained, 1 sec. bookcase of oak -
(How shelving is constructed - material, etc.)

5. 3 ft - none - -
(Linear feet of (a) bound volumes; (b) unbound materials - depth of file boxes, etc.;

none
(c) newspapers; (d) miscellaneous)

6. Room not crowded, but no room for adding equipment
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - Good -
(Lighting - type, whether good or poor)

8. Flat top desk - chairs, 1 cupboard - & 1 book case
(Accommodations for users - amount and character of space and equipment)

9. About 45%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

370

B. Louis Woodruff
Dec. 15-1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Sheriff's Office

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Sheriff only

1. 15 X 19 - 2 - doors - 3 x 7 - 4 windows 1/2 X 10
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. wood floor, covered with linoleum, metal ceil, plaster walls
(Material, and general condition of floor, ceiling, and walls)

3. Vent. good. Temp. varies from very hot to cold, good cond.
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None - None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None 16ft - 12 X 15 X 5
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

bound vols, on desk.
(c) newspapers; (d) miscellaneous)

6. Room not crowded - room for new shelving or cabinets
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good.
(Lighting—type, whether good or poor)

8. Desks and chairs - typewriter for occupants
(Accommodations for users—amount and character of space and equipment)

9. 100 %
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for new space
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

321

D. Louis Goodyear

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Grand Jury Room,

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault None

1. 15 X 25 - 2 doors, 3 X 8. 1 window 3 X 7. 1 window 7 X 7
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Cement floor, Metal ceiling, Plaster walls - good cond.
(Material, and general condition of floor, ceiling, and walls)

3. Good Ventilation - Temp. varies from very hot to cold.
(Ventilation, atmospheric conditions—temperature, dust, spot, dampness, etc.)

4. None None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None None
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None
(c) newspapers; (d) miscellaneous)

6. Not crowded
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - good
(Lighting—type, whether good or poor)

8. Tables and chairs -
(Accommodations for users—amount and character of space and equipment)

9. None
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more space,
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

322

B. Louis Goodyear
Dec. 15-1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of States Attorney

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault States Attorney

1. 15 x 15 - 2 doors 4 x 8, 1 window 8 x 1 1/2
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Cement floor covered with linoleum, metal ceiling, plastic walls
(Material, and general condition of floor, ceiling, and walls) good cond.

3. Ventilation fan - Temp. varies from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None about 16 ft. - 6 x 15 x 6
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None
(c) newspapers; (d) miscellaneous)

6. Some room for additional files
(Condition of crowding, room for expansion with and without new shelving)

7. Electric - Good
(Lighting—type, whether good or poor)

8. Desk and chairs for occupants
(Accommodations for users—amount and character of space and equipment)

9. 100%
(Approximate percentage of the bureau's records are in this room or vault)

10. New filing cabinets needed for additional records
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

323

R. Louis Goodyear
Dec. 15-1937

THE BUILDINGS FORM

Name of building Court House

Room or vault number and location Office of Social Worker and Sec. to Police Comm.

Short title or abbreviation of room or vault, if any None

Bureaus having records in this room or vault Social Worker and Police Comm.

1. 13 X 18 - 1 door 3 X 8. 1 wind. 4 X 7 - 4 winds 1 1/2 X 7
(Approximate size of room or vault) (Number and approximate size of doors and windows)

2. Wood floor covered with linoleum. Metal ceiling, plaster walls, in good condition
(Material, and general condition of floor, ceiling, and walls)

3. Ventilation good - Temp. varies from very hot to cold
(Ventilation, atmospheric conditions—temperature, dust, soot, dampness, etc.)

4. None None
(Linear feet of shelving) (Location of shelving in the room or vault)

None
(How shelving is constructed—material, etc.)

5. None 2 filing cases 12 X 24 X 12
(Linear feet of (a) bound volumes; (b) unbound materials—depth of file boxes, etc.;

None
(c) newspapers; (d) miscellaneous)

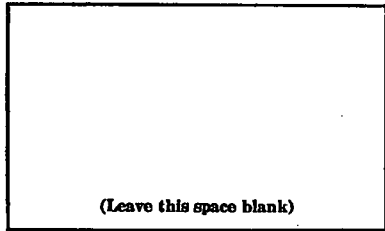
6. Not crowded. Room for more cabinets or shelving
(Condition of crowding, room for expansion with and without new shelving)

7. Electric, good
(Lighting—type, whether good or poor)

8. Flat top desks, chairs and couch
(Accommodations for users—amount and character of space and equipment)

9. 100%
(Approximate percentage of the bureau's records are in this room or vault)

10. No immediate need for more room
(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE PAINTINGS AND STATUARY FORM

County Prince George City or town Bladensburg

Agency or department

Bureau

Name of other owner, if any

Name of building Intersection of Baltimore-Washington Blvd. & Defense Hghy.
(Street address)

1. Item or items Monument
(Paintings, etchings, drawings, statues, etc.)

2. Title or subject Peace Cross

3. 1 1917 - 1918 18 feet tall. 3feet thick.
(Number of items) (Date or dates) (Size or sizes)

4. Indicate by an (x) whether: Oil (), watercolor (), engraved (), crayon (), pen-and-ink (),
photostat (), mounted (), framed (), marble (), bronze (). Concrete

5. Condition of work Excellent

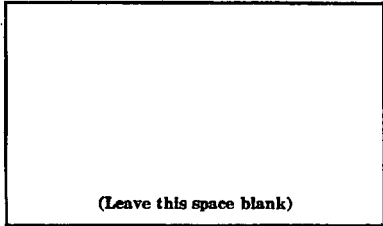
6. Artist Unknown
(Publisher or engraver) (Place of publication)

7. Location Bladensburg, Maryland at the intersection of the Baltimore-
Washington Blvd. and Defense Highway.
(Rooms and vaults, corridors, parks, etc.)

8. Other information Bears the American Legion symbol. Inscription: "This
Memorial Cross dedicated to the heros of Prince Georges County,
Maryland who lost their lives in the great war for the liberty of
the World". On the four sides of the cross are written the words
Valor, Endurance, Courage, Devoution.

252

B. Louis Hoodyear
Dec. 2-1937



(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE INDIVIDUAL RECORD FORM

County Prince Georges City or town Upper Marlboro

Agency or department

Bureau

Name of building Court House (Street address)

Room or vault name or numbers Hall - first floor

1. Name of item News paper - The Planters Advocate & Southern Maryland Advertiser

2. Title of record in which it appears

3. Volume and page, file number, or other exact reference

4. Date or dates April 24 - 1861

5. Quantity of item 1 page (Number of pages, etc.)

6. Nature of recording Printed

7. Condition of writing, paper, binding Printing & paper, good - frame in good condition

8. Summary or description of the item The page of the newspaper is framed and hangs on wall. It gives a proclamation by Pres. Lincoln regarding the insurrection of the southern states & declaring a blockade of all southern ports. A proclamation by Gov. Thos. H. Hicks of Md. and one by Gov. John Petcher of Virginia also an account of the invasion of Md. by northern troops, and an account of "A Bloody Day in Baltimore".

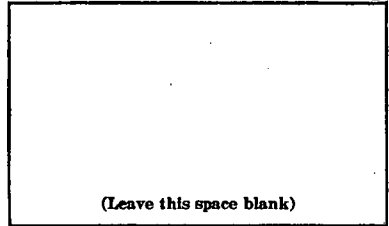
253

B. Louis Goodyear

Dec 2-1937

WPA Form-182IR

WORKS PROGRESS ADMINISTRATION



(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE INDIVIDUAL RECORD FORM

County Prince Georges City or town Upper Marlboro

Agency or department

Bureau

Name of building Court House (Street address)

Room or vault name or numbers Hall - first floor.

1. Name of item Banner of the Planters Guard.

2. Title of record in which it appears

3. Volume and page, file number, or other exact reference

4. Date or dates April 19-1861

5. Quantity of item one. (Number of pages, etc.)

6. Nature of recording

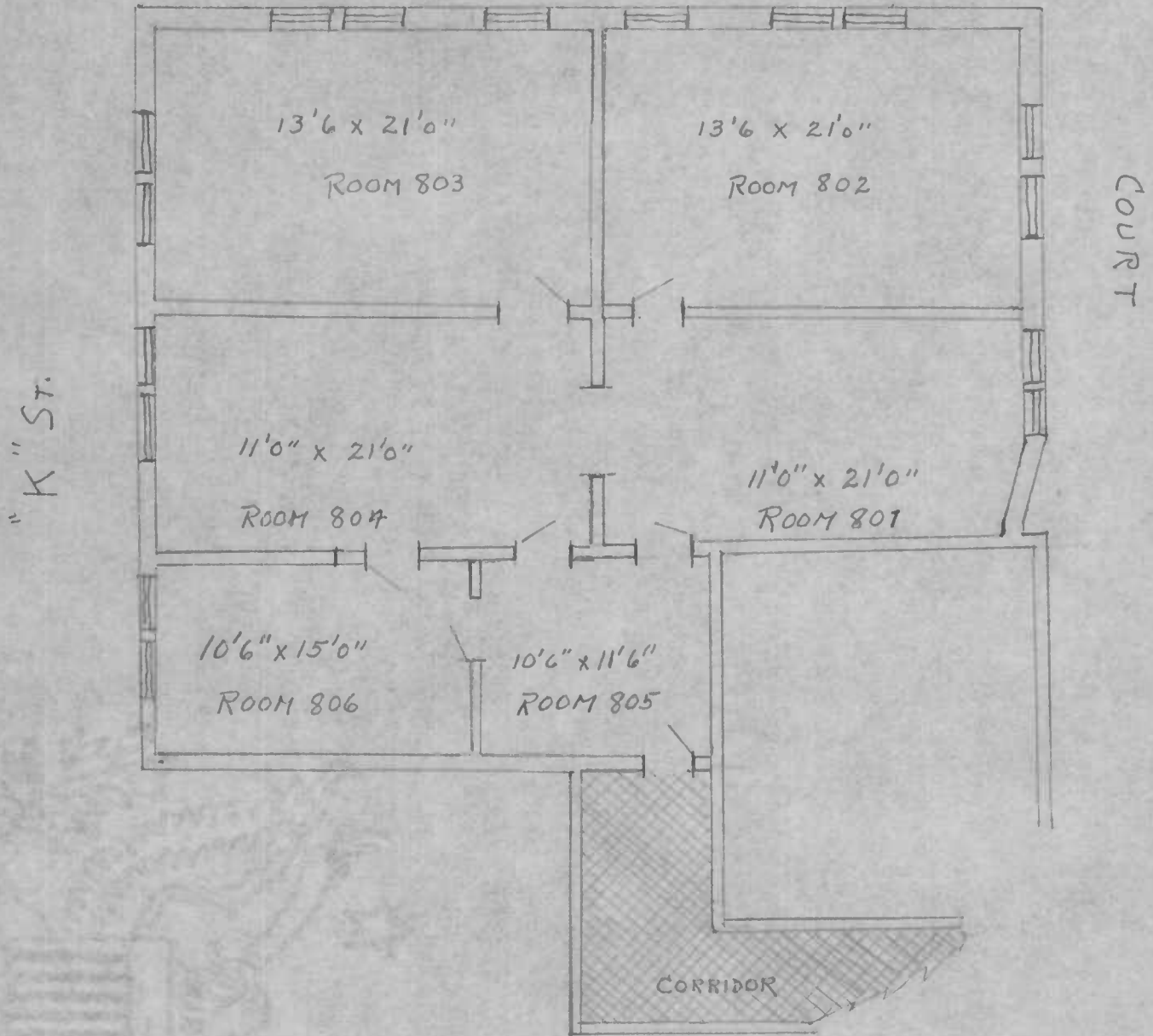
7. Condition of writing, paper, binding

8. Summary or description of the item A banner of navy blue silk with gold fringe. On one side is painted the Maryland seal in colors. on the other side is the motto - "Deus et Patria aut Victoria aut Mors" an engraved plate on the frame bears this inscription. Gift of the Capt. Andrew Jackson Gwynn Chapter U.D.C. Presented to the Guard Apr. 19-1861

~~meyer~~
Baltimore

* * * * *
* WASHINGTON SUBURBAN SANITARY COMMISSION *
* * * * *

ALLEY



Washington Suburban Sanitary Commission

Room 804. Dimensions 11' x 21'; two windows each 3'6" x 5'6"; three doors each 3'4" x 7' and one door 4'8" x 7'. This is the cashier's office. It contains one metal counter with filing space, including a safe. This equipment measures 3'6" x 8' x 2'4". In this room there are also two desks, two chairs and an adding machine. Accomodations for users are ample, but there is little room for expansion.

Room 805. Dimensions 10'6" x 11'6". It contains a table and two chairs, and serves as a reception room.

Room 806. Dimensions 10'6" x 15'; two doors each 3'4" x 7' and one window 3'6" x 5'6". This room is the office of the secretary to the Commission. It contains a desk, two chairs and a four-drawer steel letter file. No public records are kept in this room.

Proceedings

1. (MINUTE BOOKS), May 15, 1918--. 9 v.
Minutes of meetings of Commission showing date of meeting, members present, bills ordered paid, authorizations for water and sewer extensions, fixing of annual ad valorem tax rate on all the property in the Washington Suburban Sanitary District, and fixing of front foot benefit charges on property specially benefited. Arr. chron. by date of meeting. No index. Typed. 300 p. $11\frac{1}{2} \times 9\frac{1}{2} \times 1\frac{1}{2}$. Rm. 804.

Financial

Receipts

2. JOURNALS, 1935--. 12 v.
Individual entries of water bill payments showing payments received by mail and those which were paid in office, and showing also district to which payment was credited. Arr. chron. by date of payment. No index. Hdw. 150 p. $14 \times 8\frac{1}{2} \times 1$. Rm. 804.

3. (CASH BOOK), Jan. 1933--. 2 v.
Daily entries of total water bill payments, showing districts to which payments were credited. Arr. chron. No index. Hdw. under pr. hdgs. 70 p. $11 \times 17 \times \frac{1}{2}$. Rm. 804.

Banks and Banking

4. ACCOUNTING MATTERS, INVENTORIES, MONTHLY STATEMENTS, BANKS (Reports of Audits), 1919--. 2 f.d.
Reports by certified public accountants of audits of accounts showing receipts and expenditures, comparative balance sheets, and comments on the accounting methods in use by the Commission, with recommendations for improvement. Also contains: (Miscellaneous Reports and Statements), 1934--, entry 32. Arr. chron. by years. No index. Typed and hdw. $11\frac{1}{2} \times 14 \times 25$. Rm. 803.

5. (FINANCIAL STATEMENTS), 1934-36. In General Correspondence, entry 27. Subsequent records could not be found.
Monthly statements of bank deposits, cash receipts and expenditures, showing cash balances in the construction, house connection, water construction, maintenance and operation, plumbing and inspection funds, and in interest and sinking funds. Arr. chron. No index. Typed.

6. (DUPLICATE BANK DEPOSIT SLIPS), 1932--. 3 boxes, 1 f.d.
Duplicate bank deposit slips showing deposits in various banks in Montgomery and Prince Georges Counties, Md. Arr. chron. by months. No index. Typed and hdw. Boxes $8\frac{1}{2} \times 10 \times 18$; f.d. $11\frac{1}{2} \times 14 \times 25$. 3 boxes, 1932-35, rm. 804; 1 f.d., 1936--, rm. 803.

7. (CANCELLED CHECKS), June 28, 1924-Aug. 22, 1924. 1 v.
Book of stubs and cancelled checks drawn by Washington Suburban Sanitary Commission on Prince Georges Bank, Hyattsville, Md. Arr. num. by check no. No index. Hdw. on pr. fm. 8x10x1. Rm. 804.

Disbursements

8. MISCELLANEOUS BILLS - RECEIVABLE AND PAID, 1919--. 1 f.d. (1 bld. 15)
Miscellaneous bills paid for operation and maintenance, miscellaneous correspondence with engineer's office, and engineering department requisitions for material and equipment. Arr. by subject matter. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

For other engineering department requisitions for material and equipment, see entries 22 and 32.

9. (REDEEMED BONDS), 1913. 1 bdl.
Redeemed bonds nos. 3-13, 15-17, 26-35, in denomination of \$200 each, being part of an issue of 35-year 5% water and sewer bonds of the Mayor and Council of Glen Echo, Md., dated August 1, 1912. Arr. num. by bond no. No index. Engraved. 8x3 $\frac{1}{2}$ x3. In safe, rm. 805.

Water Department

Consumers

10. (PROPERTY INDEX RECORD), 1919--. 14 trays, 130 f.d.
Card file showing name of property owner, lot and block number, name and address of occupant, meter make and number, date meter was set, number of meter reading book and page number. Arr. ~~by districts, then~~ alph. by name of street and num. thereunder by house no. ~~No index~~. Hdw. and typed on pr. fm. Trays 6x9x20; f.d. 1x15x24. 14 trays, 1919-36, rm. 802; 130 f.d., 1936--, rm. 801.

Water Bills

11. (DUPLICATE WATER BILLS), 1935--. 11 f.d.
Duplicate six-month water bills for all consumers in the Washington Suburban Sanitary District showing name and address of consumer, meter readings, date of reading, and amount of bill. Arr. by districts, then alph. by name of street and alph. thereunder by name of consumer. No index. Typed on pr. fm. Av. 8x24x32. Rm. 801.

12. (STUBS OF WATER SERVICE BILLS), 1926--. 16 cardboard boxes, 14 f.d. Prior records are in warehouse in Hyattsville.
Stubs detached from paid water bills showing name and address of consumer, date and amount of bill, and period for which service was rendered. Arr. chron. by date of payment. No index. Typed on pr. fm. Boxes, 1926-37, 4x7x11; f.d., 1938--, 5x7x16. Rm. 802.

Service

13. (METER BOOKS), 1933--. 89 books in 3 f.d., 2700 unbound sheets in 1 f.d.

Record of meter readings showing district, name of street, lot and block number, meter number, size, date of installation, and dates of readings. Arr. by districts and num. thereunder by route no. No index. Hdw. on pr. fm. Books 4x14x1 $\frac{1}{2}$, f.d., 14x18x26. Rm. 802.

14. (NOTICE OF METER CHANGES), 1935--. 2 f.d., 5 cardboard boxes. Prior records are in warehouse in Hyattsville.

Notice of change of meter showing name and address of consumer, special readings, turn-offs, with reasons and future action to be taken, whether meter is to be repaired, replaced or discontinued; shows also whether special meter test was made, meter number, and name of employee doing the work and the date. Arr. alph. by name of consumer. No index. Hdw. on pr. fm. F. d. 5 $\frac{1}{2}$ x7x20; boxes 4x7x13. Rm. 802.

Miscellaneous

15. (CONTROL SHEETS), 1932--. 1 v., 6 f.d.

Sheets showing total water consumption, total charges and total daily receipts, adjustments, and closing balances. Arr. chron. No index. Hdw. under pr. hdgs. V. 50 p. 15x21x1; f.d. 11 $\frac{1}{2}$ x14x25. V. and 1 f.d., 1937--, rm. 801; 5 f.d., 1932-36, rm. 802.

16. (GENERAL CORRESPONDENCE - WATER DEPARTMENT), 1937--. 2 f.d.

Prior correspondence is in warehouse in Hyattsville.

General correspondence consisting principally of water bill complaints, inspector's reports, and the Commission's replies to the complaints. Arr. alph. by name of correspondent. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 801.

17. (ADDRESSOGRAPH PLATES), 1925--. 197 f.d.

Metal addressograph plates of all water consumers in the Washington Suburban Sanitary District showing consumer's name and address, route number, and meter book page number. Arr. by districts, then by route no. and num. thereunder by meter book page no. No index. 2 $\frac{1}{2}$ x4 $\frac{1}{2}$ x22. Rm. 802.

Correspondence

18. DISTRICTS IN MONTGOMERY COUNTY, 1919--. 6 f.d. Title varies.

Correspondence relating to water and sewer connections and extensions, rights of way and assessments, leases, accidents, complaints and damages, in the following named districts: Chevy Chase, Glen Echo, Gaithersburg, Silver Spring, Takoma Park. Also contains: (Rockville District Extension), 1921-April 1930, entry 26. Arr. by districts, then alph. by name of real estate subdivision and chron. thereunder. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

19. DISTRICTS IN PRINCE GEORGES COUNTY, 1919--. 6 f.d. Title varies. Correspondence relating to water and sewer connections, rights-of-way and assessments, leases, accidents, complaints and damages, in the following named districts: Bladensburg, College Park, District Heights, Hyattsville, Landover, Mt. Rainier, Oxon Hill, Riverdale, Seat Pleasant; also correspondence, relating to the construction of a garbage and refuse incinerator plant, 1937--. Arr. by districts, then by real estate subdivision and chron. thereunder. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

20. MARYLAND AND DISTRICT OF COLUMBIA LAWS, PUBLIC SER. COM., STATE ROADS COMMISSION, LEGAL MATTERS, SUITS VS. W. S. S. COM., VARIOUS SAN. DISTRICTS (Correspondence), June 1918--. 1 f.d. Digests of Maryland and District of Columbia statutes dealing with water and sewer service, and correspondence relating to the creation of the Washington Suburban Sanitary District. Also contains: (Lawsuits Against Washington Suburban Sanitary Commission), entry 21; (Correspondence With Other Commissions and Public Agencies), 1925--, entry 24. Arr. according to subject matter. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

21. (LAWSUITS AGAINST WASHINGTON SUBURBAN SANITARY COMMISSION), June 1918--. In Maryland and District of Columbia Laws, Public Ser. Com., State Roads Commission, Legal Matters, Suits vs. W. S. S. Com., Various San. Districts (Correspondence), entry 20. Correspondence and copies of pleadings relating to actions at law filed against the Washington Suburban Sanitary Commission for damages to persons and property as the result of construction work, and proceedings under the State industrial compensation laws for death or injury to employees of the Commission; also suits in equity to restrain the collection of an increased front foot benefit charge levied in 1925; and suits involving the effect of a subsequent curative act by the Maryland Legislature ratifying and confirming the increased charge levied in 1925. No arr. No index. Typed and hdw.

22. ALL MATTERS PERTAINING TO: FORMS, PUB. UTILITIES, PERMITS, PAY ROLLS, PERSONNEL, AUTHORITY TO PURCHASE, 1919-35. 1 f.d. Correspondence relating to members of the Commission and employees, copies of permits issued by the Washington Suburban Sanitary Commission to public utilities within the district, cost data, pay roll procedure, engineer's purchase authorizations, engineering department requisitions for material and equipment, duplicate file exhibits Engineer's Docket No. 241, copies of exhibits in support of Commission's answer to resolution of Maryland Legislature relating to location of Commission's principal administrative office. Arr. by subject matter. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

For other engineering department requisitions for material and equipment, see entries 8 and 32.

23. AUTOMOBILES, FREIGHT, FIREPLUGS, WATER MATTERS, HOUSE CONNECTIONS, ASSESSMENTS, PLUMBING, NEWSPAPER CLIPPINGS, EXTENSIONS, GENERAL ADMIN., 1919--. 1 f.d.

Correspondence relating to purchase of automobiles, automobile accidents and damages, freight charges, plumbing rules, assessments, and newspaper clippings; also reports of operation of pumping station and filtration plant at Takoma Park. Arr. by subject matter. No index. Typed.
11½x14x25. Rm. 803.

For other reports on automobile accidents, see entry 32.

24. (CORRESPONDENCE WITH OTHER COMMISSIONS AND PUBLIC AGENCIES), 1925--. In Maryland and District of Columbia Laws, Public Ser. Com., State Roads Commission, Legal Matters, Suits vs. W. S. S. Com., Various San. Districts (Correspondence), entry 20.

Correspondence with Maryland State Board of Health, National Capital Park and Planning Commission, Maryland State License Bureau, Maryland Public Service Commission; also correspondence with insurance companies concerning automobile insurance.

For other correspondence relating to automobile insurance, see entry 32.

25. (SUBDIVISION APPROVALS), 1922-May 30, 1927. In General Correspondence, entry 27. Beginning June 1, 1927, power to approve subdivisions became vested in National Capital Park and Planning Commission.

Correspondence, files and blueprints relating to proposed real estate subdivisions, requesting Commission approval, and indicating action taken. Arr. chron. by date of receipt of application. No index. Typed.

26. (ROCKVILLE DISTRICT EXTENSION), 1921-April 1930. In Districts in Montgomery County, entry 18.

Correspondence relating to proposed extension of water and sewer facilities to the Rockville District. Arr. alph. by name of correspondent.

27. GENERAL CORRESPONDENCE, 1930--. 2 f.d.

General correspondence not susceptible of filing in records described in entries 18, 19. Also contains: (Financial Statements), 1934-36, entry 5; (Subdivision Approvals), 1922-May 30, 1927, entry 25; (Engineer's Reports), 1923-June 1932, entry 29. Arr. alph. by name of correspondent. No index. Typed and hdw. 11½x14x25. Rm. 803.

Engineering

28. (ENGINEER'S MEMORANDA), 1918-32. In Contracts and Projects, entry 30.

Engineer's memoranda on construction projects, being monthly reports of accomplishments by the construction, maintenance and operation and headquarters departments; also reports on requests for water and sewer extensions. Arr. by subject matter.

29. (ENGINEER'S REPORTS), 1923-June 1932. In General Correspondence, entry 27. Subsequent records could not be found.

Reports from the office of the Chief Engineer to the Commission showing the average daily water pumpages, degree of turbidity in raw water at filter plants, condition of pumping stations, number of water tap samples examined bacteriologically, number of unfavorable presumptive tests, number of water samples sent to State Department of Health for examination - being monthly reports 1923-29, and weekly reports 1930-June 1932. Arr. chron.

Miscellaneous

30. CONTRACTS AND PROJECTS, 1919—. 2 f.d. (10,14).

Authorization plans, advertisements and approvals, hearings, approvals of State Board of Health, classification of property, assessments, awards of contracts, hearings on completion and acceptance, notices to connect. Also contains: (Engineer's Memoranda), 1918-32, entry 28. Arr. num. by project no. and num. thereunder by contract no. No index. Typed and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

31. ALL MATTERS PERTAINING TO DELINQUENT TAXES, REAL ESTATE, INSURANCE PLATS, LEASES, RIGHTS OF WAY, GENERAL (Delinquent Tax Lists), 1922-27. 1 f.d. Subsequent to 1927, water and sewer benefit charges were required to be paid with general real estate taxes to the County Treasurers.

Lists of property delinquent for water and sewer system benefit charges, copies of bills in equity filed by the Washington Suburban Sanitary Commission to establish a lien on property delinquent for charges, showing name of party assessed, description of property, amount of delinquent taxes with penalties and interest; also copies of newspaper publications giving notice of filing of suit; also showing whether delinquent property was subsequently redeemed. Arr. alph. by districts and chron. thereunder by years. No index. Typed, pr. and hdw. 11 $\frac{1}{2}$ x14x25. Rm. 803.

32. (MISCELLANEOUS REPORTS AND STATEMENTS), 1934--. In Accounting Matters, Inventories, Monthly Statements, Banks (Reports of Audits), entry 4.

Reports of automobile accidents, correspondence relating to automobile titles and insurance, reports on injuries sustained by employees, engineering department requisitions for material and equipment. Arr. by subject matter.

For other engineering department requisitions for material and equipment, see entries 8 and 22; for correspondence relating to automobile accidents, see entry 23; for correspondence with insurance companies concerning automobile insurance, see entry 24.

Maps and Plats

33. (MAP OF PARTS OF MONTGOMERY AND PRINCE GEORGES COUNTIES, MARYLAND), no date. 1 map.

Framed map of parts of Montgomery and Prince Georges Counties, Md., showing boundaries of Washington Suburban Sanitary District, and marked off in sections numbered to correspond with pages in plat book, entry 34. Colored and printed. Scale 1:31680. Rm. 803.

34. (PLAT BOOK OF WATER AND SEWER SYSTEMS OF THE WASHINGTON SUBURBAN SANITARY DISTRICT), no date. 1 v.

119 plats of the water system and 104 plats of the sewer system of the Washington Suburban Sanitary District in Montgomery and Prince Georges Counties, Md. Arr. num. by sections. No index. Printed. $37\frac{1}{2} \times 23\frac{1}{2} \times 2$. Rm. 803.

35. PROPERTY ATLAS OF VOLUME ONE, MONTGOMERY COUNTY, MARYLAND, no date. 1 v.

Atlas showing Bethesda District #7; parts of Wheaton District #13, Potomac District #10, and Rockville District #4. No arr. Indexed alph. by name of street and by name of real estate subdivision. Published by F. H. M. Klinge, Lansdale, Pa. Printed. Scale varies. $23 \times 19\frac{1}{2} \times 1$. Rm. 803.

36. (TOPOGRAPHIC MAP OF DISTRICT OF COLUMBIA AND VICINITY), 1929. 1 map.

Framed topographic map of District of Columbia and parts of Montgomery and Prince Georges Counties, Md. issued by the U. S. Geological Survey, on which are hand-drawn colored lines showing the water mains of 10" and larger diameter, and the important connecting lines of smaller diameter of the Washington Suburban Sanitary District, as of Jan. 1931. Printed. Scale 1:31680. 48×54 . Rm. 803.

37. (MAP OF WASHINGTON SUBURBAN SANITARY DISTRICT), 1924. 1 map.

Framed map of the District of Columbia and parts of Montgomery and Prince Georges Counties, Md., showing the general location plan and boundary of the Washington Suburban Sanitary District as of May 1924. Photostat. 19×20 . Rm. 804.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

2

TO

FROM

BE BRIEF

We are working on Brentwood to get the missing information.

Visited Riverdale Heights and conversed all old residents who informed us, it was never incorporated. An attempt was made to incorporate, but it was defeated at an election in the community.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

4/12/39

TO Mr. Hirschfeld

FROM

J. Mower.

BE BRIEF

We got the records for town clerk Riverdale Md but did not get the treasurer's records yet. He was out.

This town always has a different set up relative to building permits. The building inspector issues them. We have to contact him. They also have an electrical inspector who issues electrical permits. Will send you forms as soon as we can complete.

No success with the missing records of cottage city. Have the town officials trying to locate them.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

4/12/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

How about Greenbelt? Inasmuch as this is a Federal Town although they have a mayor and Council, will you have some one look up the law incorporating and give us the dope what to look for in way of records. The government owns the property and therefore the the taxes cannot be raised by the town council to support the town by taxing property. Riverdale, Benwyn Hts - to day.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/14/39

TO Mr. Hirschfeld

FROM J. Mower

BE BRIEF

The only report I have been able to locate on Prince George's County is the statement on back of tax bills sent out by the Treasurer's office. I will inquire further when we go to Upper Marlboro again.

R. ERNEST SMITH, Treasurer

—OFFICE OF—

COUNTY TREASURER

Of Prince George's County
UPPER MARLBORO, MARYLAND

INTEREST

INTEREST will be charged on County, Sanitary and Park & Planning Taxes and Front Foot Benefit Charges at the rate of 6% from July 1st to October 31st, and at 12% from November 1st on. Interest on State Taxes will be charged at 6% beginning October 1st.

TAX LEVY 1938

All Taxes Payable
Before July 1, 1938

IF THIS BILL IS NOT PAID BY JANUARY 12, 1939, 25 cents will be charged for searching land records, and if not paid by the 4th Monday in January, 1939, \$2.10 additional will be charged for advertising.

Present Owner (If different from the one in which Property is assessed)

Name in which assessed

To Prince George's County and State of Maryland D.R.

Dist.	Description	Acres	Lot	Block	Assessed Value of Land	Assessed value of improvements	Personal Assessments
-----	-----	-----	-----	-----	-----	-----	-----
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TOTAL ASSESSED VALUE				
\$				
TO COUNTY TAX				
At 118 Cents				
Per \$100				
Interest				
TO STATE TAX				
At 23.01 Cts.				
Per \$100				
Interest				
TO SANITARY TAX (Within Sanitary Zone only)				
At 7 Cents				
Per \$100				
Interest				
TO PARK & PLANNING TAX				
At 5 1/2 Cents				
Per \$100				
Interest				
To Sanitary Commission Front Foot Benefit Charge				
Interest				
TOTAL				

MAKE ALL CHECKS PAYABLE TO R. ERNEST SMITH, TREASURER

RETURN THIS BILL TO BE RECEIPTED

Received Payment 1938

Treasurer

INSTALLMENT PAYMENTS—One-half of the total taxes for 1938 may be paid at any time prior to the 1st day of November, 1938, under the provisions of Chapter 450 of the Acts of Assembly of 1935.

INTEREST—If the County Taxes be not paid before the 1st day of July, interest will be charged at the rate of 6% per annum. If not paid before the 1st day of November, 1938, an additional penalty of $\frac{1}{4}$ of 1% per month until paid will be charged. **STATE TAXES** are due and payable on the first day of July. If not paid before October 1, 1938, interest will be charged from that date at the rate of 6% per annum. Said taxes will be in arrears on and after the first day of January, 1939.

THE SANITARY DISTRICT TAX is levied by virtue of Chapter 122 of the Acts of 1918; **PARK AND PLANNING TAX** is levied by virtue of Chapter 448 of the Acts of 1927, upon all property within the Sanitary District. These taxes are collected by the Treasurer as other county taxes are collected and bear the same interest and penalties as County Taxes.

THE FRONT FOOT BENEFIT CHARGE hereon is collected by virtue of Chapter 506 of the Acts of 1927, requiring the County Treasurer to collect this charge as it is placed upon his books by the Washington Suburban Sanitary Commission. The Front Foot Benefit Charge bears the same interest rate and penalties as County Taxes and if not paid the property subject thereto will be advertised and sold the same as if in default for County Taxes. Any inquiry concerning this charge should be addressed to the Washington Suburban Sanitary Commission, Hyattsville, Maryland.

RECAPITULATION

LEVY 1938

County Commissioners (salaries) _____	\$ 1,500.00
Clerk to County Commissioners _____	2,500.00
Deputy Clerk to County Commissioners _____	1,200.00
Secretary to Cl'k to Co. Commissioners _____	1,760.00
Counsel to County Commissioners _____	900.00
County Treasurer and Clerks _____	11,160.00
Supervisor of Assessments _____	3,070.00
Clerks to Supervisor of Assessments _____	2,800.00
State's Attorney _____	4,200.00
Sheriff _____	8,500.00
County Social Worker _____	2,400.00
Health Officer _____	2,000.00
Transfer Clerk _____	1,500.00
Motor Vehicle Transfer Clerk _____	1,500.00
Local Farm Agent (Colored) _____	607.00
Bovine Tuberculosis Eradication _____	3,000.00
County Agent _____	2,020.00
Home Demonstration Agent _____	1,675.00
Guard to Jail _____	1,460.00
Orphans' Court _____	1,728.00
Messenger to Orphans' Court _____	144.00
Stenographer for Cir. Ct & State's Atty _____	1,200.00
Almshouse _____	11,000.00
Clerk of the Circuit Court _____	2,334.05
Warden to Jail _____	6,138.00
Physician to Jail _____	250.00
Fuel Court House and Jail _____	1,700.00
Public Schools _____	467,800.00
Police Department _____	65,000.00
Magistrates Accounts _____	2,183.75
Fox Scalps _____	40.00
Hawk Heads _____	78.90
Interest on Lateral Road Bonds _____	11,577.50
Interest on School Bonds _____	78,497.50
Interest on Court House Bonds _____	1,650.00
Interest on Jail Bonds _____	1,800.00
Interest on County Road Bonds _____	24,750.00
Interest on Edmonston Road Bonds _____	5,360.00

Redemption of School Bonds _____	43,000.00
Redemption of Court House Bonds _____	2,000.00
Redemption of Edmonston Road Bonds _____	6,000.00
Jurors and Bailiffs _____	11,000.00
Aid to the Blind _____	1,800.00
Aid to Dependent Children _____	7,086.78
Old-Age Pensions _____	15,000.00
Local Assessors _____	4,000.00
Defense of Criminals _____	628.33
Expert Witnesses, Post Mortems, Etc. _____	1,385.00
Examination of Indigent Mental Patients _____	465.00
Jurors of Inquest _____	170.00
Public Printing _____	1,367.50
Registration of Vital Statistics _____	390.85
Miscellaneous _____	3,487.80
Japanese Beetle Control _____	1,366.81
Surplus for Emergency Expenses _____	6,682.79
Total _____	\$842,589.57

CLASSIFICATION OF COUNTY EXPENSES

BUDGET FOR 1938

Schools (Including interest on and re- demption of bonds) _____	\$589,297.50
General County Government _____	41,786.31
Interest on Bonds (other than School B'ds) _____	45,137.50
Redemption of Bonds (other than School Bonds) _____	8,000.00
Hospitals and Corrections _____	485.00
Law Enforcement _____	108,217.83
Health, Sanitation and Charities _____	42,982.64
Surplus for Emergency Expenses _____	6,682.79
TOTAL _____	\$842,589.57

JAMES S. HEAL,
Clerk of the County Commissioners for Prince
George's County, Maryland.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

4/17/39

TO *Mr. Hirschfeld*

FROM

J. Mower

BE BRIEF

Bladensburg and Edmonston To-day:

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/18/39

TO Mr. Hirschfeld

FROM J. Mower

BE BRIEF

Elections coming off May 1, 1939 in most of towns around district line, making it difficult to get records.

Bowie to day. Bladensburg to night.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/19/39

TO Mr. Hirschfeld

FROM J. Mower.

BE BRIEF

Got Bowie yesterday. Hyattsville and Laurel
to day.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/19/39

TO Mr. Hirschfeld

FROM J. Snow

BE BRIEF

A couple of clippings I thought might be interesting.

Existence of 17 Ghost Towns In Maryland Disclosed

Wash Star
4/18/39

By the Associated Press.

POINT OF ROCKS, Md., April 18.—Seventeen Maryland towns, complete with city charter, boundaries and duties, have no existence except in the statute books and courthouse files.

These "ghost" towns—Point of Rocks is one of them—are communities which have ceased, quietly and without legal action, to exercise their town government. Their existence came to light in a report made to the General Assembly by the Board of Public Works.

"It was found that a number of towns which are listed as incorporated, by having charters granted by the General Assembly in years past, have ceased to function," the board said.

"In each case where we have learned that a town is no longer functioning and that there is no corporate activity, with no officials to carry out any of the duties under the charter, we have brought this information to the attention of the Senator from the county,

suggesting that if there is no desire on the part of any one to continue the corporate existence of the town an act of the General Assembly should be passed repealing the charter originally granted."

Some of the towns, such as Piscataway, once flourished, but ceased to have a municipal government when the population declined. Others, such as Eagle Harbor, also in Prince Georges County, are monuments to hopeful promoters. Eagle Harbor was incorporated after a few persons bought lots there in hope the community would develop as a water-front resort. It didn't, and the town has only legal existence.

Other "ghost towns" named in the report were: Anne Arundel, Highland Beach; Calvert, Solomons; Caroline, Bridgetown, Goldsboro, Templeville; Carroll, Uniontown; Cecil, Charlestown; Dorchester, Church Creek; Frederick, Burittsville, Jefferson; Garrett, Bloomington; Montgomery, Brookville; Prince Georges, Boulevard Heights, and St. Mary's, Charlotte Hall.

Washington Grove a Very Live Ghost, Its Reply to Elegy

Nash Post

4/19/39

Md. Works' Board Announcement Called 'Mistake' Because Fiscal Year Doesn't End Until Middle of Summer

Washington Grove, Md., April 18 (A).—Officials and residents of this community today tossed back the board of works' designation of a "ghost town" with the declaration that the town is "very much alive with a council and tax rate."

Officials labeled the board's announcement a "mistake" and asserted it was due, apparently, to the fact that the town's fiscal year does not end until the middle of the summer, and reports have not been sent to the State department.

Washington Grove in Montgomery County was one of 18 in the State listed as "ghost towns"—complete with city charters, boundaries and duties, but not exercising local government.

The report, made by the board to the General Assembly, said a number of towns "have ceased to function" and added that such facts

had been brought to the attention of the Senator from the county in which the town is located.

The board suggested, it said, "that there is no desire on the part of anyone to continue the corporate existence of the town, an act of the General Assembly should be passed repealing the charter originally granted."

Some of the towns passed into the "ghost" category when populations declined. Others were incorporated merely as real estate ventures.

Among the "ghost towns" are: Anne Arundel County, Highland Beach; Calvert, Solomons; Caroline, Bridgeton, Goldsboro and Templeville; Carroll, Uniontown; Cecil, Charlestown; Dorchester, Church Creek; Frederick, Burrittsville and Jefferson; Garrett, Bloomington; Montgomery; Brookville; Prince Georges, Boulevard Heights; St. Marys, Charlotte Hall.

Wash. Post 4/19/39

Montgomery Acts to Avoid Deficit on Bonds and Interest

Vivian Simpson and Alexander Hancock Discuss Action at Board Meeting; \$33,000 in Tax Certificates Ordered Paid

Montgomery County Bureau of The Post,
9213 Clark Ave., Silver Spring, Md.
Telephone SHepherd 4200.

The Montgomery County commissioners yesterday took steps to avoid a deficit in the annual appropriation for payment of general bonds and interest.

Miss Vivian V. Simpson, board counsel, and Alexander K. Hancock, county auditor, pointed out at the meeting in Rockville yesterday that \$71,000, included in the annual appropriation as receipts with which to pay general bonds and interest, was by law restricted to payment of outstanding tax sale certificates of indebtedness, issued against property bought by the county commissioners at annual tax sales.

The board ordered that \$33,000 in tax sale certificates maturing May 1 and June 1 be paid from the \$71,000 and that the balance be placed in the special earmarked account provided by law.

Because of the failure of the Fusion Party-controlled board to levy for the \$71,000 the commissioners were faced with a deficit in the general funds account, the auditor reported.

The commissioners directed that Richard H. Lansdale, clerk, contact county banks with a view to selling \$83,000 in county certificates of indebtedness to reimburse the general bonds and interest fund. Bids would be based on the lowest possible interest rate.

Payment of the certificates would be provided for in the annual levy at the rate of \$21,000 a year, or less than 2 cents on the county tax rate.

The commissioners appropriated \$140 for supplies for the WPA project which has been compiling an inventory of county and town archives of Montgomery County so that the material can be compiled in a mimeographed booklet.

State Comptroller Millard J. Tawes forwarded a check for \$2,380, the county's share in the income tax collections for this year. Tawes informed the board that the anticipated \$400,000 for general public assistance had fallen to \$176,000, and that considerable curtailment of assistance funds might be necessary.

Takoma Zone Ruling

Takoma Park—The town council has refused to grant a permit to John Shifflett to sell soft drinks and ice at the corner of Maple and Philadelphia avenues, which is "A" residential and a restricted zone.

Upon request of the Parent-Teacher Association of the Takoma

Park Elementary School, the council voted to repair and replace all damaged playground equipment.

The municipal service committee, headed by Phillip W. Huck, was instructed to consider plans for hospitalization of colored persons after an appeal was made by Irving W. Johnson, captain of the Takoma Park volunteer fire department rescue squad.

The purchase of a pump to empty flooded cellars was asked by the fire department.

Pettit Seeks Re-election

Silver Spring—David N. Pettit was nominated for re-election as president at a meeting of the Silver Spring Volunteer Fire Department. C. Kronenbitter and W. H. Martin were nominated for vice president.

Others nominated were R. G. Kaufman, recording secretary; Leo Bender, financial secretary; C. V. Davis, treasurer; Joseph Steckline and Thomas F. Adams, sergeant at arms; Charles E. Deffinbaugh, incumbent, and Thomas F. Adams, fire chief; Hugh F. O'Donnell, W. H. Martin, W. J. Jouvenal, R. D. Crompton, George Brandt, C. Kronenbitter, John Gilson, P. Price, executive committee; Victor Bender, John Oden, E. Sproesser, T. F. Adams, W. Martin, C. E. Deffinbaugh, W. Brandt, E. Brandt, W. Kincaid, C. Davis, P. Price, G. Price, J. Gilson, delegates to State convention.

The department voted to hold a card party May 24 at the firehouse at 8 p. m.

Rockville—Judge Charles W. Woodward has signed a decree in the Circuit Court at Rockville granting to Mrs. Theresa S. Goldsworthy, of Rockville, an absolute divorce from Paul Edward Goldsworthy, of Washington, and awarding her custody of the couple's two children, Gloria A. and Margaret E. Goldsworthy. Attorney Kenneth Lyddane, of Rockville, represented the plaintiff, who charged she was deserted March 6, 1934.

Olney Grange Celebrates

Sandy Spring—At the monthly meeting of Olney Grange, No. 7, the sixty-fifth anniversary was celebrated.

Allan Farquhar, 85, who joined the Grange soon after its organization, gave a short talk. A birthday cake with 65 candles was cut by Miss Elizabeth Stabler, member of the Grange for more than 50 years and for the past 25 years its treasurer. The secretary, R. Bently Thomas, who was born the year the grange was started, was cake bearer.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/20/39

TO Mr. Hirschfeld

FROM J. Mower

BE BRIEF

Got Edmonston and part of Bladensburg yesterday.
To-day working Colma Manor.

We are up against something at Bladensburg. The town charter cannot be found and the President of the Board of Commissioners states that it was incorporated with 60 lots in 1744. This does not seem possible. The earliest minutes are 1877 and that volume is marked #2. and covers 45 years. It was formerly known as Garrison's Landing. It has a lot of historical background. How deeply do you want us to go into this.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/24/39

TO Mr. Huschfeld

FROM J. J. Mower

BE BRIEF

Before starting any new Towns I thought it advisable to clean up what we have started.

We have incomplete records on Bladensburg, Cottage City, Colman Manor, Chereley and University Park. We will work on these towns and complete them as quickly as possible before taking up any new ones.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/25/39

TO Mr Hirschfeld

FROM J. Anower

BE BRIEF

Working on missing records Bladenburg
Colman Manor, Cottage City and Brentwood.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/26/39

TO Mr. Hirschfeld

FROM J. Snow

BE BRIEF

checking cottage city, Bladensburg
Brentwood & Colman Manor for missing
records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/27/39

TO Mr. Hirschfeld

FROM J. Mower.

BE BRIEF

Cottage City - Colman Manor, Brentwood
and Bladensburg for missing records.

To marrow will make up and send you
what we have.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/14/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Fairmount Heights to-day.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/17/39

TO Mr. Hirschfeld

FROM J. J. Snow

BE BRIEF

Incorporated town of Mt Rainier. and missing
records of Bladensburg.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/18/39

TO Mr. Hirschfeld

FROM J. J. Mower.

BE BRIEF

Capitol Heights and Laurel to day and
to night.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/19/39

TO Mr. Hirschfeld

FROM J. Snow

BE BRIEF

Got part of Laurel yesterday. Some of records missing and Treasurer will try and locate them for us when we return.

Finished Capitol Heights and Fairmount Heights.
making up forms to day.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/22/39

TO Mr. Hirschfeld

FROM

J. Mower.

BE BRIEF

mt Rainier - Laurel and District Heights 5
day.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE *May 1, 1939*

TO *Mr. Hirschfeld*

FROM *J. Mower*

BE BRIEF

*checking missing records Bladensburg
New Towns of Mt Rainier - + Hyattsville.*

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/21/39

TO Mr. Hirschfeld

FROM J. Snow

BE BRIEF

Hyattsville to day.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/3/39

TO Mr. Hirschfeld

FROM

J. Snower

BE BRIEF

could not contact anyone Hyattsville
yesterday. Went to Laurel and got part of records.
Back to Hyattsville today.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/4/39

TO Mr. Hirschfeld

FROM J. J. Mower

BE BRIEF

Writing up forms on Hyattsville Ind.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/5/39

TO Mr. Hirschfeld

FROM J. Snowen.

BE BRIEF

Working on missing records of cottage city
Brentwood + Bladensburg.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/8/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Complete records University Park and
starting check on Mt Rainier.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/9/39

TO Mr. Hirschfeld

FROM

J. Snow

BE BRIEF

Boulevard Hts. - District Hts. to day
locating officials and town records if at
home.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 5/12/39

TO Mr. Hirschfeld

FROM J. Mowen

BE BRIEF

June 12 - Went to Greenbelt for sample copies of new booking system being installed. And making out forms on records now in use.

June 13, Expect to make trip to Eagle Harbor for town records.

June 14 - 15 - off.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/23/39

Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

District Heights to day and to night.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/24/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Laurel, Bladenburg - missing records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/25/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Missing records Bladensburg
District Heights Records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/26/39

TO

Mr. Hirschfeld

FROM

J. Mowen

BE BRIEF

Making out forms for Bladensburg
and District Heights

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

5/31/39

TO *Mr. Hirschfeld*

FROM

J. Mower

BE BRIEF

To day we are going to try & locate missing records of Laurel. To night we are going to try and get Sgt Rainer.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/1/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Lamed to day & write for missing records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/2/39

TO Mr. Hirschfeld

FROM

J. H. Mower

BE BRIEF

Made appointment for 8 am Saturday for
old records of Laurel. This was the only day
and time we could see them.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/5/39

TO Mr. Hirschfeld

FROM

J. Snow

BE BRIEF

Making up forms on Laurel Ind

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/6/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Writing up forms on Laurel Md. today.

We are nearing completion of incorporated towns in Prince George County.

We expect to go to Upper Marlboro Thursday for town records. Is there anything you want us to get while there?

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/7/39

TO Mr. Hirschfeld

FROM

J. Mower

BE BRIEF

Greenbelt to day for town records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/8/39

TO *Mr. Hirschfeld*

FROM

J. Snow

BE BRIEF

To Upper Marlboro to day for town records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/9/39

TO Mr. Hirschfeld

FROM

J. H. Mower

BE BRIEF

To Wash DC today to see Mr. Harry Morris Secretary-Treasurer of Upper Marl. He informed me he does not know where the older records are. He only has records for past couple years. He is going to try and locate missing records.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

6/15/39

TO

Mr. Sindall

FROM

J. F. Mower

BE BRIEF

Herewith my semi-monthly ^{report} for 1st half
of June.

I will send you Cole's report as soon
as he turns same over to me.

6/15/39

June 1 - Laurel - Incorporated Town records - 40 miles traveled.

called on General Everett E. Hatch, Mayor of Laurel and got the set up of Laurel government. Names and address of Town Tax collector - Town Treasurer, and Town Clerk. Tax collector on duty in daytime. Clerk and Treasurer employed in Washington during day and only home at night.

Interviewed Tax collector Mr. William H. Torrey, 379 Main St. and checked 4 Vol tax books 2 Vol Plumbing permits, 14 drawers (7 under) monthly water collections - 2 Vol licenses.

Found tax collector only had records from 1936. Informed us that prior records in possession of Town clerk and kept in the Town headquarters in the Armory Bldg.

Waited until Mr. Lee E. Gilbert, Town Treasurer arrived from work and inasmuch as he was previously Town clerk before his present office of Treasurer he gave us information on 10 volumes of minutes; 3 volume of ordinances, 1 drawer of index to ordinances - 1 drawer ^{cross} of index to minutes. (Indexes installed by Mr. Gilbert when he was Town clerk.)

checked his financial records of disbursements and his bond accounts of receipts and disbursements. Water Dept. Receipts and disbursements.

Made an appointment to meet Mr. Gilbert at 8 am Saturday morning to check old records

at the town office. He suggested I get in touch with Mr. Harrison Town clerk and get his permission to see the clerk's records at some time. I called Mr. Harrison at 8 P.M. and got his permission.

- June 2 - Did not work. Work Saturday instead
- June 3 - To Laurel checked - 66 Volumes - 4 file drawers
5 file boxes, 2 shelves of Town clerk, and
treasurer records, + Tax collector. 10 miles traveled.
- June 5 } Made up 23 forms on records of Laurel Ind.
" 6 } and ~~copied~~ - outline of Laurel Government.
- June 7 To Greenbelt Ind and got Town clerk - and
Treasurer records. checked one volume minutes
one volume ordinances - two volumes receipts
and disbursements 9 file drawers, records
and a new system of finances now
being installed. 34 miles.
- July 8 To Upper Marlboro. Interviewed President of Town
commissioners - Mr. Claggett. - Commissioner Mr. Paris.
and several other people, trying to locate missing
records. 54 miles
- July 9 To Wash DC. to interview Mr. Harry Morris who
is Secretary-Treasurer of Upper Marlboro. and was
informed he does not have any but the last couple
of years. He is to try and locate the records forms.
26 miles

July 12 - Greenbelt for sample copies of new system of booking being installed for town finances. Reporting forms for Greenbelt Records 8 forms.

July 13 To Eagle Harbor - checked 1 vol minutes - and interviewed town clerk - treasurer relations to records of town none kept except minute book and check book stub. 99 miles.

July 14 off.

July 15 off.

Upper Marlboro Md.
August 18, 1939

Mr. Vernon Lindall

We have completed 10 forms this week and have checked.

1	vol	Federal Tax Liens
4	"	confessed + 40 day judgment
46	"	Mechanic Liens
4	"	Judicial socket
2	"	Stet socket
1	"	Index to judicial socket
14	"	conditional contract of sales
2	"	Federal Farm credit Liens
3	"	Old Equity
3	"	Index to judgments
7	"	Magistrates Judgment
1	"	Index to Magistrates Judgment
3	"	" " Equity Records.
1	"	Reference socket
3	"	Divorce Decrees
26	"	Equity socket.
<hr/> 81	"	

J. Mower

Before you start to enter names in index or indexes read carefully the instructions on page four of this circular and those printed on inside front fly leaves of all indexes.

COTTCO UNIVERSAL INDEX No. 1-4

STARTING IN

1 Vol. *Index to Assignments*
 Vol. _____

Each volume or each set can ultimately be expanded to *4* volumes by the purchase of additional binders and sheets.

Subsequent binders and sheets are not required until this original installation is filled — when about all of the extra unpagged sheets are used for continuation of groups.

This etching is $\frac{1}{4}$ actual size, after having been cut and punched for indexes, sheet size 18x14

All Common Names and those Typical of YOUR County can and should be Separately Grouped

Where COTTCO Universal Indexes go in use Index Clerks have a knowledge of names that are active, or can ascertain from old indexes those family names and firms that file many instruments. There are in almost all counties such common names as Allen, Brown, Clark, Davis, Jones, Johnston, Jackson, Miller, Smith, Thompson, Williams, etc. that justify separate grouping.

Take Full Advantage of This Feature. See instructions for the different size sets printed on inside of front fly leaf.

Cottco Universal is a good index if you do not take advantage of this feature, because the scientific "key tables" printed on sub-index sheets give many subdivisions, but it is a better index—best serves YOUR requirements if you make separate groups of at least

40 to *70*

of your most active names in each volume or each set.

The selection of frequently occurring names from among all the names to be indexed is one of personal choice and expediency.

You may either typewrite or handwrite names on sub-index sheets. See instructions No. 2-3-4-5-6 and 9 printed on page four of this circular.

FIRST SEARCH FREQUENTLY OCCURRING NAMES BELOW				KEY TABLE FOR MIXED NAMES			
Column 1	1925	1926	1927	Column 2	1928	1929	1930
			102	Allen	81		Aa-Ab-Ac-Ad
				Arnold	91		Ae to Ah
				Anderson	92		Am-An
				Johnson	100		Ap-Aq-Ar
				Miller	101		As-At
				Smith	102		Au to Az
				Thompson	103		Baa to Baa
				Williams	104		Bab to Baa
				Clark	105		Baa to Baa
				Davis	106		Baa to Baa
				Johnston	107		Baa to Baa
				Jackson	108		Baa to Baa
				Miller	109		Baa to Baa
				Smith	110		Baa to Baa
				Thompson	111		Baa to Baa
				Williams	112		Baa to Baa
				Allen	113		Baa to Baa
				Arnold	114		Baa to Baa
				Anderson	115		Baa to Baa
				Johnson	116		Baa to Baa
				Miller	117		Baa to Baa
				Smith	118		Baa to Baa
				Thompson	119		Baa to Baa
				Williams	120		Baa to Baa
				Clark	121		Baa to Baa
				Davis	122		Baa to Baa
				Johnston	123		Baa to Baa
				Jackson	124		Baa to Baa
				Miller	125		Baa to Baa
				Smith	126		Baa to Baa
				Thompson	127		Baa to Baa
				Williams	128		Baa to Baa
				Allen	129		Baa to Baa
				Arnold	130		Baa to Baa
				Anderson	131		Baa to Baa
				Johnson	132		Baa to Baa
				Miller	133		Baa to Baa
				Smith	134		Baa to Baa
				Thompson	135		Baa to Baa
				Williams	136		Baa to Baa
				Clark	137		Baa to Baa
				Davis	138		Baa to Baa
				Johnston	139		Baa to Baa
				Jackson	140		Baa to Baa
				Miller	141		Baa to Baa
				Smith	142		Baa to Baa
				Thompson	143		Baa to Baa
				Williams	144		Baa to Baa
				Allen	145		Baa to Baa
				Arnold	146		Baa to Baa
				Anderson	147		Baa to Baa
				Johnson	148		Baa to Baa
				Miller	149		Baa to Baa
				Smith	150		Baa to Baa
				Thompson	151		Baa to Baa
				Williams	152		Baa to Baa
				Clark	153		Baa to Baa
				Davis	154		Baa to Baa
				Johnston	155		Baa to Baa
				Jackson	156		Baa to Baa
				Miller	157		Baa to Baa
				Smith	158		Baa to Baa
				Thompson	159		Baa to Baa
				Williams	160		Baa to Baa
				Allen	161		Baa to Baa
				Arnold	162		Baa to Baa
				Anderson	163		Baa to Baa
				Johnson	164		Baa to Baa
				Miller	165		Baa to Baa
				Smith	166		Baa to Baa
				Thompson	167		Baa to Baa
				Williams	168		Baa to Baa
				Clark	169		Baa to Baa
				Davis	170		Baa to Baa
				Johnston	171		Baa to Baa
				Jackson	172		Baa to Baa
				Miller	173		Baa to Baa
				Smith	174		Baa to Baa
				Thompson	175		Baa to Baa
				Williams	176		Baa to Baa
				Allen	177		Baa to Baa
				Arnold	178		Baa to Baa
				Anderson	179		Baa to Baa
				Johnson	180		Baa to Baa
				Miller	181		Baa to Baa
				Smith	182		Baa to Baa
				Thompson	183		Baa to Baa
				Williams	184		Baa to Baa
				Clark	185		Baa to Baa
				Davis	186		Baa to Baa
				Johnston	187		Baa to Baa
				Jackson	188		Baa to Baa
				Miller	189		Baa to Baa
				Smith	190		Baa to Baa
				Thompson	191		Baa to Baa
				Williams	192		Baa to Baa
				Allen	193		Baa to Baa
				Arnold	194		Baa to Baa
				Anderson	195		Baa to Baa
				Johnson	196		Baa to Baa
				Miller	197		Baa to Baa
				Smith	198		Baa to Baa
				Thompson	199		Baa to Baa
				Williams	200		Baa to Baa

Sub-Index or page reference sheet to first unit, Cottco No. 2-8

If you will follow instructions we guarantee that you will be more than satisfied with your new indexes, in which names are entered and found same as searching a telephone book or directory, by the first letter or letters of Surname or of first principal word of Corporation or Firm name.

Sold by

THE COTT PRINTING & INDEX CO.
 Index Specialists Since 1888
 COLUMBUS, OHIO.

Separate groups can be made of all common names and the active individuals and firms in YOUR County. COTTCO UNIVERSAL will better index YOUR Records.

The page on which names must be entered and found in Cottco Universal Indexes is quickly and easily determined. Directory method—the first letters of surname.

132 INDEX TO DEEDS—GRANTEES—Gregg County, Texas

SURNAME	GRANTEES		GRANTORS	AGE of GRANTOR	DEED BOOK No. Page	DATE of DEED	DESCRIPTION OF PROPERTY
	First Name	Last Name					
Conroy	Henry	Pathe	Samuel Stiffed	Deed	27 165	1893	...
...

FIRST SEARCH FREQUENTLY OCCURRING NAMES BELOW

Column 1	SHEET	Column 2	PAGE	Column 3	Column 4	Column 5	Column 6
		Loyd	101	Lewis	113	L	...
		Long		Long	123		...
		Logan		Logan	137		...
		Marshall	115	Martin	111	Ma	...
		Mason		Mason	119		...
		Mathews		Mathews	127		...
		Matthews		Matthews	127		...
		McCormick	133	McCormick	133	Mc	...
		McDonald	139	McDonald	139		...

Column 7	Column 8	Column 9
L	L to Lm	1
	Lm to Ln	3
	Ln to Lo	5
	Lo to Lp	7
	Lp to Lq	9
	Lq to Lr	11
	Lr to Ls	13
	Ls to Lt	15
	Lt to Lu	17
	Lu to Lv	19
	Lv to Lw	21
	Lw to Lx	23
	Lx to Ly	25
	Ly & Odd	27
	McA-McB	29
	McC	31
	McD-McE	33
	McF	35
	McG	37
	McH to McL	39
	McM to McZ	41
	Mea to Mel	43
	Mein to Mep	45
	Mer to Mez	47
	Mia to Mil	49
	Mim to Mip	51
	Mir to Miz	53
	Mon to Mop	55
	Mor to Moz	57
	Mu	59
	My	61
	M-Odd	63
	Na	65
	Ne	67
	Ni	69
	No	71
	Nu-Ny and odd	73
	On to Oi	75
	Ob to Oi	77
	Om to Oo	79
	On to Oz	81
	O	83
	Pa to Pp	85
	Par to Pp	87
	Pe to Pi	89
	Per to Pi	91
	Pir to Pi	93
	Pis to Pl	95
	Pim to Pl	97
	Pl to Pl	99
	Po	101
	Pr	103
	Pa-Py & Odd	105
	Q	107
	Q	109
	Rea to Rem	111
	Ran to Ren	113
	Rea to Rej	115
	Rem to Res	117
	Rin to Ri	119
	Rh	121
	Ro	123
	Ra-Ry & Odd	125
	R	127
	R	129
	R	131

A COTT SYSTEM
The Result of Specializing
Since 1888

COTTCO UNIVERSAL INDEX

BUILT ON THE UNIT IDEA. SINGLE SERIES INDEXES TO COVER A LONG PERIOD OF YEARS
A practical Index to apply to all different County Records.

CAPACITY OF EACH VOLUME (SHEETS RULED 35 or 40 LINES TO PAGE) APPROXIMATELY 15,000 ENTRIES

No. 1-4

Starts in One Volume

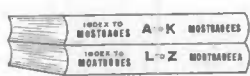


600 pages (300 sheets) 4 independent units or one volume each Direct and Reverse, Mortgagor and Mortgagee, Plaintiff and Defendant, or whatever the case may be.

No. 2-8

Starts in Two Volumes

Each containing 550 pages and four independent units. Sheets for each unit paged from 1 up.

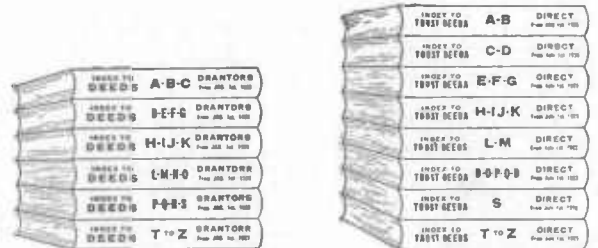


Expands to Sets of Four by purchase of two new binders and 550 additional sheets.

No. 6-24

Starts in Sets of Six or Eight

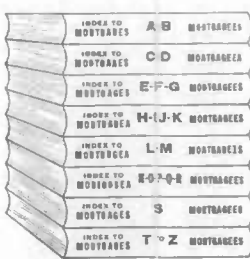
500 pages—250 sheets in each volume. 24 independent units. Expands to more volumes as necessity demands.



Concludes in Sets of Twenty-Four



Concludes in Sets of Eight



Concludes in Sets of Four Books



ECONOMICAL—CONVENIENT—SAFE

About a one-half reduced photo of a Cottco No. 1-4 A to Z Index, sheet size 18 x 15, opened at the sub-index or key sheet to names beginning L to R. Incidentally it shows the continuation of the "Set Out" name "Jones," which was started on page 131, E to K unit. Note the distribution of given names in three columns.

Key Tables printed on the 4 sets of sub-index sheets give 200 minimum subdivisions. Possible to separately group 40 to 70 common and active names in an A to Z volume; about 250 more if started in 2 books.

Recommended as best to apply to records that are accumulating at the rate of one to five annually. Ultimate capacity approximately 60,000 entries.

550 minimum subdivisions.

Possible to separately group 100 to 150 active names when started in two books. A to K—L to Z.

Apply it to records that are accumulating at the rate of six to ten annually. Ultimate capacity 120,000 entries.

470 minimum sub-divisions obtained by the Key Tables printed on the twenty-four sets of sub-index sheets.

Possible to separately group 500 to 700 active names in set of six, up to 1,200 in set of eight books.

Apply it to records that are accumulating at the rate of twelve to twenty-five annually. Ultimate capacity about 350,000 entries.

Showing the sub-index sheet to the L to R unit Cottco No. 1-4. Note the page figures begin 1 and are all odd. This causes all groups to start on right hand odd numbered pages, they continue on the back of sheet, or even numbered pages. Extra unpagged sheets in each volume to insert wherever required.

Tags are not attached to sub-index sheets as are shown but to plain cloth lined sheets, preceding sub-index sheets.

INSTRUCTIONS

1. **COTTCO UNIVERSAL INDEXES** are made up of independent units. A Unit consists of a quantity of sheets, regularly paged from 1 up, and Sub-Index sheets on which are printed Index Tables as a guide to where names falling to that unit will be entered and found. Blocks are provided on the Sub-Index sheets to write certain names and indicate the page on which they are separately grouped. Each unit is designated by an alphabetical tab.

2. Separately grouped names, called "Set Out Names," are those most frequently occurring. Do not fail to take full advantage of this feature. Determine as far as possible at the time this index is started, all names that should, because of their frequent entry on the records to which this is an index, be "separately grouped." Bear in mind that the index will continue as a current set for years to come. Each name "separately grouped" reduces the size of the "mixed name groups." Specific instructions as to how many names it is possible to separately group in each volume is stated in connection with each different Cottoco Universal No. in printed instructions on inside front fly leaf.

3. Write "Set Out Names" in the correct ruled block according to the large alphabet divisions on the proper Sub-Index sheet. Assign the first "Set Out" name of each unit to the page designated on Sub-Index sheet to that unit. Give to each name an entire sheet (two pages). Establish all other "Set Out Names" on succeeding pages or what would be odd numbered right-hand pages, disregarding alphabetical sequence. When all the extra sheets in this book have been used, either for "Set Out Names" or as added sheets for the continuance of "Set Out Name" groups, or "Mixed Name" groups, purchase additional sheets and binders and grow or expand the books until each unit has become a separate volume.

4. Fill up column 1 of correct ruled block first with "Set Out Names." Then column 2 and so on.

5. A "Set Out Name" is one group regardless of its given name. But common names like Smith, Jones, Brown, etc., may be subdivided by given initials on the Sub-Index and assigned four or more different sheets, as Smith, A to D, Smith, E to J, Smith, K to O, Smith, P to Z.

6. **SPECIAL GROUPS** should be made of (1) Schools, School Trustees, Colleges, Boards of Education, etc. (2) Churches, Church Boards, (3) Cemeteries, (4) Lodges, Fraternities, Societies, and any others that might be better indexed and found if classified under general heads, and grouped together on a designated page. When so indexed make references and all cross references in the proper block on correct Corp. & Firms sub-index sheets. For example, write Schools, School Trustees, etc., on S sub-index sheet, and assign it to a page in the S unit, and in proper block on B sub-index sheet write Boards of Education (see Schools, etc.); on C sub-index sheet write Colleges (see Schools, etc.) Index Lodges in L unit paging it on L sub-index sheet, and on F sub-index sheet write Fraternities, (see Lodges, etc.).

7. Begin "Mixed Names" on the page designated by Index Table appearing on proper Sub-Index sheet. Enter them line after line on the sheets without further subdivision. For example, if the Key Table for mixed Names designates page 1 for Aa, Ab, Ac, Ad, etc., and the first name to be entered (not a set out) is Adler, write it on first line of page 1, Aarons on second line, Acker on third line, and so on. It will be noted that the figures in the tables run 1, 3, 5, 7, 9, etc., this causes each group to be started on the right hand or odd numbered page. The group is continued on the back of sheet, left hand or even numbered page, and when both sides of a numbered sheet are filled up, insert an unnumbered or extra sheet immediately following the sheet that is filled up and number it, (preferably in red ink), the same even number on both sides of the sheet as appears on the left hand page at the point inserted. It can be seen that any number of sheets can be added for the continuation of a group, and in addition to the even page number that you put on both sides of the sheet, we suggest the lettering of each added sheet A, B, C, D, etc.

8. Should a name develop large after it was begun as a "Mixed Name," rewrite the sheet or sheets, and make "Set Out Name" groups of the names that have developed large.

9. Many names that are spelled differently and pronounced alike, such as Schaffer-Shafer-Shaefer, Lowery-Lowrey-Lowrie, Pierson-Pearson, Read-Reed-Reid, Deitrick-Dietrick, etc., are grouped together by the Key Tables for Mixed Names. No modern index will bring together in so satisfactory manner all such names. At times the searcher may have to refer to different pages when not certain as to how name is spelled. "Set Out" names similar in sound should be assigned to the same page and the different ways of spelling noted in proper alphabet divisions. When Cottoco Universal No. 4-24 or No. 6-24 is used, because there are two sets of sub-index sheets for the letters B-C-H-M and S it is advisable on a few names to make cross reference from other ways of spelling, to the most popular way of spelling the same name, and put no page number after the odd ways of spelling. This to keep the same names differently spelled together as one group.

10. This Index is not complicated, but there is one right way to start. If in doubt write to the Patentees and Makers, **THE COTT PRINTING & INDEX CO., COLUMBUS, OHIO.**

11. When additional binders and sheets are required to expand Cottoco Universal Indexes, or when new sub index sheets, tab sheets or fly leaves are required, order them from the firm from whom you made the original purchase. By so doing you will be certain of getting supplies correct in every respect.

Introduced by the Prince George's County Delegation.

House Bill No. 395

Examined by Committee on Printed Bills:

Sealed with the Great Seal and presented to the Governor, for his approval this ----- day of -----

at ----- o'clock, ----- M.

Chief Clerk.

CHAPTER 532

AN ACT to incorporate the Town of Greenbelt, in Prince George's County, Maryland, as hereinafter described; to provide for the government thereof; and to provide for the election and succession of the governing body of said town, to be known as the Council of Greenbelt, which shall have power to enact and enforce ordinances for the good government, public health, safety and morals of said town, and to authorize, empower and direct the Council of Greenbelt to make annual levies of the assessable value of land and personal property of the said Town of Greenbelt, for the purpose of defraying the governmental expenses of said town; to provide for a Town Manager and other administrative officers and specify their duties; to provide for the appointment of a Treasurer to receive and disburse said funds, and also directing the Board of County Commissioners to pay over to said Treasurer of the Town of Greenbelt, for the purpose of the improving, maintaining and repairing of the roads, streets and alleys of said town, the money collected on account of the County road and bridge tax, in the same manner as is now required by law to be paid to incorporated towns in said County; and for other purposes.

1 SECTION 1. *Be it enacted by the General Assembly of Mary-*
2 *land,* That the inhabitants of the Town of Greenbelt, in Prince
3 George's County, are a body corporate by the name of the Town
4 of Greenbelt, and by that name shall have perpetual succes-
5 sion, sue and be sued, have and use a common seal, and may
6 purchase and hold or dispose of real and personal property for
7 the benefit of said town.

1 SEC. 2. *And be it further enacted*, That the boundaries of
2 said town shall be as follows: To include certain properties ly-
3 ing within the Berwyn and Vansville Districts, Prince George's
4 County, Maryland, and as described in the following metes and
5 bounds:—Beginning for the same at a pipe planted on the
6 north side of the Branchville-Glendale Road; said pipe being 750
7 feet more or less from a point where Indian Creek crosses the
8 Branchville-Glendale Road, thence binding on the west line of
9 Washburn Tract No. 19, N. 38°-43' E. 1513.28 feet, S. 77°47'
10 E. 200 feet, N. 29°-57' E. 3765.5 feet to the Stauffer Tract No.
11 17A, thence binding on the lines of Stauffer No. 17A and No.
12 17, N. 49°-20' W. 353.71 feet, S. 47°-08' W. 249.65 feet, S. 16°-25'
13 W. 562 feet, S. 87°-45' W. 782.7 feet, S. 28°-57' W. 362.7 feet, S.
14 43°-30' W. 594.0 feet, S. 13°-00' W. 198.0 feet, N. 38°-09' W.
15 500 feet, S. 43°-30' W. 1089.0 feet, N. 23°-29' E. 1485 feet, N. 62°
16 35' W. 130 feet, to the Right of Way of the Baltimore & Ohio
17 Railroad, thence binding on said Right of Way the following
18 courses and distances N. 36°-35' E. 185 feet, N. 33°-35' E. 291.8
19 ft., N. 33°-50' E. 206.8 ft., N. 32°-50' E. 103.9 ft., N. 30°-35' E.
20 195.8 ft., N. 31°-43' E. 203.4 ft., N. 30°-40' E. 401.3 ft., N. 27°-12'
21 E. 198.9 ft., N. 24°-05' E. 101.4 ft., N. 26°-05'
22 E. 200.9 ft., N. 23°-40' E. 121 ft. thence leaving said Right of
23 Way and binding on one of the lines of the University of Mary-
24 land tract No. 250, N. 56°-20' W. 1157.38 feet more or less,
25 thence across the University of Maryland tract No. 250, N.
26 0°-48'-02'' W. 1351.9 feet, N. 8°-26'-32'' E. 1297.3 feet to the
27 Sunnyside Road, thence running along said road the following
28 courses and distances S. 86°-24'-06'' E. 1322.6 feet, S. 86°-24' E.
29 873.4 feet more or less thence leaving said road and binding on
30 the lines of the Stauffer tract No. 17 S. 15°-38' E. 219 feet, S.
31 38°-39' E. 181.9 feet, S. 4°-56' E. 536.2 feet, S. 1°-46' E. 193
32 feet, S. 69°-45' W. 255.5 feet, S. 12°-19' E. 1144.46 feet, S.
33 20°-53' E. 1129.9 feet, thence running across the Stauffer tract
34 No. 17 S. 76°-16' E. 480 feet more or less to a corner of the
35 Stauffer tract No. 17A thence binding on said tract S. 49°-20'
36 E. 1620 feet, to the Turner tract No. 7, and binding on the Tur-
37 ner tract N. 68°-30' E. 1097.25 feet, S. 85°-30' E. 833.25 feet, to
38 Sunnyside Road, thence running along said road S. 79°-30' E.
39 132 feet, S. 87°-49' E. 350.6 feet, thence leaving said road and
40 binding on the Furey tract No. 22 N. 7°-01' E. 43.4 feet to the
41 division line between the Government farm and the Furey tract

42 No. 22 S. 88°-48' E. 372.9 feet S. 81°-22' E. 814.23 feet, S.
43 19°-24'-13'' W. 67.15 feet to the Edmonston Road, thence
44 along said road the following courses and distances, N. 86°-40'
45 E. 485.6 feet, S. 86°-40' E. 430 feet, N. 82°-59' E. 462 feet, N.
46 78°-33' E. 327.73 feet, thence leaving said road and running
47 across a portion of the Government Farm property, N. 52°-
48 32'-02'' E. 4719.66 feet to the Theis tract No. 54, thence binding
49 on said tract S. 16°-30' E. 199.5 feet, S. 2°-26' E. 48.6 feet, S.
50 14°-42' E. 203.9 feet, S. 26°-03'-40'' E. 1579.65 feet, to the
51 Somers tract No. 63A and binding on said tract S. 85°-11' W.
52 189.90 feet, S. 21°-25' E. 230.2 feet, S. 71°-37' W. 708.7 feet, S.
53 24°-15' 429 feet, S. 4°-00' W. 249 feet, S. 57°-00' E. 869.2 feet,
54 thence leaving the Somers tract No. 63A and binding on the
55 Somers tract No. 63 S. 13°-49'-45'' W. 2644.83 feet, S. 79°-00' E.
56 253.3 feet, S. 3°-00' E. 627 feet to the Metropolitan Properties
57 Co. tract No. 70, thence binding on said tract S. 9°-35' E.
58 1851.20 feet, S. 12°-32' E. 1043.45 feet, S. 12°-35' E. 871.6 feet
59 crossing the Branchville-Glendale Road, then binding on the
60 Famiglietti tract No. 93 S. 23°-42' W. 1933.3 feet, S. 1°-40'-04''
61 E. 161.56 feet, S. 74°-05' W. 502.6 feet, S. 85°-43' W. 45.8
62 feet, to the S. E. corner of the McBride tract No. 345 thence
63 binding on one of the east lines of the Magnolia Springs
64 sub-division, S. 12°-39'-20'' E. 522.84 feet to a pipe planted,
65 thence running along part of the south line of Lot No. 10 of
66 the said sub-division S. 87°-26'50'' W. 766.5 feet to the center
67 line of Lot No. 7 of said sub-division thence running along said
68 center line S. 1°-55' E. 1253 feet more or less to the Good
69 Luck Road, thence running with the said road the following
70 courses and distances S. 70°-57'-10'' W. 172 feet S. 75°-33'-40''
71 W. 474.86 feet, S. 88½° W. 33 4/5 perches, S. 72¼° W. 16
72 perches, S. 40¼° W. 20 perches, S. 57¼° W. 24 perches, S.
73 71¼° W. 26 perches, S. 83¼° W. 28 perches, S. 74¼° W.
74 22.83 perches, S. 74¼° W. 9.17 perches, S. 87¼° W. 25.3
75 perches, S. 5¾° W. 25 perches, S. 59½° W. 25 perches, S.
76 83½° W. 36 perches, N. 89° W. 12 perches, S. 83½° W. 16
77 perches, S. 84¾° W. 18½ perches, S. 61°-30' W. 188.9 feet,
78 S. 52° W. 260 feet, S. 48°-18' W. 300 feet, S. 67°-00' W. 100
79 feet, S. 73°-30' W. 981.75 feet, S. 83°-00' W. 396 feet, S.
80 85°-30' W. 495 feet, N. 89°-45' W. 660 feet, S. 86°-23'-23''
81 W. 798.61 feet, S. 85°-47' W. 785.66 feet, S. 88°-00' W. 400
82 feet, N. 89°-25' W. 300 feet, N. 86°-40' W. 346 feet, N.
83 84°-19' W. 296.10 feet, S. 86°-15' W. 355 feet, S. 89°-30' W.

84 500 feet, N. 85°-45' W. 920.4 feet, S. 65°-06' W. 309.7 feet to
 85 the Edmonston Road thence running along said road the fol-
 86 lowing courses and distances, N. 17°-00' E. 833.7 feet, N.
 87 9°-58'-10" E. 440.09 feet, S. 72°-35' E. 34.7 feet, N. 16°-15'
 88 E. 795 feet, N. 11°-40' E. 210 feet, N. 5°-30' E. 230 feet, N.
 89 4°-35' W. 305 feet, N. 11°-00' E. 225 feet, N. 29°-15' E. 250
 90 feet, N. 36°-20' E. 805 feet, N. 41°-45' E. 68.56 feet, N. 33°-58'
 91 E. 100 feet, N. 30°-10'-30" E. 100 feet, N. 24°-14'-15" E. 100
 92 feet, N. 21°-56'-45" E. 100 feet, N. 16°-56' E. 100 feet, N.
 93 12°-08'-48" E. 785.22 feet, N. 6°-41'-30" E. 11.65 feet, N. 10°-
 94 15'-30" E. 825.79 feet, N. 44°-53'-45" E. 232 feet, N. 33°-46'-45"
 95 E. 356.8 feet, N. 36°-06'-20" E. 159.60 feet, N. 36°-00' E. 335
 96 feet, N. 38°-00' E. 1360 feet, N. 36°-50' E. 488 feet, N. 25°-51'-
 97 30" E. 375 feet, N. 22°-30'-30" E. 393.09 feet to the Branchville-
 98 Glendale road and running along said road the following
 99 courses and distances N. 80°-34' W. 565 feet, N. 83°-44' W.
 100 541 feet, N. 77°-47' W. 2318 feet, N. 86°-09' W. 374 feet to
 101 the place of beginning containing 4477.67 acres of land more
 102 or less.

1 SEC. 3. POWERS. The town of Greenbelt shall have and is
 2 hereby granted authority to exercise all powers relating to
 3 municipal affairs and to pass ordinances and take measures
 4 for the welfare, health, safety and improvement of the town,
 5 and to exercise the police power of the town. No enumera-
 6 tion of powers in this or any law shall be deemed to restrict
 7 the general grant of authority hereby conferred unless ex-
 8 pressly so stated in such law. All the powers of the Council
 9 of Greenbelt shall be exercised by the Council in the
 10 manner prescribed in this charter or if not prescribed
 11 herein, then in the manner prescribed in the laws of
 12 the State of Maryland, or if not prescribed in either, then in
 13 the manner provided by ordinance or resolution of the Council.
 14 The following shall be deemed a part of the powers conferred
 15 upon the Town by this section:

16 1. To levy, assess and collect taxes and to borrow money
 17 within the limits provided by this charter; to levy and
 18 collect special assessments for benefits conferred; and to
 19 receive payments in lieu of taxes, and to account for, ex-
 20 pend, and otherwise treat such payments in the manner
 21 provided by law in connection with taxation.

- 22 2. To furnish any or all public services; to own or dispose of
23 stock in, purchase, hire, construct, own, maintain and
24 operate or lease public utilities or public utility services;
25 to sell, lease or otherwise dispose of public utilities or
26 public utility services; to acquire by condemnation or
27 otherwise, within the corporate limits, property necessary
28 for any such purposes, subject to restrictions imposed by
29 laws of the State of Maryland; and to grant local public
30 utility franchises.
- 31 3. To make and maintain public improvements and to acquire
32 property within the corporate limits necessary for such
33 improvements; and also to acquire an excess over that
34 needed for any such improvement, and to sell, lease or
35 otherwise dispose of such excess property with such re-
36 strictions as the Council may determine.
- 37 4. To provide, maintain and operate such community and so-
38 cial services for the preservation and promotion of the
39 health, recreation, welfare and enlightenment of the inhabi-
40 tants of the town of Greenbelt as the Council may deter-
41 mine.
- 42 5. To adopt and enforce within the corporate limits police,
43 health, sanitary, fire, traffic, parking, and other similar reg-
44 ulations not in conflict with the laws of the State of Mary-
45 land.
- 46 6. To have control over all the public roads, streets, alleys,
47 and sidewalks within the corporate limits of the Town of
48 Greenbelt and to provide for repairing, grading, cleaning,
49 mending and perfecting the same. To open, close, and
50 alter public roads, streets, alleys and walks with the same
51 powers and subject to the same limitations as are or may
52 be granted to or imposed upon the Board of County Com-
53 missioners of Prince George's County.
- 54 7. To have control over parks, recreation areas and fa-
55 cilities and other public property, and to provide for ex-
56 tending, improving, maintaining and operating the same.
- 57 8. To issue licenses and collect fees therefor, subject to any
58 restrictions imposed by the laws of the State of Maryland.
- 59 9. To enact ordinances and make regulations not in conflict
60 with the existing laws of the State of Maryland, and to pro-
61 vide for fines and imprisonments in the Town Jail, or

- 62 both, for the violation of such ordinances or regulations.
63 No fine shall exceed one hundred dollars (\$100), nor shall
64 any imprisonment exceed ninety (90) days, for any single
65 offense.
- 66 10. To enact zoning ordinances not in conflict with the existing
67 law of the State of Maryland, for the purpose of insuring
68 the orderly growth of the Town and the protection of the
69 public health, welfare, safety and morals. To regulate the
70 location, erection, or repair of buildings in accordance
71 with the public health, welfare and safety and to provide
72 by ordinance for the granting of permits with respect to the
73 location, erection, or repair of buildings.
- 74 11. To acquire property, real or personal, within the bound-
75 aries of the Town for any public purpose, in fee simple,
76 lease or leasehold interest or estate or any other interest
77 or estate, by purchase, gift, bequest, devise, lease, or other-
78 wise; and to own, hold, manage or control, and to sell,
79 lease, exchange, transfer, assign, mortgage, pledge or dis-
80 pose of any such real or personal property or any interest
81 therein as the interests of the Town may require.
- 82 12. To provide, operate and maintain transportation facilities
83 between the Town of Greenbelt, in the State of Maryland,
84 and the City of Washington, in the District of Columbia,
85 and to collect fares for such transportation. To sell or
86 lease all or any portion of such transportation facilities.
87 To do any and all acts necessary or incidental to fully exer-
88 cise the power stated in this sub-section. The exercise of
89 this power shall be subject to the regulation of the Public
90 Service Commission of the State of Maryland.
- 91 13. To have and exercise any and all powers that are now given
92 to municipalities, except the City of Baltimore, or that
93 may be given to them by the general law of the State of
94 Maryland or that are or may be given to municipalities in
95 Prince George's County by the local law of the State of
96 Maryland.

1 THE COUNCIL

2 SEC. 4. CREATION, SALARY, AND COMPOSITION OF COUNCIL.

- 3 Except as otherwise provided in this charter all powers of the
4 Town shall be vested in a Council of five members nominated
5 and elected from the Town at large in the manner hereinafter

6 provided. The term of each Councilman shall be for two years
7 and until his successor shall have qualified, and shall begin on
8 the first Monday of September following the regular
9 municipal election. If a vacancy occur in the Council
10 it shall be filled in accordance with Section 24 of this
11 charter. Each Councilman shall receive a salary the
12 amount of which shall be prescribed by ordinance, but not
13 to exceed one hundred dollars per year. Until otherwise fixed
14 by ordinance such salary shall be twenty-five dollars per year.
15 No ordinance fixing or changing the salary of Councilmen shall
16 become effective during the current term of office of Council-
17 men enacting such ordinance. Councilmen shall be qualified
18 electors of the Town and shall not hold any other elective pub-
19 lic office, except that Councilmen may be notary publics, mem-
20 bers of the state militia, or non-elective officers or employees of
21 the United States. A Councilman ceasing to possess any of
22 the qualifications specified in this section, or convicted of
23 crime while in office, shall immediately forfeit his office.

1 SEC. 5. MEETINGS OF COUNCIL. At 7.30 o'clock P. M. on the
2 first Monday following a regular municipal election the Coun-
3 cil shall meet at the usual place for holding its meetings and
4 the newly elected members shall assume the duties of office, but
5 if any meeting is held before such day and after the election,
6 the newly elected Council shall assume the duties of office at
7 such meeting. Thereafter the Council shall meet at such times
8 as may be prescribed by ordinance or resolution, but not less
9 frequently than once each month. Special meetings shall be
10 called by the clerk upon the written request of the Mayor, the
11 Town Manager or three Councilmen. Any such notice shall
12 state the subject to be considered at the special meeting and
13 no other subject shall be there considered, except by unani-
14 mous consent of all members. All meetings of the Council
15 shall be open to the public, and the rules of the Council shall
16 provide that citizens of the Town shall have a reasonable op-
17 portunity to be heard at any such meetings in regard to any
18 matter considered thereat.

1 SEC. 6. MAYOR AND MAYOR PRO TEM. At its first meeting
2 following a regular municipal election the Council shall choose
3 one of its members as Mayor, and shall also choose one of its
4 members as Mayor pro tem. The Mayor shall preside at

5 meetings of the Council and shall exercise such other powers
6 and perform such other duties as are or may be conferred and
7 imposed upon him by this charter and the ordinances of the
8 Town. He shall be recognized as the head of the Town gov-
9 ernment for all ceremonial purposes, by the courts for serving
10 civil processes, and by the governor for purpose of military
11 law. If a vacancy occur in the office of Mayor, or in case of
12 his absence or disability, the Mayor pro tem shall act as Mayor
13 for the unexpired term or during the continuance of the ab-
14 sence or disability.

1 SEC. 7. COUNCIL RULES. The Council shall determine its
2 own rules and order of business and keep a journal of its pro-
3 ceedings. It shall have power to compel the attendance of
4 absent members, and may, by vote of not less than four mem-
5 bers, expel a member from a meeting for disorderly conduct
6 or the violation of its rules.

1 SEC. 8. QUORUM. A majority of the members elected to the
2 Council shall constitute a quorum to do business, but a less
3 number may adjourn from time to time and compel the attend-
4 ance of absent members in such manner and under such penal-
5 ties as may be prescribed by ordinance. The affirmative vote
6 of a majority of the members elected to the Council shall be
7 necessary to adopt any ordinance, resolution, order or vote;
8 except that a vote to adjourn, or regarding the attendance of
9 absent members, may be adopted by a majority of the mem-
10 bers present. No member shall be excused from voting except
11 on matters involving the consideration of his own official con-
12 duct or when his financial interests are involved.

1 SEC. 9. INTRODUCTION AND PASSAGE OF ORDINANCES AND RES-
2 OLUTIONS. Ordinances and resolutions shall be introduced in
3 the Council only in written or printed form. All ordinances,
4 except ordinances making appropriations and ordinances codi-
5 fying or rearranging existing ordinances or enacting a code of
6 ordinances, shall be confined to one subject, and the subject, or
7 subjects, of all ordinances shall be clearly expressed in the
8 title. Ordinances making appropriations shall be confined to
9 the subject of appropriations. No ordinance shall be passed
10 until it has been read on two separate days, unless the re-
11 quirements for reading it on two separate days be dispensed
12 with by a vote of not less than four members of Council. The

13 final reading of each ordinance shall be in full unless a writ-
14 ten or printed copy thereof shall have been furnished to each
15 Councilman prior to such reading. The yeas and nays shall
16 be taken upon the passage of all ordinances and resolutions
17 and entered upon the journal of the proceedings of the Coun-
18 cil. The enacting clause of all ordinances shall be "Be it or-
19 dained by the Council of the Town of Greenbelt."

1 SEC. 10. WHEN ORDINANCES AND RESOLUTIONS TAKE EFFECT.

2 All ordinances and resolutions passed by the Council shall
3 take effect at the time indicated therein but not less than ten
4 days after the date of their passage.

1 SEC. 11. AUTHENTICATION AND PUBLICATION OF ORDINANCES

2 AND RESOLUTIONS. Upon its final passage each ordinance or
3 resolution shall be authenticated by the signature of the Mayor
4 and the town clerk and shall be recorded in a book kept for
5 that purpose. Each ordinance and resolution shall be pub-
6 lished as soon as possible after its passage by posting it in the
7 community hall for ten days or by publishing it once within
8 ten days in a newspaper of general circulation in the town, or
9 both.

1 SEC. 12. MUNICIPAL ELECTIONS. The regular election for

2 the choice of Councilmen shall be held on the third Tuesday of
3 September in odd numbered years. No special elections except
4 those provided for by this charter shall be held. All special
5 elections shall be subject to the provisions of this charter re-
6 lating to general elections except that the Council may by
7 resolution fix their time within the limits of this charter and
8 provide the means for holding them. All elections shall be
9 nonpartisan.

1 SEC. 13. QUALIFIED ELECTORS. A qualified elector within

2 the meaning of this charter shall be a citizen of the United
3 States, at least 21 years of age, who is a resident of the Town
4 of Greenbelt, has resided therein for at least six months and
5 in the State of Maryland for one year immediately preceding
6 the election, is of sound mind, and is duly registered on the
7 Town registration list or has been granted a certificate of reg-
8 istration.

1 SEC. 14. REGISTRATION LIST. The Town Clerk shall establish

2 and maintain a permanent registration list of all qualified

3 electors of the Town of Greenbelt. The registration system
4 shall contain a sample signature of each elector.

1 SEC. 15. REVISION OF REGISTRATION LIST. It shall be the
2 duty of the Town Clerk before every municipal election to:

- 3 (1) Remove from the registration list the names of persons
4 known to be no longer residents of the Town, or to have
5 become deceased, or not to have voted at the two last
6 general municipal elections.
- 7 (2) To add to the registration list the names of any persons
8 complying with Section 16 or 17 of this charter.
- 9 (3) At least 30 days preceding the date of the election, to
10 either post in the community hall a list of all names
11 added or removed since the last general municipal elec-
12 tion or publish such list in a newspaper of general cir-
13 culation in the Town, or both.

1 SEC. 16. REGISTRATION FOR MUNICIPAL ELECTIONS. Any per-
2 son who possesses the qualifications of Section 13 of this char-
3 ter except that he is not registered, may be registered at any
4 time except during the 15 days preceding a municipal election,
5 by appearing before the Town Clerk and swearing upon oath
6 that he possesses the said qualifications.

1 SEC. 17. REGISTRATIONS LIST CLOSED—CERTIFICATE OF REG-
2 ISTRATION. The registration list shall be closed upon election
3 day and for the fifteen days immediately preceding election
4 day, and no name shall be added to such list during such six-
5 teen days. Any person not registered when the list is so closed
6 may, during such sixteen days, be registered for subsequent
7 elections and may obtain a certificate of registration by ap-
8 pearing before the Town Clerk, accompanied by two qualified
9 electors of the Town, all three swearing upon oath that such
10 person possesses all of the qualifications required by Section
11 13 of this charter, except that he is not registered. The Clerk
12 shall, upon a payment of fifty cents by such person, issue him
13 a certificate of registration, for the immediately succeeding
14 election, which certificate shall bear the signature of the per-
15 son to whom issued, the names of the electors accompanying
16 him, the signature of the Clerk and the Town seal. The fee so
17 collected shall be paid to the Town Treasurer and deposited in
18 the general funds of the Town. Any person who shall feel ag-
19 grieved at any action of the Town Clerk, taken under Sections

20 16 or 17 in refusing to register him or in refusing to strike
21 off the list the name of any person, shall have the right to ap-
22 peal to the Circuit Court of Prince George's County at any
23 time before the day of election and such case shall be heard by
24 such Court as provided for by the general election laws of the
25 State for appeal, in election cases, and so far as the same may
26 be applicable, the provisions of the general election laws re-
27 lating to appeals and election cases generally shall be applied
28 to such appeals.

1 SEC. 18. WHO MAY VOTE. Upon satisfying the judges of
2 election of his identity, any qualified elector of the Town may
3 vote. Any person presenting his certificate of registration to
4 the judges of election shall make his signature in their pres-
5 ence. If it is the same as that on the certificate of registra-
6 tion, he may vote. If such person cannot write, the identifica-
7 tion of one of the persons whose names are upon the certificate
8 shall be sufficient.

1 SEC. 19. REGULATIONS OF ELECTIONS—PRECINCTS—POLLING
2 PLACES AND SUPPLIES. The Council shall determine the num-
3 ber of precincts and make all needful rules and regulations, not
4 inconsistent with this charter, or the laws of Maryland, for the
5 conduct of elections, for the prevention of frauds in elections,
6 and for the recount of ballots in case of doubt or fraud. The
7 Town Manager, upon being so directed by the Council, shall
8 provide for polling places and necessary supplies, including
9 glass ballot boxes.

1 SEC. 20. JUDGES AND CLERKS OF ELECTION—OATHS. Before
2 each general election, in regular meeting the Council shall
3 designate as many competent persons as may be necessary to
4 act as judges and clerks of election. Said judges and clerks,
5 before entering upon their duties as such shall take and sub-
6 scribe an oath to faithfully, honestly, and without prejudice
7 or partiality perform each and every duty required of them,
8 and such oaths shall be filed with the Town Clerk. The Council
9 shall provide for the compensation to be received by the judges
10 and clerks of election.

1 SEC. 21. NOMINATIONS. Any qualified elector of the Town
2 may be nominated for the office of Councilman. The name of
3 such elector shall be printed upon the ballot whenever a peti-
4 tion and a written acceptance of nomination as hereinafter

5 prescribed shall have been filed in his behalf with the Town
 6 Clerk. Such petition shall be signed by not less than 3% nor
 7 more than 5% of the electors, these numbers to be determined
 8 by the Town Clerk on the basis of the number registered at the
 9 time of closing of the registration list before the last general
 10 municipal election. No elector shall sign more than one such
 11 petition, and should an elector do so, his signature shall be
 12 void as to the petition or petitions last filed. The signatures
 13 of the nomination petition need not all be appended to one
 14 paper, but to each separate paper there shall be attached an
 15 affidavit of the circulator thereof, stating the number of sign-
 16 ers of such paper and that each signature appended thereto
 17 was made in his presence and is the genuine signature of the
 18 person whose name it purports to be. With each signature
 19 shall be stated the place of residence of the signer, giving the
 20 street and number or other description sufficient to identify
 21 the same. The form of the nomination petition shall be sub-
 22 stantially as follows:

23 We, the undersigned, electors of the Town of Greenbelt,
 24 hereby nominate _____ whose residence is
 25 _____ for the office of Councilman, to be voted for
 26 at the election to be held in the Town of Greenbelt, on the
 27 _____ day of _____ 19____, and we individ-
 28 ually certify that we are qualified to vote for a candidate for
 29 the office named and that we have not signed any other
 30 nomination petition for that office.

31 Name _____ Street and number _____
 32 (Space for additional signatures.)

33 State of Maryland, }
 34 County of Prince George's } SS

35 _____, being duly sworn, deposes and says
 36 that his address is _____ Street and that he is the
 37 circulator of the foregoing paper containing _____ signa-
 38 tures, and that the signatures appended thereto were made
 39 in his presence and are the signatures of the persons whose
 40 names they purport to be.

41 Signature of Circulator _____

42 Subscribed and sworn to before me this _____ day
 43 of _____, 19_____

44 _____ Notary Public (or other officer

45 authorized to administer oaths).

46 This petition is filed by _____ whose address
47 is _____ Street.

48 All nomination papers comprising a petition shall be assem-
49 bled and filed with the Town Clerk as one instrument, not earlier
50 than sixty days nor later than fifteen days before the election.
51 The Town Clerk shall make a record of the exact time at which
52 each petition is filed and shall take and preserve the name and
53 address of the person by whom it is filed. Within three days
54 after filing of a nomination petition the Town Clerk shall
55 notify the candidate and the person who filed such petition
56 whether or not it is found to be signed by the required num-
57 ber of qualified electors. If a petition is found insufficient,
58 the Town Clerk shall return it immediately to the person who
59 filed it with a statement certifying wherein the petition is
60 found insufficient. Within the regular time allowed for the
61 filing of petitions such a petition may be amended and filed
62 again as a new petition or a different petition may be filed for
63 the same candidate. Any eligible person placed in nomina-
64 tion as hereinbefore provided shall have his name printed on
65 the ballots if within three days after notification to him by
66 the Town Clerk he shall have filed with the Town Clerk a writ-
67 ten acceptance of the nomination in the following form:

68 Acceptance of Nomination

69 I hereby accept the nomination for Councilman and agree to
70 serve if elected.

71 Signature of Candidate _____

72 Date of filing _____

73 The petition of each person nominated to be a Councilman
74 shall be preserved by the Town Clerk until the expiration of the
75 term of office for which he has been nominated.

1 SEC. 22. BALLOTS. The full name of candidates nominated
2 for the Council in accordance with the provisions of this
3 charter, except such as may have withdrawn, died or become in-
4 eligible, shall be printed on the official ballots in the alpha-
5 betical order of their surnames without any party designation.

1 SEC. 23. ELECTION OF COUNCIL. All Councilmen shall be
2 elected at large. Every voter shall be entitled to vote for five
3 candidates. All candidates, up to five, who receive votes
4 numbering a majority of all electors voting at the election,

5 shall be declared elected. If five Councilmen are not thus
6 elected, a second election shall be held to fill the vacancies re-
7 maining, on the Tuesday following the first election. In the
8 second election there shall be printed on the ballot twice as
9 many names as there are positions to be filled, from the re-
10 maining candidates polling in order, the largest numbers of
11 votes in the first election. In this election the remaining posi-
12 tions shall be filled by declaring elected the several candidates
13 polling the largest numbers of votes.

1 SEC. 24. VACANCIES IN THE COUNCIL. If a seat in the Coun-
2 cil becomes vacant, the remaining Councilmen by a majority
3 vote shall, as soon as possible, elect a person to fill the unex-
4 pired term.

1 SEC. 25. WATCHERS AND CHALLENGERS. Any three or more
2 candidates may appoint in writing one person to represent
3 them as both watcher and challenger at each voting place. Any
4 persons so appointed shall have all the rights and privileges
5 prescribed by the law of the State of Maryland for other
6 watchers and challengers at any election in the County of
7 Prince George's, and shall be permitted to stay in the voting
8 places until the ballots have been sent from them to the central
9 counting place and to accompany the ballot boxes to the cen-
10 tral counting place. No candidate shall have the right to share
11 in the appointment of more than one such watcher and
12 challenger for each voting place or to have more than one such
13 watcher accompany a group of ballot boxes being sent to the
14 central counting place together.

1 SEC. 26. DIRECTOR OF THE COUNT. Before each general elec-
2 tion the Council at a regular meeting shall designate some
3 competent person to act as director of the count and to
4 certify the results of the election. The Council shall also
5 provide for such assistants as may be necessary. Such
6 director and assistants shall take the same oath as judges
7 and clerks of election are required to take by Section 20
8 of this charter, but neither the director of the count nor his
9 assistants shall act as clerks or judges of the same election.
10 The Council shall provide for the compensation to be received
11 by the director of the count and his assistants.

1 SEC. 27. ASSEMBLING THE BALLOTS. As soon as the polls
2 have closed, the judges at each voting place shall seal the ballot

3 box used for the election of Councilmen without opening it and
4 shall send it at once to the central counting place for the
5 Town. They shall send with it a record of the number of
6 ballots which have been voted in the voting place committed
7 to their charge. The ballot boxes shall be assembled by pre-
8 cincts for counting at the central counting place in an order of
9 precincts determined by the director of the count by lot. Lots
10 shall be drawn at the central counting place at the time of the
11 close of the polls in the presence of such candidates or electors
12 as wish to attend.

1 SEC. 28. CHECKING THE RETURNS — VALID AND INVALID
2 BALLOTS. At the central counting place the ballot boxes shall
3 be opened and the numbers of ballots found therein recorded
4 and compared with the records sent from the corresponding
5 voting places. The records thus compared shall be made avail-
6 able to the public with notations explaining any corrections
7 made therein. If any discrepancy appears which cannot be
8 reconciled it shall be shown on the record. All ballots found in
9 the ballot boxes which bear no evidence of having been im-
10 properly cast shall be accepted. The ballots in each ballot box
11 shall also be examined for validity and those which are found
12 to be invalid or blank shall be separated from the rest. The
13 number of valid ballots from each voting place and the total
14 number of valid ballots shall be recorded. A ballot shall be
15 held invalid if the voter has voted for more than five candi-
16 dates, or if it contains any work, mark or other sign apparently
17 intended to identify the voter. Every ballot not thus invalid
18 shall be counted, whether marked according to the directions
19 printed on it or not. No ballot shall be held invalid because it
20 is marked in ink or pencil different from the one supplied at
21 the voting place, or because the names of candidates thereon
22 for whom the voter did not mark a choice have been stricken
23 out. These same rules shall apply to ballots used in special
24 elections.

1 SEC. 29. SUPERVISION. Every regularly nominated candi-
2 date shall have the right to be present during the entire count,
3 with facilities for examining all operations closely and for
4 keeping all the ballots or their containers in view when the
5 counting is not in progress. He shall have the right to desig-
6 nate in writing an alternate to act in his place when he may

7 be absent. Representatives of the press and, so far as may be
8 consistent with good order and with convenience in counting,
9 the general public shall also be given every facility for wit-
10 nessing the count.

1 SEC. 30. PRESERVATION OF BALLOTS. All the ballots cast at
2 each election of the Council, whether valid or invalid, shall be
3 preserved by the Town Clerk until the term of the Councilmen
4 elected thereby has expired. All ballots cast at any other
5 municipal election shall be preserved for two months.

1 SEC. 31. VOTING MACHINES. The Council may by ordinance
2 provide for the use of voting machines in municipal elections.
3 Any election in which they are so used shall be as valid as if
4 the other election provisions of this charter had been followed.
5 When voting machines are used, Section 26 of this Charter
6 shall not be mandatory upon the Council and the Council may
7 by ordinance establish some other method of insuring the
8 accuracy of the count.

1 ADMINISTRATIVE SERVICE.

2 SEC. 32. MEANING OF OFFICE AND OFFICER. For the purposes
3 of this charter, all general provisions relating to officers or
4 offices of the Town shall include and apply to department
5 heads and departments, but not to Councilmen.

1 SEC. 33. THE TOWN MANAGER. The Council shall appoint
2 an officer whose title shall be Town Manager and who shall be
3 the chief executive officer and the head of the administrative
4 branch of the town government. The Town Manager shall be
5 chosen by the Council solely on the basis of his executive and
6 administrative qualifications with special reference to his
7 actual experience, in, or his knowledge of, accepted practice
8 in respect to the duties of his office as hereinafter outlined.
9 At the time of his appointment he need not be a resident of
10 the town or State, but during his tenure of office he shall re-
11 side within the town. No person elected to membership on
12 the Council shall, subsequent to such election, be eligible for
13 appointment as Town Manager until one year has elapsed fol-
14 lowing the expiration of the term for which he was elected.
15 The Council may permit the Town Manager to accept other
16 employment not inconsistent with his duties, and to receive
17 compensation for such employment, provided that before grant-

18 ing such permission the Council shall be informed of the na-
19 ture, extent and compensation of such employment.

20 The Town Manager shall be appointed for an indefinite term
21 but may be removed by a vote of not less than three members of
22 the Council. At least thirty days before such removal may be-
23 come effective the Manager shall be furnished with a formal
24 statement in the form of a resolution passed by a majority vote
25 of the Councilmen, stating the Council's intention to remove him
26 and the reasons therefor. The Manager may reply in writing to
27 such resolution. If so requested by the Manager the Council shall
28 fix a time for a public hearing upon the question of his re-
29 moval and the final resolution removing the Manager shall not
30 be adopted until such public hearing has been had. Upon
31 passage of a resolution stating the Council's intention to re-
32 move the Manager, the Council may suspend him from duty,
33 but his pay shall continue until his removal shall become ef-
34 fective as herein described. The action of the Council in re-
35 moving the Manager shall be final. In case of the absence or
36 disability of the Manager, the Manager with the consent of the
37 Council may designate some qualified person to perform the
38 duties of the Manager during such absence, disability or sus-
39 pension.

1 SEC. 34. RESPONSIBILITY OF MANAGER—POWERS OF APPOINT-
2 MENT AND REMOVAL. The Town Manager shall be responsible
3 to the Council for the proper administration of all affairs of
4 the town placed in his charge, and to that end, he shall have
5 the power to appoint and remove all officers and employees
6 except the Town Solicitor who shall be appointed with the con-
7 sent of the Council. Appointments made by the Town Man-
8 ager shall be on the basis of executive and administrative abil-
9 ity and of the training and experience of such appointees in
10 the work which they are to perform, and no discrimination
11 shall be made because of political or religious opinions or af-
12 filiations. All such appointments shall be without definite
13 term unless for provisional, temporary or emergency service.
14 All officers and employes, including the Town Solicitor, may
15 be removed by the Town Manager. The decision of the Manager
16 shall be final and there shall be no appeal therefrom to any
17 other office, body or court whatsoever.

1 SEC. 35. PROHIBITIONS. No Councilman shall, during the
2 time for which he is elected, be appointed to any office or posi-
3 tion in the service of the Town. No officer or employee in the
4 service of the Town shall continue in such position after be-
5 coming a candidate for nomination or election to any public
6 office. No person seeking appointment to or promotion in the
7 service of the town shall either directly or indirectly give,
8 render, or pay any money, service, or other valuable thing to
9 any person for or on account of or in connection with his
10 appointment, proposed appointment, promotion, or proposed
11 promotion.

1 SEC. 36. COUNCIL NOT TO INTERFERE IN APPOINTMENTS OR
2 REMOVALS. Neither the Council nor any of its members shall di-
3 rect or request the appointment of any person to, or his removal
4 from office by the Town Manager or in any manner take part in
5 the appointment or removal of officers and employees in the ad-
6 ministrative service of the Town except as regards the appoint-
7 ment of the Town Solicitor. Except for the purpose of inquiry,
8 the Council and its members shall deal with the administrative
9 service solely through the Manager, and neither the Council
10 nor any Councilman shall give orders to any subordinate of
11 the Town Manager either publicly or privately. Any violation
12 of the provisions of this section by a Councilman shall be a
13 misdemeanor, conviction of which shall immediately forfeit
14 the office of the Councilman so convicted. The Town Solicitor
15 shall prosecute an action brought under this section.

1 SEC. 37. DUTIES OF THE MANAGER. It shall be the duty of
2 the Town Manager to act as chief conservator of the peace
3 within the Town; to supervise the administration of the affairs
4 of the Town; to see that the ordinances of the town and the
5 laws of the State are enforced; to make such recommenda-
6 tions to the Council concerning the affairs of the Town as
7 may seem to him desirable; to keep the Council advised of the
8 financial condition and future needs of the Town; to prepare
9 and submit to the Council the annual budget estimate; to pre-
10 pare and submit to the Council such reports as may be re-
11 quired by that body; and to supervise all duties assigned to
12 administrative officers by ordinance or by this charter; and
13 to perform such other duties as may be prescribed by this

14 charter or required of him by ordinance or resolution of the
15 Council, not inconsistent with this charter.

1 SEC. 38. PURCHASE. It shall be the duty of the Town Man-
2 ager to control the purchase, storage and distribution of all
3 supplies, materials, equipment and contractual services re-
4 quired by the Town government or any officer thereof; to
5 establish and enforce standard specifications with respect to
6 such supplies, materials and equipment, and to determine their
7 quality, quantity, and conformance with specifications; and
8 to transfer to or between Town offices or departments, or to
9 sell surplus, obsolete or unused supplies, materials and equip-
10 ment. Before making any purchase or contract for supplies,
11 materials, equipment, or contractual services, opportunity shall
12 be given for competition under such rules and regulations,
13 and with such exceptions, as the Council may prescribe by
14 ordinance. All expenditures for supplies, materials, equip-
15 ment, or contractual service involving more than \$1,000 shall
16 be made on written contract, and such contract shall be
17 awarded to the bidder who offers the lowest or best bid,
18 quality of goods, time of delivery, and responsibility of bidder
19 being considered, after such public notice and competition
20 as may be prescribed by ordinance, provided the Town Manager
21 shall have the power to reject all bids and advertise again.

1 SEC. 39. RIGHT OF MANAGER AND OTHER OFFICERS IN COUNCIL
2 MEETINGS. The Town Manager, the Town Solicitor, and such
3 other officers of the Town as may be designated by vote of the
4 Council shall be entitled to attend all meetings of the Coun-
5 cil, but shall not vote. The Manager shall have the right to
6 take part in the discussion of all matters coming before the
7 Council, and the other officers shall be entitled to take part
8 in all discussions of the Council relating to their respective
9 offices.

1 SEC. 40. ADMINISTRATIVE DEPARTMENTS—COMPENSATION.
2 The administrative branches of the Town government estab-
3 lished by this charter are the offices of the Town Clerk, and
4 Town Solicitor, the Departments of Finance, and of Public
5 Safety, but any other offices or departments may be established
6 by ordinance. The Council may by ordinance provide that any
7 or all offices or departments may be combined subject to sepa-
8 ration, whenever, in the opinion of the Council, the conduct

9 of the business of the town shall so require. The Town
10 Manager may hold any office or combination of offices.

11 The Council may change or abolish any office or department
12 established by ordinance and may prescribe, distribute, or dis-
13 continue the functions and duties of offices and departments
14 so established. Additional functions and duties may be as-
15 signed by ordinance to offices and departments established
16 by this charter, but no function or duty assigned by this
17 charter to a specific office or department shall be discontinued
18 or assigned to any other office or department by ordinance.
19 The Council shall classify all persons employed by the Town
20 and establish a schedule of uniform compensation rates for
21 like services with maxima and minima for each class of posi-
22 tions. Subject to such schedule, the Town Manager shall fix
23 the compensation of all such employees on the basis of effi-
24 ciency and seniority. The Town Manager may, subject to
25 appropriate adjustment in scheduled compensation, permit
26 any such employee to accept other employment not incon-
27 sistent with his duties and to receive compensation for such
28 employment.

1 SEC. 41. INVESTIGATION BY COUNCIL OR MANAGER. The
2 Council, the Manager, or any person or committee authorized
3 by either of them, shall have power to inquire into the con-
4 duct of any office or officer of the Town and to make investiga-
5 tions as to municipal affairs, and for that purpose may compel
6 the production of books, papers and other evidence. Failure
7 to produce books, papers or other evidence as ordered under
8 the provisions of this Section shall constitute a misdemeanor
9 and shall be punishable by a fine not to exceed one hundred
10 dollars or by imprisonment not to exceed thirty days, or both.

1 SEC. 42. DUTIES OF TOWN CLERK. The Town Clerk shall
2 keep the records of the Council, attend its meetings and per-
3 form such other duties as may be required by this charter, or
4 by ordinance.

1 SEC. 43. QUALIFICATIONS AND DUTIES OF TOWN SOLICITOR.
2 The Town Solicitor shall be appointed by the Town Manager
3 with the consent of the Council and the Town Manager may
4 remove him at will without notice. His compensation shall be
5 fixed by the Council. He shall be an attorney at law who
6 shall have been admitted to practice before the Maryland bar,

7 but need not be a resident of Greenbelt. He shall be the
8 chief legal adviser of and attorney for the Town and all offices
9 thereof in matters relating to their official powers and duties.
10 It shall be his duty to perform all services incident to his
11 office; to attend all meetings of the Council to give advice
12 in writing, when so requested, to the Council or the Town
13 Manager; to prosecute or defend, as the case may be, all suits
14 or cases to which the Town may be a party; to prosecute for
15 all offenses against the ordinances of the Town and for such
16 offenses against the laws of the State as may be required of
17 him by law; to prepare all contracts, bonds and other instru-
18 ments in writing in which the Town is concerned, and to en-
19 dorse on each his approval of the form and correctness thereof;
20 and to perform such other duties of a legal nature as the Coun-
21 cil may by ordinance require.

1 DEPARTMENT OF FINANCE.

2 SEC. 44. POWERS AND DUTIES OF TOWN TREASURER. The
3 Town Treasurer shall be head of the department of Finance,
4 and shall have charge of the administration of the financial
5 affairs of the town, and to that end he is authorized and
6 directed:

- 7 1. To prepare the budget for the Manager as outlined in
8 Sections 46, 47 and 48, and to assist him in its execution after
9 authorization by the Council as required by Section 49.
- 10 2. To maintain accounting control over the finances of the
11 Town government, for which purpose he is empowered to oper-
12 ate a set of general accounts embracing all the financial
13 transactions of the Town and such subsidiary accounts and
14 cost records as may be required by ordinance or by the Town
15 Manager for purposes of administrative direction and finan-
16 cial control; to prescribe the forms of receipts, vouchers, bills,
17 or claims to be filed by all departments and agencies of the
18 Town government; to examine and approve all contracts,
19 orders, and other documents by which the Town incurs finan-
20 cial obligations, having ascertained before approval that
21 moneys have been duly appropriated and allotted to meet such
22 obligations and will become available when the obligations
23 have become due and payable and to audit and approve all
24 bills, invoices, payrolls, and other evidences of claims, de-
25 mands, or charges against the Town government and to de-

26 termine the regularity, legality, and correctness of such claims,
27 demands or charges; to make monthly reports on all receipts
28 and expenditures of the Town government to the Manager and
29 to make monthly reports on funds, appropriations, allotments,
30 encumbrances, and authorized payments, to the Manager, and
31 the office directly concerned; to inspect and audit any ac-
32 counts or records of financial transactions which may be
33 maintained in any department or agency of the Town govern-
34 ment apart from or subsidiary to the general accounts; and to
35 perform such other duties pertaining to the financial records of
36 the Town government as the Council may require by ordinance.

37 3. To collect, receive, have custody of, and disburse all
38 taxes, licenses, fees, and other moneys belonging to the Town
39 government, subject to the provisions of this charter and or-
40 dinances enacted thereunder; to have custody of all invest-
41 ments, and invested funds of the Town or in possession of the
42 Town in a fiduciary capacity, and to keep a record of such in-
43 vestments, and to have custody of all bonds and certificates
44 of Town indebtedness, including such bonds and certificates
45 unissued or cancelled, and the receipt and delivery of Town
46 bonds and certificates for transfer, registration or exchange.

1 SEC. 45. FISCAL YEAR. The fiscal year of the Town gov-
2 ernment shall begin on the first day of January and shall end
3 on the last day of December. Such year shall constitute the
4 budget year of the Town government.

1 SEC. 46. SCOPE OF THE TOWN BUDGET. The budget for the
2 Town government shall present a complete financial plan for
3 the ensuing fiscal year. It shall set forth all proposed ex-
4 penditures for the administration, operation, and maintenance
5 of all offices and agencies of the Town government for which
6 appropriations are required to be made or taxes levied by the
7 Town government; all expenditures for capital projects to be
8 undertaken or executed during the fiscal year; all interest and
9 debt redemption charges during the fiscal year; and the actual
10 or estimated operating deficits from prior fiscal years. In ad-
11 dition thereto the budget shall set forth the anticipated income
12 and other means of financing the total proposed expenditures
13 of the Town government for the fiscal year.

1 SEC. 47. THE BUDGET DOCUMENT. The budget document,
2 presenting a financial plan for the Town government as out-

3 lined in the preceding section, shall consist of three parts, as
4 follows:

5 Part I shall contain (1) a budget message prepared by the
6 Manager which shall outline a fiscal policy for the Town gov-
7 ernment, describing therein the important features of the bud-
8 get with reference both to proposed expenditures and antici-
9 pated income; (2) a general budget summary with a few sup-
10 porting schedules, which shall exhibit the aggregate figures of
11 the budget in such manner as to show a balanced relation
12 between the total proposed expenditures and the total antici-
13 pated income for the fiscal year covered by the budget, and
14 which shall compare these figures with the corresponding
15 figures of the last completed year and the year in progress;

16 Part II shall contain (1) detailed estimates of all proposed
17 expenditures, showing the corresponding expenditures for each
18 item for the current year and the last preceding fiscal year
19 with explanations of increases or decreases recommended as
20 compared with appropriations for the current fiscal year; (2)
21 detailed estimates of anticipated revenues and other income;
22 (3) delinquent taxes, if any, for current and preceding years,
23 with percentages collectible; (4) statements of the bonded and
24 other indebtedness of the Town government, showing the debt
25 redemption and interest requirements, the debt authorized and
26 unissued, the condition of the sinking funds, if any, and the
27 borrowing capacity of the Town;

28 Part III shall contain complete drafts of the budget ordi-
29 nances, including an appropriation ordinance and such other
30 ordinances as may be required to finance the budget.

1 SEC. 48. THE PREPARATION AND ADOPTION OF THE BUDGET.
2 At least sixty days prior to the beginning of the fiscal year
3 the offices and agencies of the Town government shall transmit
4 estimates of their budgetary requirements to the Treasurer, who
5 shall prepare a budget for the Manager in the form required
6 by the next preceding section of this charter. The Manager
7 shall transmit this budget to the Council at least thirty days
8 before the beginning of the fiscal year. The Council shall
9 arrange for and hold at least one public hearing on the budget
10 during the period of its consideration. The Council may re-
11 vise, alter, increase, or decrease the items of the budget, pro-

12 vided that when it shall increase the total proposed expendi-
13 tures, it shall also increase the total anticipated income so
14 that the total means of financing the budget shall at least
15 equal in amount the aggregate proposed expenditures. When
16 the Council shall make such changes it shall issue a state-
17 ment setting forth clearly its action on the budget. At least
18 ten days before the beginning of the fiscal year, the Council
19 shall approve the budget plan and shall enact the appropri-
20 ation ordinance.

1 SEC. 49. WORK PROGRAM AND ALLOTMENTS. Immediately
2 before the beginning of the fiscal year the head of each office
3 or agency of the Town government shall submit to the Treas-
4 urer a work program for the year, which program shall in-
5 clude all appropriations for its operation and maintenance
6 and for acquisition of property, and shall show the requested
7 allotments of said appropriations for such office or agency by
8 months for the entire fiscal year. The Manager, with the
9 assistance of the Treasurer, shall review the requested allot-
10 ments in the light of the work program of the office or agency
11 concerned, and may, if he deems necessary, revise, alter, or
12 change such allotments before authorizing the same. The ag-
13 gregate of such allotments shall not exceed the total appro-
14 priation available to said office or agency for the fiscal year.
15 The Treasurer shall authorize all expenditures for the offices
16 and agencies to be made from the appropriations on the basis
17 of approved allotments and not otherwise. The approved al-
18 lotments may be revised during the fiscal year by the Manager.
19 If at any time during the fiscal year the Manager shall ascer-
20 tain that the available income for the year together with fund
21 balances will be less than the total appropriations, he shall
22 reconsider the work programs and allotments of the several
23 departments and agencies and revise them so as to prevent
24 the making of expenditures in excess of the said income and
25 fund balances.

1 SEC. 50. MODIFICATION OF APPROPRIATIONS. The Council
2 may, upon the recommendation of the Manager, transfer any
3 appropriation balance or any portion thereof, not encumbered
4 by contracts or orders, within an office or agency of the Town
5 government or from one office or agency to another. The

6 annual appropriation ordinance may, upon recommendation
7 of the Manager, be amended to expend any funds not antici-
8 pated in the budget.

1 SEC. 51. MONEY TO BE DRAWN FROM TREASURY IN ACCORD-
2 ANCE WITH APPROPRIATION. No money shall be drawn from
3 the treasury of the Town, nor shall any obligation for the
4 expenditure of money be incurred, except in pursuance of the
5 annual appropriation ordinance or of such ordinance when
6 changed as authorized by the next preceding Section of this
7 Charter. At the close of each fiscal year any unencumbered
8 balance of an appropriation shall revert to the fund from
9 which appropriated and shall be subject to re-appropriation;
10 but appropriations may be made by the Council, to be paid
11 out of the income of the current year, in furtherance of im-
12 provements or other objects or works which will not be com-
13 pleted within such year, and any such appropriation shall
14 continue in force until the purpose for which it was made shall
15 have been accomplished or abandoned.

1 SEC. 52. CUSTODY OF TOWN MONEYS. All moneys received
2 by any office or agency of the Town for or in connection with
3 the business of the Town government shall be paid promptly
4 into the treasury and shall be deposited with responsible bank-
5 ing institutions. These institutions shall be designated by the
6 Manager, in accordance with regulations established by ordi-
7 nance. Such banks shall be subject to such requirements as to
8 security for deposits and interest thereon by bond or otherwise,
9 as may be established by ordinance. All interest on moneys
10 belonging to the Town shall accrue to the benefit of the Town
11 government.

1 SEC. 53. ISSUANCE OF BONDS. The Town may issue bonds
2 up to ten per cent of its assessed valuation (or if no assess-
3 ment is made, up to ten per cent of the valuation made by
4 the assessor of Prince George's County), for the purpose of
5 paying for any property or public improvement which it may
6 lawfully acquire or construct, to pay for any improvement
7 the cost of which is to be assessed wholly or in part against
8 abutting or benefitting property; but no such bonds shall be
9 issued to pay current expenses. All bonds of the Town shall be
10 authorized by an ordinance and confirmed by a majority vote
11 of the qualified electors of the town voting on the issue. Such

12 vote shall be taken at a regular municipal election, or at
13 a special election called by the Council for that purpose.
14 Bonds for the acquisition of property, or the construction of
15 improvements, shall be issued for a period not to exceed the
16 probable usefulness of the property or improvement for which
17 they are used; but in no case shall bonds be issued for a longer
18 period than forty years. All bonds hereafter issued by the
19 Town shall mature in annual installments and the first install-
20 ment shall fall due and be payable not later than two years
21 after the date of issue.

1 SEC. 54. LOANS IN ANTICIPATION OF BOND SALES. At any
2 time after a bond ordinance has taken effect, the Town may
3 borrow money for the purposes for which bonds are to be
4 issued, in anticipation of the receipt of the proceeds of the
5 sale of the bonds, and within the maximum authorized amount
6 of the bond issue. Such loans shall be due and payable not
7 later than three years after the time of taking effect of the or-
8 dinance authorizing the bonds upon which they are predicated,
9 but the limits of the life of the bonds, as prescribed in the pre-
10 ceding sections, shall be construed to include the term of such
11 temporary loan.

1 SEC. 55. TEMPORARY BORROWING. The Council may by or-
2 dinance authorize the issuance of notes or other evidences of
3 indebtedness in anticipation of the collection of taxes or of spe-
4 cial assessments, or of payments to the Town of Greenbelt in
5 lieu of taxes. Such notes or other evidences of indebtedness
6 shall be a first lien upon the proceeds of such taxes, assess-
7 ments or payments, and shall mature within thirty days after
8 such taxes, assessments or payments become collectible.

1 SEC. 56. CONTRACTS FOR TOWN IMPROVEMENTS. Any Town
2 improvement costing more than \$1,000 shall be executed by
3 contract except where such improvement is authorized by the
4 Council to be executed directly by the Town in conformity
5 with detailed plans, specifications and estimates. All con-
6 tracts for town improvements shall be entered into by the
7 Town Manager, provided however, that contracts involving an
8 expenditure of \$5,000 or more, shall be approved by the Coun-
9 cil. All contracts for more than \$1,000 shall be awarded to
10 the bidder who offers the lowest or best bid, quality of goods,
11 time of delivery, and responsibility of bidder being considered,

12 after such public notice and competition as may be prescribed
13 by ordinance, provided the Town Manager shall have the
14 power to reject all bids and advertise again.

1 SEC. 57. CONTRACTS EXTENDING BEYOND ONE YEAR. Con-
2 tracts involving the payment of money out of the appropri-
3 ations of more than one year shall be made only by ordi-
4 nance, and shall not extend for a period of more than ten
5 years. No ordinance providing for such a contract shall be
6 valid unless notice of the intention to pass the same was
7 published in a daily newspaper of general circulation within
8 the town or posted in the community hall at least ten days
9 before its passage by the Council.

1 SEC. 58. INDEPENDENT AUDIT. As soon as practicable after
2 the close of each fiscal year, an independent audit shall be made
3 of all accounts of the Town government by qualified public
4 accountants, selected by the Council, who have no personal in-
5 terest directly or indirectly in the financial affairs of the Town
6 government or of any of its officers. The results of this audit
7 shall be published immediately upon its completion. If an
8 audit is required to be made by State officials under the pro-
9 visions of State law for the inspection and audit of municipal
10 accounts, the Council may accept such audit by the State as
11 fulfilling the requirements of this section.

1 DEPARTMENT OF PUBLIC SAFETY.

2 SEC. 59. DUTIES. The Director of Public Safety shall be
3 head of the Department of Public Safety and shall be in charge
4 of preserving peace and good order, controlling and maintain-
5 ing fire protection and performing such other duties as may
6 be prescribed by ordinance.

1 SEC. 60. POLICE. It shall be the duty of all policemen em-
2 ployed in the Department of Public Safety to preserve the peace
3 and good order of the Town, to arrest without warrant and to
4 take before a justice of the peace, any person found violating
5 any ordinance, resolution or regulation of the Town or any
6 law of this State, or on warrant issued on complaint, to
7 arrest any person charged with a violation of any ordinance,
8 resolution or regulation of the Town or any law of this State,
9 and to take him before a justice of the peace to be dealt with
10 according to law and, whenever necessary, to place an offender
11 in the Town jail until such time as his trial may be held. For

12 the purposes stated in this Section, said policemen and the
13 Director of the Department of Public Safety are hereby vested
14 with the same powers as are now possessed by constables under
15 the laws of this State but shall receive as fees only the annual
16 compensation fixed by the Council.

1 TAXES.

2 SEC. 61. TAX PROCEDURE. The following procedure shall
3 govern the exercise of the taxing power granted to the Council
4 of Greenbelt by Section 3 (1) of this charter.

5 1. Assessment. The County assessment of taxable prop-
6 erty shall be used as the basis for taxation of property by the
7 Council of Greenbelt.

8 2. Date of Finality. The date of finality of all Town taxes
9 shall be the same as the date of finality of taxes of Prince
10 George's County.

11 3. Levy. The annual tax levy shall be made by the Council
12 within the time specified for the making of the tax levy of
13 Prince George's County, and otherwise as specified by the
14 general law of the State of Maryland.

15 4. Tax Year. All tax levies shall be for the calendar year
16 in which the levy is made, except that this shall not prohibit
17 the Council from levying a tax for a part of a year when the
18 general law of the State of Maryland so permits.

19 5. Tax roll. Each year as soon after the date of finality
20 as practicable and before taxes become due and payable in
21 each year, the Town Treasurer shall prepare the tax roll
22 showing the assessed valuation of all real or personal property
23 subject to taxation in the Town of Greenbelt as it shall appear
24 upon the assessment books of the County Commissioners on
25 the then preceding date of finality of the said County; such
26 tax roll shall contain a full list of all such real estate and
27 improvements thereon as the same has been valued and
28 assessed, with the owners thereof as appearing on the records
29 of the County Commissioners, with the location and descrip-
30 tion of each piece or parcel of ground so assessed and valued,
31 and shall contain also an alphabetical list of all persons to
32 whom personal property has been assessed, with the amounts
33 of such assessments.

34 The Council shall determine and certify to the Town

35 Treasurer the rate or rates of taxation applicable to the
36 several classes of property contained in said tax roll.

37 6. Collection. The Town Treasurer shall then extend the
38 taxes against the taxable property on the tax roll in accord-
39 ance with the rates certified by the Council. The Town Treas-
40 urer shall collect the town taxes, and for the purpose of col-
41 lecting such town taxes and special assessments, all provisions,
42 rights and remedies now existing or which may hereafter be
43 provided under any general law with reference to municipal
44 taxes are hereby made available to the Town Treasurer of
45 Greenbelt.

46 7. When Taxes Payable. All ordinary town taxes shall be
47 due and payable on the same date or dates as the ordinary
48 taxes of Prince George's County.

49 8. Purchase by Town. Sales of real or personal property by
50 the Town Treasurer for non-payment of taxes shall be held in
51 accordance with the general law of the State of Maryland.
52 The Town may however, bid at any sale of property for taxes,
53 and may purchase any property offered at such sale.

1 SEC. 62. ROAD TAX. Three-fourths of all the road and bridge
2 taxes assessed and collected under State and county authority
3 upon property within the limits of Greenbelt, or of payments
4 in lieu thereof, shall be paid by the County Treasurer of
5 Prince George's County to the Council of Greenbelt, and shall
6 be expended by the Council of Greenbelt for roads, bridges,
7 and walks and other municipal improvements within the cor-
8 porate limits.

1 SEC. 63. SPECIAL ASSESSMENT METHOD AND PROCEDURE. The
2 Council may levy and collect special assessments for benefits
3 conferred. The method and procedure for determining the
4 amounts to be assessed, the spread and apportionment of the
5 amounts to be assessed, and the boundary and location of the
6 property, lots district or area to be assessed, for the making
7 and approval of the plans and specifications, for the notices
8 to property owners and other interested parties, for the hear-
9 ings, for the composition, organization and procedure of
10 boards of revision or appraisal, for the levy and collection of
11 the assessment and for any and all other determinations,
12 steps, measures, resolutions, ordinances, and actions in re-
13 lation to the assessment, shall be governed by the provisions

14 of a general ordinance setting forth such method and pro-
15 cedure, which general ordinance may be enacted by the Council
16 and shall be subject to amendment or repeal.

1 PUBLIC UTILITIES.

2 SEC. 64. GRANTED BY ORDINANCE. All public utility fran-
3 chises and all renewals, extensions and amendments thereof
4 shall be granted or made only by ordinance; no such proposed
5 ordinance shall be adopted until it has been printed in full
6 and until a printed report containing recommendations there-
7 on shall have been made to the Council by the Town Manager,
8 until adequate public hearings have thereafter been held on
9 such ordinance and until at least two weeks after its official
10 publication in final form have elapsed.

1 SEC. 65. REVOCABLE PERMITS. Permits revocable at the will
2 of the Council for minor or temporary public utility privileges
3 may be granted and revoked by the Council from time to time;
4 and such permits shall not be deemed to be franchises as the
5 term is used in this Charter.

1 SEC. 66. ACCOUNTS OF MUNICIPALLY OWNED UTILITIES. Ac-
2 counts shall be kept for each public utility owned or operated
3 by the Town, in such manner as to show the true and complete
4 financial results of such town ownership and operation.

1 MISCELLANEOUS PROVISIONS.

2 SEC. 67. PUBLICITY OF RECORDS. All records and accounts
3 of every office and agency of the Town shall be open to inspec-
4 tion by any citizen or by any representative of the press at all
5 reasonable times and under reasonable regulations established
6 by the Town Manager, except records and documents the dis-
7 closure of which would tend to defeat the lawful purpose
8 which they are intended to accomplish.

1 SEC. 68. PERSONAL INTEREST. No Councilman nor any offi-
2 cer or employee of the Town shall have a financial interest,
3 direct or indirect, in any contract with the town or be finan-
4 cially interested, directly or indirectly, in the sale to the
5 Town of any land, materials, supplies or services. Any willful
6 violation of this section shall constitute malfeasance in office,
7 and any officer or employee of the Town found guilty thereof
8 shall thereby forfeit his office or position. Any violation of
9 this section, with the knowledge, express or implied, of the

10 person or corporation contracting with the Town shall render
11 the contract voidable by the Town Manager or the Council.

1 SEC. 69. OFFICIAL BONDS. The Treasurer, the Town Man-
2 ager, and such other officers or employees as the Council may
3 by general ordinance require so to do, shall give bond in such
4 amount and with such surety as may be approved by the
5 Council. The premiums on such bonds shall be paid by the
6 Town.

1 OATHS OF OFFICERS AND COUNCILMEN.

2 SEC. 70. Every officer and Councilman of the Town shall,
3 before entering upon the duties of his office, take and subscribe
4 to the following oath or affirmation, to be made before the
5 Mayor, a signed copy to be filed and kept in the office of the
6 town clerk:

7 "I swear (or affirm) that I will support
8 the Constitution of the United States, and that I will be
9 faithful and bear true allegiance to the State of Maryland and
10 support the constitution and laws thereof; and that I will,
11 to the best of my skill and judgment diligently and faithfully,
12 without partiality or prejudice, execute the office of
13 according to the constitution and laws of this State."

14 The Mayor shall take the same oath before the clerk of the
15 Circuit Court for Prince George's County, or before one of
16 his sworn deputies.

1 SEC. 71. SEPARABILITY. Notwithstanding any other evi-
2 dence of the legislative intent, it is hereby declared to be the
3 legislative intent that if any provision of this Act, or the ap-
4 plication thereof to any person or circumstances, is held in-
5 valid, the remainder of the Act and the application of such
6 provision to other persons or circumstances shall not be effect-
7 ed thereby.

1 TEMPORARY PROVISIONS.

2 SEC. 72. Until November 23, 1937, Sections 3 to 71, inclu-
3 sive, of this Act shall be of no effect, but all provisions of this
4 charter shall be effective on and after said date, except as
5 modified by the provisions of Sections 73, 74 and 75 of this
6 Act.

1 SEC. 73. 1937 ELECTION. The first municipal election shall
2 be held on November 23, 1937. For the purpose of holding and
3 declaring the result of said election, the following residents of

4 Prince George's County are hereby appointed as a committee:
5 Perry Boswell, James Berry, Joseph Blandford, Vinton Cock-
6 ey, Harry W. McNamee. In the event that any member of
7 said committee is unable to act a successor shall be appointed
8 by the Chairman of the Board of County Commissioners of
9 Prince George's County. Three members of the committee
10 shall constitute a quorum for the purpose of taking any or all
11 actions hereunder. It shall be the duty of said committee to
12 appoint, from the residents of the area to be incorporated
13 hereby, a Registrar, a Director of the Count and judges and
14 clerks of election, and to supervise the conduct of such elec-
15 tion. To this end the Committee shall have the power to make
16 necessary rules and regulations for the conduct of the said
17 election and the registration of voters, provided that wherever
18 practicable the provisions of this charter relating to general
19 municipal elections shall apply to the said 1937 election, and
20 also provided that the Registrar shall register as voters all
21 citizens of the United States who are at least 21 years of age,
22 of sound mind, and who as of November 15, 1937 reside in the
23 area to be incorporated hereby. No nomination petitions shall
24 be circulated before October 25, 1937, but all petitions must be
25 filed with the Registrar, who shall perform the duties of Town
26 Clerk with respect to the said election, on or before November
27 10, 1937. The five candidates receiving the greatest number of
28 votes shall be declared elected and shall act as Councilmen, of
29 the Town of Greenbelt, from November 23, 1937, until their
30 successors shall be elected in 1938 and shall have qualified. The
31 said committee shall serve without compensation, but shall fix
32 the compensation of the Registrar, Director of the Count, and
33 of judges, clerks and other persons employed in the conduct of
34 the said election. All expenses connected with the said elec-
35 tion shall be borne by the Town of Greenbelt.

1 SEC. 74. 1938 ELECTION. On the third Tuesday of Septem-
2 ber, 1938, a special municipal election shall be held for the pur-
3 pose of electing new council members who shall hold office until
4 their successors shall be elected in the regular municipal elec-
5 tion of 1939 and shall have qualified. Said 1938 election, and
6 a run-off election, if necessary, shall be held subject to the pro-
7 visions of this charter, except that all residents of the Town
8 of Greenbelt, who are citizens of the United States, of sound
9 mind, and of at least 21 years of age, shall be registered as
10 voters and permitted to vote at the said 1938 election.

1 SEC. 75. The regular municipal election shall be held in
2 1939 and at that election, and at all subsequent municipal
3 elections, all applicable provisions of this charter shall apply
4 to any and all matters connected with the qualifications of
5 electors and elections.

1 SEC. 76. Provided, however, that no Housing Authority
2 shall have jurisdiction over the Federal Government Project
3 in Prince George's County, known as Greenbelt, other than
4 the Greenbelt Housing Authority established under Chapter
5 _____ of the Acts of the General Assembly of Maryland of 1937,
6 as enacted by House Bill No. 155, as amended, of the Session
7 of 1937.

1 SEC. 77. *And be it further enacted,* That this Act shall take
2 effect June 1, 1937.

Approved:

Governor.

Speaker of the House of Delegates.

President of the Senate.

No.	Title	Con- tainers	Incl. dates	Report rec'd.	Re- turned	Cor- rected	Entry written	Entry typed
1	(Correspondence)	3 f.d.	1912-39	8/1/40				
2	(Minutes)	4 vls	Seattled 1912-39	8/1/40				
3	(Register of Voters)	6 vls	1913-39	8/1/40				
4	Ledger	2 vls.	1921-39	8/1/40				
5	Tax Record	3 vls.	1921-39	8/1/40				
6	General Ledger	1 vcl.	1925-39	8/1/40				
7								

Chesley

1	Record (Minutes)	1 inv. 1 vcl.	1931-39	8/1/40				
2	(Receipts + Disbursements)	2 vls.	1931-39	8/1/40				
3	(List + Check Index)	1 f.d.	1931-39	8/1/40				
4	(Correspondence)	2 f.d.	1931-39	8/1/40				
5	Register of Voters	2 vls.	1931-39	8/1/40				
6	Special Assessments	1 f.d.	1939	8/1/40				
7	Assessments	2 vls.	1931-39	8/1/40				

①

Mower & Coole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Commissioner, Berwyn Heights
(Office of custody) (Office which made the record, if different)

Address of office of custody Secretary Treas. Mr. E. L. Gupton Berwyn Heights
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(Assessment Book)
or both)

2. Dates 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Assessment of real estate and improvements
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
gives name of owner value of land and improvements
lot & Block numbers total assessment, tax
amount of tax and date paid.

6. Contents—continued _____

7. Arrangement *Alphabetically by owners name in front part of book and by lot and block number in back of book.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *H.W. under H.W. heading*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13" x 9" x 1" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Sec. Treas. Mr. E. L. Gupton*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Huntley Ave. Berwyn Heights Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Marrow & Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Commissioners, Berwyn Heights
(Office of custody) (Office which made the record, if different)

Address of office of custody Sec. Treas. Mr. E. To Grafton Huntley Ave.
(Name of building, room number, street address)

Berwyn Heights

1. Title no
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(Election Books)
or both)

2. Dates 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives Name, residence, Age, sex, date
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, of voting.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of voter*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *H.W. under H.W. head*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13" x 9" x 1"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Sec. Treas. Mr. E. L. Gupton*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Huntley Ave. Berwyn Heights.

12. Other information *no registration books. Registration books are being prepared at present.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

This record covers the town voting. No registration was required. If you wanted to vote you appeared before the judges at election and if found qualified your name was entered and you were permitted to vote.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower & Leach
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Commissioners, Berwyn Heights
(Office of custody) (Office which made the record, if different)

Address of office of custody Sec. Treas. Mr. E. L. Gupton Huntley Ave.
(Name of building, room number, street address)

Berwyn Heights

1. Title no title
(Correspondence)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 letter file
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence to the commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

relating to the town, contracts, election results;

6. Contents—continued _____

7. Arrangement Alphabetically by name of person and by subject
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing H.W. and typed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size File 12" x 11" x 5" about 300 letters
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Sec. Treas. Mr. E. L. Gupston
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Huntley Ave. Berrwyn Heights

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower, Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Commissioners Berwyn Heights
(Office of custody) (Office which made the record, if different)
Address of office of custody Sec. Treas. E. L. Gupton Huntley Ave.
(Name of building, room number, street address)

1. Title "No title"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both) (minutes)
2. Dates 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 vol.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of meetings of commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
motions reports of committees, resolutions, tax levy, bills passed, ordinances, oaths of officers report of treasurer

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing H. W.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13" x 9" x 1 1/2" 175 P.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Secretary-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. E. L. Gupton, Huntley Ave. Berwyn Heights Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower + Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Commissioner, Berwyn Heights Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Sec. Treas. E. L. Gupton, Huntley Ave.
(Name of building, room number, street address) Berwyn Heights

1. Title "Cash Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts and Expenditures)

2. Dates 1924
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 VOLS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "CASH BOOK"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General fund covering taxes collected and
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Roadline Tax Refund.
Receipts - Under head General tax - Road fund.
Expenditures cover Road work and lights
salaries, and expenses of assessors.
Expenditures - Under head Road Fund - St Lights
Salaries and miscellaneous.

6. Contents—continued

7. Arrangement *Chronologically by date of recording under credit or debit*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under H.W. head*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13" x 9" x 1/2"* *100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Sec. Treas. Mr. E. L. Gupton*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Huntley Ave. Berwyn Heights

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Berwyn Heights Md.

Formerly known as Leharleton Heights

Incorporated May 1924 as board of 5 commissioners who elect one of their number chairman.

Has board of 3 assessors who use the Leountes building permit as basis for their valuation are paid only for time and expense of going to Marlboro averages about \$1.0 each per year.

Has health officer and town bailiff on fee basis

Issue no building permits
" " Electrical "
" " Commercial licences
" " Dog "

make no sidewalk or street assessments
" " assessment for Fire Dept.

J. F. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

0

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Town Commissioners Village of Bladensburg Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Treasurer, Mr. George Schwab, 4829
(Name of building, room number, street address)
Decatur Heights Bladensburg Md.

1. Title "Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts and Disbursements)

2. Dates 1938 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None missing. Unable to locate.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Headed - cash - taxes - beer + liquor - Pin Ball
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Machines - Sign Boards. Gasoline + Road - Fines.
Miscellaneous:
Disbursements = Lights - Streets - Fire House -
Stationery Printing Postage - Street + Road upkeep.
Trash Collection - Miscellaneous.

6. Contents—continued

7. Arrangement *Chronologically by date of entry under credit or debit.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *Handwritten and hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 x 8 x 1/2"* *150 pp*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of George Schwab, Treas. Secretary*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Edmonston Rd. Bladensburg, Md.
4829 Decatur Heights

12. Other information *From information we have been able to obtain it appears that each treasurer purchases his own books and when leaving office has an audit committee to audit and certify his records which he keeps as his own property.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. F. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Town Commissioners, Village of Bladensburg Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Treasurer, Mr. George Schwab 4829
(Name of building, room number, street address)
Decatur Heights Bladensburg Md.

1. Title "Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Cash Book)
or both)

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior records missing. cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives daily receipts. date - name of party paying. and amount.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of entry.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing 12 X 8 X 1/2" 50 pp.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
Handwritten.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size _____
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Treasurer, George Schwab.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
4829 Treasurer Heights, Hyattsville, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower + R. B. Leole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Town Commissioners Village of Bladensburg Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Secretary, Mr. Henry Sachs, Edmonston Rd.
(Name of building, room number, street address)
Bladensburg Md.

- 1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(correspondence)
or both)
- 2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity 1. F.D.
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records Prior missing, unable to locate.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of Village of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Bladensburg.

6. Contents—continued _____

7. Arrangement Alphabetically by name + subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 12 X 26" 500 papers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Secretary Harry Sachs
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Edmonston Rd. Bladensburg Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Town Commissioners Village of Bladensburg Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Secretary Mr. Henry Sacher, Edmonston Rd.
(Name of building, room number, street address)
Bladensburg Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Register of Voters)

2. Dates 1929 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling [check]
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior to 1929 cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of voter, age - color, terms of residence and years voted.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Secretary Mr. Harry Sachs,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Edmonston Rd. except at registrations and elections
when in hands of judges appointed

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

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DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Town Commissioners Village of Bladensburg Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Secretary Mr. Henry Sachs, Edmonston Rd.
(Name of building, room number, street address)
Bladensburg Md.

1. Title "Tax Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1875--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Tax Book." see #12.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1891-1933- missing. unable to locate.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Vol. 1875-1890 gives name - House - Lot - Furniture - Stock in trade - Total amount - Tax due.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Vols. 1934 -- gives name of owner, lot - Block - improvements - amount of tax - date paid.

6. Contents—continued

7. Arrangement *Alphabetically by name of owner.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Vol. 1875-1890 - hand filled head. Handwritten*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
Vols. 1934 - - Handwritten printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *Vol. 1875-1890 - 13 X 8 X 1/2" 50 pp*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Vol 1934-1937 - 10 X 12 X 1 1/2" 500 pp.
Vol. 1937 - - 11 X 8 X 4" 1000 pp

11. Location by dates and quantities *Vol. 1875-1890 - Home of Mrs. Johnson.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet on floor)
13. Rivier Road. Bladensburg, Md. Vols. 1934 - - ihome
of Secretary Mr. Harry Sachs, Edmonston Rd., Bladensburg, Md

12. Other information *Vol. 1875-1890 - Label - "corporation of*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Bladensburg Tax Books 1875 to "
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. T. Mowen + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Town Commissioners Villages of Bladensburg Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Secretary Mr. Henry Sachs, Edmonston Rd.
(Name of building, room number, street address)
Bladensburg Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both), (minutes)
1 Vol. 1742-1836. 1 Vol. 1887-1932.

2. Dates 1 Vol. 1932-1936. 1 Vol. 1936-1938. 1 Vol. 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1837-1886. no minutes for this
(If record discontinued, give reason and state whether same information shown in another
period can be located.
record. Explain why records are missing, if possible)

6. Contents Vol. 1742-1836 deals with purchase and
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
sale of 60 one acre lots for town of Bladensburg.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
and the filling of vacancies on the board of
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Commissioners which was done by the remaining
Commissioners.

Volumes 1887-- are proceedings of the town
Commissioners including motions, ordinances,
appointment of committees, treasurer's reports.

6. Contents—continued Results of elections, oaths of officers,

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Vol. 1742-1836-1887-1932. H. W. 1932-1936-1936-1938 Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
1938-- H. W.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Vol. 1742-1836-13 X 9 X 1/2" 50 pp. Vol. 1887-1932-
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
13 X 9 X 1/2" 200 pp. Vol. 1932-1936-13 X 9 X 1/2" 30 pp.
Vol. 1936-1938-13 X 9 X 1/2" 30 pp. Vol. 1938--13 X 9 X 1/2" 50 pp.

11. Location by dates and quantities Vol. 1742-1836. Home of Mrs. Johnson,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
13 - River Road - Bladensburg Md.
Other Volumes - Home of ^{Secretary} ~~Town Clerk~~ Henry Sachs, Edmonston

12. Other information Road, Bladensburg, Md.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

Bladenslung

ORDINANCES OF THE VILLAGE OF BLADENSBURG
PRINCE GEORGE'S COUNTY, MARYLAND.

- - - - -

Be it enacted by the President and Commissioners of the Village of Bladensburg that all ordinances heretofore passed by the President and Commissioners of the Village of Bladensburg, be and the same are hereby repealed and reenacted to read as follows, to be designated as ordinances Number one (1) to twenty-five (25) both inclusive.

IMMORAL LANGUAGE AND CONDUCT

No. 1. It shall be unlawful to use indecent, profane or offensive language on the streets, sidewalks or on any property of the Village of Bladensburg or in any public place or place of business, or place of assembly, or to engage in any loud or offensive language or other noise to the disturbance of the public peace; or to engage in any altercation, brawl or fight or engage in any disorderly conduct in any street, avenue, alley, public park, school, church or any inclosure or open space wherefrom the same may be heard in any building or on any premises other than those where the offense is committed.

INDECENT EXPOSURE

No. 2. It shall be unlawful for any person or persons, by day or by night, to make any obscene or indecent exposure of his or her person, by day or by night, to make any obscene or indecent exposure of his or her person, in any street, alley, roadway, school or church grounds, open space, public square or other public place or inclosure, within the corporate limits of the Village of Bladensburg, or to make any such obscene or indecent exposure of person or persons in any dwelling or other building or other inclosure wherefrom the same may be seen in any street, alley, roadway or open space or from any public or private building or inclosure.

DOG AND COCK FIGHTING

No. 3. It shall be unlawful to engage in dog or cock fighting at any place or time within the limits of the Village of Bladensburg, and it shall be unlawful for the owner of any property therein to suffer or permit his or her place, residence or land to be used for any such purpose.

GAMES AND GAMBLING

No. 4. It shall be unlawful to engage in any game of cards, dice crap or any game of chance for money or other property in or upon any street, alley, roadway, public place, or any school, church or place of assembly or private home within the corporate limits of the Village of Bladensburg, except at regular card parties or other parties given by churches, schools, fire department or branches of these organizations for the purpose of raising money and at which prizes are given.

CONCEALED WEAPONS AND EXPLOSIVES.

No. 5. Any person not an officer of the law, convicted of carrying concealed weapons such as pistols, razors, slung-shot, blackjack, brass knuckles, bowie knives, or any dangerous weapon or implement (pen-knives that conform to the State law excepted) shall be guilty of a misdemeanor, and it shall be unlawful to store or permit to be stored on any premises within the corporate

limits of the Village of Bladensburg any nitroglycerine, dynamite or any other high explosive, or to use or permit the use of any high explosive for blasting purposes within the corporation without first obtaining written permission from the President and Commissioners of Bladensburg and posting the premises on which the blasting is being carried on.

IMMORAL HOUSES

No. 6. Any person or persons, who shall keep or maintain or knowingly suffer or permit to be kept or maintained any assignation or bawdy house on his or her premises within the corporate limits of the Village of Bladensburg, he or she or they shall be guilty of a misdemeanor.

DRINKING AND DRUNKENNESS

No. 7. Any person found drunk and disorderly, or drinking intoxicating liquors from a bottle upon any of the streets, sidewalks, alleys, or in any public place, other than where a license has been issued, school, fire department, church or on the properties thereof within the corporate limits of the Village of Bladensburg shall be guilty of a misdemeanor.

TRAMPS AND VAGRANTS

No. 8. All tramps and vagrants, all idle and disorderly persons, all persons of evil life and fame, all beggars or persons having no visible means of support shall not be permitted to sojourn within the corporate limits of the Village of Bladensburg, and if any such be found guilty of violating any of the above designations he or she or they shall be adjudged guilty of a misdemeanor.

FAST DRIVING

No. 9. It shall be unlawful for any person or persons to drive any animal or vehicle or motor vehicle over any street, alley, roadway or bridge within the corporate limits of the Village of Bladensburg at any speed faster than twenty-five (25) miles an hour, or faster than any speed prescribed from time to time by the State Roads Commission as applying to State Highways within the corporation. This ordinance shall not apply to the police in the discharge of their duty, or to fire apparatus en route to fires, or to ambulances or doctors while responding to emergency calls.

INTERFERENCE WITH FIRE APPARATUS AND AMBULANCES

No. 10. It shall be unlawful to follow any fire apparatus responding to a call of fire or any ambulance responding to an emergency call, at a distance closer than six hundred (600) feet or to park any automobile in the same block in which the fire occurs. All persons driving on the streets, roads or highways within the corporation on hearing the approach of any piece of fire apparatus or ambulance, shall immediately pull to the right of the traveled roadway, come to a full stop and remain at a standstill until the fire apparatus or ambulance has passed at least one block and before again pulling into the main traveled highway shall ascertain that other fire apparatus or ambulance, or cars bearing firemen or rescue squad men to the scene of the fire or accident are not approaching. This ordinance does not apply to the chiefs or other officers in charge of fire apparatus or rescue squad ambulances, or to doctors or officers of the law who are responding to the alarm for duty at the scene of the fire or accident.

OBSTRUCTION OF FIRE PLUGS AND FIRE HOUSE

No. 11. It shall be unlawful for any person or persons to park any motor or horse-drawn vehicle or to place any obstruction whatsoever within ten (10) feet on either side of any fire plug within the corporate limits of the Village of Bladensburg, or in front of the main entrance of the Bladensburg Fire House or in any way to interfere with the entrance to or exit from the said Fire House by the fire apparatus or ambulances. It shall be unlawful for any person or persons to drive any motor or horse-drawn vehicle over any fire hose unless instructed to do so by an officer of the law or a member of the fire department on duty at the scene of the fire or accident.

OBSTRUCTING STREETS AND SIDEWALKS

No. 12. It shall be unlawful for any person or persons to ride a bicycle or drive or park any automobile upon the sidewalks, or on the parking between the sidewalks and the curbing within the corporate limits of the Village of Bladensburg, or to congregate, loiter, loaf, or assemble on any sidewalk in front of any of the stores, hotels or public places in the Village or to throw sticks, gravel, stones, bottles or any missile in and upon or against any lamp, electric light, sign, window, school, church, private residence, or to deposit any cans, trash, rubbish in or upon any of the said sidewalks streets or alleys except in containers for trash collection on regular trash collection days, or to obstruct traffic on any street, alley or roadway, or to place, cause to be placed, or permit to remain on any street, alley, roadway or sidewalk any discarded automobile or parts thereof, and any person or persons found guilty of any of the above designations shall be guilty of a misdemeanor.

TRESPASS

No. 13. It shall be unlawful for any person or persons to trespass or enter, except for the purposes intended, any school, church, fire house, or upon any grounds of said school or fire house, or any business or private property within the corporate limits of the Village of Bladensburg, or the public parks around the Spa Spring, or to throw sticks, stones, trash or any other material into said Spring, or otherwise trespass upon the property surrounding the said Spring and any person or persons found guilty of violating this ordinance shall be guilty of a misdemeanor.

SOLICITING AND BEGGING

No. 14. It shall be unlawful for any person or persons to solicit contributions within the corporate limits of the Village of Bladensburg, except for the local churches, schools, fire department, rescue squad and welfare agencies, without first procuring a written permit from the President and Commissioners of Bladensburg, nor shall any person or organization hold a dance, carnival, lawn fete or gathering of any kind at which admission is charged, without first obtaining written permission from the President and Commissioners of Bladensburg, and any person or persons found guilty of the violation of this ordinance shall be guilty of a misdemeanor.

BURNING BRUSH AND TRASH

No. 15. It shall be unlawful for any person or persons to set on fire or

to be present, aiding, consenting or causing any fire to be kindled in the open, or to burn any trash, papers, boxes, crates, barrels, oil or other inflammable materials in any street, alley, roadway, or open space both public and privately owned within the corporate limits of the Village of Bladensburg between the setting and the rising of the sun, without first procuring the written permission of the President and Commissioners of Bladensburg.

STOP SIGNS

No. 16. It shall be unlawful for the driver of any horse-drawn or motor vehicle, or bicycle rider to pass any stop sign erected at any road intersection or crossing within the corporate limits of the Village of Bladensburg, without stopping and ascertaining that the right-of-way is clear before proceeding upon the main highway or crossing.

EASTERN BRANCH

No. 17. No person or persons shall dig up or carry away any part of the bank of the Eastern Branch of the Potomac River, or tributaries thereof, within the corporate limits of the village of Bladensburg, nor cut down any trees or brush growing on said banks, nor throw any, nor cause to be thrown or deposited in the water of said branch or streams leading into it, or on the banks thereof any sewerage matter, cans, trash, automobile parts, rubbish, filth, sticks, brush or rubbish of any kind without first procuring written permission from the President and Commissioners of Bladensburg, and any person or persons or corporation violating any of the provisions of this ordinance shall be guilty of a misdemeanor.

HEALTH

No. 18. It shall be unlawful for any person, or persons, or corporation to deposit any filth, trash, rubbish, garden or closet soil upon any public property, or to deposit any garbage, tin cans or waste materials whatsoever upon the streets, alleys, or sidewalks within the corporate limits of the Village of Bladensburg, except ashes and household trash in containers for regular trash collection and on days set aside for such collection, or to deposit any garbage, garden or closet soil on any private property without immediately covering the same with dirt or sand sufficiently deep to prevent any and all odor therefrom, nor at all within one hundred (100) feet of any stream, well, pump, spring or dwelling.

Section 1. No person shall deposit any cans, trash, rubbish or filth on his or her or their lot or lots and suffer the same to remain thereon three (3) days after being notified by the corporation or any of its officers to remove the same.

Section 2. All privies not connected to a sewer shall be cleaned and the deposits removed not less than once in four (4) weeks in spring, summer and fall and six (6) weeks in winter, and the removal of the contents shall be done at night after 10:00 o'clock P.M.

Section 3. No person or property owner shall install any sceptic tank or open sewer or sceptic drain where sewer connections are available, nor shall

any sceptic drain or overflow from any sceptic tank be allowed to discharge into the Eastern Branch or any tributary thereof, nor shall any person, or persons, or corporation maintain a sceptic tank for a period longer than ninety (90) days immediately following the establishment of sewer facilities by the Washington Suburban Sanitary Commission and any person, or persons, or corporation failing to comply with the provisions of this ordinance shall be adjudged guilty of a misdemeanor, and if after ten (10) days following the first conviction steps have not been taken to have proper sewer connection made, each day shall constitute a separate offense until such connection is made.

HEALTH COMMITTEE

No. 19. The President and the Commissioners of the village of Bladensburg shall annually appoint on June 1 of each year two of its members as a Health Committee, whose duty it shall be at frequent intervals to examine the sanitary condition of the town and report to the Board of Commissioners the condition of all buildings in said town that they may regard as public nuisances, as well as the condition in which all lots in said town are kept by the owners thereof, when they may deem the condition thereof a menace to the health and prosperity of the town; to investigate all complaints as to the existence of alleged nuisances on any premises, cellar or inclosure and to report the condition thereof to the board.

Section 1. Upon report of the Health Committee that any building within the limits of the corporation is rotten or about to fall, or in danger of falling, or a menace to the health of the town, or to the lives of people who may live therein, the Board of Commissioners shall inspect the premises and if it or a majority of them decide that any such building is in danger of falling, or any part thereof, or a menace to public health, or a danger to those who may occupy the same, notice shall be given the owner of said building to pull the same down or repair the same substantially within thirty days from the service of such notice, or if the owner can not be found, said notice shall be posted upon the premises, and if at the expiration of such time said building is not pulled down nor repaired to the satisfaction of the Board of Commissioners, the Board of Commissioners shall order said building to be pulled down or such part thereof as they may deem best and the material disposed of by destruction or sale, and the cost of removal of such building or such portion thereof shall be a lien upon the land upon which it is located, and such cost may be also recovered in a suit by the corporation by way of debt or non-resident attachment, as the case may be, against the owner of such property, and upon judgment rendered therein may proceed to have execution thereof by the appropriate writ at law or in equity.

Section 2. Should the report of the Health Committee be confirmed by the Board of Commissioners as to the unsanitary conditions of any lot or lots within the corporate limits of the town, notice shall be given the owner of such lot or lots to remove the trash, filth and rubbish therefrom within three days from the service of such notice, or in case the owner or owners are non-residents, such notice may be posted on the premises, and in case such notice is not complied with, any person disregarding the same shall be guilty of a misdemeanor and upon conviction thereof before any justice of the peace having jurisdiction in the premises, shall be fined not less than two nor more than ten dollars, or imprisoned not exceeding five days in the discretion of such

justice, and it shall be the duty of the Commissioners of said town to have such filth, trash and rubbish removed and destroyed, and the expense of such removal and destruction may be recovered in an action of debt against the owner or owners of any such lot or lots, at the suit of the said corporation or by way of attachment against non-residents, if such owner or owners are non-residents of the State of Maryland.

ANIMALS AT LARGE

No. 20. It shall be unlawful for the owner or possessor of any animal to suffer the same to run at large upon the streets, walks, alleys, public parks or any property of this corporation, and any such animal found running at large may be impounded by any officer of the corporation, and if after three (3) days notice to its owner of the time and place of impounding, and the cost of same, he, she, or they shall not pay such costs, said animal may be sold at public auction after first giving five (5) days notice thereof by written or printed notices posted at at least three (3) prominent places in the village of the time and place of sale, and the proceeds of sale, after paying all expenses and costs, shall be paid over to the owner or held by the corporation until it is shown who is entitled to the same.

KEEPING OF SWINE

No. 21. It shall be unlawful for any person, persons or corporation to harbor or keep any swine within the corporate limits of the Village of Bladensburg. If, after two (2) weeks notice the swine are still kept or harbored within the corporate limits, the town bailiff, or bailiffs, shall seize the same and sell said swine at public auction after posting notices of time and place of sale for five (5) days in at least three (3) or more conspicuous places in the village. The money derived from the sale shall be turned over to the owner of the swine after the costs of the seizure and sale shall have been deducted.

DOGS

No. 22. All male dogs owned by any person residing in the town of Bladensburg shall be taxed at the rate of one dollar per annum and all female dogs two dollars, and any dog, male or female, whose owner shall refuse to pay said tax within ten days after demand therefore shall be killed, and any dog going at large whose owner is unknown may be killed.

Section 1. All owners, residing within the corporate limits, of any dog in said town shall on or before the first of July, annually, enter said dog at the treasurer's office, whose duty it shall be to take down the name of the owner, the sex and general description of the dog, and upon payment of the tax aforesaid to said treasurer or to the town bailiff at or before such entry, receipt shall be given by the treasurer to said owner which receipt shall entitle the owner of said dog to keep the same one year from the date of its enrollment, and failure to enter such dog and to pay said tax, both or either, shall authorize the bailiff of the town to kill said dog within ten days after service of notice thereof of such intent upon said owner and any owner of any such dog who shall interfere with the bailiff or other office in the endeavor to kill such dog shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not less than five dollars nor more than ten.

Section 2. Any person moving into said town after the date of enrollment of dogs aforesaid or the time for the payment of taxes on the same, shall enter his dog in manner aforesaid within ten days after moving into the town, and shall pay a proportionate part of the years' tax upon said dog, computing the time from the date the owner should enter said dog with the treasurer.

EXCAVATIONS OR DIGGING UP STREETS

No. 23. It shall be unlawful for any person, or persons, or corporation to open, or cause to be opened, any excavation, ditch or drain in or on any street, sidewalk, alley, roadway or public park or place within the corporate limits of the Village of Bladensburg without first having procured written permission from the President and Commissioners of Bladensburg.

Section 1. Any person, or persons, or corporation engaged in any construction work on any street, sidewalk, alley, roadway or public place or park within the corporate limits of the Village of Bladensburg and which involves any risk of life or limb shall take proper precautions to safeguard against accident by the erection of barriers and red flags by day and red or other effective lights at night, also by the proper and safe cribbing of excavations to safeguard against caveins.

Section 2. Any person, or persons, or corporation authorized to perform work involving the disturbance of any street, sidewalk, alley, roadway, park or public place within the corporate limits of the Village of Bladensburg shall be required to post bond to cover the restoration of all pavements or other surface or ditches or drains to a condition comparable to that when the work was started.

DANCING

No. 24.

Section 1. It shall be unlawful for any person, corporation or association to hold, or permit to be held, in any public dance hall, hotel or restaurant or other public meeting place any dancing between the hours of 12:01 A.M. Sunday and 7:00 A.M. Monday or to permit the loud playing of any orchestra, band, musical machine or radio at any time when such playing may constitute a nuisance and annoyance to persons living in the neighborhood.

Section 2. Any person, corporation or organization desiring to hold a dance, carnival, lawn fete, or any gathering at which admission is charged, shall first obtain a written permit from the President and Commissioners and said permit shall be posted on the premises during the time that the gathering is being held.

Section 3. It shall be unlawful for any person, corporation or organization to hold more than one dance each week except in cases where a regular road-house license has been procured, and in no case on Sunday.

Section 4. PUNISHMENT. All persons, corporations or associations found guilty of violating any of the above provisions of sections 1, 2 and 3 shall be

fined not less than Two Dollars and Costs nor more than Ten Dollars and Costs, or be imprisoned not less than One day or more than Five days, or both, at the discretion of the trial judge.

PUNISHMENT

No. 25. Any person or persons, or any agent, servant or employee of any incorporated body who shall be adjudged guilty of violating any of the aforesaid ordinances from Nos. one (1) to twenty-four (24) both inclusive, including Sections 1, 2 and 3 of ordinance No. 18 and Sections 1 and 2 of ordinance No. 19, and Sections 1 and 2 of ordinance No. 23, and Sections 1, 2, 3 and 4 of No. 24, before any justice of the peace having jurisdiction in the premises, shall be fined not less than Two (\$2.00) Dollars or more than Ten (\$10.00) Dollars or be imprisoned for not more than five (5) days in the discretion of the justice of the peace rendering judgement in the premises, or both fined and imprisoned in the discretion of the said justice of the peace.

Section 1. All ordinances and parts heretofore passed by the President and Commissioners of the Village of Bladensburg, not contained in the foregoing ordinances and the sections thereunder be and the same are hereby repealed.

Passed and ordained March 27, 1935. To take effect from the date of their passage.

W. R. Beattie, President of the
Commissioners of the Village of Bladensburg.

Attest:

V. A. Osterman
Secretary.

Record (Register of Voters), 1916-- 1 vol.

List of registered voters, giving name of voter, age, color, citizenship data, date registered. Arr. alph. by name of voter. Hdw. 150 pp. 13 x 9 x 1.
Home of Mr. Leslie Basin, secretary-treasurer.

Snowen - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*

Name of agency or office *Commissioners of Bowie Md.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Sec. Treasurer Mr. Leslie Basin, Bowie Md.*
(Name of building, room number, street address)

1. Title *"Record"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Register of Voters)

2. Dates *1916 --*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Vol.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *"Record"*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of Voter, age, color, citizenship + date.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten - hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Secretary - Treasured
(Room) vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Leslie Basin, Eleventh & Smyrtle ave. Bowie Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Record (Proceedings), 1916 --. 1 vol.

Record of proceedings of the town commissioners, including appointments, bills approved, results of elections, ordinances, treasurer's reports, building permits approved, oaths of officers. Arr. chron. by date of meeting. Hdw. 150 pp. 13x9x1. Home of Mr. Leslie Basin, secretary-treasurer.

Mower-cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Bowie Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Sec. Treasur - Mr. Leslie Basin, Bowie Ind.
(Name of building, room number, street address)

1. Title "Record"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(minutes)

2. Dates 1916--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Record"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of meetings of Commissioners of Bowie giving appointments, approval of bills, results of elections, ordinances, treasurer's reports, building permits approved, oaths of officers.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *chronologically by date of meeting*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 x 9 x 1"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Secretary - Treasurer*
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)
Mr. Leslie Basin, Eleventh St & Myrtle Ave.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

Cash Book, 1916--1917.

Mower, Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Bowie Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Sec - Treasurer - Mr. Leslie Basin, Bowie Ind
(Name of building, room number, street address)

1. Title "Cash Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts + Expenditures)

2. Dates 1916 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Book"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Headed - General Tax, Road Tax, Licenses, Bldg. Permits, Electric Lights, Road work, salaries and miscellaneous.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date of entry under credit or debit.* (Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none* (Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.* (Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 X 11 X 1" 150 pp.* (Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Secretary - Treasured SW Leslie Basin, Eleventh + Myrtle Ave Bowie Md* (Roof, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information (Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints (Author) (Publisher) (Place of publication) (Date of publication)

Bowie, Md.

Formerly known as Huntington City.

Incorporated 1916. Has 3 commissioners one of whom is selected as chairman.

Does not have -:

Board of assessors.

No health officer

No water or sewer.

No street or sidewalk assessment.

No plat of town. (none is known to exist in town. Only one known of is one filed in upper Marlboro.)

Issues one building permit which covers all building operations or repairs for which a fee of one dollar is collected. 50 cents of this dollar with copy of permit is sent to county Building Inspector who issues a county permit.

Issues a Business License for business in town.

Oaths of officers are taken before a J. P. and filed in the minutes

Has a bailiff who is appointed by the commissioners and works on a fee basis. Cases tried before a State J. P. who lives in the town

No certificates of indebtedness.

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Bowie Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Sec. Treasurer, Mr. Leslie Basin, Bowie Ind.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Assessments)

2. Dates 1916--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents gives name of owner, block, lot, value of land, value of improvements, total tax, date paid.
(Purpose and general nature of record) Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of owner.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 X 11 X 1"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Secretary - Treasurer*
Mr. Leslie Basin, Eleventh St + Myrtle Ave
Bowie Md.
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower Cole. (Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Bowie Ind. (Office of custody) (Office which made the record, if different)

Address of office of custody Sec. Treasurer, Mr. Leslie Basin, Bowie Ind. (Name of building, room number, street address)

1. Title No title (Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both) (Correspondence)

2. Dates 1916 - - (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 - F.D. (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling [checkmark] (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None (If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of Town of Bowie. Building permits, Licenses. (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Alphabetically by name and subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed & handwritten (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 13 X 26" 2000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Secretary-Treasurer
Mr. Leslie Beavin, Bowie, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

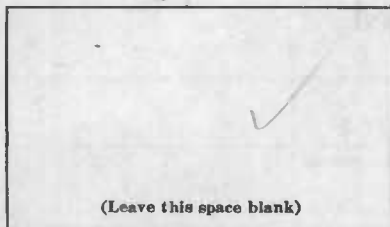
13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Prince George County
June 10, 1937

Russell B. Cole and John R. Fishback

WPA Form 12HR

WORKS PROGRESS ADMINISTRATION



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Bowie

Agency or department Town Council

Bureau Town Clerk

1. Exact title Tax Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1916 - 1937, 2 volumes.

No numbering or lettering

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks The tax record contains the name of land owners of the town of Bowie, value of their land, amount of improvements thereon, record of any transfer of land, amount of assessments, date.

5. Indexing None *Arranged chronologically*

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth () , paper (). Condition is: Excellent (), good () , fair (), poor (), very poor ().

8. Condition of writing: Excellent () , good (), faded (), illegible ().

9. Condition of paper: Excellent () , good (), poor (), very poor ().

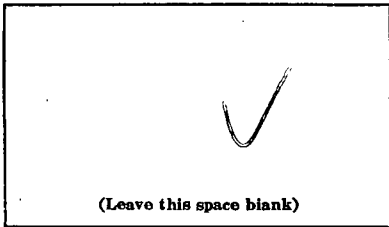
THE VOLUMES FORM—Continued

10. Size 10 x 5 x 1 inches. 400 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Tax record kept in the office of Mr.
(Buildings and rooms or vaults)
Steele McGrew, Bowie, Maryland. Mr. Steele McGrew is the town clerk.

12. Subtitle divisions by dates and volume numbers

13. Other information Bowie was incorporated April 18, 1916.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Bowie

Agency or department Town Council

Bureau Town Clerk

1. Exact title Record of Receipts and Disbursements
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1930 - 1937, 1 volume.

No numbering or lettering.

3. Missing volumes, by numbers and dates None 1916 - 1930. Records for this period have been destroyed or lost.

4. Exact description of contents; summary of forms used; and general remarks This book contains a record of all money received by the town clerk or disbursed by him. The date is included and the name of the person paying or receiving the money is recorded together with the explanation for the receipt or disbursement.

5. Indexing None *Arranged chronologically*

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (X), good (), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

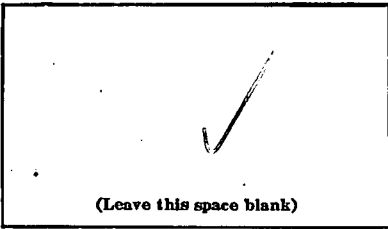
THE VOLUMES FORM—Continued

10. Size 18 x 6 x 2 inches. 450
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Record of Receipts and Dishorsements kept
(Buildings and rooms or vaults)
in the office of Mr. Steele McGrew, Bowie, Maryland. Mr. Steele
McGrew is the town clerk.

12. Subtitle divisions by dates and volume numbers

13. Other information Bowie was incorporated April 18, 1916.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Bowie
Agency or department Town Council
Bureau Town Clerk

1. Exact title Minute Book
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1916 - 1937, 1 volume *No numbering or lettering.*

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks The minute book contains a record of meetings of the town council. In it are recorded the date and place each meeting was held, names of those present.
The names are listed of those citizens who appear before the council and their reason for doing so. A record is also made of business brought before the meetings and its disposition.

5. Indexing None *Arranged in chronological order of meetings held.*

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (), faded (), illegible ().

9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 14 x 7 x 1 $\frac{3}{4}$ inches 500
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Minute book kept in the office of Mr.
(Buildings and rooms or vaults)
Steele McGrew, Bowie, Maryland. Mr. Steele McGrew is the town
clerk.

12. Subtitle divisions by dates and volume numbers

13. Other information Bowie was incorporated April 18, 1916.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/17/39

TO Mr. Hirschfeld

FROM J. T. Snowen

BE BRIEF

Herewith Brentwood Md.

The town has an outstanding bond indebtedness of \$70,000 and a short term note indebtedness of \$7,000.

They have no board of zone appeals except the the one we reported at Bethesda.

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Town Council Brentwood Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. 4025 Henry St. Brentwood Md.
(Name of building, room number, street address)

1. Title "Record"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Receipts)
or both)

2. Dates 1922 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents Town Clerk receives all monies and remits same to Town Treasurer who disburses all monies.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by printed head. "General Fund, Fire Tax Fund, Licenses and Permits, Town Fines, Street Improvement Bond Retirement Fund, Road Fund.")

6. Contents—continued

7. Arrangement *Chronologically by date of receipt under proper column.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under printed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 X 14 X 1" 100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *3 Volumes 1922 - 1935 - Municipal Bldg.; 1 Volume 1935 - - Home of Town clerk Mr. E. H. Baker, 4316 Wells Ave., Brentwood Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Town Council, Brentwood Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. 4025 - Henry St., Brentwood Md.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(Electrical Permits)
or both)

2. Dates 1930--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Stubs of electrical permits issued by
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
the town clerk. See sample attached.

6. Contents—continued _____

7. Arrangement Numerically by permit number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4 X 10 1/2 X 1/2" 100 fsp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 3 Vol - 1930-1937 Municipal Bldg.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1 Vol - 1938 -- Home of Town Clerk Mrs. E. W. Baker
4316 - Wells ave. Brentwood Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Brentwood, Md., 192.....

Received \$..... of

for a permit to

Lot..... Block.....

owner

\$..... deposit to be returned.

Brentwood, Md., 192.....

Received \$..... of

for a permit to

Lot..... Block.....

owner

\$..... deposit to be returned.

PERMIT



Brentwood, Md., 192.....

Received of..... \$

for a permit to

Lot..... Block.....

owner.

Permit good until

\$..... deposit required, to be returned on completion of work.

Mower - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Town Council Brentwood Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. 4025 Henry St. Brentwood Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(minutes)

2. Dates 1922--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes Loose Leaf
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Minutes of regular and special meetings of Town Council giving date, members present, resolutions, ordinances passed, bills presented for approval, results of Town elections, treasurer's reports
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 9 1/2 x 1. Loose Leaf. 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. 4025-Henry St.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Town Council, Brentwood, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg, 4025 Henry St, Brentwood Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Tax assessment)

2. Dates 1922 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Tax assessment of all property within the corporate limits of Brentwood Md.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)
Hand filled head giving name of owner, subdivision, Block, Lot no, Value of Improvements, Personal property, year.

6. Contents—continued

7. Arrangement Alphabetically by name of owner
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and hand filled headings
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 14 X 11 X 1/2 50 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1922-1930-2 Volumes Municipal Bldg.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1931- - 1 Volume Home of Town Clerk
Inv. E. H. Baker, 4316 Wells Ave, Brentwood Road.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince George* State *Maryland*

Name of agency or office *Mayor and Town Council, Brentwood Md.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Municipal Bldg., 4025- Henry St., Brentwood Md.*
(Name of building, room number, street address)

1. Title *no title*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities.)

or both)

(Street Improvement Front Foot Assessment)

2. Dates *1939 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Volume. Loose Leaf.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *none.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none. Prior filed loose.*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Front foot assessment for sidewalks and streets.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

lines date, name of owner, total assessment,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
installment number, amount, interest, date paid.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of property owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 9 1/2 x 12 1/2 x 1 1/2" 200 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town clerk Mrs. E. W. Baker,
4316 Wells Ave., Brentwood, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Town Council, Brentwood, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. 4025 Henry St., Brentwood Md.
(Name of building, room number, street address)

1. Title "Scrap Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Ordinance Book)
or both)

2. Dates 1922 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Scrap Book.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Scrap Book with copy of all ordinances (70)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
posted on its sheets.

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement numerically by ordinance number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 9 1/2 x 1" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Brentwood Md
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mowat - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince George* State *Maryland*

Name of agency or office *Mayor and Town Council, Brentwood, Md.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Municipal Bldg., 4025 Henry St., Brentwood, Md.*
(Name of building, room number, street address)

1. Title *no title*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(correspondence files)

2. Dates *1927 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *8 F.D.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *none.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *General correspondence pertaining to the town of Brentwood. Bids for bond issues, bids for streets, sidewalks, Municipal Bldg., copies of contracts, correspondence relative garbage collection, trash collections.*
(Purpose and general nature of record; Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 12 1/2 x 26" Steel.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. 4025 Henry St.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Town Council, Brentwood Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg., 4025 Henry St., Brentwood Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

(Duplicate Building permits, Commercial Licenses,
or both) Tax Bills, Street and Sidewalk assessment.

2. Dates 1922 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 FILED DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Duplicates of tax, street and sidewalk improvements,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

building permits, and Commercial Licenses
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
issued by the Town Clerk.

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
See samples attached.

6. Contents—continued _____

7. Arrangement Alphabetically by subjects and by name of owner within each subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 6 X 9 X 24"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 4 F.D. 1922-1937. Municipal Bldg.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1-F.D. 1938-- Home of Town Clerk Mr. E. W. Baker,
4316 Wells ave, Brentwood Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

8

POST CONSPICUOUSLY

Commercial License

No.

**OFFICE OF
MAYOR AND TOWN COUNCIL
BRENTWOOD, MARYLAND**

This is to Certify, That the party named below, having paid the fee of \$....., is authorized to do business as in the Corporation limits of the TOWN OF BRENTWOOD, MARYLAND, and is hereby given this privilege with the understanding that this License is good only to the 14th day of ^{May} August, 19....., and must be renewed before that date.

Issued by the Town Clerk of the Town of Brentwood, Maryland, this day of 19 To of

.....
Town Clerk

All Town licenses expire on the 14th day of August of each year, except beer and liquor licenses, which expire May 14th each year.
PENALTY: \$5.00 to \$20.00 fine for each violation of operating after expiration of license, until renewed.

~~\$~~ 5.00

January	1%	July	1%
February	1 1/2%	August	1 1/2%
March	2%	September	2%
April	3%	October	3%
May	4%	November	4%
June	10%	December	10%

During month of:

added as follows:

Payable on or before July 1. After that date interest and penalty must be

FOR TAX YEAR COMMENCING: JULY 1, 193

TAXES PAYABLE TO:

E. W. BAKER, CLERK, 4316 Wells Ave., Brentwood, Md.
or PRINCE GEORGE'S BANK & TRUST CO., Mt. Rainier, Md.

Address

To The Mayor and Town Council of Brentwood, Md., Dr.

SUBDIVISION	Block No.	Lot No.	Value of Lot	Value of Improvements	Personal and Household	Total Assessed Valuation
General Town Purposes: 20 cents per \$100 on assessed valuation Fire Tax Levy: 10 cents per \$100 on assessed valuation						Total Assessed

Paid.....	19	General Tax..... \$.....	Interest.....	Total \$.....
		Fire Tax..... \$.....	Interest.....	Total \$.....
		Past due taxes.....		\$.....

Clerk

TOTAL \$.....

FOR TAX YEAR COMMENCING: JULY 1, 193

TAXES PAYABLE TO:

**E. W. BAKER, CLERK, 4316 Wells Ave., Brentwood, Md.
or PRINCE GEORGE'S BANK & TRUST CO., Mt. Rainier, Md.**

Address

To The Mayor and Town Council of Brentwood, Md., Dr.

SUBDIVISION	Block No.	Lot No.	Value of Lot	Value of Improvements	Personal and Household	Total Assessed Valuation

General Town Purposes: 20 cents per \$100 on assessed valuation
Fire Tax Levy: 10 cents per \$100 on assessed valuation

Total Assessed

Paid	19	General Tax..... \$.....	Interest.....	Total \$.....
		Fire Tax..... \$.....	Interest.....	Total \$.....
		Past due taxes.....		\$.....
		TOTAL \$.....		

..... Clerk

STREET AND SIDEWALK IMPROVEMENT ASSESSMENT

PAYABLE TO:

**E. W. BAKER, CLERK, 4316 Wells Ave., Brentwood, Md.
or PRINCE GEORGE'S BANK & TRUST CO., Mt. Rainier, Md.**

Address.....

Payable semiannually from date of levy in 20 equal installments plus interest on unpaid balance.

To The Mayor and Town Council of Brentwood, Md., Dr.

STREET IMPROVED	SUBDIVISION	BLOCK NO.	LOT NO.	FRONTAGE IN FEET
-----------------	-------------	-----------	---------	------------------

Total cost of construction.....	\$
Less installments paid to date.....
Unpaid balance.....

INSTALLMENT DUE DATE:	Semiannual installment, No.....
Paid..... 19	Previous installments unpaid.....
..... Clerk	Interest to
	AMOUNT DUE \$
	Interest to date.....
	PAYMENT MADE \$

STREET AND SIDEWALK IMPROVEMENT ASSESSMENT

PAYABLE TO:

**E. W. BAKER, CLERK, 4316 Wells Ave., Brentwood, Md.
or PRINCE GEORGE'S BANK & TRUST CO., Mt. Rainier, Md.**

Address.....

Payable semiannually from date of levy in 20 equal installments plus interest on unpaid balance.

To The Mayor and Town Council of Brentwood, Md., Dr.

STREET IMPROVED	SUBDIVISION	BLOCK NO.	LOT NO.	FRONTAGE IN FEET
-----------------	-------------	-----------	---------	------------------

Total cost of construction.....	\$
Less installments paid to date.....
Unpaid balance.....

INSTALLMENT DUE DATE:	Semiannual installment, No.....
Paid..... 19	Previous installments unpaid.....
..... Clerk	Interest to
	AMOUNT DUE \$
	Interest to date.....
	PAYMENT MADE \$

8

TOWN OF BRENTWOOD, MD.

APPLICATION FOR BUILDING PERMIT

Permit No. B-.....

....., 193.....

TO: CLERK OF THE TOWN OF BRENTWOOD

Application is hereby made for a permit to.....
(build, repair or remodel)

in accordance with plans submitted herewith.

LOCATION: Street and number.....

Subdivision..... Block No..... Lot No.....

Name and address of present owner.....

Name and address of contractor.....

DESCRIPTION: For what purpose to be used..... Dimensions.....

No. rooms..... Material..... Roofing..... Foundation.....

Cellar..... Modern..... Estimated cost.....

Approved for issuance of permit:..... Permit fee.....

Building Inspector.

Signature of Applicant.

REPORT OF BUILDING INSPECTOR

The building described above was inspected by me on
Date

and the construction, repair work, or remodeling is in conformity with the Building Regulations.

Comments

Inspector's fee.....
Building Inspector

(All completed inspector's reports should be presented by the Building Inspector in person at the first Council meeting of each month.)

Permit issued.....

BUILDING PERMIT

TOWN OF BRENTWOOD, MARYLAND

Permit No. B-.....

Fee \$....., 193.....

Authority is hereby granted to.....

to..... a building at.....

to be used as....., said work to be started within ten days from the date of this permit. The construction shall be in accordance with plans or specifications approved by the Building Inspector and in conformity with the Building Regulations of the Town of Brentwood, Maryland.

Town Clerk

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Treasurer, Brentwood, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody 4311- Helms Ave., Brentwood, Md.
(Name of building, room number, street address)

1. Title No title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Disbursement ledger)

2. Dates 1922 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of disbursements of all monies by town of Brentwood, Md.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making records, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Printed head "General Fund, Fire Tax Fund, Road Fund."
Under General Fund disbursements are made for
salaries, street lighting, trash and garbage collection,
stationery, printing, postage, parks and playgrounds.
Fire tax fund - maintenance of dept. and retirement
of building bonds. Road fund - labor - gasoline,
and materials for road repairs

6. Contents—continued _____

7. Arrangement *Chronologically by date of disbursement under each fund*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under printed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 X 14 X 2"* *200 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

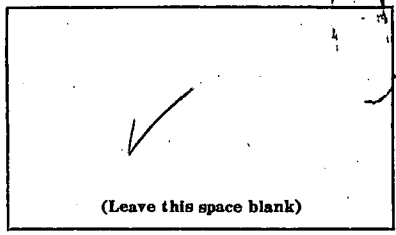
11. Location by dates and quantities *Home of Town Treasurer Mr. E. C. Helm, 4311 Wells Ave., Brightwood Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Brentwood
Agency or department Town Council of Brentwood, Maryland
Bureau Town Clerk

1. Exact title Treasurer's Reports
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1 Volume, 1922 - 1937.
No numbering or marking.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks The treasurer is required to submit a monthly report to the town council setting forth the financial condition of the town. The reports are typical financial reports showing receipts and disbursements for the past month and the balance on hand.

5. Indexing None. Arranged in chronological order by months.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (X), good (), fair (), poor (), very poor ().

8. Condition of writing: Excellent (X), good (), faded (), illegible ().

9. Condition of paper: Excellent (X), good (), poor (), very poor ().

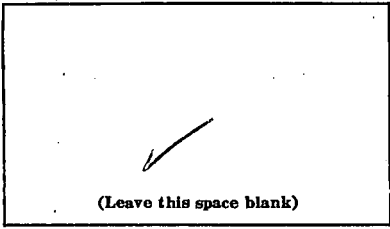
THE VOLUMES FORM—Continued

10. Size 10½ x 8 x 1 inches. 300
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Records kept at the home of the town clerk,
(Buildings and rooms or vaults)
Mr. E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information A short history of Brentwood is attached to this report.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Brentwood
Agency or department Town Council of Brentwood, Maryland
Bureau Town Clerk

1. Exact title Receipts Ledgers
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 4 Volumes, 1922 - 1937.
No marking or numbering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks A record of all money received by the treasurer. The date is included and the name of the person paying the money is recorded together with the explanation for the receipt.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (X), good (), fair (), poor (), very poor ().

8. Condition of writing: Excellent (X), good (), faded (), illegible ().

9. Condition of paper: Excellent (X), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size: 14 x 10½ x 1 inches.

300

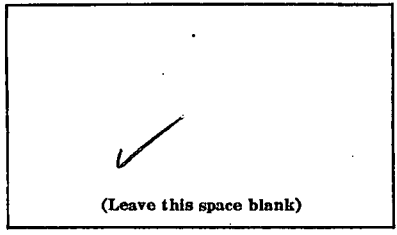
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Records kept at the home of the town clerk,
(Buildings and rooms or vaults)

Mr. E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information A short history of Brentwood is attached to this report.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Brentwood
Agency or department Town Council of Brentwood, Maryland
Bureau Town Clerk

1. Exact title Electrical Permits
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 3 Volumes, 1922 - 1937
Marked "Electrical Permits"

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Date issued,
name of electrician, location of work to be done, type of work

5. Indexing None. Arranged in chronological order.

6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (X), good (), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (X), good (), faded (), illegible ().

9. Condition of paper: Excellent (X), good (), poor (), very poor ().

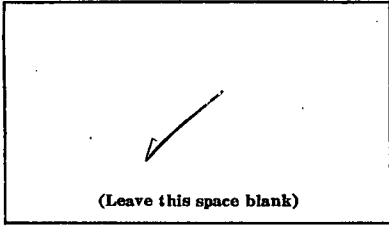
THE VOLUMES FORM—Continued

10. Size 10 x 3 x 1 inches. 250
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Kept at the home of the Town Clerk, Mr.
(Buildings and rooms or vaults)
E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information A short history of Brentwood is attached to this report.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Brentwood

Agency or department Town Council of Brentwood, Maryland

Bureau Town Clerk

1. Exact title Town Ordinances
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1 Volume, 1922 - 1937.
No lettering or numbering.

3. Missing volumes, by numbers and dates None.

4. Exact description of contents; summary of forms used; and general remarks A record of
ordinances as passed and adopted by the town of Brentwood, Maryland.

5. Indexing None. Arranged in chronological order.

6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent () , good () , fair () ,
poor () , very poor () .

8. Condition of writing: Excellent () , good () , faded () , illegible () .

9. Condition of paper: Excellent () , good () , poor () , very poor () .

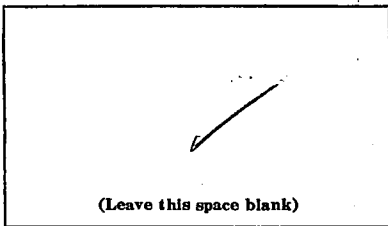
THE VOLUMES FORM—Continued

10. Size 15 x 10 x 1/2 inches. 75
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Kept at the home of the town clerk, Mr.
(Buildings and rooms or vaults)
E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information A short history of Brentwood is attached to this report.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland

(Name of State)

HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County Prince George City or town Brentwood

Agency or department Town Council of Brentwood, Maryland

Bureau Town Clerk

1. Exact title Assessment Books
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 3 Volumes, 1922-1937.
No marking or lettering, or numbering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Name and address
of property owner, location of property, value, value of buildings
and improvements, total value of property, dates.

5. Indexing None. Arranged in alphabetical order by sur name of property
owner.

6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (), faded (), illegible ().

9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 14 x 10½ x ½ inches 70
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Records kept at the home of the town clerk.
(Buildings and rooms or vaults)
Mr. E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

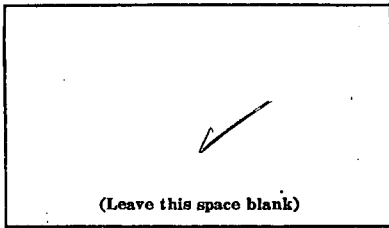
12. Subtitle divisions by dates and volume numbers

13. Other information A short history of Brentwood is attached to this report.

~~July 18, 1937~~ 1937

Prince George County
Russell B. Cole and John R. Fishback
WORKS PROGRESS ADMINISTRATION

WPA Form 12HR



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Brentwood
Agency or department Town Council of Brentwood, Maryland
Bureau Town Clerk.

1. Exact title Disbursements Ledgers
(Indicate variations of title, if any)
2. Dates, total volumes, and volume numbering or lettering by years 2 Volumes, 1922 - 1937.
No marking or numbering.
3. Missing volumes, by numbers and dates None.
4. Exact description of contents; summary of forms used; and general remarks A record of all money disbursed by the town treasurer. The date is included and the name of the person receiving the money is recorded together with the explanation for the disbursement.
5. Indexing None. Arranged chronologically.
6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)
7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (), poor (), very poor ().
8. Condition of writing: Excellent (), good (), faded (), illegible ().
9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 14 x 10 $\frac{1}{2}$ x 1 inches. 300
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Records kept at the home of the town clerk,
(Buildings and rooms or vaults)
Mr. E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

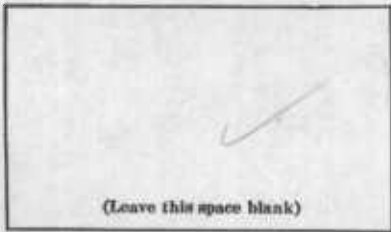
12. Subtitle divisions by dates and volume numbers

13. Other information A short history of Brentwood is attached to this report.

July 9, 1937

Prince George County

Russell B. Cole and John R. Fishback
WORKS PROGRESS ADMINISTRATION



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince George City or town Brentwood

Agency or department Town Council of Brentwood, Maryland

Bureau Town Clerk

1. Exact title, if any Carbon Copies of Business Licenses

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1922 - 1927 837 copies No numbering or lettering.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Card file 12 x 8 x 5 inches.

5. Types of records included Carbon copies of all business licenses issued.
The licenses included are hucksters, stores, milk, coal, bakery,
and laundry wagons or trucks, and all other businesses.

6. Indexing Arranged chronologically.

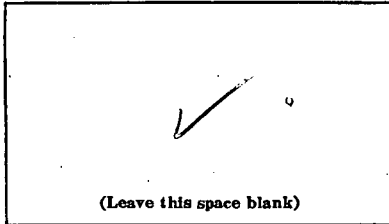
7. Condition of writing, paper, and containers Excellent *plus a typed on print-off*

8. Location by dates and numbers of file boxes, etc. Records kept at the home of the
(Buildings and rooms or vaults)
town clerk, Mr. E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.

JULY 9
~~June 18,~~ 1937

Prince George County
Russell B. Cole and John R. Fishback
WORKS PROGRESS ADMINISTRATION

WPA Form 12HR



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Brentwood
Agency or department Town Council of Brentwood, Maryland
Bureau Town Clerk

1. Exact title Minute Books
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 3 Volumes, 1922 - 1937.
No numbering or marking.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks A record of meetings of the town council. In it are recorded the date and place each meeting was held and the names of those present. The names are listed of those citizens who appear before the council and their reason for doing so. A record is also made of business brought before the meetings and its disposition.

5. Indexing None. Arranged in chronological order of meetings.

6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (X), good (), fair (), poor (), very poor ().

8. Condition of writing: Excellent (X), good (), faded (), illegible ().

9. Condition of paper: Excellent (X), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size $10\frac{1}{2}$ x 8 x 1 inches. 300
(Height, width, and thickness, and average number of pages, by uniform groups)
11. Location by dates and volume numbers: Records kept at the home of the town clerk,
(Buildings and rooms or vaults)
Mr. E. W. Baker, 4316 Wells Avenue, Brentwood, Maryland.
12. Subtitle divisions by dates and volume numbers
13. Other information: A short history of Brentwood is attached to this report.

BRENTWOOD

Brentwood received its name from the Brentwood Company which, as a real estate company, developed this section.

In 1922 it was incorporated under a Mayor and Council form of government. Lloyd V. Moxley was its first Mayor and served two years.

The town charter was amended in 1927 to provide for borrowing money on the credit of the town to construct streets and sidewalks. In 1928 the first concrete streets and sidewalks were laid, five short streets. Later a few other streets were paved. There are about eight miles of streets in the town and at present only about three miles are paved.

The present population of the town is about 1,850.

The assessed valuation of real and personal property in the town is in round numbers \$1,900,000. The town tax rate is 20 cents on the one hundred dollars assessed valuation for general purposes and 10 cents for fire tax, i.e. for maintenance and upkeep and equipment of the Brentwood Volunteer Fire Department which was incorporated in 1924, the fire tax becoming effective in 1929.

A new municipal building and firehouse combined costing nearly \$12,000 was completed this year. Other streets are being paved this year and the dirt roads are gradually being eliminated.

Two state roads pass thru the town. The Capital Transit Company's street car line and bus lines operate thru the town. There are a little over 500 homes in the incorporated limits.

A W. P. A. street improvement project is now under way in the town, having started last November, and includes the paving of Punker Hill Road and Ivy Street.

Capitol Heights Ind.

Incorporated 1912. Mayor and Council.

The town taxes collected in this town are for land only. No taxes are collected on the improvements.

Building permits are issued by a building inspector and filed with the clerk.

Have a police force on fee base.

Have a sanitary Inspector.

Have a Board of assessors.

Issue a business license, Pool Room license, Liquor license, and moving picture license.

Ordinances being revised. No copies available.

No sidewalk assessments.

No Bond Register. Record kept in General Ledger.

J. T. Mowen + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council Capitol Heights Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Mrs. Irene A. Conner
(Name of building, room number, street address)
207 62nd St. Capitol Heights Md.

1. Title No title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(General correspondence)

2. Dates 1912 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of town.
(Purpose and general nature of record. Principal items of information shown) Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Bids - contracts - building permits -

6. Contents—continued _____

7. Arrangement Arranged alphabetically by name & subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 12 X 22" 3000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk Miss Irene A. Bonner
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
207 - 62nd St., Capitol Heights Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Incorporation Tax - - Capitol Heights, Md.

CLINTON G. LIGHT, Treasurer

Office Hours 4 to 6 P. M.

TAX LEVY 1937. M.....

LOTS	BLOCK	ASSESSED VALUE	RATE	AMOUNT
			\$1.00 PER \$100	

Tax payable before October 1, 1937. After that date interest will be charged at the rate of 6 per cent per annum. Return this Bill to be receipted.

Received Payment ----- 193-----

TREASURER

If this bill is not paid before the first Monday in March, 193___, 75c additional charge will be added for advertising. Notify Treasurer of any change of address or transfer of property.

NAME -----
 ADDRESS -----
 DATE -----, 193___
 VALUE ----- Int. ----- \$ -----

J. F. Mower & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council of Capitol Heights Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Clerk Miss Irene G. Coones
(Name of building, room number, street address)
207 62nd St. Capitol Heights Md.

1. Title No title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Minutes)

2. Dates 1912-1914-1 Vol. - 1921-1926-1 Vol. 1930 -- 2 Vol.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully: years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1915-1920 - 1927-1929. minutes for
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
These years are missing and clerk does not

6. Contents Know if there were any meetings and if meetings were held does not know where abouts of minutes.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Proceedings of Council including motions, ordinances passed, treasurer's reports, appointment of committees and officers, results of elections,

6. Contents—continued

7. Arrangement Chronologically by date of meetings.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 14 X 12 X 1/2" 300-pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk Miss Irene A. Conner
(Room, vault, wall—N/ E. S. W., section, bin, shelf, cabinet, on floor)
207-62 St. Capitol Heights Md.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. J. Mower & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

3

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council of Capitol Heights Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Lakerk Miss Irene A. Bonner
(Name of building, room number, street address)
207 62nd St. Capitol Heights Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Register of Voters)

2. Dates 1913--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of voter, address, length of residence, age, and years voted.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - 207-62nd Street,
Capitol Heights Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. T. Mowen + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

4

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council Capitol Heights Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Treasurer Mrs. B. G. Toight 702 Central Ave.
(Name of building, room number, street address)
Capitol Heights Md.

1. Title "Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1921--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ledger"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior to 1921 cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Receipts = Taxes - Interest - Delinquent Taxes -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Delinquent interest - Business Licenses -
Miscellaneous -
* Disbursements = Streets - Bridge - Sidewalks -
street lights - Jail lights - Bond Interest -
Sinking funds - machine expenses -
General Ledger accounts.

6. Contents—continued _____

7. Arrangement *Chronologically by date entered under*
credit or debit. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten printed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 14 X 2"* *200 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Treasurer C. G. Light,*
702. Central Ave. Capitol Heights Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. J. Mowbray + R. B. Leale

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Common Council of Capital Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Treasurer Mrs. C. G. Light 702 Central Ave.
(Name of building, room number, street address)
Capital Heights Md.

1. Title no title
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(Tax Record)
or both)

2. Dates 1928--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Records prior to 1921 cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives lot-block, name of owner, and assessed value. (Land only, no valuation and no assessment is placed on improvements)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of owner.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten printed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 16 X 1 1/2"* *200 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Treasure, Mr. Light*
702- central art, Capitol Heights Srd.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. J. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Common Council of Capitol Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Treasurer Mr. G. S. Light 702 Central Ave.
(Name of building, room number, street address)
Capitol Heights, Md.

1. Title "General Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1928--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "General Ledger"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none kept prior to 1928.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Arranged by accounts. See Financial
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

Statement attached for records of accounts.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Arranged by accounts.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None-
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 2" 200 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Treasurer, Mr. G. Light,
702 - Central Ave., Capitol Heights, Ind
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mayor and Common Council

CAPITOL HEIGHTS, MD.

BI-ANNUAL REPORT OF THE MAYOR AND COMMON COUNCIL

The Following Names of Candidates to Appear on the Ballot in
the Election of the Town Officials, May 2, 1938:

FOR MAYOR—TWO YEARS—

(vote for one)

WILLIAM E. STEELE

GILES GAINER

FOR TREASURER—TWO YEARS—

C. G. LIGHT

FOR COUNCILMEN—TWO YEARS—

(vote for six)

C. H. SWICK

JOSEPH M. LARE

HARRY L. ADAMS

ROLLIN RENO

J. W. BEAVERS

ELMER HOCKMAN

GEORGE SMITH

GEORGE NAIRN

CHARLES J. SMITH

CARL PIPPERT

By their request and affidavit, the names of Harry L. Adams and
Charles J. Smith, will not appear on the election ballot.

Following is Financial Statement For Two Years:

Receipts	Expenses
Southern Maryland Trust Company ----- \$ 299.93	Streets ----- \$6,285.94
Cash in bank, April 1, 1936 ----- 2,162.94	Bridges ----- 130.72
Taxes for 1937 ----- 2,396.35	Sidewalks ----- 1,766.87
Interest for 1937 ----- 19.95	Street Lights ----- 2,423.68
Taxes for 1936 ----- 2,842.64	Jail Lights ----- 17.56
Interest for 1936 ----- 54.80	Sinking Fund ----- 1,500.00
Taxes for 1935 ----- 1,369.78	Bond Interest ----- 1,620.00
Interest for 1935 ----- 107.25	Machine Inventory ----- 2,000.06
Delinquent taxes ----- 2,255.76	Machine Expense ----- 200.09
Delinquent interest ----- 405.70	Treas. Salary and Exp. ----- 290.00
Business License ----- 3,920.61	Clerk's Salary and Expense ----- 218.11
Gasoline Tax ----- 2,437.38	Sanitary Ins. sal. and exp. ----- 240.55
Road Rebate ----- 895.37	Building Inspector ----- 111.00
Refund, Commissioner of Motor Vehicles ----- 9.92	Electrical Inspector ----- 13.50
State Corp. Tax ----- 47.50	Garbage Collection ----- 360.00
Protested Check (paid) ----- 42.36	Bailiff and Justice of Peace ----- 3,101.12
Pool Room License ----- 73.75	Jail Expense ----- 418.00
Moving Picture License ----- 50.00	Advertisement ----- 7.50
Sidewalk assessment ----- 152.33	5% Business License (Commission) ----- 215.23
Court Fines ----- 3,558.65	Postage ----- 47.28
Permits (Build. and Elec.) ----- 273.00	Printing ----- 125.75
Tax penalty ----- 209.24	Election Expense ----- 218.63
Advertisement ----- 103.50	Legal ----- 100.00
Sale of tractor and iron ----- 19.00	Delinquent Tax Exp. ----- 38.00
	Fire Dept. (Local) ----- 369.25
	Relief and Red Cross ----- 130.00
	Business License Exp. ----- 23.00
	Miscellaneous ----- 26.00
	Tax Discounts ----- 369.57
	So. Maryland Trust Co ----- 257.09
	Seat Pleasant Bank, March 31, 1938 ----- 1,083.21
Total ----- \$23,707.71	Total ----- \$23,707.71

Respectfully submitted,
C. G. LIGHT, Treasurer, Capitol Heights, Md.

WILLIAM E. STEELE, Mayor.

C. H. SWICK, President of Council.

IRENE A. CONNER, Clerk.

General Ledger Accounts.

Cherley, Md

Incorporated 1931.

Mayor + Council.

No Town Marshall

No Health Inspector

No Board of assessors.

Has building inspector who operates on fee basis.

Does not issue any business license or dog license.

Plat of Town may be obtained from
Washington Suburban Sanitary Commission.
Oaths of officers filed in Minutes.

Ordinances kept in minutes and
in printed form including building
code which sells for \$7.00. The clerk
is trying to get us a free copy.

Snowden - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*

Name of agency or office *Mayor + Council Cheserly Ind*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Home of Town Clerk - Mr R. P. Coffing*
309 Crestlawn Ave. Cheserly Ind.
(Name of building, room number, street address)

1. Title *"Record"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(minutes)
or both)

2. Dates *1931 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1931-1935 - Loose. 1 large envelope.*
1936 - - 1 volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *"Record"*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Proceedings of Council giving motions*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ordinances passed, tax rate, bills for approval.
report of treasurer, building permits approved.

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing 1931-1935 typed 1936 -- handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1 large envelope - 1931-1935 - 9 1/2 x 12 1/2 x 1"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
100 papers.. 1936 -- 1 Vol. 14 x 9 x 1" 150 pp.

11. Location by dates and quantities Home of clerk - Treasurer, Mrs H.R. Copping, 309 Crestlawn Ave., Beverly Ind.
(Room) vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Moww - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council Cheshire Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk - Treasurer Mr. H. R. Copping
309 Crestlawn apt. Cheshire Md.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts + Expenditures)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head. Cash, Taxes - Interest.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Delinquent Taxes - Interest. Building permits
Fines, miscellaneous.
Vote - name - check no. Roads - Lights, material,
Pay Roll acct. Parks - Tools + Equip - miscellaneous
Curbs + Drains.

100

6. Contents—continued

7. Arrangement *Chronologically by date under credit and debit.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 x 15 x 1" 150 pp*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk - Treasurer Mrs N.P. Copping - 309 - Crestlawn Apt., Beverly Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council Cheryler Ind
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk - Treasurer Mrs. H. P. Wapping
(Name of building, room number, street address)
309 - Crestlawn Ave Cheryler Ind

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Lot - Block Index) (Lot - Block - record.)

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample card attached. Purpose of this record is to locate the owner of property their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by when lot - block - section is known. Also refers to page number in assessment books to check if taxes have been paid.

6. Contents—continued _____

7. Arrangement *Alphabetically by sections and numerically*
lay block and top. (Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten and typed (mixed) on printed cards*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size *6 X 15 1/2 X 2 6 1/2"* *1000 cards.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk-Treasurer,*
Mrs. H. R. Copping - 309 Crestlawn Ave. Chevy Chase
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council Cheverly Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk - Treasurer, Supt. H. P. Copping.
309 Crestlawn Ave. Cheverly Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Correspondence)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of town.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Building permits, Bids and contracts.

6. Contents—continued _____

7. Arrangement Alphabetically by name and subject
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed and handwritten (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2" X 16 1/2" X 26 1/2" 2000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities Home of Clerk - Treasurer
(Room/vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. H. P. Copping - 309 Crestlawn Ave. Cherevlynd

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*
Name of agency or office *Mayor + Council Cheryly Md*
(Office of custody) (Office which made the record, if different)
Address of office of custody *clerk - Treasurer Mr. H. P. Copping*
(Name of building, room number, street address)
309 Crestlawn Ave., Cheryly Md.

1. Title *"Register of Voters Cheryly Maryland"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1931 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 Vol.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *Same as #1.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name - address, age, color, and length of residence*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Alphabetically by name of voter.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size *13 x 15 1/2 x 1"* *150 pp*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk Treasurer Mr.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
H. R. Copping - 309 Crestawn Ave. Cheryle Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council Chertsey Md:
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk-treasurer, Mr. H. P. Copping
309 - Crestlawn Ave. Chertsey Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Special Assessments)

2. Dates 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none. none prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample card attached
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by sections. Numerically by blocks - 207.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on printed cards.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *6 X 15 1/2 X 26 1/2" 500 cards.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk - Treasurer*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. H. P. Copping, 309 Crestlawn, Ave., Beverly Ind.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Timothy Cole

1

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*

Name of agency or office *Mayor + Council, Cheverly Md.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *clerk - Treasurer Mrs. H. P. Copping*
309 Crestlawn Ave. Cheverly Md.
(Name of building, room number, street address)

1. Title *"Assessments Town of Cheverly"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1931 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 Volumes*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *"Assessments Town of Cheverly"*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Printed head - name and address - location - lot, block + section - assessment lot - improvements - personal, total - year - amount - interest. Penalties - total - date paid.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of owner
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten - printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 17 x 23 x 3" 300/yr
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasured
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. H. R. Copping, 309 - Crestlawn Dr., Chevy
Chase

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Leolmar Manor.

Incorporated 1927: see sketch for background.

Has mayor & Council (4).

No Board of assessors.

Oaths of officers are taken before a J.P. and filed with minutes

Issues Business - Liquor - and Pin Ball licenses.

Building licenses issued by Chief of Police for town clerk.

Plan of town may be obtained from J. Spence Howard, Consulting Engineer, Baltimore, Md.

Ordinance filed with minutes. (a set is to be copied and sent to us.

Has chief of Police

Health officer and

a woman patrol officer

} on small part time salary.

Has an ordinance for dog license, but so far it has not been enforced.

All streets in the town are paved have sidewalks and curbs.

①

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George's State Maryland

Name of agency or office Mayor and Town Council Colmar Manor Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk - Treasurer, Miss Greta H. Richter
111 Pershing Ave, Colmar Manor Md.
(Name of building, room number, street address)

1. Title "minutes"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1927 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "minutes"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of Town Council giving
minutes, resolutions, ordinances, oaths of officers,
reports of treasurer, results of elections,
building permits.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *chronologically by date of meeting.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed and bound L.L.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 x 10 x 1 1/2"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk-Treasurer, Miss Greta W Richter, 111 Pershing Ave., Colman Manor, Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

2

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Town Council, Colman Manor Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk - Treasurer Miss Greta W. Richter,
111 Pershing Ave. Colman Manor Md.
(Name of building, room number, street address)

1. Title "Register of Voters"
(Give present full title in quotes; assigned title, if any, in brackets; If record has had other titles, list them with dates or quantities

or both)

2. Dates 1927 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Register of Voters"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Gives date - name of voter - residence -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

color - length of residence
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing 10 X 12 X 1" 100 fop.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
Handwritten on hand filled head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10 X 12 X 1" 100 fop.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11: Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Miss Greta W. Richter, 111 Pershing Ave
except registration and election when in
hands of judges appointed.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

3

Moiwe - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council, Colman Manor Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk - Treasurer Miss Breta W. Richter
(Name of building, room number, street address)
111 Pershing Ave. Colman Manor, Md

1. Title "Property Taxes"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1929--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Property Taxes"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none - if any prior cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample attached. Original to tax payer - duplicate filed with clerk.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Numerically by account number*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed on printed form.*
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *6 x 10 x 2"* *600 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *None of Clerk-Treasurer*
Miss Greta W. Richter, 111 - Pershing Ave.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

PROPERTY TAX STATEMENT

ACCT. NO. -----

3

To the MAYOR AND TOWN COUNCIL, Dr.

Colmar Manor, Maryland

1938

Subdivision	Block	Lots	Value of Land	Value of improvements	Value of personal property	Total Valuation	Total Tax 28c. per \$100
							\$-----

Note:—Town Taxes are payable July 1. If not paid by that date, interest will be charged at the rate of 6 per cent per annum. If not paid on or before the first day of November, 1938, an additional penalty of one-half of one per cent per month will be charged.

Fire Tax 6c. per \$100----- \$-----

General Tax 22c. per \$100----- \$-----

Interest and Penalty----- \$-----

Total----- \$-----

Date of payment-----

GRETA W. RICHTER, Clerk-Treasurer,
111 PERSHING AVE., COLMAR MANOR, MD.

Received payment-----

Clerk-Treasurer

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111

111111111111

10 Vol.

4

Mowal-kob

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council, Colman Manor Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer, Miss Greta W. Richter
111 Pershing ave. Colman Manor Ind
(Name of building, room number, street address)

1. Title "Assessment - Bonds 1931"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Duplicate of sample attached
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *numerically by account number*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed on printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *6 X 10 X 1 1/2"* *400 fsp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk Treasurer*
Miss Greta W. Richter, 111 Pershing Ave.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Assessment--Bond Issue of 1931

ACCT. No. _____

ASSESSMENT

F. _____ ft. @ \$ _____ \$ _____
 S. _____ ft. @ \$ _____ \$ _____
 Total Assessment _____ \$ _____
 Amount Paid _____ \$ _____
 Balance Owing _____ \$ _____
 Deferred _____ \$ _____
 *Delinquent _____ \$ _____

 *Delinquent assessment statement on back

②

To the **MAYOR AND TOWN COUNCIL, Dr.**
Colmar Manor, Maryland
1938-1939

Subdivision _____ Block _____ Lots _____

Sixth installment of principal on Street Improvement Bonds.....	\$ _____
Assessment to meet one year's interest on Street Improvement Bonds..on \$ _____	_____
Interest at rate of 6% per annum from July 1, 1938.....	_____
Penalty of one-half of 1% for each whole month after November 1, 1938.....	_____
Total	\$ _____

Note:—Assessment is payable July 1. If not paid by that date, interest will be charged at the rate of 6 per cent per annum. If not paid on or before the first day of November, 1938, an additional penalty of one-half of one per cent per month will be charged.

PAY TO
CARL W. WALZL, CLERK-TREASURER
 121 BAKER AVENUE,
 COLMAR MANOR, MARYLAND
 (P. O.) BRENTWOOD

Date of payment _____

Received payment _____

Clerk-Treasurer.

8 Vol.

DELINQUENT ASSESSMENTS

Year	Principal	Interest	Total	Penalty	Total with Penalty
1931-32	\$-----	\$-----	\$-----	\$-----	\$-----
1932-33	\$-----	\$-----	\$-----	\$-----	\$-----
1933-34	\$-----	\$-----	\$-----	\$-----	\$-----
1934-35	\$-----	\$-----	\$-----	\$-----	\$-----
1935-36	\$-----	\$-----	\$-----	\$-----	\$-----
1936-37	\$-----	\$-----	\$-----	\$-----	\$-----
1937-38	\$-----	\$-----	\$-----	\$-----	\$-----
Total	\$-----	\$-----	\$-----	\$-----	\$-----

Note: Penalty to be computed, for each delinquent year, at the rate of 1/2% per month for each whole month from July 1, and at the rate of 1% per month for each whole month from November 1 to the date of payment.

5

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council Colman Manor Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer Miss Greta H. Richter
(Name of building, room number, street address)
111 Pershing Ave. Colman Manor Md.

1. Title "Delinquent Property Taxes"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Duplicates of sample attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Numerically by account number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 6 X 10 X 1" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities None of Clerk-Treasurer
Miss Greta W. Richter, 111 - Pershing st.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

DELINQUENT PROPERTY TAX STATEMENT

ACCT. NO. _____

To the MAYOR AND TOWN COUNCIL, Dr.
 Colmar Manor, Maryland
 1935-36-37

Subdivision _____		Block _____			Lots _____				
TAX YEAR	Value of Land	Value of improvements	Value of personal property	Total Valuation	General Tax	Tax Fire	Total	Penalty	Total Tax With Penalty
1935					@ 25c.	NONE	\$-----	\$-----	\$-----
1936					@ 22c.	@ 8c.	\$-----	\$-----	\$-----
1937					@ 22c.	@ 8c.	\$-----	\$-----	\$-----
Total _____					\$-----	\$-----	\$-----	\$-----	\$-----

Note: Penalty to be computed, for each delinquent year, at the rate of ½% per month for each whole month from July 1, and at the rate of 1% per month for each whole month from November 1 to the date of payment.

GRETA W. RICHTER, Clerk-Treasurer,
 111 PERSHING AVE., COLMAR MANOR, MD.

Date of payment _____

Received payment _____
 Clerk-Treasurer

11

1 109

(6)

Mower, Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council Colman Manor Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer Miss Greta W. Richter
111 Rushing Ave. Colman Manor Md.
(Name of building, room number, street address)

1. Title "Assessment Bonds 1937"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1938 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Duplicates of sample attached.
(Purpose and general nature of record) Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement numerically by account number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 6 X 10 X 1 1/2 200 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Miss Greta W. Richter, 111 - Pershing ave.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Places of publication) (Date of publication)

ASSESSMENT—BOND ISSUE OF 1937

ACCT. NO. _____

ASSESSMENT

F. _____ ft. @ \$ _____ \$ _____

S. _____ ft. @ \$ _____ \$ _____

Total Assessment _____ \$ _____

Detail of Per Foot Assessment

Street \$ _____ Sidewalk \$ _____

Curb \$ _____ Armor \$ _____

Gutter \$ _____ Total \$ _____

To the **MAYOR AND TOWN COUNCIL, Dr.**
Colmar Manor, Maryland

1938-39

Subdivision _____ Block _____ Lots _____

Assessment to meet one year's interest (Dec. 1, 1937 to Nov. 30, 1938) on Street
 Improvement Bonds at 4 ¼ per cent on \$ _____

\$ _____

Interest and Penalty from March 1, 1939, at 1 per cent per month _____

\$ _____

\$ _____

Total _____

\$ _____

NOTE—The Act authorizing assessments for street improvements provides that the first assessment to meet one year's interest on the street improvement bonds shall be payable July 1, 1938, and bear interest from that date at the rate of 6 per cent per annum, and if not paid by November 1, 1938, there shall accrue in addition to said interest a penalty of one-half of one per cent for each whole month that may elapse thereafter until paid, or a sale for default shall have been finally ratified by the court. However, due to the fact that the delay in completion of the street improvements deferred the making up and sending out of the bills, the Mayor and Town Council has waived the interest and penalty on all bills which are paid on or before the first day of March 1, 1939, interest and penalty totaling 1 per cent per month from that March 1939. If this bill is not paid by date will be added thereto.

GRETA W. RICHTER, Clerk-Treasurer,
 113 Pershing Ave., Colmar Manor, Md.

Clerk-Treasurer

1 Vol.

(7)

Mower, Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Town + Local Council Colman Manor Md
(Office of custody) (Office which made the record, if different)
Address of office of custody clerk-treasurer Miss Greta W. Richter
(Name of building, room number, street address)
111 - Pershing ave. Colman Manor Md
no title

1. Title (General correspondence)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Building Permits) (Licenses)

2. Dates 1929 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 letter files - 2 file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none - if any prior - cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of town -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Copies of Building permits, copies of
Liquor licenses (1933) - copy of pin ball
machine license (1938).

6. Contents—continued

7. Arrangement *Alphabetically by name & subject.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten and typed (mixed)*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *File Boxes 11 1/2 x 12 1/2 x 3" 200 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)
File drawer 12 x 13 x 26" 1000 papers.

11. Location by dates and quantities *File Boxes Home of Clerk Treasurer*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
File drawers at office of Mayor.

12. Other information *File Boxes 1937 - 1938*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
File drawers 1929 - 1936.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

8

Mower - Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council, Colman Manor Md
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk-treasurer, Miss Greta W. Richter,
111 Pershing Ave. Colman Manor Md
(Name of building, room number, street address)

1. Title "General Tax Assessment"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "General Tax Assessment"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none - Prior made up loose. Not kept.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Printed head = Lot-Block-Sub-division
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

name of owner - account number - value of lot
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

value of improvements - value of personal property.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Total valuation.

6. Contents—continued _____

7. Arrangement numerically by block and lot number
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk Treasurer - Miss Greta W. Richter, 111 Pershing Ave. Colman Manor, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

9

Mower-Cole (Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Town Council, Colman Manor Ind. (Office of custody) (Office which made the record, if different)

Address of office of custody Mayor's office, Mr. John W. Forrestad, #1 Pershing Ave - Colman Manor Ind. (Name of building, room number, street address)

1. Title "Monthly Reports General Tax Fund and Bond Fund from July 24, 1929 to December 31, 1937" (Give present full title in quotes, assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1929-1937 (Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol. (Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1. (Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1927-1929 - if there were any records for this period whereabouts unknown (If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Typed head gives date, Item, Dr. - Cr. - Balance under General Fund - Bond Fund - and Tax Fund. Arranged by monthly statements. (Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-16 HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by months.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed on typed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 10 X 1" 150 pp. Loose Leaf.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of Mayor Mr. John W. Lovestad.*
#1 Pershing Ave. Bolman Manor Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

10

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council, Colman Manor Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer, Miss Greta H. Richter
111 Pershing Ave. Colman Manor Md
(Name of building, room number, street address)

1. Title "Special Assessments"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Special Assessments"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none - Prior kept in "Monthly Reports
Board Fund"
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Printed head = Name - Acct No - Block - Lot -
Total Footage - Total Assessment - Street - Curb - Sidewalk -
Rate per foot - Total - Penalty - Principal - Interest.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Numerically by acct number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 x 14 x 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk. Treasurer,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Miss Greta W. Richter, 111 - Pershing Ave. Columbia, Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Town Council, Colman Manor Md
(Office of custody) (Office which made the record, if different)
Address of office of custody Clerk-Treasurer Miss Berta H. Richter,
111 Pershing Ave Colman Manor Md
(Name of building, room number, street address)

1. Title "Cash Receipts"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Receipts"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None. Prior in "Monthly Reports"
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Cash receipts from all sources under
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
heads General Fund - 1931 Bond Fund -
1937 - Bond Fund - Miscellaneous.

6. Contents—continued _____

7. Arrangement Chronologically by day of entry.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten - hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 1" 150 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Miss Greta W. Richter, 111-Berkeley Ave. Colman (Mand) Ind

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

FD

Mower - Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Town Council, Colman Manor Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Mayor's Office, Mr. John W. Torvestad
#1, Pershing apt. Colman Manor Md.
(Name of building, room number, street address)

1. Title "Monthly Reports Police Fund and Road Fund
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
from July 24, 1929 to December 31, 1937"

2. Dates 1929-1937
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1927-1929 - if there were any
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
records for this period whereabouts unknown.

6. Contents Police fund - date - item - Dr - Cr. Balance
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
gives records of fees and fines for traffic lights cases.
and expense of lockers - equipment and signs.
Road fund - date - item - Dr. Cr. Balance
gives items for truck - work on roads - gas, oil - tags.
repairs - surveying - salary truck drivers - and
extra labor.

6. Contents—continued _____

7. Arrangement chronologically by months.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on typed head.
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 10 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office of Mr. John W. Trovstad.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mayor, #1 - Pershing Ave. Colman Manor Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

(13)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Town Council Colman Manor Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk - Treasur. Miss Greta H. Richter
111 Pershing St, Colman Manor Md
(Name of building, room number, street address)

1. Title "Cash Disbursements"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1935 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Disbursements"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None - Prior in "Monthly Reports"
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Headed - General Fund - 1931 - Fund -
1937 Fund - Street expense - Truck expense -
General expense - Salaries - Police - Sta + Supplies -
Gas + Electric - Fire expense. Miscellaneous.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of entry.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 1" 150 pps.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasures -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Miss Greta W. Richter, 111 - Pershing Ave. Colmar Manor Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

14

Mower - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Town Council, Colman Manor Md
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk - Treasurer, Miss Greta H. Richter
(Name of building, room number, street address)
111 - Pershing Ave. Colman Manor Md

1. Title "Record of licenses & permits issued"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1935 - 1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None - Prior - discontinued
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives record of all licenses issued -
(Purpose and general nature of record) (Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Gives date - name of license - name of party issued to. Amount of fee.

6. Contents—continued

7. Arrangement *Chronologically by date of issue.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *12 x 14 x 1" 150 pp.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
Handwritten hand filled head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 x 14 x 1" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *None of clerk-treasurer*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Miss Greta H. Richter, 111 - Pershing Ave.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)*
(Place of publication) (Date of publication)

15

Mowel - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Town Council, Colman Manor Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody 111 Pershing Ave. Colman Manor Ind.
(Name of building, room number, street address)
clerk - Treasurer, Miss Greta W. Richter.

1. Title "Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1938 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ledger"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Ledger accounts - Bank balances -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
see comparative statement (enclosed) for accounts
carried in ledger. posted monthly.
Gives date item. amount.

6. Contents—continued _____

7. Arrangement *By accounts - with tabs indicating accounts.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten - hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10 X 12 X 1"* *100 pp Loose leaf.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk-Treasurer*
Miss Greta W. Richter, 111 - Pershing Ave. Colman Mansions.
Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ANNUAL REPORT OF THE MAYOR AND TOWN COUNCIL
OF COLMAR MANOR, MARYLAND,
ON THE FINANCIAL CONDITION OF THE TOWN
AS OF FEBRUARY 28th, 1937, AND
COMPARATIVE STATEMENTS OF PAST YEARS'
RECEIPTS AND DISBURSEMENTS

EXHIBITS CONTAINED IN THE REPORT

- I. LETTER OF TRANSMITTAL.
- II. COMMENTS ON TOWN ACTIVITIES.
- III. COMPARATIVE STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS.
- IV. STREET IMPROVEMENT BOND STATEMENT.

----- o o o -----

THE RATES OF TAX LEVY FOR THE FISCAL YEAR 1937 - 1938

The General Town Tax rate for 1936-37 remains 22¢ per \$100 and the Fire Tax rate 8¢ per \$100, assessed valuation.

The Fire Tax averages less than \$2.50 per home per annum. Without the facilities of a Volunteer Fire Company FIRE INSURANCE PREMIUMS would average from \$4.50 to \$10.00 more per home in our community, each year, than at present.

----- o o o -----

THE MAYOR AND TOWN COUNCIL 1.
COLMAR MANOR, MARYLAND, BRENTWOOD, P. O.

-o O o-

John N. Torvestad, Mayor

Carl G. C. Nagel, C. 1st ward
R.V. Yost, C. 2nd ward
Wm. U. Wiles, C. 3rd ward
Lewis Carter, C. 4th ward
John S. White, Town Solicitor
Carl Walzl, Clerk-Treasurer

Henry Caspare, Jr., Chief of Police
M.E. Rish, Justice of Peace
Mrs. Viola Anderson, Health Officer
Mrs. Harry Hill, Playground Supervisor
Mrs. Joe Frank, School-children Patrol
Wm. A. Pearce, Streets and Equipment

-o O o-

May 1, 1937

TO THE PEOPLE OF COLMAR MANOR:

We take pleasure in submitting this report on the financial condition of the Town of Colmar Manor, as of February 28th, 1937.

We, again, hereby extend our expression of appreciation to our town staff, the Citizens of the Community and our Civic agencies for their loyal support; to the Board of Trustees of the Colmar Manor School; the Parent Teachers Associations of Bladensburg, Cottage City and Colmar Manor, and the Federation of P.T.A.'s for cooperation in school matters; to the Colmar Manor Mothers Club, the Men's Club of Cottage City and Colmar Manor, the Prince George's County Federation of Citizens Associations and the Prince George's County Chamber of Commerce for their support of measures important to our town; and to the Cottage City and Bladensburg Fire Companies and the Bladensburg Rescue Squad for their efficient and cheerful response to all calls. The State and County Police are also commended for wholehearted and efficient support, as well as the State and County Agencies we have contacted on behalf of the town; and last but not least our immediate neighboring Towns' Administrations of Bladensburg and Cottage City are extended our expression of appreciation and good-will.

The following pages contain a presentation of the Town of Colmar Manor finances. In our report a year ago we stated that because of the great importance to all of us, of the Subjects numerated below, discussions upon them had been prepared in careful, well illustrated detail, to be given out in substantially the following order:

- (1) W.P.A. Grants and lack of Labor for same.
- (2) Bond Issue for Streets, Curbs, Gutters and Sidewalks.
- (3) Colmar Manor School without a road to it.
- (4) Town Suit to recover 27 Acres Parkland in Colmar Manor.
- (5) Traffic Congestion and Widening of the Boulevard through Colmar Manor.
- (6) Playgrounds - Children - Youth - Municipal Building.
- (7) Floods and Flood Control.
- (8) Trees of Colmar Manor, and their preservation.
- (9) The Boulevard Traffic Hazard and Traffic Lights.
- (10) The Gas Tax and Supplemental County Road Tax.
- (11) Colmar Manor's Revenue Contribution.
- (12) The High Cost of Home Financing.

Today only the first three subjects have been discussed as originally planned. The substance of many of the remaining subjects have, at least in part, been published through other channels. However, further discussions will be delivered to you in installments, as formerly, when expedient.
WATCH FOR THESE INSTALLMENTS. SAVE YOUR COPIES.

Respectfully submitted,

John N. Torvestad, Mayor
Carl G.C. Nagel, Councilman
Robert V. Yost, "
Wm. U. Wiles, "
Lewis Carter, "

GENERAL TAXES

March 1, 1935 the cash balance on hand in the General Fund of the town of Colmar Manor was \$984.46. On the same date one year later the balance in the General Fund of the town had increased to \$2,634.54. The General tax rate was accordingly reduced from 25¢ to 22¢ per \$100 for 1935-36, which rate also prevails for 1936-37. Notwithstanding the reduced tax rate the balance on hand at the end of the fiscal year ending March 1, 1937, had increased to \$3,559.51. Over 60 percent of the general revenue of the town come from sources that do not constitute a direct tax burden upon the taxpayers of the community.

BOND FUND ACCOUNT

Attention is called to the status of our Street Bond Fund account. To date only \$12,000 of bonds are actually due and payable, whereas \$35,000 of bonds have been paid up. Bonds have been paid up as much as ten years in advance of due date. During the current year street payments came in so rapidly that by January 1, 1937, there was almost \$20,000 in the bond fund of the town. As this money is required to be kept in the bank for the redemption of street bonds, the Mayor and Town Council were faced with a serious problem, since the bank only pays 1½ percent on our money while the bond interest is accruing at the rate of 6% per annum on the bonds outstanding, until due and paid. The problem was solved however, when Mr. T. Howar Duckett, acting for the Washington Suburban Sanitary Commission, and Mr. Tenny, President of the Atlantic Bithulitic Company, the holders of the Colmar Manor Bonds, took notice of our difficulty and very graciously consented to permit us to redeem \$15,000 bonds of late maturity, at once, as indicated on the bond statement.

THE ROAD TO OUR SCHOOL

The right-of-way for a road to our school is, as yet, not a reality. The matter has been discussed before every major civic body in Prince George's County and all agree it is an inexcusable condition that should have long since been corrected. A committee, appointed by the Prince George's County Federation of Citizens Associations to investigate the matter, reported that: (1) It is the duty of the Board of Education to provide the required right-of-way; (2) it is the duty of either the County or the town to build a passable road on such right-of-way.

The town can not take any steps to build a road to the school until the right-of-way is acquired. We have received a letter from the Cottage City Fire Company giving us notice that in case of fire, they can not drive their fire truck to the School House over the present undeveloped ground. Under this condition the school building is without fire protection and constitutes a great fire hazard directly endangering the lives of all our children in attendance there.

The school fathers at New London, Texas, economized in secrecy. With the bodies of 500 youngsters mingled with the ruins their infamous economy was cried out from the housetops. WE DO NOT WANT A SIMILAR DISASTER IN COLMAR MANOR.

The Colmar Manor School is unsafe for school attendance and unless an adequate approach is provided by September we will be forced to abandon it.

PLAYGROUNDS

The Mayor and Town Council has ordered several items of equipment for the playground near Daniels Street and Pershing Avenue, such as a Slide, Swings, a large and small Merry-move stride, and Sandboxes under canvas cover.

A second playground unit is under construction on Lenox Avenue, that will be similarly equipped, as soon as completed. The large playground area in the lower end of Lenox will be further improved for use of the larger children. Adults are also invited to fix and use this ground for such as tennis, horse shoe pitching or any other form of sport consistent with the location and dimensions of the ground.

TREE PLANTING

We have just planted about two hundred beautiful American Elm trees, procured from the Maryland State Department of Forestry at cost price. This is our third planting in Colmar Manor. We wish that trees could be planted on every street at this time, but we are forced to confine planting to the improved streets having fixed grade and parking.

It is unfortunate that our trees are so often destroyed. An appeal is hereby made to the residents of the community to make themselves each individually a committee of one to help protect and preserve our trees, so that drastic measures will not have to be adopted. . . "---- only God can make a tree".

SIDEWALKS ON THE BOULEVARD

The Mayor and Town Council have called upon the State Roads Commission to aid in the construction of sidewalks along the front of Colmar Manor, from Ridge Drive to the Eastern Branch. The obstacle hindering the construction of sidewalks at present is the lack of space, along the Colmar Manor side of the boulevard, upon which to build the sidewalks and at the same time insure safe parking and travel to motor vehicles.

It was pointed out to the State Roads Commission, that as many as 9,228 cars an hour traverse the town of Colmar Manor on the Boulevard, and that 104 children have to brave this vicious stream of traffic daily to and from the Bladensburg high school. It was further pointed out that the town has neither the facilities nor funds for obtaining the necessary right-of-way for sidewalks along the boulevard. Moreover, it was pointed out that, approximately one million gallons of gasoline are sold in Colmar Manor yearly, which represents \$50,000 gas tax revenue. With properly constructed curbs and sidewalks, both safety and revenue will be increased.

If you value safety, write to the State Roads Commission explaining the situation in your own language, urging their immediate aid for the undertaking. They will appreciate hearing from you for they are in a receptive mood. Dr. Tabler, Chairman of the State Roads Commission, has promised to assign a man to help ascertain the probable cost of the required right-of-way.

TOWN POLICE

On the 19th of April 1937, the Mayor and Town Council dissolved its original police force, without prejudice to any member thereof, and reestablished a new police system. Under the change the Fee System was abolished completely and Mr. Henry Caspare, Jr. was appointed Chief of Police, with authority to deputize assistants for such occasions and duration as he may deem necessary, subject to the discretion of the Mayor and Town Council. All police will be required henceforth to serve at a nominal compensation in lieu of fees for arrests.

It is the belief of the Mayor and Town council that policing in a small town is a civic duty for which our citizens will serve, when needed, without thought of the financial reward. It is hoped this plan will result in making the police more public minded and the public more police minded.

FLOOD CONTROL

A great deal of effort has been expended by the town officials in conjunction with the officials of several neighboring incorporated villages as well as State and County officials and the Congressman from our district in an effort to obtain relief from the ever recurring floods of the Eastern Branch in Colmar Manor and adjoining communities.

A comprehensive report on our Flood Problem will be presented to Congress in June, by the Engineers of the War Department. We should make a loud appeal to our U.S. Senators to take a vital interest in that report as it depends upon our National representatives whether we obtain Federal relief or continue to suffer from recurring inundations.

P.W.A. GRANTS

The Mayor and Town Council now has authority to borrow up to 8% of the assessed valuation of the town of Colmar Manor or approximately \$100,000 for street improvement purposes. As we now have \$45,000 in bonds outstanding our actual borrowing capacity at the present time is approximately \$55,000. In order to accomplish the utmost in street improvement we applied for a P.W.A. Grant, for \$45,000, to supplement our borrowing power. Although this application was filed over nine months ago we have no assurance to date that the grant will be allowed. The Federal Government has lately taken the position that economic conditions have so improved that such grants are not as essential as formerly to stimulate business. Every effort possible is being made to obtain this grant now. Without the grant, it is not possible to determine at this time what the street improvement program will be for the immediate future.

Application was also filed with the Federal Government for a \$4,500 P.W. Grant for the construction of a substantial Municipal Building, to be supplemented with \$5,500 by the town. This Grant is in the same uncertain status as the street improvement Grant above. Without this Grant it will be impossible to go forward with the construction of the Municipal Building as planned.

FIRE WORKS RESTRICTIONS

The sale of Fireworks on the boulevard has been a source of revenue for many years. The great annoyance has been the custom of selling and shooting fireworks several weeks prior to July 4th, each year. In order to suppress this County-wide bill was presented to the Legislature for passage, by V.A. Simmel, of Cottage City, limiting shooting and selling of fireworks each year to July 1, 2, 3, and 4th. The provisions of the bill had been endorsed by the Firemen, Civic Associations and the local town administrations. The bill was, however, not passed by the legislature because of alleged opposition to it by other factions. It is practically impossible to cope with this problem without legislation of the kind offered by Mr. Simmel, and it is unfortunate for our communities that the bill was not passed.

DECENNIAL CELEBRATION

In July of this year the Town of Colmar Manor has been incorporated for ten years. In order to advance the spirit of Progress and Good Fellowship in the community, it is planned to hold a celebration of the event, Mr. Carl W. Walzl has been appointed chairman of the committee to plan and arrange the celebration. Reports on the affair will be issued as the plans materialize.

OTHER TOWN MATTERS

The Mayor and Town Council have been successful in obtaining the lots necessary to open Pershing Avenue into Lansing Street, at a cost of \$100.00. Title was also obtained to the playground site on Daniels Street for the sum of \$50.00. The traffic light on the boulevard, costing the towns of Colmar Manor and Cottage City, approximately \$300.00 each, has proven to be a real blessing to the communities. Application has been made for permission to install a second traffic light on the Boulevard toward the Branch, as a further safeguard. Steps have been taken to install and set up a standard system of book-keeping for the town in order to insure complete and accurate records of the business of the town.

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COMPARATIVE STATEMENT
of
CASH RECEIPTS AND DISBURSEMENTS
of the
TOWN OF COLMAR MANOR, MARYLAND
Years Ending Feb. 29, 1936 and Feb. 28, 1937

Items of Income and Expense	3/1/1935	3/1/1936	Increase	Decrease
	to	to		
	2/29/1936	2/28/1937		
<u>BALANCE ON HAND BEGINNING OF YEAR:</u>	\$984.46:	\$2,634.54:	\$1,650.08:	-
<u>RECEIPTS FOR YEAR:</u>				
General Taxes @ 25¢ per \$100-1934-35:	3,977.46:	2,370.12:	-	\$1,607.34
General Taxes @ 22¢ per \$100-1935-36:	:	:	:	:
Gasoline Tax, Refund from State ----:	1,507.00:	1,496.88:	-	10.12
County Road Tax, Refund from County :	-	1,077.90:	\$1,077.90:	-
License Fees -----:	647.18:	1,301.34:	654.16:	-
Fines -----:	25.00:	649.75:	624.75:	-
Rent for Municipal Building -----:	10.00:	108.00:	98.00:	-
Sale of Town lots -----:	664.00:	410.16:	-	253.84
Fire Tax @ 8¢ per \$100 -----:	-	607.17:	607.17:	-
Miscellaneous Receipts -----:	20.55:	-	-	20.55
Total Collections -----:	\$6,851.19:	\$8,021.32:	\$1,170.13:	-
<u>TOTAL CASH RECEIVED:</u> -----:	\$7,835.65:	\$10,655.86:	\$2,820.21:	-
<u>DISBURSEMENTS FOR YEAR:</u>				
<u>GENERAL OPERATING EXPENSES:</u>				
<u>Salaries and Fees:</u>				
Clerk-Treasurer -----:	\$420.00:	\$420.00:	-	-
Truck Driver -----:	1,150.00:	1,415.00:	\$265.00:	-
School, Highway Patrol -----:	150.00:	150.00:	-	-
Solicitor (to 7/1/1935)-----:	120.00:	-	-	\$120.00
Legal Service -----:	65.75:	-	-	65.75
Searching Titles, Tax Sales ----:	-	22.25:	22.25:	-
Fees, Building Inspector -----:	6.00:	-	-	6.00
Serving Legal Notice, Sewer ----:	2.50:	-	-	2.50
Extra Labor, Trash, Streets, etc:	60.10:	442.60:	382.50:	-
Total Salaries and Fees -----:	\$1,974.35:	\$2,449.85:	\$475.50:	-
<u>Administrative Expenses:</u>				
Postage, Stationery, & Supplies :	\$36.10:	\$105.40:	\$69.30:	-
Printing & Mimeographing -----:	67.50:	180.69:	113.19:	-
Tax Sale, Advertising -----:	51.00:	70.50:	19.50:	-
Insurance, Building and Truck --:	11.30:	94.15:	82.85:	-
Election Expense -----:	40.00:	68.36:	28.36:	-
Filing Tax Sale Report, Crt.Fee :	15.00:	19.15:	4.15:	-
Distribution of Annual Report --:	3.00:	-	-	\$3.00
Bond for Treasurer & Trustee ---:	30.00:	-	-	30.00
Recording Deeds, etc. -----:	-	14.50:	14.50:	-
Dues, Pr.Georges Co. F.C.A. ----:	2.00:	2.00:	-	-
Petty Cash Account -----:	10.00:	20.00:	10.00:	-
Municipal Building, Light -----:	9.00:	17.42:	8.42:	-
Municipal Building, Heat -----:	38.66:	61.88:	23.22:	-
Municipal Building, Water -----:	5.32:	2.22:	-	3.10
Audit(System Installed) -----:	25.00:	125.00:	100.00:	-
Telephone Police Service -----:	29.31:	95.52:	66.21:	-
Criminal Default & Dismissal Costs:	-	12.00:	12.00:	-
Suit to Recover 27 Acre Parkland:	-	203.00:	203.00:	-
Commission paid prior to 7/1/35 :	16.50:	-	-	16.50
Session Laws -----:	-	6.13:	6.13:	-
Special Policing, Bromley Home :	-	10.00:	10.00:	-
Floral Tribute, Bromleys -----:	-	50.00:	50.00:	-

COMPARATIVE STATEMENT
OF
CASH RECEIPTS AND DISBURSEMENTS
OF THE
TOWN OF COLMAR MANOR, MARYLAND-
continued

Items of Income and Expense	3/1/1935 to 2/29/1936	3/1/1936 to 2/28/1937	Increase	Decrease
Health Officer, Expense -----	-	\$5.00	\$5.00	
Inaugural Decorations, Men's Club --	-	25.00	25.00	
Gettysburg City, Traffic Light account:	-	40.02	40.02	
Miscellaneous -----	\$2.58	1.45		\$1.13
Total Administrative Expense ----	\$392.27	\$1,229.59	\$837.12	
<u>Maintenance Expense</u>				
Street Lights -----	\$638.29	\$739.31	\$101.02	
Material and Labor for Streets ----	158.40	78.85		79.55
Town Truck, Gas, Oil, and Repair --	156.07	274.03	117.96	
Tools -----	2.03	23.66	23.63	
Trash Dump Charge -----	38.80			38.80
Traffic Signs -----	23.00	35.07	12.07	
Lettering Street Names on Cards ----	39.10			
Material for Road Drag -----	17.00			
Current for Traffic Light -----	-	4.59	4.59	
Total Maintenance Expense -----	\$1,072.69	\$1,157.51	\$84.82	
Total General Operating Expense:	\$3,439.31	\$4,836.75	\$1,397.44	
<u>Capital Expenditures</u>				
Material and labor for playgrounds :	\$104.20	\$824.60	\$720.40	
School Flood light -----	16.65			\$16.65
School Bridge, material and labor --	380.55			380.55
School ground expense -----	23.75	80.00	56.25	
Trees, Planting and Pruning -----	-	120.00	120.00	
Police Equipment -----	116.65	52.50		64.15
Town Truck, Tires and Battery -----	-	78.00	78.00	
Chairs for Municipal Building -----	20.00			20.00
Traffic Light, Half of Cost -----	-	292.00	292.00	
Dog Pound, Tags, Nets, etc. -----	-	28.50	28.50	
Lot to open Persh. Ave. -----	-	100.00	100.00	
Total Capital Expenditure -----	\$661.80	\$1,575.60	\$913.80	
<u>Clearing Title to Tax Sale Land</u>				
Co. Taxes, Layman Property -----	\$640.00			\$640.00
Play Ground lots -----	-	\$50.00	\$50.00	
<u>Fire Protection - C.C. Fire Co.</u> -----	225.00	604.00	379.00	
<u>W.P.A. Grants, Expenditures for</u> -	175.00			175.00
<u>Engineers Plans, Blvd. sidewalk</u> -----	60.00	30.00		30.00
TOTAL DISBURSEMENTS FOR YEAR -----	\$5,201.11	\$7,096.35	\$1,895.24	
BALANCE ON HAND AT END OF YEAR -----	\$2,634.54	\$3,559.51	\$924.97	

STREET BOND STATEMENT
Colmar Manor, Maryland
As at March 1, 1937.

Total Bonded Indebtedness July 1, 1931 ---- \$80,000.00

Serial No. of Bonds	Bond Due Date of each Serial	Date of Bond Payments	STREET BONDS		
			Paid Off to Date	Outstanding: 3/1/1937	Total Issue
A	7-1-1934	10-12-1933 12-18-1933 1-20-1934	\$1,000.00 2,000.00 1,000.00	-	\$4,000.00
B	7-1-1935	3-1-1934 9-18-1934	1,000.00 3,000.00	-	4,000.00
C	7-1-1936	9-18-1934 4-15-1935	3,000.00 1,000.00	-	4,000.00
D	7-1-1937	2-28-1937	5,000.00	-	5,000.00
E	7-1-1938	2-28-1937	5,000.00	-	5,000.00
F	7-1-1939	-	-	\$6,000.00	6,000.00
G	7-1-1940	-	-	6,000.00	6,000.00
H	7-1-1941	-	-	7,000.00	7,000.00
I	7-1-1942	-	-	7,000.00	7,000.00
J	7-1-1943	4-15-1935	2,000.00	6,000.00	8,000.00
K	7-1-1944	2-15-1937	5,000.00	3,000.00	8,000.00
L	7-1-1945	-	-	8,000.00	8,000.00
M	7-1-1946	5-25-1932	6,000.00	2,000.00	8,000.00
Total -----			35,000.00	45,000.00	80,000.00

COMPARATIVE STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
of the
STREET BOND FUND
for
THE YEARS ENDING FEB. 29, 1936 and FEB. 28, 1937

	3/1/1935	3/1/1936	Increase	Decrease
	to	to		
	2/29/1936	2/28/1937		
<u>BALANCE ON HAND AT BEGINNING OF YEAR:</u>				
<u>Prince George's Bank:</u>				
Checking Account -----	\$4,902.92	\$5,502.39	\$599.47	-
Savings Account -----	75.67	5,150.27	5,074.60	-
Total -----	4,978.59	10,652.66	5,674.07	-
<u>RECEIPTS FOR YEAR:</u> -----	14,974.07	10,451.60	-	\$4,522.47
<u>TOTAL CASH RECEIVED:</u> -----	19,952.66	21,104.26	-	1,151.60
<u>DISBURSEMENTS FOR YEAR:</u>				
Interest Payments -----	6,300.00	1,417.50	-	4,882.50
Bond Payments -----	3,000.00	15,000.00	12,000.00	-
Total Disbursements for Year -----	9,300.00	16,417.50	7,117.50	-
<u>BALANCE ON HAND END OF YEAR:</u>				
<u>Prince George's Bank:</u>				
Checking Account -----	5,502.39	100.00	-	5,402.39
Savings Account -----	5,150.27	4,586.76	-	56.51
Total -----	10,652.66	4,686.76	-	5,965.90

ANNUAL REPORT OF THE MAYOR AND TOWN COUNCIL
OF COLMAR MANOR, MARYLAND,
ON THE FINANCIAL CONDITION OF THE TOWN
AS AT FEBRUARY 29th, 1936, AND
COMPARATIVE STATEMENTS OF PAST YEARS'
RECEIPTS AND DISBURSEMENTS,
ALSO TIMELY DISCUSSIONS.

EXHIBITS CONTAINED IN THE REPORT.

- I. MAP SHOWING THE RELATIVE LOCATION OF COLMAR MANOR.
- II. COMPARATIVE STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS.
- III. BUDGET STATEMENT FOR THE 1936-7 GENERAL TAX LEVY.
- IV. BUDGET STATEMENT FOR THE 1936-7 FIRE TAX LEVY.
- V. STREET IMPROVEMENT BOND STATEMENT.

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THE RATES OF TAX LEVY FOR THE FISCAL YEAR 1936 - 1937

1. The General Town Tax for the present year is 22¢ per \$100 assessed valuation, representing a reduction of 3¢ per \$100 from the several previous years' tax levies.
2. The newly authorized Fire Tax for the present year is only 8¢ per \$100 assessed valuation. The Fire Tax averages less than \$2.50 per home per annum. Without the facilities of a Volunteer Fire Company FIRE INSURANCE PREMIUMS would average from \$4.50 to \$10.00 more per home in our community, each year, than at present.

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DO NOT FAIL TO READ THE LETTER OF TRANSMITTAL ON THE NEXT PAGE AND THE TIMELY DISCUSSIONS, TO FOLLOW, REFERRED TO THEREIN.

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THE MAYOR AND TOWN COUNCIL
COLMAR MANOR, MARYLAND, BRENTWOOD, P. O.

-oOo-

John N. Torvestad, Mayor

Carl G. C. Nagel, C. 1st ward
R. V. Yost, C. 2nd ward
Wm. U. Wiles, C. 3rd ward
Lewis Carter, C. 4th ward
John S. White, Town Solicitor
Carl Walzl, Clerk-Treasurer
M. E. Rian, Justice of Peace

Wm. P. Earnest, Chief of Police
Henry Caspare, Jr., Deputy Police
Thurman Reeves, Deputy Police
Mrs. Viola Anderson, Health Officer
Mrs. Harry Hill, Playground Supervisor
Mrs. Joe Frank, School-children Patrol
Wm. A. Pearce, Streets and Equipment

-oOo-

May 28, 1936

TO THE PEOPLE OF COLMAR MANOR:

We take pleasure in submitting this report on the financial condition of the Town of Colmar Manor, as at February 29th, 1936, and on phases of activity having general meaning important to the people of the Town.

We, also, hereby extend our expression of appreciation to our town staff, the Citizens of the Community and our Civic agencies for their loyal support; to the Board of Trustees of the Colmar Manor School; the Parent Teachers Associations of Bladensburg, Cottage City and Colmar Manor, and the Federation of P. T. A's for cooperation in school matters; to the Colmar Manor Mothers Club, the Mens Club of Cottage City and Colmar Manor, the Prince George's County Federation of Citizens Associations and the Prince George's County Chamber of Commerce for their support of measures important to our town; and to the Cottage City and Bladensburg Fire Companies and the Bladensburg Rescue Squad for their efficient and cheerful response to all calls. The State and County Police are also commended for wholehearted and efficient support, as well as the State and County Agencies we have contacted on behalf of the town; and last but not least our immediate neighboring Towns' Administrations of Bladensburg and Cottage City are extended our expression of appreciation and good-will.

The pages herein contain a presentation only of the Town of Colmar Manor finances. Because of the great importance to all of us, of the Subjects enumerated below, discussions upon them have been prepared in careful, well illustrated detail. They will be given out in substantially the following order:

- (1) W. P. A. Grants and lack of Labor for same.
- (2) Bond Issue for Streets, Curbs, Gutters and Sidewalks.
- (3) Colmar Manor School without a road to it.
- (4) Town Suit to recover 27 Acres Parkland in Colmar Manor.
- (5) Traffic Congestion and Widening of the Boulevard through Colmar Manor.
- (6) Playgrounds - Children - Youth - Municipal Building.
- (7) Floods and Flood Control.
- (8) Trees of Colmar Manor, and their preservation.
- (9) The Boulevard Traffic Hazard and Traffic Lights.
- (10) The Gas Tax and Supplemental County Road Tax.
- (11) Colmar Manor's Revenue Contribution.
- (12) The High Cost of Home Financing.

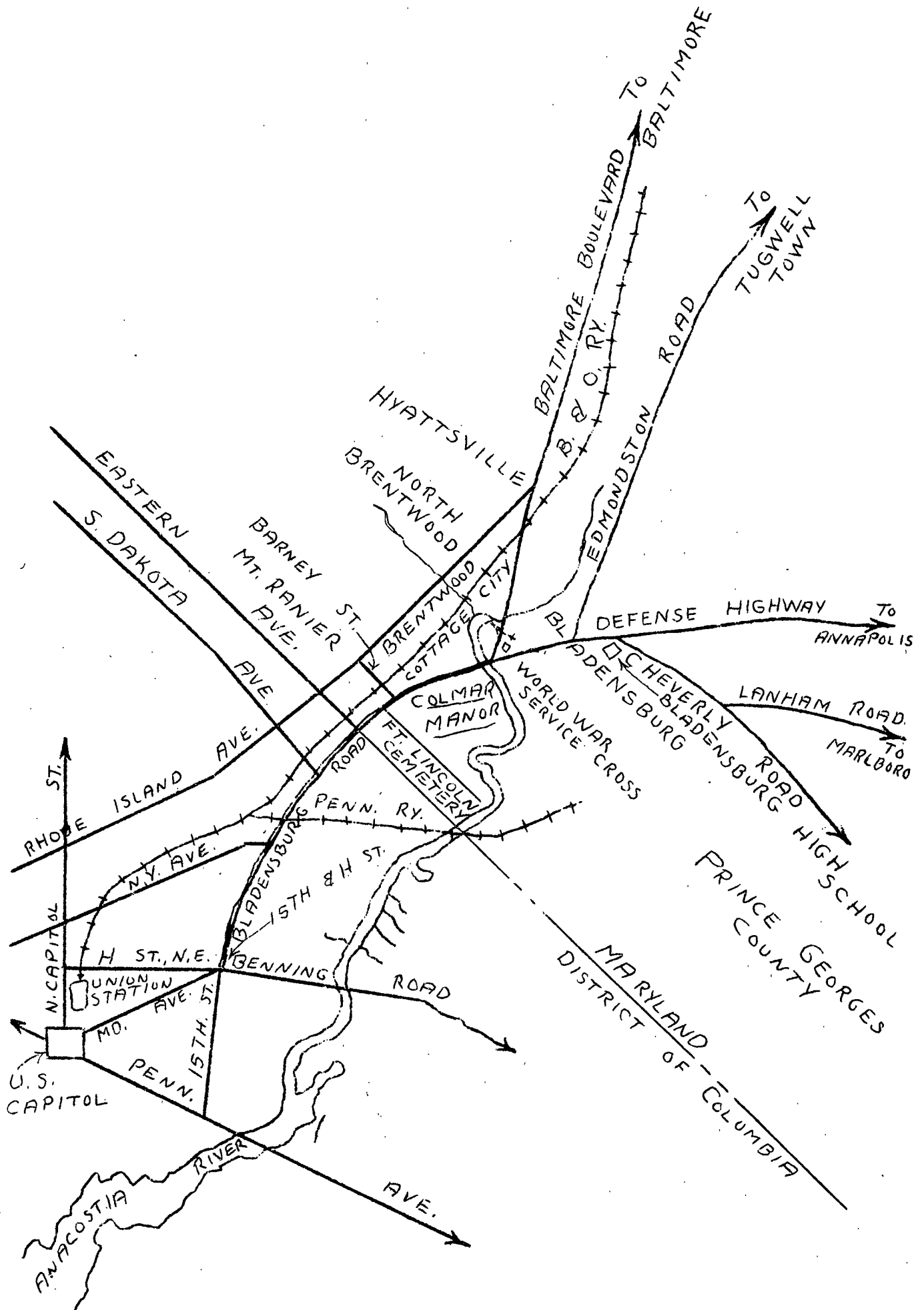
In order to give the reader an opportunity to digest this Report, subsequent discussions will be delivered in weekly installments. WATCH FOR EACH INSTALLMENT. SAVE ALL YOUR COPIES. You will have the complete Report when the last issue arrives. ALL THE DISCUSSIONS HAVE BEEN PREPARED BY YOUR MAYOR WHO TAKES FULL RESPONSIBILITY FOR ALL STATEMENTS MADE THEREIN.

Respectfully submitted,

John N. Torvestad, Mayor
Carl G. C. Nagel, Councilman
Robert V. Yost, "
Wm. U. Wiles, "
Lewis Carter, "

EXHIBIT I.

MAP SHOWING THE RELATIVE LOCATION OF
COLMAR MANOR, MD.
WITH REFERENCE TO THE DISTRICT OF COLUMBIA
AND SUBURBAN TOWNS IN
PRINCE GEORGES COUNTY



COMPARATIVE STATEMENT
of
CASH RECEIPTS AND DISBURSEMENTS
of the
TOWN OF COLMAR MANOR, MARYLAND
Years Ending Feb. 28, 1935 and Feb. 29, 1936

	3/1/1934 :	3/1/1935 :	Increase :	Decrease :
	to	to	:	:
	2/28/1935:	2/29/1936:	:	:
	\$	\$	\$	\$
<u>BALANCE ON HAND BEGINNING OF YEAR:</u>	1,396.89:	984.46:	-	412.43
<u>RECEIPTS FOR YEAR:</u>	:	:	:	:
General Taxes @ 25¢ per \$100 -----:	3,627.66:	3,977.46:	349.80:	-
Gasoline Tax, Refund from State ---:	1,056.97:	1,507.00:	450.03:	-
License Fees -----:	590.00:	647.18:	57.18:	-
Fines -----:	141.00:	25.00:	-	116.00
Rent for Municipal Building -----:	50.00:	10.00:	-	40.00
Rent for Roadside Stand -----:	90.00:	-	-	90.00
Sale of Town Lots -----:	726.07:	664.00:	-	62.07
Miscellaneous Receipts -----:	13.65:	20.55:	6.90:	-
Total Collections -----:	\$ 6,295.35:	\$ 6,851.19:	\$ 863.91:	\$ 308.07
<u>TOTAL CASH RECEIVED:</u>	\$ 7,692.24:	\$ 7,835.65:	\$ 143.41:	-
<u>DISBURSEMENTS FOR YEAR:</u>	:	:	:	:
<u>GENERAL OPERATING EXPENSES:</u>	:	:	:	:
<u>Salaries and Fees:</u>	:	:	:	:
Clerk-Treasurer -----:	420.00:	420.00:	-	-
Truck Driver(39 wks. in 1934-5):	682.50:	1,150.00:	467.50:	-
School, Highway Patrol -----:	150.00:	150.00:	-	-
Solicitor (to 7/1/1935) -----:	240.00:	120.00:	-	120.00
Legal Services -----:	-	65.75:	65.75:	-
Searching Titles, Tax Sales ---:	26.25:	-	-	26.25
Fees, Building Inspector -----:	-	6.00:	6.00:	-
Serving Legal Notices, Sewer --:	-	2.50:	2.50:	-
Total Salaries and Fees -----:	\$ 1,518.75:	\$ 1,914.25:	\$ 541.75:	\$ 146.25
<u>Administrative Expenses:</u>	\$	\$	\$	\$
Postage and Stationery -----:	32.75:	36.10:	3.35:	-
Printing and Mimeographing ----:	42.75:	67.50:	24.75:	-
Tax Sale, Advertising -----:	223.00:	51.00:	-	172.00
Insurance, Building & Truck ---:	71.10:	11.30:	-	59.80
Election Expense -----:	55.50:	40.00:	-	15.50
Filing Tax Sale Report, Crt.Fee:	15.00:	15.00:	-	-
Audit of Treasurer's Books ----:	25.00:	25.00:	-	-
Distribution of Annual Report -:	3.00:	3.00:	-	-
Bond for Treasurer & Trustee --:	40.00:	30.00:	-	10.00
Recording Deeds -----:	9.25:	-	-	9.25
Dues, Pr. Georges Co. F. C. A. :	-	2.00:	2.00:	-
Petty Cash Account -----:	-	10.00:	10.00:	-
Municipal Building, Light -----:	4.67:	9.00:	4.33:	-
" " , Heat -----:	12.89:	38.66:	25.77:	-
" " , Water -----:	-	5.32:	5.32:	-
Telephone, Police Service -----:	-	29.31:	29.31:	-
Commission for Sale of Lots ---:	62.75:	16.50:	-	46.25
Miscellaneous Expense -----:	7.00:	2.58:	-	4.42
Total Administrative Expense-:	\$ 604.66	\$ 392.27:	\$ 104.83:	\$ 317.22
<u>Maintenance Expense:</u>	\$	\$	\$	\$
Street Lights (Lights) -----:	696.95:	638.29:	-	58.66
Material & Labor, Streets -----:	105.59:	158.40:	52.81:	-
Material & Labor, Playgrounds -:	-	104.20:	104.20:	-
Town Truck, Gas, Oil & Repair -:	130.97:	156.07:	25.10:	-
Tools -----:	-	2.03:	2.03:	-
Extra Labor, Trash Collections-:	-	60.10:	60.10:	-
Trash Dump Charge -----:	-	38.80:	38.80:	-
Traffic Stop Signs -----:	-	23.00:	23.00:	-
Painting Signs -----:	2.50:	-	-	2.50
Lettering Street Names on Curbs:	-	39.10:	39.10:	-
Material for Road Drag -----:	-	17.00:	17.00:	-
Total Maintenance Expense ---:	\$ 936.01:	\$ 1,236.99:	\$ 362.14:	\$ 61.16
Total Gen'l. Oper. Exp. ---:	\$ 3,059.42:	\$ 3,543.51:	\$ 1,008.72:	\$ 524.63

<u>Capital Expenditures:</u>	:\$:\$:\$:\$
Municipal Building -----:	1,438.45:	- :	- :	1,438.45
Town Truck -----:	792.60:	- :	- :	792.60
Adding Machine -----:	45.00:	- :	- :	45.00
School Flood Light -----:	- :	16.65:	16.65:	-
School Bridge, Material & Labor-:	- :	380.55:	380.55:	-
School Ground Expense -----:	- :	23.75:	23.75:	-
Chairs for Municipal Bldg. (36)-:	- :	20.00:	20.00:	-
Police Equipment -----:	77.95:	116.65:	38.70:	-
Total Capital Expenditures --:	\$ 2,354.00:	\$ 557.60:	\$ 479.65:	\$ 2,276.05
<u>Clearing Title to Tax Sale Land:</u>	:\$:\$:\$:\$
Quit Claim Deed - Layman Prop.-:	100.00:	- :	- :	100.00
County Taxes - Layman Prop. ---:	1,005.22:	640.00:	- :	365.22
Cottage City Fire Company - :	:	:	:	:
Fire Protection -----:	- :	225.00:	225.00:	-
<u>W.P.A. Grants - Expenditures for-</u>	- :	175.00:	175.00:	-
<u>Engineer's Plans, Blvd. Sidewalk-</u>	- :	60.00:	60.00:	-
<u>Adjustments:</u>	:	:	:	:
Transfer to Bond Fund -----:	250.00:	- :	- :	250.00
Unlocated Difference(Deduct) --:	-60.86:	- :	60.86:	-
<u>TOTAL DISBURSEMENTS FOR YEAR:</u>	:\$ 6,707.78:	\$ 5,201.11:	\$ 2,009.23:	\$ 3,515.90
<u>BALANCE ON HAND AT END OF YEAR:</u>	:\$ 984.46:	\$ 2,634.54:	\$ 1,650.08:	\$ -

COMPARATIVE STATEMENT OF CURRENT GENERAL TAXES
DELINQUENT AS AT 3/1/1935 and 3/1/1936.

	: 3/1/1934 :	3/1/1935 :	Increase :	Decrease :
<u>TAXES, INT. & PENALTIES and COSTS:</u>	: 2/28/1935:	2/29/1936 :		
Taxes -----:	\$ 437.53:	\$ 430.35:	- :	\$ 7.18
Interest & Penalties -----:	43.75:	43.04:	- :	.71
Costs -----:	164.25:	189.00:	24.75:	-
Total Taxes, Int., Pen. & Cost --:	\$ 645.53:	\$ 662.39:	24.75:	\$ 7.89

EXHIBIT III

BUDGET STATEMENT.
for
THE 1936-1937 GENERAL TAX LEVY
COLMAR MANOR, MARYLAND

(Estimated Statement)

<u>BALANCE ON HAND MARCH 1, 1936:</u> -----		\$ 2,634.54
<u>RECEIPTS FOR YEAR (Estimated):</u>		
General Tax Levy @ 22¢ per \$100 -----	\$ 2,634.87	
Gasoline Tax, Refund from State -----	1,496.88	
License Fees -----	754.91	
Sale of Town Lots -----	500.00	
Building Permits -----	15.00	
Rental for Municipal Building -----	20.00	
Total Collections -----		<u>\$ 5,421.66</u>
<u>TOTAL CASH RECEIVED:</u> -----		\$ 8,056.20
<u>DISBURSEMENTS FOR THE YEAR:</u>		
<u>GENERAL OPERATING EXPENSES:</u>		
<u>Salaries and Fees:</u>		
Clerk-Treasurer -----	\$ 420.00	
Truck Driver -----	1,200.00	
School, Highway Patrol -----	150.00	
Legal Services -----	50.00	
Searching Titles - Tax Sales -----	33.75	
Total Salaries and Fees -----		\$ 1,853.75
<u>Administrative Expenses:</u>		
Postage and Stationery -----	\$ 25.00	
Printing and Mimeographing -----	75.00	
Tax Sale, Advertising -----	80.00	
Insurance, Bldg. and Truck -----	11.30	
Election Expense -----	40.00	
Filing Tax Sale Report, Crt. Fee --	15.00	
Bond for Town Treasurer -----	30.00	
Dues, Pr. George's Co. F. C. A. ---	2.00	
Petty Cash Payments -----	20.00	
Municipal Bldg. Light, Heat & Water	55.00	
Telephone, Police & Municipal Bldg.	72.00	
Total Administrative Expense ---		\$ 425.30
<u>Maintenance Expense:</u>		
Street Lights (Lights) -----	\$ 720.00	
Material and Labor, Streets -----	225.00	
Material and Labor, Play Grounds --	125.00	
Town Truck, Gas, Oil and Repair ---	230.00	
Tools -----	5.00	
Extra Labor, Trash Collection -----	120.00	
Police Equipment -----	10.00	
Trees, Replacement and Care -----	150.00	
Total Maintenance Expense -----		<u>\$ 1,585.00</u>
Total General Operating Exp.-		<u>\$ 3,864.05</u>
<u>Capital Expenditures:</u>		
Traffic Lights on Boulevard -----		\$ 500.00
<u>CONTINGENT EXPENSE FUND:</u> -----		550.00
Total Disbursements for Year -----		<u>4,914.05</u>
<u>BALANCE ON HAND FEBRUARY 28, 1937:</u> -----		<u>\$ 3,142.15</u>

BUDGET STATEMENT.
for
THE 1936 - 1937 FIRE TAX LEVY.
COLMAR MANOR, MARYLAND.

On July 9th, 1935 the Voters of Colmar Manor, by a vote of almost two to one, approved an Act of the State Legislature which provides:

"That the Mayor and Town Council of Colmar Manor, Maryland, a municipal Corporation, be and it is hereby authorized and empowered to levy and collect annually a special assessment of not to exceed ten cents on each one hundred dollars of assessed valuation, according to the assessed valuation appearing on the books of the Clerk-Treasurer of said Town, on all real and personal property situated in the Town of Colmar Manor, in Prince George's County, Maryland, the money derived from said special assessment to be paid to some volunteer fire company or companies, whether incorporated or not, for fire protection so long as it or they provide adequate fire protection to the residents and property within the corporate limits of the Town of Colmar Manor."

Pursuant to that authority the Mayor and Town Council of Colmar Manor, Maryland, March 19, 1936, levied an 8¢ (per \$100 assessed valuation) Fire Tax for the fiscal year July 1, 1936 to June 30, 1937. Pursuant to the same authority the Mayor and Town Council, after a thorough investigation and study, negotiated a contract with the Cottage City Fire Company, Inc., for the purchase of Fire Protection to the residents and property within the Corporate limits of the Town of Colmar Manor, in terms as follows:

"THIS CONTRACT made this 14th day of May in the year of our Lord One Thousand Nine Hundred Thirty-Six, by and between the Cottage City Fire Company, Inc., (a private corporation duly incorporated under the laws of the State of Maryland as a Voluntary Fire Company) party of the first part, and the Mayor and Town Council of Colmar Manor, Maryland, (a Municipal Corporation duly incorporated under the State Laws of Maryland) party of the second part.

Whereas, the said party of the first part, the Cottage City Fire Company, Inc., is duly organized for and qualified to furnish Fire Protection Service:

Whereas, the said party of the second part, the Mayor and Town Council of Colmar Manor, is desirous of purchasing Fire Protection Service to the Residents and Property within the corporate limits of Colmar Manor, Maryland:

Whereas, the Mayor and Town Council of Colmar Manor, Maryland, has caused to be levied a fire tax at the rate of 8¢ per \$100.00 assessed valuation of the assessible property of Colmar Manor, for the exclusive use of obtaining fire protection to the residents and property within the corporate limits of Colmar Manor, Maryland, for the fiscal year July 1, 1936 to June 30, 1937, wherefore this contract is Executed:

Now, this Contract Witnesseth, that in consideration of the premises and of a sum of money equivalent to 8¢ per \$100.00 of the assessed valuation appearing on the books of the Clerk-Treasurer of said Town, on all real and personal property situated in the Town of Colmar Manor, in Prince George's County, Maryland, payable by the party of the Second part, to the party of the First part, as collected by the said party of the Second part, the Mayor and Town Council of Colmar Manor, in quarterly installments on October 1, 1936, January 2, April 1, and July 1, 1937.

The party of the first part, the Cottage City Fire Company, Inc., covenant and agree to furnish the residents and property within the Town of Colmar Manor, Maryland, Unlimited Major Fire Protection against any and all fires whatsoever, together with any and all such emergency relief as the facilities of the Cottage City Fire Company, Inc., will permit, for the fiscal year July 1, 1936 to June 30, 1937.

IN WITNESS WHEREOF, the duly qualified officers of the Cottage City Fire Company, Inc., party of the first part, and the duly qualified officers of the Town of Colmar Manor, Maryland, party of the second part, have hereunto set their hands and seals on the day and year heretofore written."

Fire Protection is a service for which there is no fixed market price. Actual cost of operation of the negotiating Fire Company, therefore, became the basis of the Fire Tax Levy. The immediate proximity and recognized efficiency of the Cottage City Fire Company, made it the logical choice for Colmar Manor.

Cost of operation does not include any salary whatsoever, as every Fireman is a volunteer, serving absolutely without compensation. The cost of operation, therefore, reduces itself to a bare Annual Maintenance Cost. The following is a statement of the Estimated Cost of Maintenance of the Cottage City Fire Company for the fiscal year, July 1, 1936 to June 30, 1937, based on the Cost of the Equipment and the Experience of the past years of Operation of the Fire Company.

ESTIMATED ANNUAL COST OF MAINTENANCE
presented by the
COTTAGE CITY FIRE COMPANY FOR THE
Fiscal Year 1936-1937.

Depreciation on Fire Trucks and Engines -----	\$1,079.00
Depreciation on Building and Siren -----	269.00
Depreciation on 2000 feet of Hose -----	600.00
Tires and Batteries -----	200.00
Fuel for House, Heat -----	150.00
Gas and Oil for Operation of Trucks -----	150.00
Electricity (Average for past 3 years) -----	48.00
Telephone and Siren Service (\$17.00 per month) -----	204.00
Emergency for accidents to Equipment -----	300.00
Insurance premium, liability for men -----	50.00
Insurance premium for Building, Fire -----	45.00
Payment to Bladensburg Rescue Squad -----	100.00
State and County Dues -----	17.00
Replacement of Running Suits, Boots and Helmets -----	75.00
Replacement of Salvage Covers -----	20.00
Total Estimated Annual Cost of Maintenance -----	<u>\$3,307.00</u>

Against the Estimated Cost of Operating Maintenance is shown the estimated Revenues upon which the Cottage City Fire Company rely to carry on, as follows:

<u>ESTIMATED ANNUAL COST TO MAINTAIN FIRE COMPANY, YEAR 1936-7</u> -----		<u>\$3,307.00</u>
<u>SOURCES OF REVENUE:</u>		
County Grant -----	\$650.00	
Cottage City Levy, 8¢ per \$100 -----	743.42	
Colmar Manor Levy, 8¢ per \$100 -----	958.14	
Total Revenue from Taxes -----		<u>2,351.56</u>
<u>REVENUE REQUIRED TO BE RAISED BY ACTIVITIES OF FIRE COMPANY:</u> -----		<u>\$ 955.44</u>

The Bladensburg Fire Company offer their cooperation in all emergencies, and we are likewise indebted to the Rescue Squad for Service to our Community. Through the agency of the Cottage City Fire Company, a \$50.00 contribution was made possible to the Rescue Squad in February, 1936, and \$100.00 is budgeted for the Rescue Squad for the fiscal year 1936 - 1937. Our Civic organizations are also hereby urged to contribute to the Bladensburg Rescue Squad and to that extent enhance the protection of life and limb.

EXHIBIT V.

STREET BOND STATEMENT
Colmar Manor, Maryland

Total Bonded Indebtedness July 1, 1931 ----- \$80,000.00

Serial No. of Bonds	Bond Due Date of each Serial	Date of Bond Payments	STREET BONDS.		
			: Paid Off to Date	: Outstanding: 3/1/1936	: Total Issue
A	7-1-1934	10-12-1933	:\$ 1,000.00	:\$ -	:\$ 4,000.00
		12-18-1933	: 2,000.00	: -	: -
		1-20-1934	: 1,000.00	: -	: -
B	7-1-1935	3- 1-1934	: 1,000.00	: -	: 4,000.00
		9-18-1934	: 3,000.00	: -	: -
C	7-1-1936	9-18-1934	: 3,000.00	: -	: 4,000.00
		4-15-1935	: 1,000.00	: -	: -
D	7-1-1937	-	: -	: 5,000.00	: 5,000.00
E	7-1-1938	-	: -	: 5,000.00	: 5,000.00
F	7-1-1939	-	: -	: 6,000.00	: 6,000.00
G	7-1-1940	-	: -	: 6,000.00	: 6,000.00
H	7-1-1941	-	: -	: 7,000.00	: 7,000.00
I	7-1-1942	-	: -	: 7,000.00	: 7,000.00
J	7-1-1943	4-15-1935	: 2,000.00	: 6,000.00	: 8,000.00
K	7-1-1944	-	: -	: 8,000.00	: 8,000.00
L	7-1-1945	-	: -	: 8,000.00	: 8,000.00
M	7-1-1946	5-25-1932	: 6,000.00	: 2,000.00	: 8,000.00
Total -----			:\$ 20,000.00	:\$ 60,000.00	:\$ 80,000.00

COMPARATIVE STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
of the
STREET BOND FUND
for
THE YEARS ENDING FEB. 28, 1935 and FEB. 29, 1936

	: 3/1/1934	: 3/1/1935	: Increase	: Decrease
	: to	: to		
	: 2/28/1935	: 2/29/1936		
<u>BALANCE ON HAND AT BEGINNING OF YEAR:</u>	:\$:\$:\$:\$
<u>Prince George's Bank:</u>	:	:	:	:
Checking Account -----	: 2,370.80	: 4,978.59	: 2,607.79	: -
<u>RECEIPTS FOR YEAR:</u> -----	: 12,115.79	: 14,974.07	: 2,858.28	: -
<u>TOTAL CASH RECEIVED:</u> -----	:\$14,486.59	:\$19,952.66	:\$ 5,466.07	:\$ -
<u>DISBURSEMENTS FOR YEAR: 1/</u>	:\$:\$:\$:\$
Interest Payments -----	: 2,508.00	: 6,300.00	: 3,792.00	: -
Bond Payments -----	: 7,000.00	: 3,000.00	: -	: 4,000.00
Total Disbursements for Year ---	:\$ 9,508.00	:\$ 9,300.00	:\$ -	:\$ 208.00
<u>BALANCE ON HAND END OF YEAR:</u>	:\$:\$:\$:\$
<u>Prince George's Bank:</u>	:	:	:	:
Checking Account -----	: 4,902.92	: 5,502.39	: -	: 599.47
Savings Account -----	: 75.67	: 5,150.27	: 5,074.60	: -
Total -----	:\$ 4,978.59	:\$10,652.66	:\$ 5,674.07	:\$ -

COMPARATIVE STATEMENT OF CURRENT BOND TAXES
DELINQUENT AS AT 3/1/1935 and 3/1/1936

TAXES, INT. & PENALTIES and COSTS:	: 3/1/1934 :	3/1/1935 :	:	:
	: 2/28/1935:	2/29/1936:	Increase :	Decrease
Taxes -----	\$ 1,122.15:	\$ 979.95:	-	\$ 142.20
Interest, Penalties & Costs -----	: 112.22:	98.00:	-	: 14.22
Total Taxes, Int., Pen. & Costs --	<u>\$ 1,234.37:</u>	<u>\$ 1,077.95:</u>	-	<u>\$ 156.42</u>

NOTE: Interest on 42 of the 60 Outstanding Bonds is paid to July 1, 1937. The holder of the remaining 18 Bonds declines to discount for advance payments. Bonds have also been paid up before due date. No Bonds are due until July 1, 1937. Paying Interest and Bonds in advance results in a total saving, in rebates and discounts, of \$3,557.44 to July 1, 1936 and of \$7,997.44 as of the date of final maturity of the Bonds bought in to date. The Town has \$12,155.05 in the Treasury as of June 1, 1936, and is negotiating to buy in \$10,000.00 additional Colmar Manor Bonds which will result in a further interest saving to the Town over the years.

PART II OF THE ANNUAL REPORT
OF THE COLMAR MANOR MAYOR
AND TOWN COUNCIL DATED
May 28th, 1936

----- oOo -----

(June 19, 1936.)

A few days ago you received a copy of the FIRST PART of the annual Report of the Mayor and Town Council of Colmar Manor, Maryland, on the finances of the town. You were reminded, therein, to watch for subsequent discussions on phases of activity having general meaning important to the people of the town. The first of this series of discussions follows, explaining why the WORKS PROGRESS ADMINISTRATION GRANTS FOR COLMAR MANOR DID NOT MATERIALIZE. Watch for the discussion next week on (2) Bond Issue for Streets, Curbs, Gutters and Sidewalks.

----- oOo -----

(1) W.P.A. GRANTS FOR COLMAR MANOR AND THE LACK OF LABOR FOR SAME.

Many have rightfully asked the Town Officials about the street, curb and sidewalk improvement program promised under the Works Progress Administration Grants early last fall. "When will the operations start?"

Time after time the Mayor of Colmar Manor contacted agents of the Works Progress Administration at Hyattsville only to be informed labor was not available for the Colmar Manor Projects.

Two grants were approved for Colmar Manor, early last fall (1935). The first grant was for street, curb and sidewalk extension, in the sum of \$15,000. Of this sum the Town was prepared to furnish \$5,000 and the Federal Government \$10,000. The second grant was for a Municipal Building in the sum of \$12,000, for which the project the town was prepared to furnish \$3,000, according to the provisions of the grant, and the Federal Government \$9,000 from the Works Progress Administration funds.

A great deal of satisfaction was felt over obtaining these two grants and all plans of the town officials were formulated to conform to the immediate developments of these projects. The disappointment is therefore keen over the failure, especially of the street project, to materialize at all.

The following correspondence will convey a picture of the whole situation.

----- oOo -----

March 3, 1936.

Hon. Stephen W. Gambrill,
House Office Building,
Washington, D. C.

Dear Mr. Gambrill:

I am writing you on behalf of the Mayor and Town Council of Colmar Manor, Maryland, about a matter that, no doubt, has proven somewhat troublesome by circumstance, to certain areas along the District. I am speaking of the W. P. A. labor supply availability for our projects.

We, early, applied for and obtained W. P. A. grants for two projects in Colmar Manor; one of \$15,000.00 for the extension of curbs, gutters and sidewalks, and one of \$12,000.00 for the erection of a Town Hall.

To date we have not been assigned any workmen for either of these projects. We are not so concerned over the Town Hall project. We are, however, very disappointed over not getting any labor for our street project, especially since we have expended some money in making the job possible, and changed our street improvement plans to conform to the present proposed W. P. A. Program.

If we could get about twenty men assigned to our project it would prove a big benefit. It would enable us to go forward with the street work under the grant and put a few of our local unemployed to work also.

We will greatly appreciate anything you can do for us to get a few men assigned to us and thereby get the street project going.

Very truly yours,

(Signed) John N. Torvestad, Mayor.

----- oOo -----

CONGRESS OF THE UNITED STATES
House of Representatives
Washington, D. C.

March 11, 1936.

Hon. John N. Torvestad, Mayor,
Colmar Manor,
Brentwood, Maryland.

My dear Mr. Mayor:

I have your letter of the 3rd instant, regarding the work to be done in Colmar Manor from funds supplied by the W. P. A. I am taking up this matter and will let you hear from me again as soon as I have information to impart.

With very best wishes,

Sincerely,

(Signed) Stephen W. Gambrill.

CONGRESS OF THE UNITED STATES
House of Representatives
Washington, D. C.

March 16, 1936.

Hon. John N. Torvestad, Mayor,
Colmar Manor,
Brentwood, Maryland.

My dear Mr. Mayor:

Referring to your letter of recent date:

For your information, I enclose herewith copy of a communication just received by me from Mr. Bornefeld, of the W. P. A. in Baltimore, which is self-explanatory.

With very best wishes,

Sincerely,

(Signed) Stephen W. Gambrill.

----- oOo -----

C O P Y

WORKS PROGRESS ADMINISTRATION

BALTIMORE

March 13, 1936.

Hon. Stephen W. Gambrill

Dear Congressman Gambrill:

This will acknowledge receipt of your letter of March 11th in which you enclose a copy of a letter to you from John N. Torvestad, Mayor of Colmar Manor, Maryland, Brentwood post office.

With reference to the projects mentioned in this letter, we are in accord with the officials of Colmar Manor that the projects are very worthy ones, and have received both our approval and that of the Works Progress Administration in Washington through the President.

As you know, we are working under the rules and regulations issued to us from the Washington office which limit our ability to operate all worthwhile projects at the same time in view of the fact that available employables, which we have taken off relief, are limited in number.

Due to the ruling that we must curtail our working forces progressively from now until June 30th, that the Resettlement Administration, Public Works Administration and State Roads Commission projects have priority over our own, and in addition to the fact that it is expected private industry will absorb an increasingly greater number; we are unable, at the present time, to start projects before those projects we now have operating are completed.

We assure you that as the opportunity presents itself, the projects you have brought to our attention will be given full consideration.

With very best wishes,

Sincerely yours,

F. H. DRYDEN, STATE ADMINISTRATOR

March 3, 1936

Hon. Lansdale G. Sasscer,
Maryland State Senator,
Upper Marlboro, Md.

Dear Mr. Sasscer:

I am writing you on behalf of the Mayor and Town Council of Colmar Manor, Maryland, about a matter that, no doubt, has proven somewhat perplexing by circumstance, to certain areas. I am speaking of the W. P. A. labor supply availability for our projects.

We, early, applied for and obtained W. P. A. grants for two projects in Colmar Manor; one of \$15,000.00 for the extension of curbs, gutters and sidewalks and one of \$12,000.00 for the erection of a Town Hall.

To date we have not been assigned any workmen for either of these projects. We are not so concerned over the Town Hall project. We are, however, very disappointed over not getting any labor for our street project, especially since we have expended some money in making the job possible, and changed our street improvement plans to conform to the present proposed W. P. A. program.

If we could get about twenty men assigned to our project it would prove a big benefit. It would enable us to go forward with the street work under the grant and put a few of our local unemployed to work also.

We will greatly appreciate anything you can do for us to get a few men assigned to us and thereby get the street project going.

Yours very truly,

(Signed) John N. Torvestad, Mayor.

----- oOo -----

SENATE OF MARYLAND
Annapolis, Md.

March 18th 1936

Mr. John N. Torvestad, Mayor,
Colmar Manor,
Brentwood P.O., Md.

Dear Mr. Torvestad:

I acknowledge receipt of your letter of March 3rd, and will be glad to help in any way I can. Your difficulty as to obtaining W.P.A. labor seems to be more or less universal. I have taken the matter up with the office at Hyattsville.

With best wishes, I am

Very truly yours,

(Signed) L. G. Sasscer.

WORKS PROGRESS ADMINISTRATION
of Maryland

Branch "B"
Hyattsville, Maryland.

March 20, 1936

Honorable Lansdale G. Sasscer,
President of the Senate,
Senate of Maryland,
Annapolis, Maryland.

My dear Senator Sasscer:

I have today received your letter inclosing that of Mr. John N. Torvestad, Mayor of Colmar Manor, with reference to the opening of a W. P. A. project for street improvements in that town.

The inclosed copy of my letter to him I believe will be self-explanatory to you.

I regret very much that we are not in a position at present to open this project due to the fact that we have no labor available for it, but I assure you that every consideration will be given this work, and, if at any time, conditions are such that it can be started, we will be more than pleased to request a Go Order from Baltimore and will take up the project then.

Yours very truly,

(Signed) M. H. Davis, Project Supervisor

----- oOo -----

SENATE OF MARYLAND
Annapolis, Maryland

March 26th 1936

Mr. John N. Torvestad,
Brentwood,
Maryland

Dear Mr. Torvestad:

Enclosed find correspondence received in reference to the Works Progress Administration, concerning which you wrote me.

With best wishes, I am

Very truly yours,

(Signed) L. G. Sasscer.

----- oOo -----

WORKS PROGRESS ADMINISTRATION
of Maryland

Branch "B"
Hyattsville, Maryland.

March 20, 1936

Mr. John N. Torvestad, Mayor,
Colmar Manor, Maryland.

Dear Sir:

Your letter to Senator Sasser with reference to the obtaining of W. P. A. labor for your street improvement program has been referred to me.

As I remember the past transactions on this particular project, a request was made some time last fall for a complete set of plans to be delivered to the W. P. A. office in order that the details necessary for the carrying on of this work could be determined. Also under date of December 10, a letter with reference to this same project calling for this map and other detailed information was sent you by Mr. Gaither H. Sykes. So far as I can find in any records in this office, this information has not yet been furnished.

It was impossible at that time to open your project without this information and under the present status of available labor in this county, it would be impossible to open any new projects inasmuch as our labor supply is insufficient to even carry on efficiently some of the projects we now have operating.

We have had several very deserving projects in the county which were given the necessary approval but which we have been unable to open due to the fact that we have had no available relief labor.

I regret very much that we cannot at this time give you any men for this project regardless of how desirable your work from a standpoint of construction may be for we have certain standards which are set up by the Federal Government determining the men who are available for W. P. A. projects. However, if conditions arise whereby we do have any available labor, I will most certainly keep your project in mind and give it the utmost consideration.

Yours very truly,

(Signed) M. H. DAVIS,
Project Supervisor

----- oOo -----

March 31, 1936.

Mr. J. Spence Howard,
Civil & Consulting Engineer,
Baltimore, Maryland.

Dear Mr. Howard:

I am enclosing herewith a copy of a letter to me from Mr. M. H. Davis, Supervisor for the Works Progress Administration, Hyattsville, Md. I am particularly distressed by the implication in the third paragraph which reads: "It was impossible at that time to open your project without this information ----".

It was my understanding that sufficient plans and specifications were furnished the Works Progress Administration, by your office, to initiate the Street Project in Colmar Manor. As per your request of September 27, 1935, we advanced you \$125.00 to get this project under way and avoid delay.

(Continued on page 15.)

Mr. J. Spence Howard, Baltimore, Md.

It always was my impression, from statements to me by Mr. Sykes and others at the Hyattsville office that the labor phase was the only cause of delay in going forward with the Street Project. I am therefore quite surprised, now, to learn that lack of "a complete set of plans --- map and other detailed information ---" prevented the assignment of laborers to our project.

Will you please advise me what the merits of this contention may be?

Very truly yours,

(Signed) John N. Torvestad, Mayor.

----- oOo -----

J. S P E N C E H O W A R D
CIVIL AND CONSULTING ENGINEER
20 EAST LEXINGTON STREET
Baltimore, Md.

April 2nd, 1936

Mr. John N. Torvestad, Mayor
Town of Colmar Manor
Brentwood, Post Office, Md.

Dear Sir:

Received your letter enclosing an unsigned letter by Mr. Davis.

I can assure you that neither this work nor any other work has been held up on account of lack of plans on my part. As a matter of fact I sent the plans last November to the W. P. A. office, and the only reason the work was not started was because no men could be secured. In addition to this I took the matter up with the W. P. A. office at least a half dozen times, and the plans were completed and turned over to them in November.

Very truly yours,

(Signed) J. Spence Howard

PART II OF THE ANNUAL REPORT
OF THE COLMAR MANOR MAYOR
AND TOWN COUNCIL DATED
May 28th, 1936
CONTINUED

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(June 30, 1936.)

Under date of June 19, 1936, you received the first installment of PART II of the Annual Report of the Mayor and Town Council of Colmar Manor, explaining: Why the Works Progress Administration Grants for Colmar Manor Did Not Materialize. The failure of the W. P. A. to materialize requires us to turn to a BOND ISSUE FOR STREETS, CURBS, GUTTERS AND SIDEWALKS as the only means of enabling us to obtain an improved street to our NEW SCHOOL, as well as curbs and sidewalks along the front of the town, or any other permanent street improvement in Colmar Manor. Watch for the discussion, in a few days, on the (3) Colmar Manor School Without a Road to it.

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(2) Bond Issue for Streets, Curbs, Gutters and Sidewalks.

On Monday, July 6th, 1936, the Polls will be open, between 12:00 Noon and 9:00 P.M., at the Colmar Manor Town Hall, for the qualified voters of the town to vote on the "Charter Amendment Authorizing Street Improvement Bonds Not Exceeding 8% of the Assessed Valuation of Property in the Town of Colmar Manor."

We have observed the inability of the Works Progress Administration to provide any Labor for our Projects. We have also looked into the possibility of obtaining aid from the County to improve the street to our School, only to learn that such a possibility is out of the question.

IF ANY STREET IMPROVEMENT IS GOING TO BE DONE, TO THE STREET TO OUR SCHOOL; OR OTHERWISE, IT REQUIRES US TO DO IT OURSELVES. Accordingly a bill was pushed through the last special Session of the State Legislature by our Hon. John S. White, (House Bill No. 110, Chapter No. 60.), which when accepted by the qualified voters of the Town of Colmar Manor, will permit the town to borrow for street improvement to be done now or later.

In deciding to vote on the extension of the Bonding Power of the Town of Colmar Manor, the voter should bear in mind the following very important facts:

1. Every voter in Colmar Manor who wants an improved street to OUR SCHOOL, that will permit SAFE WALKING and DRIVING to it, must vote in favor of the Bonding Power for the town to get such improvement. IT IS IMPOSSIBLE TO GET THIS IMPROVEMENT IN ANY OTHER WAY, NOW OR LATER.
2. If you want properly constructed and located Curbs, Gutters and Sidewalks along the front of the Town of Colmar Manor, for the protection of both adults and children walking to and from the stores, and for the better control of parking and traffic on the Boulevard, it is necessary to vote for the Bonding Power for Colmar Manor.

You Mr. Resident in the Town! You Mr. Businessman on the Boulevard! We, who have been vexed, over and over, by the Uncontrolled Traffic and Parking situation at Private Entrances and at the Intersection of our Streets with the Boulevard, greatly hindering safe Ingress and Egress, and consequential interference with business, LET US BEAR IN MIND THAT THE NECESSARY IMPROVEMENTS TO THE FRONT OF THE TOWN, MADE POSSIBLE ONLY BY THE BONDING POWER OF THE TOWN, WILL LARGELY REMEDY THIS PHYSICAL HINDRANCE.

3. The town at present has the authority to borrow \$5000 by bond issue, especially provided for the Boulevard curb, gutter and sidewalk project. The town has not availed itself of this bonding authority, because it is inadequate to complete the undertaking at an economical cost.
4. By adopting the Bonding Power for the town at the present time, we have all assurance of obtaining Federal aid. The P.W.A. furnishes 45% and the town 55% toward the projects undertaken. That will virtually cut the actual cost to the property owner almost in half, if adopted.
5. If we adopt the Bonding Power at the present time, money can be borrowed at an unusually low rate of interest. We are paying 6% for our former street improvement loan. At the present time interest rates are as low as 4% on loans to towns such as Colmar Manor. This would mean as much as one-third saving on interest to the front foot property owner receiving the improvement.
6. A BOND ISSUE NOW WILL BE ABSOLUTELY NO ADDITIONAL COST TO THE OWNERS OF PROPERTY ALREADY IMPROVED. THE FRONT FOOT BENEFIT OF ANY PROPOSED STREET CONSTRUCTION WILL BE CHARGED EXCLUSIVELY AGAINST THE PROPERTIES SO BENEFITED.
7. It is mentioned occasionally that a Bonded Indebtedness may become the subject of a general tax levy on the town. That is true ONLY WHEN THE TOWN IS UNABLE TO COLLECT FROM THE OWNERS OF THE PROPERTIES BENEFITED SUFFICIENT MONEY TO PAY THE BONDS AND INTEREST AS THEY FALL DUE. You may judge for yourself what the likelihood is for the future of Colmar Manor from the following facts relative to our 1931 Bond Issue.

Reference to the "STREET BOND STATEMENT" on page 7 of the Annual Report of the Mayor and Town Council of Colmar Manor shows that as of June 30, 1936 only \$8000 of the 1931 Bond Issue was due. (\$4000 fell due July 1, 1936). The Report shows further that as of June 30, 1936, the town had paid off \$20,000 of said 1931 Bond Issue and that the \$4000 due July 1, 1936, was paid off a year and a half ago. Further the records of the town show that there is, as of June 27, 1936, the sum of \$13,933.35 in the Bond Fund of the Town Treasury, with all outstanding interest paid up to July 1, 1937.

8. THERE WILL BE NO RECKLESS PLACING OF FULLY DEVELOPED STREET IMPROVEMENTS ALONG STRETCHES OF PROPERTY THAT WILL NOT SUSTAIN THE COST OF THE IMPROVEMENT. Grade, Curbs and Gutters, and one Sidewalk, with a graveled street center can be sustained by the properties on any street proposed to be improved.

IT IS A SINGULARLY INTERESTING FACT THAT IT IS THE VACANT LOTS ON UNIMPROVED STREETS IN COLMAR MANOR THAT THE TOWN IS NOT ABLE TO SELL. At the present time the town has only two properties on paved streets, that have been taken over for taxes, that the town has not yet resold, and the town is now negotiating a resale of one of them. On the other hand the town has over a hundred lots on unimproved streets, taken in for taxes, that have not been resold to date.

There is no apparent reason for believing that we are in danger of having to place a general tax levy upon the town to meet our street Bond Indebtedness, FOR THE PRESENT OR THE FUTURE. There will be no time or opportunity to improve unfinished streets, more economical to the Front Foot Property Owner benefited, than the present.

PART II OF THE ANNUAL REPORT
OF THE COLMAR MANOR MAYOR
AND TOWN COUNCIL DATED
MAY 28, 1936

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(August 20, 1936)

The second installment of PART II of the Annual Report of the Mayor and Town Council of Colmar Manor, issued June 30, 1936, discussed the necessity for turning to a Bond Issue for Streets, Curbs, Gutters and Sidewalks as the only means of enabling us to obtain an improved street to our NEW SCHOOL, etc.

On July 6th and again on July 14th, 1936, by a large majority vote, the voters of Colmar Manor expressed their desire for Street Improvements of general importance to the town. We accordingly, now, must consider the COLMAR MANOR SCHOOL WITHOUT A ROAD TO IT, with a view to induce the County Officials to obtain the necessary RIGHT-OF-WAY without further delay. WATCH FOR THE DISCUSSION, in a few days, on the (4) Town Suit to Recover 27 Acres Parkland in Colmar Manor.

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(3) COLMAR MANOR SCHOOL WITHOUT A ROAD TO IT.

WE ARE PREPARING TO BUILD AN IMPROVED STREET TO OUR NEW SCHOOL. WE WILL BE UNABLE, HOWEVER, TO COMPLETE THE UNDERTAKING IN FRONT OF THE SCHOOL BECAUSE THE COUNTY OFFICIALS; AFTER ONE YEAR OF URGENT APPEAL; HAVE FAILED TO OBTAIN THE REQUIRED RIGHT-OF-WAY. MEANWHILE THE LIFE AND SECURITY, ESPECIALLY OF OUR SMALL SCHOOL CHILDREN, STILL REMAIN INSECURE, BECAUSE;

1. Our school building is provided with only a wooden fire-escape!
2. Our school is not provided with any means of communication in case of a fire!
3. No street, whatsoever, is provided for a fire engine to reach the school!
4. In the winter no fire engine can come within 1000 feet of the School!
5. No one can drive to the school, except over a rough stretch of brushland at the risk of life and limb, in the summer and not at all in the winter.
6. The school is reached by foot only, via a foot-bridge several hundred feet long, over a ravine where water at times of freshets rises six to eight feet high, to the very floor of the foot-bridge.
7. The school building is only reached after a STAIR CLIMB of half a hundred steps to the top of a knoll where the building rests, serenly isolated, on the edge of a promontory or cliff.
8. The ground is washing away from the footing back of the building and wooden fire-escape, into the valley below.
9. There is no Playground for the children, in front of or around the building on the top of the cliff.
10. There are no steps by which to get to the Playground supplied for the children some 60 or 70 feet below the level of the School Building.

THE FULL STORY OF THE SCHOOL WITHOUT A ROAD TO IT IS AS FOLLOWS: On August 20, 1934, by deed recorded in Liber 419, Folio 71, the Board of Education for Prince George's County, purchased 4-13/100 acres of land in Colmar Manor, Maryland, for the sum of \$2,065. The tract lies between the proposed extensions of Ridge Drive and Wood Avenue; and Lansing and Burleson Streets.

Thanks to the energies of our Superintendent of Schools, the Board of Education and a Public Works Administration Grant, the present fine Four Room School Building was erected on this tract in 1935. WE ARE VERY PROUD OF THE SCHOOL AND THE SPLENDID TEACHERS THAT HAVE BEEN ASSIGNED TO MANAGE IT.

There is one thing we cannot understand, however: Investigation fails to reveal a dedicated street on any side of the school tract. Private property appears to completely surround it. All who set foot upon the school ground must first and last trespass upon private property.

Why was not a Right-of-way for a street approach to the Colmar Manor School grounds obtained at the time of the purchase of the tract? As part of the original negotiation the right-of-way could, no doubt, have been obtained for little or no additional consideration.

The need for this right-of-way was called to the attention of the County Officials last November, when a delegation from Colmar Manor, consisting of Councilmen Nagel and Wiles; Mrs. Anderson, Mrs. Ghant and Mrs. Nagel; and Mayor Torvestad, met an appointment with the County Commissioners and Superintendent of Schools, Orem.

Commissioners Berry, Blandford and Cockey were present. Commissioner McNamee and Chairman Boswell left before the conference. While Supt. Orem stated that the Right-of-way and improvement requested was urgently needed, the County Commission Board Members did not appear to be much interested in our appeal. After some discussion the conference was dismissed with the remark from one member that the Board of County Commissioners had given the Colmar Manor Committee more than enough of its time.

The Colmar Manor Committee was advised to write a statement of its desires to Chariman Boswell, as no action would be taken without him. The following is a copy of the letter written by the Mayor of Colmar Manor to Chairman Boswell and the County Commission Board's reply.

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 THE MAYOR AND TOWN COUNCIL
 Colmar Manor, Maryland
 Brentwood, P. O.

November 18, 1935.

Commissioners for Prince George's County,
 Upper Marlboro, Maryland.

Gentlemen: Attention Mr. Perry Boswell, Chairman

On Tuesday, November 12, 1935, a committee of citizens and officials of the Town of Colmar Manor, Md., presented your body with a request for aid in securing and developing an approach to the new Colmar Manor School. Due to the importance of the matter and the absence of two Commissioners it was advised to bring the matter before the full board in writing.

As stated formerly, we are very appreciative of the fine school building, together with the excellent teachers, we have received through the instrumentality of your Commission and our good Sup't. of Schools, Mr. Orem, and I do not believe anyone who gives the whole situation careful consideration can be critical of the location.

It is only necessary to push the project along to completion to show how fine and logical the location really is. To leave the project, however, as it now stands, without an accessible right-of-way and street, I believe is to lay the School Board and the County Commissioners open to unnecessary criticism and blame.

To change criticism and blame along this line to approval requires:

1. That the County acquire a right-of-way along the front of the school ground, connecting the end of Lansing Street with the end of Redfield Avenue, per drawing.
2. That the street, thus made, connecting the school with Lansing Street and the Washington-Baltimore Boulevard be made accessible to foot and motor travel.

The full right-of-way called for above should be obtained, because the lay of the ground is such that the greatest economy in construction is obtainable only by making a through street as shown on the blue prints furnished herewith.

In view of the financial inability of the Town of Colmar Manor to procure and develop the above street, and in view of the fact that at this time W.P.A. aid is available for projects of this type it is highly important to determine upon a definite promise of financial aid from the County.

Again reiterating the importance of obtaining (a) the right-of-way above and (b) the improvement thereof or its equivalent, I am,

Yours very truly,

(Signed) John N. Torvestad, Mayor.

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Office of
COUNTY COMMISSIONERS
Prince George's County
Upper Marlboro, Md.

December 15, 1935.

Mr. John N. Torvestad, Mayor,
The Town Council of Colmar Manor,
Brentwood, Maryland.

Dear Mr. Torvestad:

I have been directed by the Board of County Commissioners to acknowledge the receipt of your letter of November 18, in which you request the Board to sponsor as a Works Progress Administration Project the improvement of the street leading to the new Colmar Manor School, and to advise you they cannot sponsor this project.

Very truly yours,

(Signed) James S. Heal,
Clerk to County Commissioners
of Prince George's County, Md.

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In the course of the discussion with the County Board Members, one Commissioner said in substance, "the County does not buy right-of-ways to schools". We wonder why the Commissioner would make such a statement to us about right-of-ways to schools for street use! THE FACT OF THE MATTER IS THE COUNTY DOES BUY RIGHT-OF-WAYS FOR SCHOOLS; in Upper Marlboro, if not in Colmar Manor, as evidenced by the following fact, and we want to know:

WHY was not a Right-of-way for a street approach to the Colmar Manor School ground obtained by the Board of Education, August 20, 1934, as was done by them four months later at Upper Marlboro, Maryland, when, having acquired a 12 acre tract for the colored school, back of the Marlboro Court House, the Board of Education paid \$1,500 for a strip 50 feet wide and 258 feet deep together with a 15 foot right-of-way 150 feet deep, per Deed dated Dec. 28, 1934, and recorded in Liber 421, Folio 69, as per diagram on page 25.

This Colmar Manor School Right-of-way FIASCO has been viewed with criticism by various Civic Organizations. (1) The Colmar Manor Parent Teachers Association, (2) The Cottage City and Colmar Manor Mens' Club, and (3) The Prince George's County Chamber of Commerce have registered their request with the County Officials for this Right-of-way. The Mayor of Colmar Manor, in compliance with a request from the Prince George's County Chamber of Commerce, furnished Mr. T. Howard Duckett, Attorney for the Shreve Estate, with certain proposed School Road Maps, as explained by the following correspondence.

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THE MAYOR AND TOWN COUNCIL
Colmar Manor - Maryland
Brentwood, P. O.

21

May 28, 1936

Mr. T. Howard Duckett, Esq.,
Tower Building,
Washington, D. C.

Dear Mr. Duckett:

I have been asked to provide a map showing the desired strip of ground for a street to the Colmar Manor Elementary School. The request comes to me from Mr. Mulligan, Chairman of the Roads Committee, Prince George's County Chamber of Commerce.

I am accordingly enclosing herewith a map showing sufficient of the surrounding territory to give one a bearing of the pertinent information desired. I have marked the ground that is needed for street with a red pencil. The strip is forty (40) feet wide and 760.46 feet in total length.

You will note that I have drawn the red lines at a diagonal at the intersection of Lansing with Redfield. It is suggested that the ground for the proposed street be obtained about as indicated by the red lines in order to comply with the contour of the land. The perpendicular intersection at this point would no doubt bring the street so far down on the lower side of the hill as to make it very difficult and expensive to bring it to a proper grade.

If any further information is desired, do not hesitate to call for it.

Very truly yours,

(Signed) John N. Torvestad

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Law Offices of
DUCKETT & DUCKETT
Tower Building
Washington, D.C.

June 25, 1936

Mr. John N. Torvestad
Brentwood, Maryland

My dear Mr. Torvestad:

I have just heard from Mrs. Shreve relative to the possibility of a sale of a roadway to the Colmar Manor School.

She tells me that the four children who are jointly interested with her have had several conferences over this problem, and have reached the very definite conclusion that they prefer not to sell any land for a road, but will sell to the Board of Education all of the property in between the school and the northerly outline of their tract. It appears from the plat that the sale of the land necessary for the road would leave a considerable strip in between the road and the northern boundry of their property, not deep enough for any development, and hardly available for any other practical purpose. As a matter of fact, it would seem very advisable for the school to own this strip of land, which contains just about the same area that the present school site has in it, and the Shreve's have authorized me to offer you this tract for \$2500.

I shall be very glad to hear from you, and if you have any counter-proposal, to submit it to them.

Very truly yours,

(Signed) T. Howard Duckett

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THE MAYOR AND TOWN COUNCIL
Colmar Manor - Maryland
Brentwood, P. O.

June 27, 1936.

T. Howard Duckett, Esq.,
Tower Building,
Washington, D. C.

Dear Mr. Duckett:

I am in receipt of your letter dated June 25, 1936, relative to the possibility of a sale of a roadway to the Colmar Manor School.

With reference to the matter set forth therein, the practical situation is:

1. It is very advisable for the school to own the strip of ground between the northerly boundry of the school ground and the northerly outline of the Shreve tract.
2. This tract, as you will note from the plat is 140 feet deep and 263 feet long on the northerly line of the Shreve tract and 319 feet long on the northerly line of the present school ground and contains .94 acres.
3. By obtaining an additional strip 40 feet wide and 281.46 feet long, containing .258 acres, along the northerly line of the Shreve tract and connecting with Redfield Avenue, a 40-foot street development can be made from Redfield Avenue along the northerly boundry of the Shreve tract to Ridge Drive, leaving a nice tract of level ground in front of the school building.
4. The total ground required for this transaction is therefore .935 acres plus .258 acres or 1.193 acres. (Less than 1-1/5 acres)
5. What this ground is reasonably worth is a matter for the Board of Education to decide. It seems to me that if the ground is made largely valueless by a street, it is still more valueless without one. In the light of that fact it is probably not now any more valuable than the ground previously purchased for the school, which, I understand, was \$500 per acre. That would amount to \$596.50 for the required additional tract named above.
6. Bearing in mind that we have here a situation where the Shreves sold the school tract to the Board of Education and retained title to all the property completely surrounding the said school ground, it seems that there should be no trouble for the Board of Education to obtain the ground for a street as above outlined.
7. The Town has plans for street improvement to the school this summer. It is therefore very urgent that this right-of-way be acquired soon.
8. I know no reason for quoting the prices of this ground to me. The Town of Colmar Manor is in no position to buy a right-of-way to the school. That is clearly a County matter. However, we are anxious to cooperate with the County in the maintenance of the grounds, and, as I have stated above, in the development of a street.

Yours truly,

(Signed) John N. Torvestad, Mayor

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C O P Y

Copy of Letter Written to W. F. Mulligan by T. Howard Duckett,
furnished John N. Torvestad.

June 30, 1936

Mr. W. F. Mulligan,
Daniels Park,
Berwyn, Maryland.

Dear Mr. Mulligan:

I think you talked to me some two or three weeks ago about a right-of-way to the Colmar Manor School, and I told you I would take it up with the Shreve's. I did take it up with them, and after several conferences among the children and their mother, all of whom own the property, it was concluded that they did not want to and would not sell a right-of-way, but would sell the whole strip in between the school and their Northern boundry, a tract of about 600 by 100 feet, for \$2500.

I advised Mr. Torvestad this, having become confused as to who made the proposal and Mr. Torvestad wrote me that while he thought the school ought to have this whole strip of land, that he did not consider it worth more than \$700 or \$800. I again took the matter up with the Shreve's and they insist that they are not interested in selling any part of the tract for less than \$2500, and there is, therefore, nothing I can do about it, unless the Board of Education wants to consider this sum.

Very truly yours,

THD-w

Co: Mr. John N. Torvestad

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FELLOW CITIZENS! Every effort is being made by your Town Officials to push an improved street to the school grounds. THE COMPLETION OF THE TASK IS CONTINGENT UPON THE COUNTY OBTAINING THE NECESSARY RIGHT-OF-WAY. The County obtained a Right-of-way to the Colored School at Upper Marlboro. We are as justly entitled to one for our White School in Colmar Manor.

Any make-shift Right-of-way will not serve our purpose. We cannot use a COW-PATH or a SHUNT-ACROSS-CORNERS as a frog might leap! We must have a right-of-way substantially as designated on the plat on page 25 of this report, to meet the needs of the School and the Community.

A hearing on this matter before the Board of Education, has been arranged for Tuesday morning September 1, 1936, at the County Court House in Upper Marlboro. YOU ARE URGED AGAIN TO SUPPORT THIS STREET PROGRAM, AS YOU DID AT THE POLLS on the 6th and 14th of July! YOU ARE URGED TO IMPRESS UPON THE OFFICIALS OF THE COUNTY THE IMPORTANCE AND JUSTNESS OF OUR DEMAND FOR THE ACQUISITION OF THE NECESSARY RIGHT-OF-WAY TO OUR SCHOOL WITHOUT FURTHER DELAY.

LET US GET BEHIND THIS WORTHY CAUSE WITH ALL THE POWER OF OUR TEAM-WORK! GET IN TOUCH WITH THE RESPONSIBLE COUNTY OFFICIALS, BY:

1. Writing them Individually or Collectively.
2. Telephoning or Telegraphing the various Officials.
3. Asking your friends to write and call the Officials.
4. A personal visit to interview the Officials.
5. Attending the conference September 1st.
6. Any fair means of persuasion at your command.

BOARD OF EDUCATION FOR PRINCE GEORGE'S COUNTY (Phone-Marlboro 89)

Mr. O. W. Phair, President - Laurel Md. - Phone - Office - Laurel 109
Residence - Laurel 241
Mr. Claude G. McKee, c/o Board of Education, Upper Marlboro, Maryland
Mrs. J. Eanos Ray, Riggs & Ray Roads, Chillum, Maryland - Phone - Greenwood 2415
Mr. Nicholas Orem, Sup't of Schools, 50 Franklin Ave., Hyattsville -
Residence - Hyatt. 642
Office - Marlboro 89

BOARD OF COUNTY COMMISSIONERS FOR PRINCE GEORGE'S COUNTY (Marlboro 43)

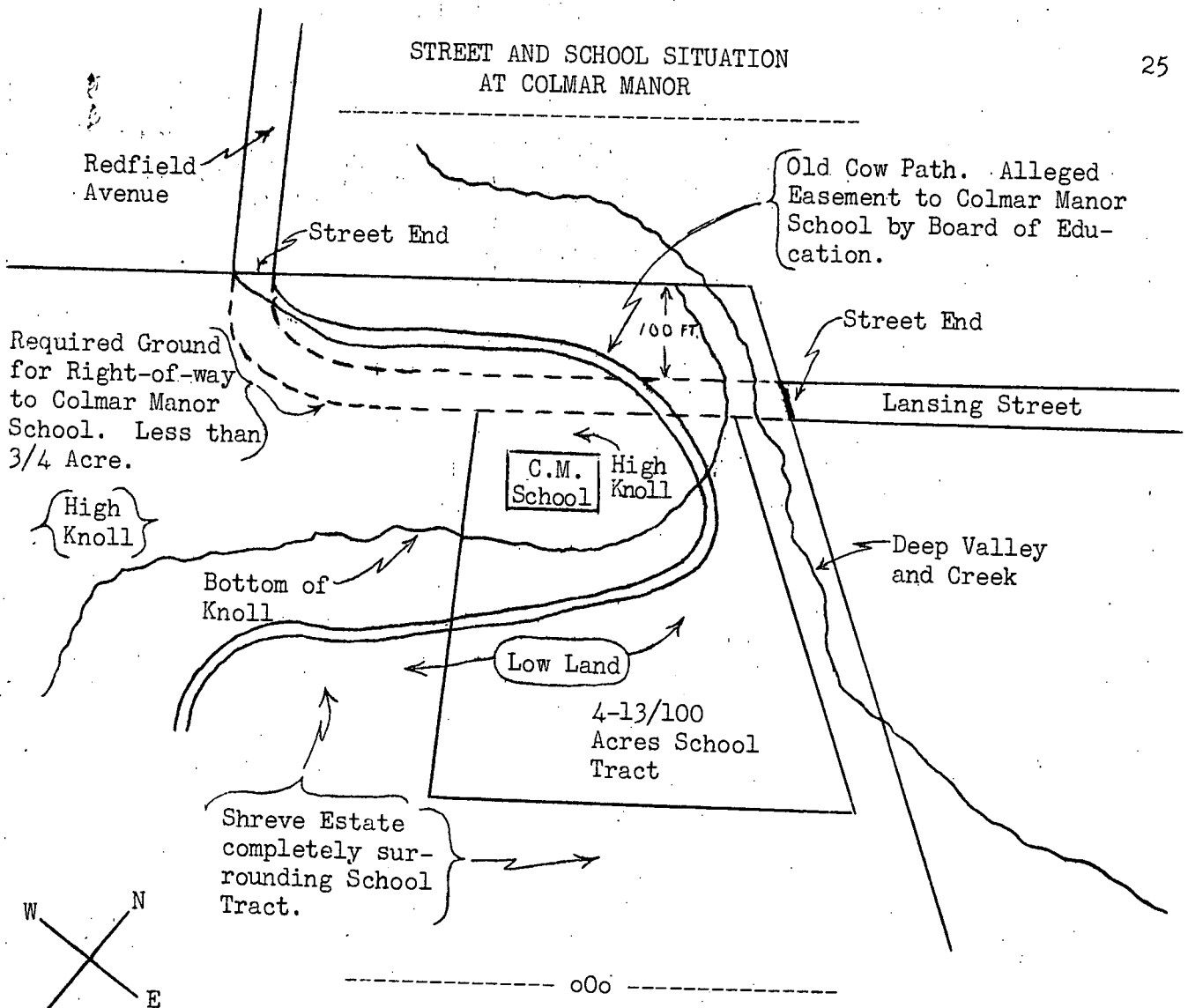
Mr. Perry Boswell, Chairman-Office on R.I. Ave., Mt. Rainier - Phone, Hyatt 617
Residence near Upper Marlboro-Phone-Marlboro 24-F-4
Mr. James B. Berry, Upper Marlboro on Tuesdays.
Mr. Joseph H. Blandford, Upper Marlboro on Tuesdays.
Mr. Harry W. McNamee, Berwyn, Md., - Residence - Phone - Berwyn 286.
Capt. Vinton D. Cockey, Laurel, Md., - Residence - Phone - Laurel 16-R.

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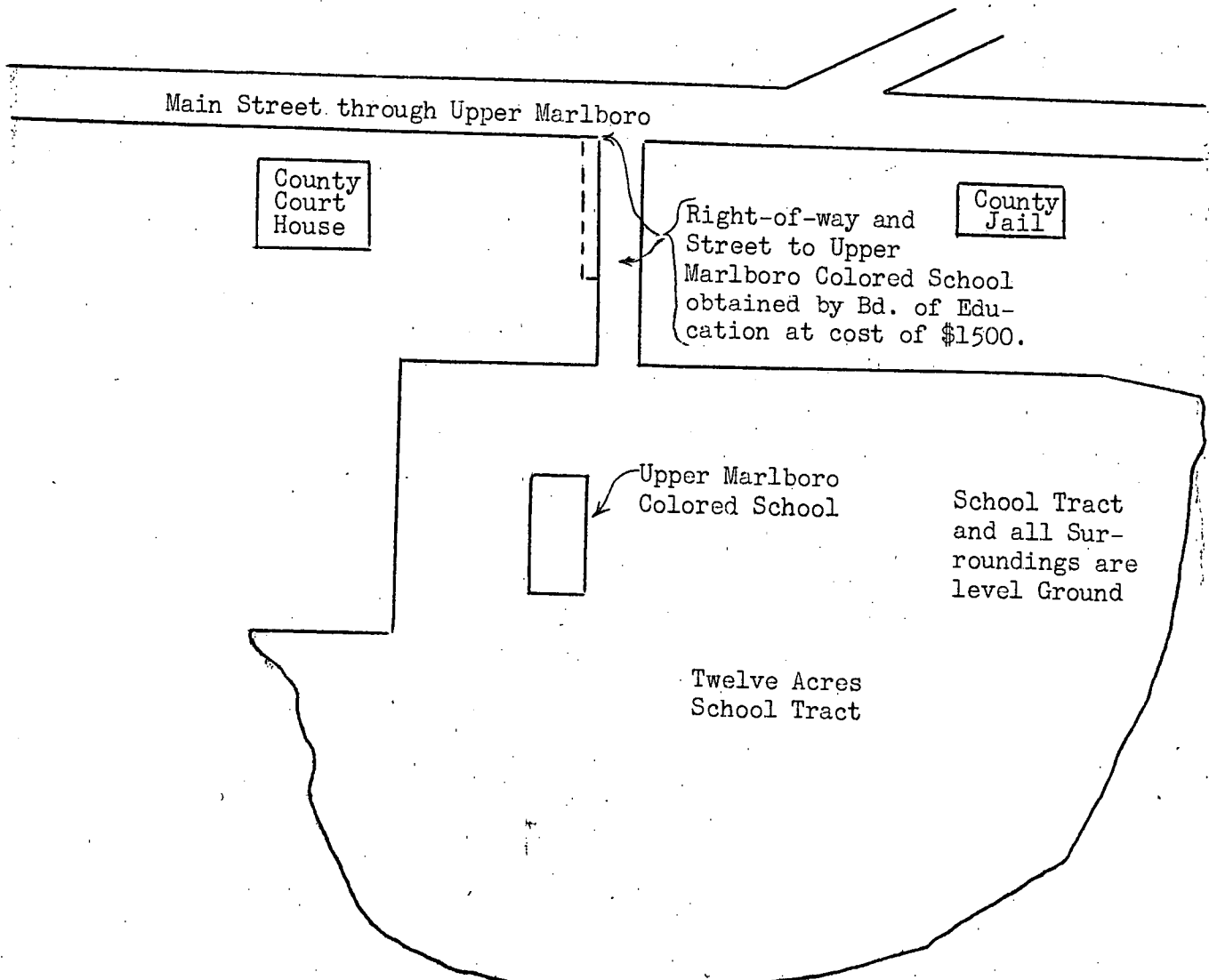
UNTIL THE REQUIRED RIGHT-OF-WAY
IS ACQUIRED FOR OUR SCHOOL WE
CAN NOT BE AT EASE.

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STREET AND SCHOOL SITUATION
AT COLMAR MANOR



STREET AND SCHOOL SITUATION
AT UPPER MARLBORO



THE MAYOR AND TOWN COUNCIL
Colmar Manor, Maryland.

October 16, 1937

CITIZENS OF COLMAR MANOR:-

On September 24, 1937 the Mayor and Town Council of Colmar Manor presented a final report on the progress made in obtaining (1) The Right-of-Way for a road to our school, and announced a report to follow in a few days on (2) The P.W.A. Grant for Street Improvements.

(2) The P.W.A. Grant for Street Improvements: On August 24, 1937, the Public Works Administration announced the approval of a \$45,000 Grant to Colmar Manor, to be used exclusively for street improvements. This Grant is given by the United States of American on the condition that the town supplement the Grant with \$55,000. The total construction program will enable Colmar Manor to complete virtually all its streets at a great saving to the abutting property owners.

The first move leading to the present Grant was made in September 1935 when an application was filed with the Public Works Administration. This application was later approved, but under it only relief labor could be employed. Owing to the peak of activities at Greenbelt at that time we were unable to obtain a single laborer for Colmar Manor.

Our effort was then directed to obtaining a P.W.A. Grant. Under such a grant no labor restrictions attach. However, we were handicapped in this undertaking at the very beginning by not having the power to borrow, on the credit of the town, to supplement the proposal Grant. Through the efforts of our town Solicitor Hon. John S. White, a bill was passed by the Legislature and later approved by the voters of Colmar Manor authorizing the Mayor and Town Council to borrow, on the Credit of the Town, not to exceed 8 percent of the assessed valuation of the Town.

With an assessed valuation of over one and a quarter million dollars the total bonding power of the town now exceeds \$100,000. With \$40,000 in bonds outstanding from the 1931 Levy the Mayor and Town Council is at present limited to borrow approximately \$60,000.

On September 15, 1936, the Mayor and Town Council filed an application with the Public Works Administration for a \$44,000 Grant. However, on April 29, 1937, the Federal Government announced that owing to improved economic conditions throughout the country the need for this type of stimulation had diminished, and that our application would only be considered on a basis whereby the Government would assume only 115 percent of the cost of labor obtained from Relief Rolls. We would also have to be prepared, initially, to finance the entire project. An application filed under this plan was at once abandoned because of our inability to comply with the requirements.

In June 1937, Congress passed an act extending the P.W.A. two years for the purpose of carrying out certain types of approved grants. Colmar Manor seemed to fit the requirements of the P.W.A. Extension Act. On August 16, 1937, a final effort was made to obtain the long sought-for Grant, as follows:

August 16, 1937

Honorable Horatio B. Hackett,
 Assistant Administrator,
 Federal Emergency Administration of Public Works,
 Washington, D.C.

Project - RA7:nl
 Docket Md. 1085

Dear Mr. Hackett:

On September 15, 1936, the Mayor and Town Council of Colmar Manor, Maryland, filed an application with your Acting State Director, Abel Wolman, Baltimore, Maryland, for a grant of \$44,000 from the Public Works Administration for street improvement.

In order to avail Colmar Manor of the benefits of this grant the Mayor and Town Council effectuated the legislative enactment of an amendment to the town charter, and its validation by the majority of the qualified votes cast on a town election July 14, 1936, authorizing the Mayor and Town Council, for the purpose of street improvements, "to borrow on the credit of the town a sum of money which shall not at any time exceed the total sum of eight per centum of the assessed valuation of all real and personal property in the town, and to issue bonds or certificates of indebtedness therefor, to provide for the liquidation of same, etc."

The assessed valuation of Colmar Manor is approximately \$1,257,000 and accordingly the town's total bonding power is approximately \$120,000. Deducting \$45,000 for 1931 street improvement bonds outstanding the present borrowing capacity of the town is around \$55,000, and constituted the basis for our above mentioned P.W.A. application and proposed \$98,000 street improvement project.

In full anticipation of receiving the grant in time to proceed with the proposed street improvement early in the spring of 1937, we adjusted our plans and engineering to conform to the general plan embraced by the combined force of the grant and our bonding power.

On April 24, 1937, upon a statement from your office, outlining the basis on which our original application could then be considered we filed FORM NO. 218 (Revised 4-37) under which the Federal Government was to make a grant in an amount equal to the wages paid workers, taken from the relief rolls, plus 15 percent of the amount so earned. This plan, however, was at once abandoned because of our inability to comply with the requirement that we be in a position to finance initially 100 percent of the cost of the project.

Spurred on by suggestions of your Colonel Clark, with whom our Messrs. Carter and Torvestad conferred on Tuesday, July 20, 1937, we are now urging your early favorable consideration of our original application of September 15, 1936 for \$44,000 under the recent Congressional Act extending the life of the P.W.A.

Under the new statutory provision it appears that preferential consideration will be given applications, (a) Growing out of special enabling legislation, (b) Where ability of applicant to finance the proposed project is lacking, (c) Where the necessity of the project to be financed is urgent.

Our foregoing statements bear out that we fall within the category of (a) in that we obtained legislative enactment and ratification of a town charter amendment authorizing the required bonding power to provide funds for supplementing a Federal Grant, and of (b) in that under such bonding power our present borrowing capacity is limited to approximately \$55,000, whereas the project as planned, with several streets to be only partially improved, requires \$98,000.

To sustain that (c) the necessity of the project to be financed is urgent, we submit that the project embraces:

1. The approximately two miles of permanent street improvement embracing grading, pavements, curbs, gutters and sidewalks along well populated streets, where and as the urgency of the situation warrants, at a total cost of approximately \$60,000.

2. The construction of three-fourths of a mile of curb and sidewalks along the front of the town on the Washington-Baltimore Boulevard, (U.S. Highway No. 1), where over two hundred and fifty school children are daily forced to brave the vicissitudes of traffic of two to ten thousand cars per hour, unprotected from it by any form of curb or sidewalk, not to mention the 3,000 adult population that daily patronize the forty odd business establishments on this boulevard. Total cost, approximately \$7,500. (See attached Exhibits).
3. The construction of an improved street to a newly erected \$30,000 primary school, located on an isolated and inaccessible promontory in our town. The extension of the road to this school requires building two bridges and a vast amount of grading across a deep valley that separates the school from the surrounding settlement. Without a P.W.A. Grant this street can not possibly be built for years to come. On the other hand, with this work undone, except for meagre repair that can be furnished out of the general taxes of the community, the school remains dangerous of approach for the children who attend it and practically impossible of approach by vehicles, and practically without fire protection in case of a fire. This part of the project will cost approximately \$30,000. (See attached Exhibit).

An added matter for the consideration of the Federal Government in extending a grant to Colmar Manor is the fact that this town is located adjacent to the city of Washington, D.C. The volume of population that enters Washington through Colmar Manor, along U.S. Highway No. 1, virtually makes Colmar Manor the Northern Gateway to the Nation's Capital, and as such the improvements anticipated under the proposed grant will be an asset not only of local but of national value as well.

Very truly yours,

John N. Torvestad, Mayor,
Colmar Manor, Maryland.

On August 24, 1937, the following telegraphic acknowledgement was received:

"Your application for a grant for streets sidewalks curbs and gutters docket Maryland ten eighty - one has been approved for forty five thousand dollars stop Letter of explanation follows stop Proceed immediately with preparation of plans and specifications."

Abel Wolman Acting State Director for the
Administrator

During our prolonged effort to obtain the P.W.A. Grant for Colmar Manor the assistance of both State and National Representatives was enlisted. Honorable Stephen W. Gambrill made many inquiries on behalf of our application urging its favorable consideration. Senators Millard E. Tydings and George L. Radcliffe also kept an active watch over the progress of our application. We are also indebted to Senator Lansdale G. Sasser for assistance in reaching our present objective. These gentlemen all responded promptly and cheerfully to every request for their cooperation which fact the correspondence in our files confirms.

The preliminary work is well under way and it is hoped that we may commence operations on the streets in November. Under the proposed program all undeveloped streets will be wholly or partially improved. Lansing Street will be extended and improved past our school to Redfield Avenue and thence out Redfield Avenue and Ridge Drive to the Boulevard. The program also embraces curb and sidewalk on the Boulevard along the entire front of the town. The costs should be much lower than in 1931 when it was \$5.50 per front feet.

THE MAYOR AND TOWN COUNCIL OF COLMAR MANOR,
Colmar Manor, Maryland.

THE MAYOR AND TOWN COUNCIL
Colmar Manor, Maryland

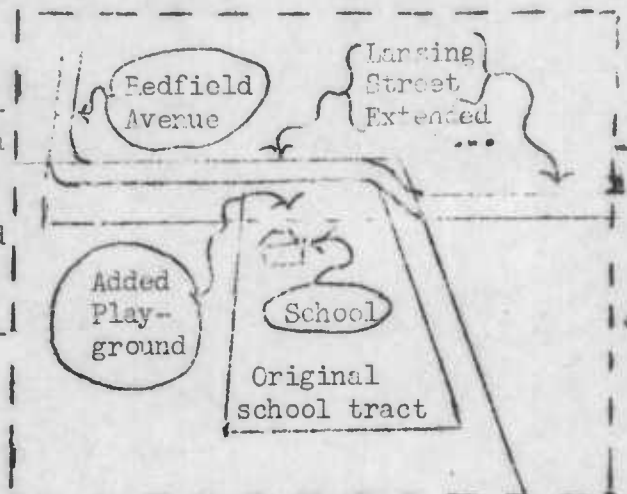
September 24, 1937.

CITIZENS OF COLMAR MANOR:-

The Mayor and Town Council of Colmar Manor are pleased to report the progress that has been made on two matters of great importance to the residents of our town; namely, (1) The Right-of-way for a Road to our School, and (2) The P.W.A. Grant for Street Improvements.

(1) The Right-of-way for a Road to our School: The ground necessary for a right-of-way to our school has been acquired by the Board of Education. The Board acquired the entire tract between the northerly line of the School ground and the northerly boundary of the Shreve property. (140 feet wide and extending from the end of Lansing Street to the Westerly side of Redfield Avenue extended). As now contemplated Lansing Street will be extended around the foot of the hill and thence along the northerly line of the newly acquired tract as shown on the exhibit below; thus widening the playground approximately 100 feet in front of the School house, the full width of the original school tract.

Need for the Right-of-way was first called to the attention of the County officials on Tuesday, Nov. 12, 1935, when a delegation from Colmar Manor, consisting of Councilmen Nagel and Wiles; Mrs. Anderson, Mrs. Gnant, and Mrs. Nagel; and Mayor Torvestad, met with the County commissioners and Superintendent Orem. The matter was again presented at a hearing before the Board of Education on September 1, 1936, by a committee consisting of Councilmen Wiles and Nagel; Mrs. Anderson and Mrs. Nagel; Mayor Torvestad, Messrs. W.F. Mulligan of Daniels Park and Henry Caspare, Sr.



Subsequently the school road question was often discussed before the various County Civic Agencies and by the Press.

The Mayor and Town Council hereby express appreciation for the splendid support given by our immediate community; the Men's Club, the Mothers' Club, the Prince George's County Federation of Citizens Associations; The Federation of Towns' Officials; The Prince George's County Chamber of Commerce; and the Federation of P.T.A.'s. The Board of Education and the Board of County Commissioners, whose action was necessary for the acquisition, are hereby extended our sincere expression of appreciation.

Special mention is made of the splendid services rendered by Messrs. Hugh Bickford of Clinton, W.F. Mulligan of Danville Park, and Henry Caspare, Sr. of Colmar Manor, who served diligently on committees to inquire into the merits of this cause. We also thank the Publishers of the Prince Georges Post, whose columns were freely employed for the cause in question.

Last but not least the people of Colmar Manor owe a great debt of gratitude to Mrs. Edna Pitts (member of the Board of Education), residing in our friendly neighboring village of Cottage City. Without Mrs. Pitts' friendly interest in our cause it is doubtful that the Colmar Manor School Road Acquisition, notwithstanding all our efforts, would as yet be a reality.

The acquisition is most timely, as we are entering upon an extensive Street Improvement program. Aided by a substantial P.W.A. Grant, improvements to the School that could not otherwise be accomplished are immediately possible. The report on (2) The P.W.A. Grant for Street Improvements will follow in a few days.

Reproduction of

"A TRIBUTE TO A DOG"

by Senator Vest of Missouri

Senator Vest of Missouri was attending court in a country town, and while waiting for trial of a case in which he was interested, he was urged by the attorneys in a dog case, to help them. He was paid a fee, afterward, of \$250 by the plaintiff. Voluminous evidence was introduced to show that the defendant had shot the dog in malice, while other evidence went to show that the dog had attacked the defendant. The attorneys, however, urged Vest to make a speech, else the case might be lost. He arose, scanned the face of each jurymen for a moment, and said:

"Gentlemen of the jury: The best friend a man has in the world may turn against him and become his enemy. His son or daughter, that he has reared with loving care may prove ungrateful. Those who are nearest and dearest to us, those whom we trust with our good name and our happiness may become traitors to their faith. The money that a man has he may lose. It flies away from him, perhaps, when he needs it most. A man's reputation may be sacrificed in a moment of ill-considered action. The people who are prone to fall on their knees to do us honor when success is with us may be the first to throw the stone of malice when failure settles its clouds upon our heads. The only absolutely unselfish friend that man can have in this selfish world, the one that never deserts him, the one that never proves ungrateful or treacherous, is his dog.

"A man's dog stands by him in prosperity and poverty, in health and sickness. He will sleep in the cold, where wintry winds blow and the snow drives fiercely, if only he may be near his master's side. He will kiss the hand that has no food to offer; he will lick the wounds and sores that come in encounter with the roughness of the world. He guards the sleep of his pauper master as if he were a prince. When all other friends desert he remains. When riches take wings and reputation falls to pieces, he is as constant in his love as the sun in its journey thru the heavens.

"If fortune drives the master forth an outcast in the world, friendless and homeless, the faithful dog asks no higher privilege than that of accompanying him, to guard against danger, to fight against his enemies, and when the last scene of all comes and death takes the master in its embrace, and his body is laid away in the cold ground, no matter if all other friends pursue their way, there by the grave side will the noble dog be found, his head between his paws, his eyes sad, but open in alert watchfulness and true even in Death."

Senator Vest sat down. He had spoken in a low voice, without any gesture. He made no reference to the evidence or the merits of the case. When he finished, judge and jury were wiping their eyes. The jury returned a verdict in favor of the plaintiff for \$500. He had sued for \$200.

NOTICE OF DOG REGULATIONS FOR COLMAR MANOR

(September 9, 1936)

Numerous complaints have been made to town officials about annoyance from dogs barking and howling; snapping and biting; and flocking over lawns and gardens.

There are very few of us, young or old, who do not love a dog. However, love for a dog means properly caring for it and keeping it from being a public nuisance. To impress upon the forgetful owner of dogs, this social obligation, it has become necessary for the Mayor and Town Council to adopt general regulations governing the ownership of dogs in Colmar Manor, effective September 9, 1936. The conditions of those regulations are in substance, that;

1. Every owner of a dog must make application for a license, orally or in writing, with the Clerk-Treasurer, on or after September 9, 1936, and on or before July 1st in succeeding years. Tags may also be obtained from Henry Caspare, Jr., Caspare's Garage, Phone Hyattsville 441.
2. The application must be accompanied by a fee of 75 cents for the present year, (ending June 30, 1937) and one dollar (\$1.00) for all succeeding years.
3. The metal tag, issued by the Clerk-Treasurer with the dog license, shall be affixed to a substantial collar, furnished by the owner of the dog, and with the tag attached, shall at all times be kept on the dog for which license is issued.
4. It shall be unlawful: (a) to keep a vicious or dangerous dog, or a dog that disturbs the comfort or quiet of the neighborhood by barking, howling or in any other manner whatsoever; (b) to keep a dog known to pursue, wound or kill poultry or domestic animals; (c) to permit dogs to be at large while in season; (d) to permit a dog to run at large unmuzzled after the owner has been notified that such dog shall be muzzled.
5. It shall be the duty of any town police: I. To deposit in the town dog pound, without notice to the owner, licensed or unlicensed; (a) dogs seen in droves on streets and private property; (b) dogs seen pursuing, worrying, wounding or killing domestic animals or poultry; (c) dogs seen attacking human beings; (d) dogs running at large in season. II. To notify owners to confine or dispose of; (a) dogs known to kill domestic animals and poultry; (b) dogs known to attack human beings. III. To dispose of dog when owners fail to do so within 48 hours after notice.
6. Any person who violates any of the above provisions or in any way hinders any police officer in catching or causing to be corralled and caught any dog or dogs in the performance of his duties shall, upon conviction, be fined not less than \$5.00 nor more than \$15.00, or confined in the County Jail for not more than 15 days. Upon default in payment of any fine, the offender may be committed to confinement in the County Jail for a period of not more than 15 days.
7. All police of Colmar Manor are authorized to enforce the several sections of the dog ordinance. Henry Caspare, Jr. has been assigned full charge of the dog pound and enforcement of the dog ordinance. William Peerce has been named a "Special Police" to facilitate the enforcement of said dog ordinance.
8. When a dog is lodged in the pound the police shall at once ascertain and notify the owner thereof to appear within 5 days to show cause why such dog should not be permanently disposed of. If no request is made for the release of such dog within 5 days the dog shall be disposed of as the police in charge may see fit. (Uncalled for dogs may be secured for a nominal fee by reliable people). The Police in charge of pound shall determine if a dog may be released, contingent upon owner's responsibility. Before a dog may be released the owner or claimant thereof must pay the Police in charge of the pound 25¢ for each day such dog has been confined to the pound, plus 50¢ charge for the cost of corraling, catching and confining such dog in the town dog pound.

By:

MAYOR & TOWN COUNCIL
Colmar Manor, Maryland

(Read "Tribute to a Dog" on back of this sheet)

MAYOR'S OFFICE

Colmar Manor, Maryland.

PROCLAMATION DECLARING MONDAY JUNE 29, 1936

ALBERT C. RITCHIE MEMORIAL DAY

----- oOo -----

WHEREAS, the late Albert C. Ritchie, a gentleman and Maryland citizen, gave freely and unstintingly of the best and most fruitful years of his life in service to the people of this State, who, in recognition of his statesman-like vision, administrative ability and personal and public integrity four times consecutively elected him as their Governor and Chief Magistrate, and

WHEREAS, during the fifteen years of public service he made demonstrations of his leadership in political thought and progress throughout the Nation as well as within the State of Maryland, and during which time he devoted his best physical and intellectual effort as Governor of this State, promulgating and establishing sound and enduring principles for the government of our people, and

WHEREAS, the people of Maryland, mourning his passing and desiring to perpetuate his memory, and, through action of their General Assembly, recognized Albert C. Ritchie's great contributions to his State and his Country, by causing to be enacted Chapter 1 of the Acts of the General Assembly of 1936, in Special Session assembled, a law creating The Albert C. Ritchie Memorial Commission, authorizing it to raise funds by popular subscription for the establishment of an appropriate memorial,

NOW, THEREFORE, I, JOHN N. TORVESTAD, Mayor of Colmar Manor, do hereby proclaim Monday, June 29, 1936, to be ALBERT C. RITCHIE MEMORIAL DAY, and do urge all citizens of Colmar Manor to join in the observation of this day by helping to carry out the purposes of the General Assembly herein referred to and by contributing as generously as they are able to the establishment of the memorial.

Given under my hand and seal of the Mayor and Town Council of Colmar Manor, this 25th day of June in the year of Our Lord one thousand nine hundred and thirty-six.

(Seal of the Town of Colmar Manor)

By the Mayor

John N. Torvestad

CITIZENS OF COLMAR MANOR:

1. The Public Works Administration has offered the Mayor and Town Council of Colmar Manor a Grant of 45% of the cost of constructing a Municipal Building for the town. The Grant is an outright gift to the town of approximately \$7500. The offer must be accepted at once.
2. To meet the needs of the community any contemplated structure should contain an Auditorium large enough for indoor athletics, public meetings of all sorts, office and chamber rooms for for the town administration, locker rooms, wash rooms, a kitchen and storage space.
3. Preliminary plans and specifications prepared for Government approval indicate that such structure, approximately 60' x 100', will cost around \$16,500. The town will have to raise 55% of this amount or approximately \$9,000.
4. On a 20 year payment plan it will require approximately fifty Dollars per month to pay off a \$9,000 loan with interest. It appears that this amount can be paid out of the general revenues of the town, derived from various sources, without increasing the general tax rate beyond 25¢. The rate is now 22¢ per \$100 assessed valuation. To the average taxpayer will amount to less than one Dollar a year.
5. The Public Works Administration's 45% gift to the town is intended to stimulate business and provide work for unemployed and at the same time produce a necessary improvement in the community. Many unemployed have had work on our present P.W.A. Street Project.
6. The Municipal Building proposed for Colmar Manor is planned to meet the social needs of our grown-ups, young people, and children. Our young people are now obliged to confine themselves to the streets for want of a building to house their activities.
7. The Mayor and Town Council wish to know if the people of Colmar Manor are in favor of accepting the \$7500 Grant from the Government and borrowing \$9,000 additional for erecting the Municipal Building. Action must be taken at once. "Opportunity knocks but once".
8. Unless there is a substantial backing for the Municipal Building project expressed by the citizens of the town the whole program will be abandoned by the Mayor and Town Council in the belief that it does not meet the approval of the majority of the citizens and taxpayers.
9. You will kindly indicate your desire on the attached blank or on a separate statement. Be sure to give your name and address. The statement must be turned in by midnight, July 31, 1938. It may be delivered or mailed to any town official or deposited in the slot of the door of the town-hall at 121 Wilson Avenue, Colmar Manor, Maryland.

THE MAYOR AND TOWN COUNCIL
COLMAR MANOR, MARYLAND.

July 26, 1938

By: John N. Torvestad
Mayor

Indicate by X in square if for or against Municipal Building Project.

For Project Against Project

Name _____ Address _____

Remarks _____

THE MAYOR AND TOWN COUNCIL
COLMAR MANOR, MARYLAND
BRENTWOOD P. O.

March 13, 1939

SPEAKER OF THE HOUSE, GENERAL ASSEMBLY OF MARYLAND,
PRESIDENT OF SENATE, GENERAL ASSEMBLY OF MARYLAND,
GOVERNOR, STATE OF MARYLAND,
CHAIRMAN OF ALL IMPORTANT COMMITTEES.

We are vitally interested in the highway problem generally, and particularly in the portion of Maryland where we are responsible as Municipal Officials. May we therefore invite your attention to the Highway Situation on the Wash.-Balto. Boulevard from the District of Columbia Line through Colmar Manor and Cottage City to Bladensburg.

Traffic through Colmar Manor, enters from several converging channels on the south and leaves via several diverging channels on the north, visa versa, bottlenecking in the Boulevard Sector from the D. C. Line to the Bladensburg World War Memorial. By actual count, April 11, 1937, in 12 hours, between 8:30 A. M. and 8:30 P. M., 61,589 cars traversed this sector.

The traffic flow out of Washington, begins to form beyond 15th and H Streets, N. W., and is swelled as it moves out the Bladensburg Road (Wash.-Balto. Blvd., U. S. No. 1 Highway) toward the District-Maryland line, by traffic from Montella Ave., New York Avenue, So. Dakota Ave., Eastern Ave., and Barney Street, not to mention the many less traveled side streets emptying to the Wash.-Balto. Blvd.

At the D. C.-Maryland line the Boulevard narrows down abruptly from a 60 foot width to a 40 foot width. The converging traffic is carried through Colmar Manor over a forty foot cement ribbon to the Bladensburg World War Memorial, where it leaves the Colmar Manor Limits and divides into the Baltimore Boulevard to Baltimore; the Dofonso Highway to Annapolis, Bowie Race Tracks, and Edmonston Road to Greenbelt.

This pavement should be widened to absorb the full amount of right-of-way available, which is in all around 78 feet. The row of electric light poles now standing nearly in the middle of the right-of-way should be removed. Curbs should be constructed the full length on both the Colmar Manor and Cottage City sides of the Boulevard, and the lanes recentered.

It is not only necessary but feasible to do this. In the stretch through Colmar Manor and Cottage City the Gas Sales have in the past been reliably estimated to yield close to \$60,000 annually in gas tax. Because of the 2 cents differential this large tax revenue is made possible in Colmar Manor, only because the dealers absorb from \$12,000 to \$18,000 of this differential from their earnings every year. When traffic congests, motorists hesitate to leave their position in the line of traffic and gas sales fall off.

Also if the dealers did not consistently take the 2 cent sacrifice, motorists would ride on into Washington and thus a large part of the tax revenue would be lost for the State of Maryland. It therefore seems like a good policy to make the business available to our dealers through the contribution of a wider thoroughfare and of curbs where they best belong.

Attached hereto and made a part hereof - a Resolution of the Mayor and Town Council of Colmar Manor, together with explanatory maps and diagrams and copies of letters of endorsement.

Very truly yours,

By:

MAYOR AND TOWN COUNCIL,
COLMAR MANOR, MARYLAND.

John N. Torvestad
John N. Torvestad, Mayor

THE MAYOR AND TOWN COUNCIL
COLMAR MANOR, MARYLAND
BRENTWOOD, P. O.

RESOLUTION REQUESTING WASH.-BALTO BLVD. FROM
D. C. LINE TO BLADENSBURG BE INCLUDED IN THE
STATE ROADS COMMISSIONS HIGHWAY IMPROVEMENT
PLAN TO BE ADOPTED BY THE STATE LEGISLATURE.

WHEREAS the State Roads Commission has made a Report to the State Legislature and the Governor of Maryland, recommending improvement and permanent construction work on highways over the entire State of Maryland; and Whereas the stretch of State Highway from the District of Columbia to Bladensburg through Colmar Manor and Cottage City has so many converging avenues of traffic flowing into it before it enters Colmar Manor and Cottage City and an equal number of avenues of traffic after it leaves the two towns it is the heaviest traveled sector of State Highway in Maryland; and Whereas the street through the two towns, lined with various obstructions, such as electric light poles, etc.;

AND WHEREAS these conditions retard the flow of traffic through the two towns, seriously impairing safety;

AND WHEREAS provision is made for such widening of other highway sectors of no greater consequence, as example Rhode Island Avenue to Hyattsville;

BE IT RESOLVED that the State Legislature, before adopting the provisions and recommendations of the State Roads Commission of Maryland amend such Bill to provide for

(1) The widening of the sector of the Bladensburg Road from the District of Columbia to its fullest possible width,

(2) The acquisition of whatever right-of-way that may be necessary to complete the laying of the Curbs and Sidewalks on both the Colmar Manor and Cottage City sides, to be laid in line with the already permanently laid and established curbs and sidewalks in the said towns,

(3) The Paving of the highway through the two towns from curb to curb, after the removal of the electric light poles,

(4) The surface of the highway be resurfaced from curb to curb and new traffic lanes be laid off so centered between the Curbs as to provide equally uniform parking space between the curbs and the outer lanes on each side of the said highway:

BE IT FURTHER RESOLVED that this is an emergency measure necessary for the safety and protection of the motorists and pedestrians as well, and the expedition of traffic during the Beach, Race and Tourist seasons;

AND BE IT FURTHER RESOLVED that as a matter of State and National Pride is necessary as an immediate measure for the development of a proper APPROACH TO OUR NATIONAL CAPITAL FROM THE NORTH.

Adopted this 7th day of March, 1939.

Greta H. Richter
Clerk-Treasurer

John N. Torvelstad
Mayor

TOWN OF COTTAGE CITY, INC.
PRINCE GEORGE'S COUNTY
MARYLAND

10 Hamilton Street,
Cottage City,
P. O. Brentwood, Md.

February 9, 1937.

Mr. Clarence P. Taylor, Director,
Highway Planning Survey,
States Roads Commission,
Baltimore, Maryland.

Dear Sir:

The Town of Cottage City is interested, along with Colmar Manor, Bladensburg, and other towns in this vicinity, in having the Baltimore Boulevard widened from the Peace Cross at the junction of the Boulevard and Defense Highway, to the District of Columbia Line.

On the side of the Boulevard next to Cottage City there is a strip of the Highway right of way varying in width from about two to seven or eight feet wide. Also adjoining the Highway Right of way and parallel to it, there is a dedicated street known as Maryland Avenue, which reaches practically all the way across Cottage City, which could be used, if found to be necessary, in widening the Boulevard. Two blocks of this street have been improved.

I believe that the widening of this section of the Boulevard will greatly facilitate the movement of traffic along there, as at present it is in a way, a bottle neck. Then too, when the Boulevard is widened to its permanent width, it will afford better opportunity for laying sidewalks on both sides of the Boulevard for use by our school children, who are forced to use the Boulevard to get to the High School at Bladensburg.

I also believe that this will help to solve the congested which occurs periodically at the Peace Cross.

Yours very truly,

D. L. Grantham

FEDERATION OF CITIZENS ASSOCIATIONS
OF
PRINCE GEORGES COUNTY, MARYLAND

February 4, 1937
Riverdale Hgts., Md.

Mr. Clarence P. Taylor, Director,
Highway Planning Survey,
State Roads Commission,
Old Town National Bank Bldg.,
Baltimore, Md.

Dear Sir:

At a regular meeting of the Prince George's Federation of Citizens associations at Bladensburg, Maryland January 2, 1937, a resolution was unanimously adopted endorsing the joint effort of the Towns of Colmar Manor, Cottage City and Bladensburg to obtain the widening, straightening and clearing of the Washington-Baltimore Boulevard from the District line to and past the World War Memorial at Bladensburg.

Through their appeal to the State Highway Commission, the Federation emphasizes the need for early action in the matter.

Very truly yours,

(Mrs.) Genevieve C. Steward
Secretary
Lanham, Md.

THE VILLAGE OF BLADENSBURG
OFFICE OF THE COMMISSIONERS

BLADENSBURG, MD.

February 8, 1937

Mr. Clarence P. Taylor, Director
Highway Planning Survey
State Roads Commission
Baltimore, Maryland.

My dear Mr. Taylor:

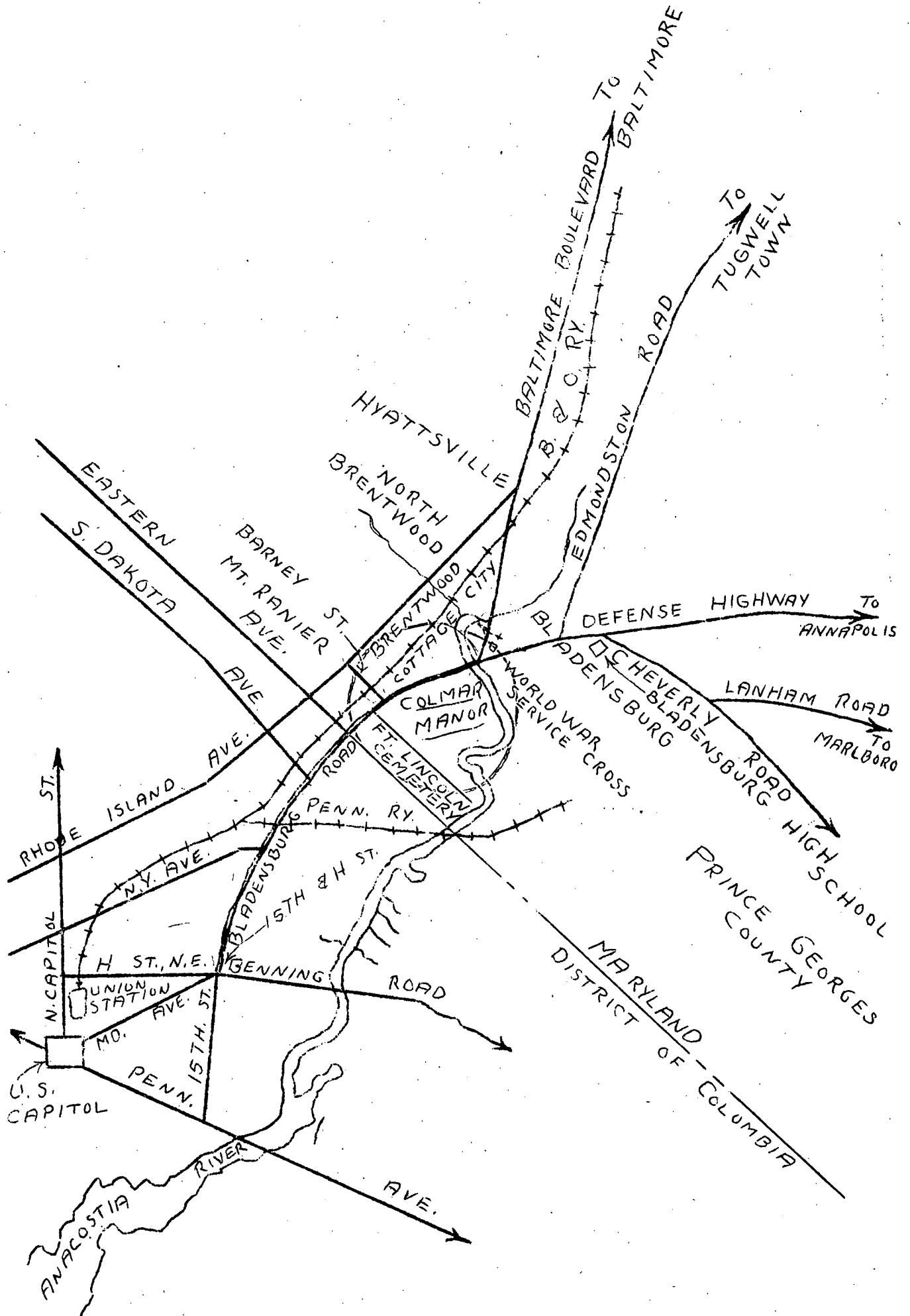
Bladensburg is very much interested in the developing of the Northeastern vestibule of our National Capitol, and The Mayor and Town Council of Colmar Manor has our wholehearted support in its effort to improve conditions. The extension of the sidewalk to the World War Memorial Cross is of very great importance of the students attending the Bladensburg High School and the traffic problem that we are face to face with. With best wishes for a satisfactory solution, I am,

Very truly yours,

Vincent A. Osterman,
President, Board of Town Commissioners.

EXHIBIT I.

MAP SHOWING THE RELATIVE LOCATION OF
COLMAR MANOR, MD.
WITH REFERENCE TO THE DISTRICT OF COLUMBIA
AND SUBURBAN TOWNS IN
PRINCE GEORGES COUNTY



COLMAR MANOR - COTTAGE CITY -
BLADENSBURG HIGHWAY
MAP

This Map is intended to show the obstacles to traffic that must be removed through Colmar Manor and Cottage City from Bladensburg to the District of Columbia Line to decrease congestion to a minimum.

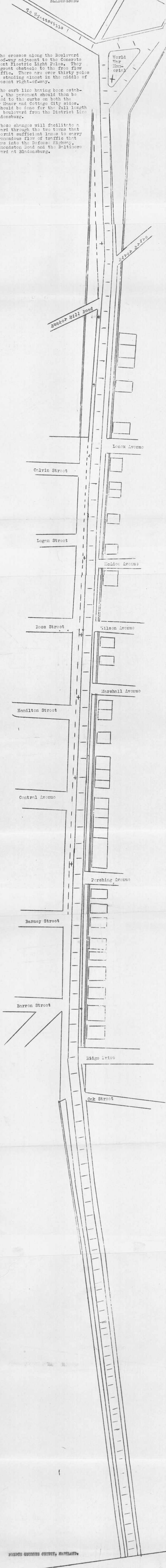
The two center lines, full length, from Bladensburg to the D. C. Line represents the present concrete. It will be noted that the concrete lies very close to the property line on the Colmar Manor side. Insufficient space remains for the construction of curbs and side walks along the front of Colmar Manor. This has now been partly corrected by dedication.

The squares representing business properties along the Colmar Manor side sit back from the property line, on the average, 18 to 20 feet. In order to facilitate safe parking and traffic on the Boulevard the ground between the double line and the property line along the boulevard should be acquired the entire length and on both sides of the boulevard.

The crosses along the Boulevard right-of-way adjacent to the Concrete represent Electric Light Poles. They are a great obstacle to the free flow of traffic. There are over thirty poles in all standing almost in the middle of the present right-of-way.

The curb line having been established, the pavement should then be extended to the curbs on both the Colmar Manor and Cottage City sides. This should be done for the full length of the boulevard from the District Line to Bladensburg.

These changes will facilitate a boulevard through the two towns that will permit sufficient lanes to carry the tremendous flow of traffic that diverges into the Defense Highway, the Edmondston Road and the Baltimore Boulevard at Bladensburg.



A PERCENTAGE OF THE SAID GASOLINE TAXES TO THE RESPECTIVE COUNTIES

1939-

County	Allegany	Per Cent	Down Share 1939-40	Allotment	Total County Allotment 40
Barton		.266		\$182.34	
Cumberland		14.569		9,987.06	
Frostburg		2.157		1,478.63	
Ionaconing		.936		641.63	
Luke		.411		281.74	
Midland		.334		228.96	
Western Port		1.328		910.35	<u>\$68,550.09</u>
<u>Anne Arundel</u>					
Annapolis		12.5		8,796.66	<u>70,373.24</u>
<u>Calvert</u>					
Solomons		1.00		277.11	
North Beach		1.50		415.68	<u>27,711.74</u>
<u>Caroline</u>					
Bridgetown				36.96	
Danton		2.745		1,796.48	
Federalburg		2.343		1,533.28	
Goldsboro		.361		236.32	
Greensboro		1.301		851.20	
Hillsboro		.342		224.00	
Marydel		.217		142.24	
Preston		.539		352.80	
Ridgely		1.203		787.36	<u>65,450.76</u>
<u>Carroll County</u>					
Hampstead		.854		1,013.60	
Manchester		.607		720.16	
Mt. Airy		.623		739.20	
New Windsor		.475		563.36	
Sykesville		.624		740.32	
Taneytown		.885		1,050.56	
Union Bridge		.813		965.44	
Westminster		4.212		4,998.56	<u>118,686.47</u>
<u>Cecil</u>					
Cecilton		1.135		902.20	
Charlestown		.709		563.58	
Chesapeake City		2.517		2,000.74	
Elkton		8.253		6,500.22	
North East		3.498		2,780.52	
Perryville		1.744		1,386.29	
Port Deposit		2.386		1,896.61	
Rising Sun		1.400		1,112.85	<u>79,488.94</u>
<u>Charles</u>					
Cobb Island		.016		15.68	
Indian Head		.194		129.92	
LaPlata		.55		371.84	<u>67,091.58</u>
<u>Dorchester</u>					
Cambridge		12.771		9,569.28	
East New Market		.332		248.64	
Jurlock		1.143		856.80	
Secretary		.540		404.32	
Vienna		.465		348.32	<u>74,931.09</u>
<u>Frederick</u>					
Brunswick		3.0		4,561.47	
Emmitsburg		1.4		2,128.69	
Frederick		8.0		12,163.92	
Middletown		1.4		2,128.69	
Myersville		1.0		1,520.49	
New Market		1.2		1,824.59	
Thurmont		1.2		1,824.59	
Walkersville		1.6		2,432.78	
Woodsboro		1.2		1,824.59	<u>152,049.94</u>

Garrett

Bloomington	.429	413.28	
Deer Park	.289	278.88	
Friendsville	.574	553.28	
Grantsville	.465	448.00	
Kitzmillersville	.960	926.24	
Lock Lynn Hgts.	.230	221.76	
Mt. Lake Park	.374	360.64	
Oakland	1.838	1,772.96	<u>96,444.15</u>

Harford

Aberdeen	1.419	1,388.80	
Bel Air	1.888	1,848.00	
Havre de Grace	4.559	4,463.20	<u>97,902.66</u>

Howard

Ellicott City	2.594	1,361.92	<u>52,506.46</u>
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Kent

Betterton	.633	331.52	
Chestertown	.601	3,146.08	
Galena	.567	296.80	
Millington	.784	415.52	
Rock Hall	1.528	799.68	<u>52,324.14</u>

Montgomery

Barnesville	.131	133.28	
Brookeville	.124	125.44	
Gaithersburg	1.178	1,196.16	
Garrett Park	.325	330.40	
Glen Echo	.245	248.64	
Kensington	1.046	1,061.76	
Laytonsville	.161	163.52	
Northwest Park	.147	148.96	
Poolesville	.217	220.64	
Rockville	1.568	1,592.64	
Somerset	.329	333.76	
Takoma Park	5.997	6,089.44	<u>101,548.94</u>

Prince George's

Berwyn Hgts	.529	470.65	
Bladensburg	.951	846.10	
Boulevard Hgts.	.166	147.69	
Bowie	.401	356.77	
Brentwood	2.101	1,869.20	
Capitol Hgts	1.231	1,095.21	
Colmar Manor	1.482	1,318.52	
Cottage City	1.155	1,024.04	
Eagle Harbor	.355	315.84	
Edmonston	.732	651.26	
Fairmont Hgts	.893		
Hyattsville	7.103	6,319.49	
Laurel	2.297	2,043.62	
Mt. Ranier	5.197	4,623.73	
North Brentwood	.355	315.84	
Riverdale	2.831	2,518.72	
Takoma Park	1.097	975.99	
Upper Marlboro	.613	545.38	
Cheverly	.991	881.69	
Seat Pleasant	.823	732.22	
District Heights	.4375		
University Park	1.567		<u>88,969.27</u>

Queen Anne's

Centerville	2.240	1,445.92	
Church Hill	.403	259.84	
Crumpton	.351	226.24	
Queenstown	.500	322.56	
Sudlersville	.484	312.48	<u>64,539.18</u>

<u>Saint Mary's</u>		
Charlotte Hall	.133	75.04
Leonardtwn	1.386	789.64
		<u>56,335.05</u>
<u>Somerset</u>		
Crisfield	8.993	4,312.00
Princes Anne	2.277	1,092.00
		<u>47,948.61</u>
<u>Talbot County</u>		
Easton	10.977	4,583.04
Oxford	2.455	1,024.80
St. Michaels	3.509	1,464.96
Trappe	.606	253.12
		<u>41,749.92</u>
<u>Washington</u>		
Boonsboro	.476	475.06
Blear Spring	.287	286.74
Funkstown	.373	372.66
Hagerstown	16.450	16,434.89
Hancock	.505	504.54
Keedysville	.209	208.81
Sharpsburg	.436	435.60
Smithsburg	.316	315.71
Williamsport	.946	945.13
		<u>99,908.12</u>
<u>Wicomico</u>		
Delmar	1.475	1,083.72
Hebron	1.006	739.13
Mardela Springs	.463	340.18
Pittsville	.545	400.43
Salisbury	12.00	8,816.71
Sharptown	.909	567.87
Willards	.272	199.85
		<u>73,472.57</u>
<u>Worcester</u>		
Berlin	2.331	1,657.60
Ocean City	1.490	1,059.52
Pocomoko City	4.110	2,922.08
Snow Hill	2.527	1,796.48
		<u>71,102.49</u>

OFFICE OF THE MAYOR AND TOWN COUNCIL
COLMAR MANOR, MARYLAND

Gentlemen:
Sir:

For your guidance in applying for an annual business license, for the year beginning May 1st, there is quoted below extracts from an Ordinance approved by the Mayor and Council, on March 7th, 1939.

"1. No person, firm or corporation, other than the grower, maker or manufacturer shall barter sell, or otherwise dispose of, or shall offer for sale any goods, chattels, wares, or merchandise, with a view to profit, in the prosecution of some regular trade or business, within this Town, without first obtaining a license for in the amount hereinafter prescribed."

"4. When any person, firm or corporation shall propose to engage in any business, trade or calling as provided above, he shall apply to the Town Clerk-Treasurer for a license *****."

"10. All licenses issued under this Ordinance shall expire on the last day of April following its issuance, *****."

"12. Upon conviction for violating any section or part thereof of this Ordinance the offender shall be fined not less than \$1.00 and costs nor more than \$50.00 and costs for each offense. Upon failure to pay any fine and costs the offender may be committed to jail for a period of not more than fifteen days."

No license may be issued by the Clerk-Treasurer, until an application therefor, on the form below, or similar form, has been received.

BY ORDER OF THE MAYOR AND TOWN COUNCIL

Clerk-Treasurer

APPLICATION FOR LICENSE

Colmar Manor, Maryland

The Mayor and Council,
Colmar Manor, Maryland.

Gentlemen:

I hereby make application for a license and for that purpose do certify to the following facts:

Name in which business is conducted _____
Name or names of owners of business _____
Applicant's relation to the business _____
Location of place of business _____
Nature of business to be conducted _____
Average gross sales per annum for past year _____
(If new business give estimate)

Mayor and Town Council

Colmar Manor, Md.

Notice to Merchants Regarding Business License:

The Mayor and Town Council of Colmar Manor, Md., on the 7th of March 1939, passed an ordinance fixing a graduated scale for the license fee contingent on the gross sales as indicated below. Unless the gross sales are reported to the Mayor on the blank supplied therefor, a license will only be issued upon the payment of the maximum fee of \$50.00.

The ordinance provides as follows:

Motion picture \$50.00
Real estate and insurance \$5.00
Brokers other than real estate \$25.00
Barbers \$5.00
Beauty Parlors \$5.00
Shoe repair shop \$5.00
Cleaning, dyeing, pressing and tailoring. \$5.00
Laundries \$5.00
Restaurants and eating places \$5.00
Gasoline Stations \$5.00
Garages and automobile repair shops \$5.00
Gasoline stations and automobile repair in one \$5.00
Hawkers and peddlors \$5.00
Job Printing and Publications \$5.00
Upholsterers \$5.00
Banks and Trust Companies and Building Associations \$50.
"Small Loans" Institutions \$75.00
Non resident Merchants, including bakeries, dairies, coal and ice, fruits, vegetables, produce, etc. \$5.00
Merchants of all kinds not otherwise specifically provided for, where the average gross sales from such place of business are not more than \$12,000 per annum \$5.00
Where the average gross sales are more than \$12,000 per annum and not more than \$24,000 \$10.00
Where the average gross sales are more than \$24,000 per annum and not more than \$36,000 per annum \$25.00
Where the average gross sales are more than \$36,000 per annum \$50.00

By:

Mayor and Town Council
Colmar Manor, Md.

John W. Torwestad
Mayor

THE MARYLAND LEAGUE OF MUNICIPALITIES

John N. Torvestad
Secy.-Treas.

February 28, 1939

REPORT ON INTEREST INCOME

1. Building Associations
 2. Small Loan Companies
 3. Installment Finance Companies, etc.
-

The Economic Effect of Excessive Interest Costs

One hundred and twelve years ago, our Maryland forefathers, no doubt mindful of the economic danger of unlimited interest charges, enacted a law limiting interest rates to 6 % per annum. This enactment, with amendments, is the Maryland Usuary Law today.

Forty-two years later the first inroad on the Economic safety of the people of Maryland came, when in 1863 the State Legislature enacted a law, under the pleasing title "A Homestead Act", permitting Building Associations to charge Premiums and Fines in addition to 6% Interest; the Premiums and Fines to be limited only by the lenders' conscience; to-wit the by-laws of the Building Associations.

Fifty years pass, and another encroachment upon the economic security occurred, when in 1918 Maryland enacted the law sanctioning a charge of 3½% per month or 42% per annum on loans up to \$300.

Whither are we drifting? When or where was anything more vicious sanctioned by law? Shame on the State and the age what permits it! Even in the days when the Money Changers were driven from the Holy Temple such an outrage was not sanctioned by law.

Let us consider the Subtle Reality: The foundation of a stable Democratic Government is the family. The first essential for economic and social stability is the security of the home. The security of the family requires that it be permitted, in a larger measure than now, to become the unencumbered owner of a home. High finance rates coupled with instability of income has made home ownership increasingly difficult yearly, and thereby the economic and social security of the Community, State and Nation is being undermined.

The stock argument advanced in support of the 42% Small Loan rate is that a necessary service is rendered in meeting the demands of a type of borrower that is a very bad risk. Recognizing 6% as a sufficient legal rate for a good risk, it should be contrary to public policy to sanction, by law, lending where it is a seven to one shot the loan will not be repaid. However investigation shows that the actual loss from nonpayment of the small loans is insignificant.

Only people borrow at such rates of interest: (1) Who owing to some vicissitude find themselves driven to the necessity of obtaining funds at any price; and (2) The improvident.

The law should not allow profiteering upon the misfortune or weakness of humanity, by permitting loans where the extreme of the interest rate makes payment almost prohibitive. On the contrary there must be Policing in the Economic Field as well, against the encroachments of those who, if unrestrained, will resort to nothing short of outright thievery and piracy.

There are but very few statistics available regarding the activities of the Small Loan Companies of Maryland. The 1937 Report of the Bank Commissioner said, "the present law contains no provisions whereby licensees are required to furnish reports to the Bank Commissioner setting forth results of their operations." In 1937 the office of Commissioner of Small Loans was created, with jurisdiction to investigate and obtain complete information of the activities of the Small Loan Companies. No change in rate was affected by this act. A report on the activities of the Small Loan Companies as recorded by the Commissioner of Loans, I am informed, is on the press.

Available statistics indicate that over \$15,000,000 is loaned annually by the Small Loan Companies of Maryland, now numbering over 130; representing approximately \$5,000,000 total profits, or an average of about \$40,000 gross profit annually per Company. This represents \$5,000,000 drawn out of circulation in so far as it relates to the purchase of consumptive goods. Unless something is done to curtail this type of excessive finance cost, prosperity for our country will be locked up in Safety Deposit vaults.

ECONOMIC ASPECTS OF INTEREST

In order to better understand the Economic Phases of Interest let us study a ten year period from 1926 to 1936 inclusive. 1926 is the standard year in terms of which each succeeding year's activity is expressed. It is necessary to begin the analysis of the problem with an analysis of Income, and what that income will buy. A few Tables of statistics are introduced to illustrate.

The year 1926 was the beginning of a period of declining prices in all commodity lines. The following table shows Commodity Price Decline in our National Income (U. S. Census Reports) for the above ten year period.

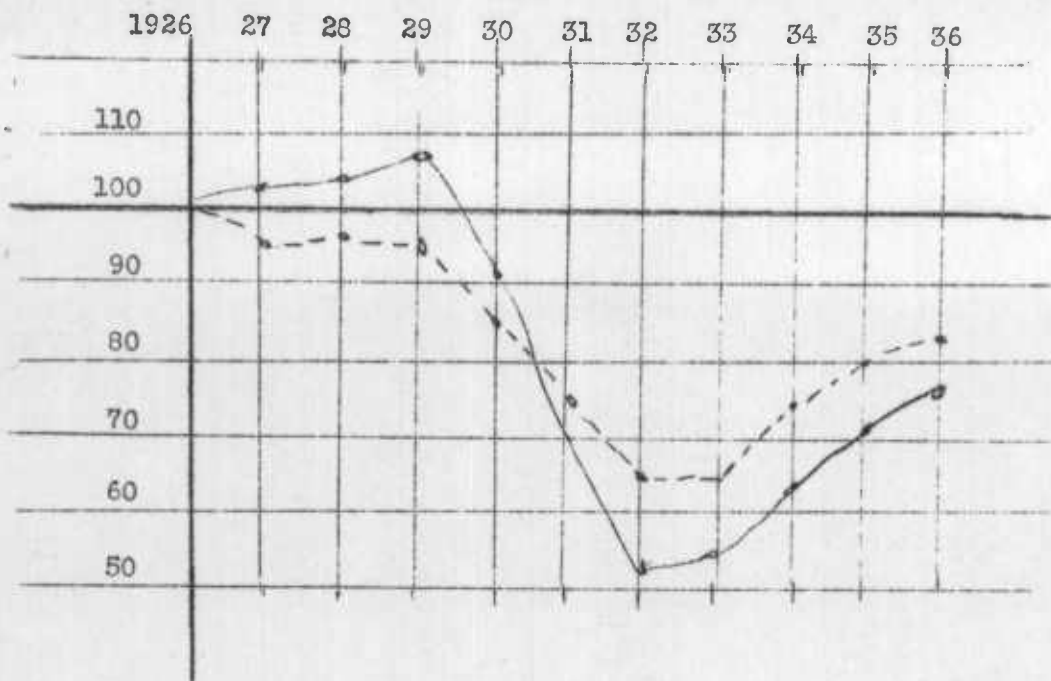
TABLE NO. I

<u>YEAR</u>	<u>TOTAL NATIONAL INCOME</u> Million	<u>RATIO OF NATIONAL INCOME TO 1926</u>	<u>RATIO OF COMMODITY PRICES TO 1926</u>
1926	\$74,954	1.000	100.0
1927	76,007	1.014	95.4
1928	77,291	1.031	96.7
1929	81,034	1.081	95.3
1930	67,917	.906	86.4
1931	53,584	.715	73.0
1932	39,545	.528	64.8
1933	41,889	.559	65.9
1934	48,561	.648	74.9
1935	55,233	.737	80.0
1936	61,905	.826	80.6

It will be noted from the above comparison that National Income had a small steady increase up until 1929 and Prices a small decline over the same years. After 1929 an abrupt drop in Income and Price occurred which continued until they reached bottom in 1932.

It is significant that while Income was a little slower than Commodity prices in starting the decline, the Income dropped to a lower level in 1932 than Commodity Prices, and lagged below Commodity Prices consistently until 1936, as clearly illustrated by the graph below.

GRAPH NO. I



Having witnessed the sensitive response income makes to commodity price changes; let us now take a look at interest. Interest does not respond to general commodity price changes. Interest only responds to crisis demands, and then only slightly. The table below shows the National Interest for the past ten years and each year's ratio to 1926 in comparison with commodity price ratios for the same.

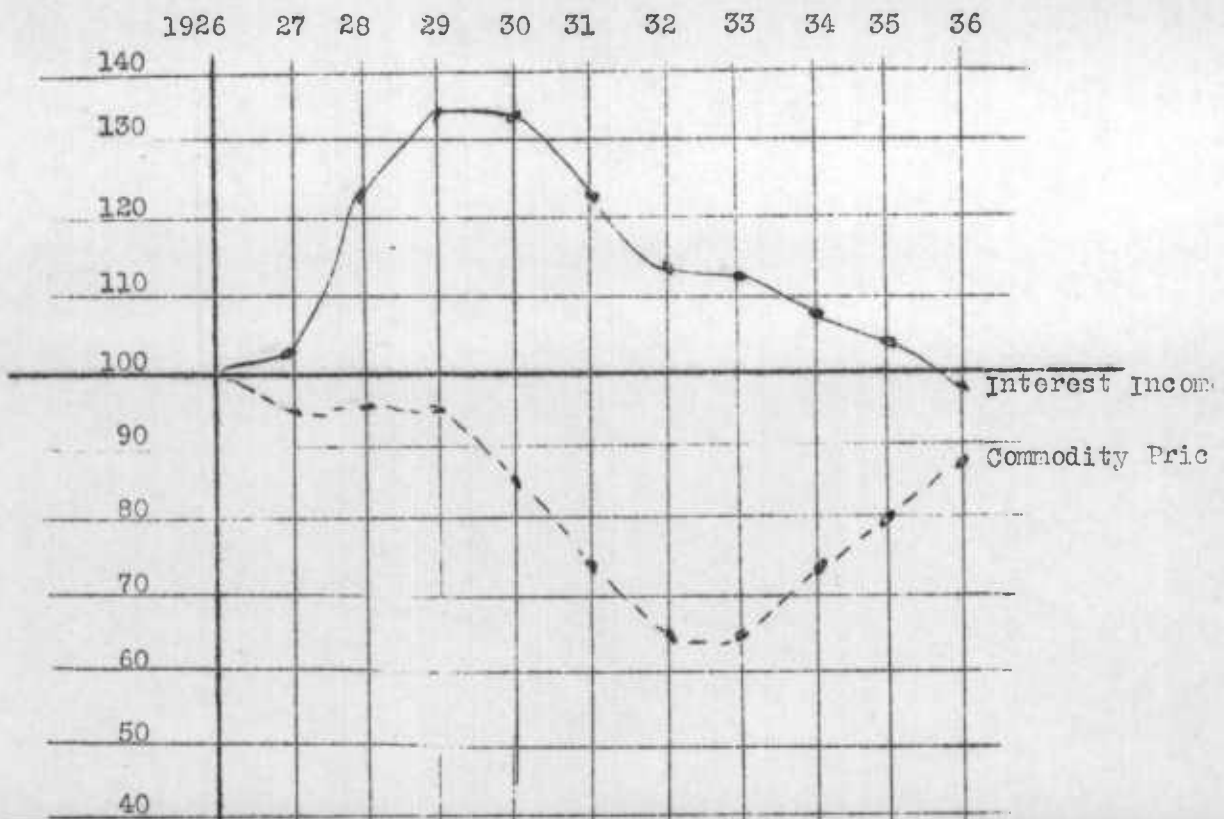
TABLE NO. II

YEAR	TOTAL NATIONAL INTEREST (million)	RATIO OF NATIONAL INTEREST TO 1926	RATIO OF COMMODITY PRICES TO 1926
1926	\$4,852	100.0	100.0
1927	4,991	102.9	95.4
1928	6,056	124.8	96.7
1929	6,552	135.0	95.3
1930	6,466	133.3	86.4
1931	5,907	121.7	73.0
1932	5,497	113.3	64.8
1933	5,516	113.7	65.9
1934	5,257	108.3	74.9
1935	4,998	103.0	80.0
1936 2 Mos	4,739	97.7	80.6

"National Interest" means "National Interest Income"

From this table as from the graph below we see that National Interest rose from 1926 on, to its highest peak in 1929, and did not definitely reach the 1926 level for 10 years. (1936) The decline in interest from 1929 to about 1934 may be attributed largely to the fact that over this period there was a siege of Realty foreclosures whereby Mortgages became the owners, and interest, stopped. The decline in National Interest that appears to take place after 1934 and which seems to tend downward below the 1926 level is no doubt the result of the National crisis precipitated by the National Banking system favoring Loan Companies to reduce rates to meet Federal Government Lending Demands. These tendencies are clearly reflected in the graph below.

GRAPH NO. II



From table No. II, we witnessed that as National Income decreases the Interest Income actually increases, thus making the burden for INTEREST increasingly out of proportion to the ability to pay same. This position holds good whether viewing the problem in Total or Per Capita, Nationally or Locally.

Interest remains a fixed charge in so many Dollars of current money, regardless of the increased amount of Goods those Dollars will buy. That is to say, the 8% Interest that purchased a loaf of bread in 1926, actually purchased more than a loaf and a half in 1932, but the interest demand was none the less 8% current money in 1932, as in 1926.

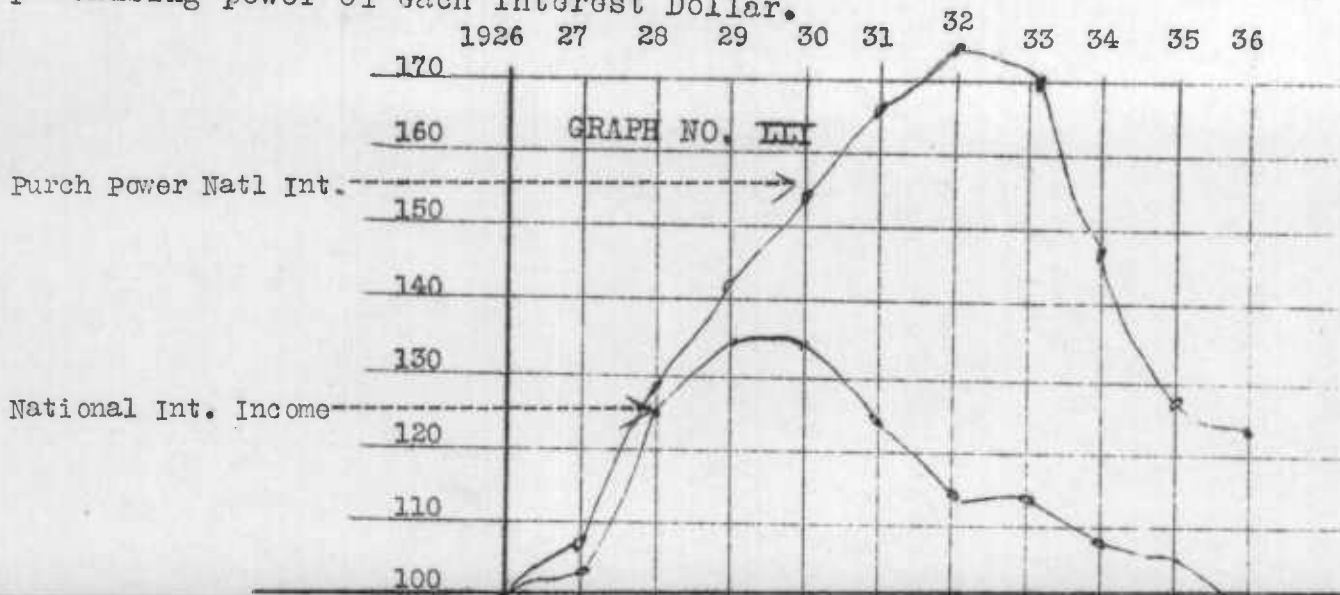
The increased purchasing power of the Dollar, naturally, vastly increased the buying power of Interest in terms of Commodity Goods. The per annum Income, true to form, declined below the commodity low level, or (as shown by subsequent tables) from \$646.43 per capita in 1926 to \$313.58 per capita in 1932, while Interest changed from \$41.85 to \$43.56 per capita in 1932. Income decreased 51.5% while interest actually increased over 4% per capita in current money for the entire Country.

The following table is intended to present a comparison of the Interest in current Dollars with the actual purchasing power of the current Interest by years, Nationally.

TABLE NO. III

YEAR	TOTAL CURRENT NATIONAL INTEREST Million	PURCHASING POWER OR DOLLAR	PURCHASE POWER* OF NATIONAL INTEREST	CUR. NAT. INTEREST RATIO	P.P. NAT. INTEREST RATIO
1926	\$4,852	1.000	\$4,852	100.0	100.00
1927	4,991	1.048	5,231	102.9	107.8
1928	6,056	1.034	6,262	124.8	129.1
1929	6,552	1.049	6,873	135.0	141.7
1930	6,466	1.157	7,481	133.3	154.2
1931	5,907	1.370	8,093	121.7	166.8
1932	5,497	1.543	8,482	113.3	174.8
1933	6,516	1.517	8,368	113.7	172.5
1934	5,257	1.335	7,018	108.3	144.6
1935	4,998	1.250	6,248	103.0	128.8
1936	4,739	1.241	5,881	97.7	121.2

In the above table we have applied the purchasing power of the Dollar (as computed by the U. S. Department of Labor on the Wholesale Prices) to the current National Interest for each year of the Ten year period, whereupon we obtain the actual purchasing power of the current interest for each year in terms of the 1926 value of the dollar. The following table graphically shows the increase in the amount of Commodity goods that can be purchased due to the increased purchasing power of each interest Dollar.



In order to obtain a clearer conception of the relationship of Interest to income we must make a comparision ofBthe purchasing power of interest with the Purchasing power of the Income for the same period. Accordingly the following table is presented setting forth the Purchasing power of National Interest and National Income with their percentage ratios to the 1926 values, for same.

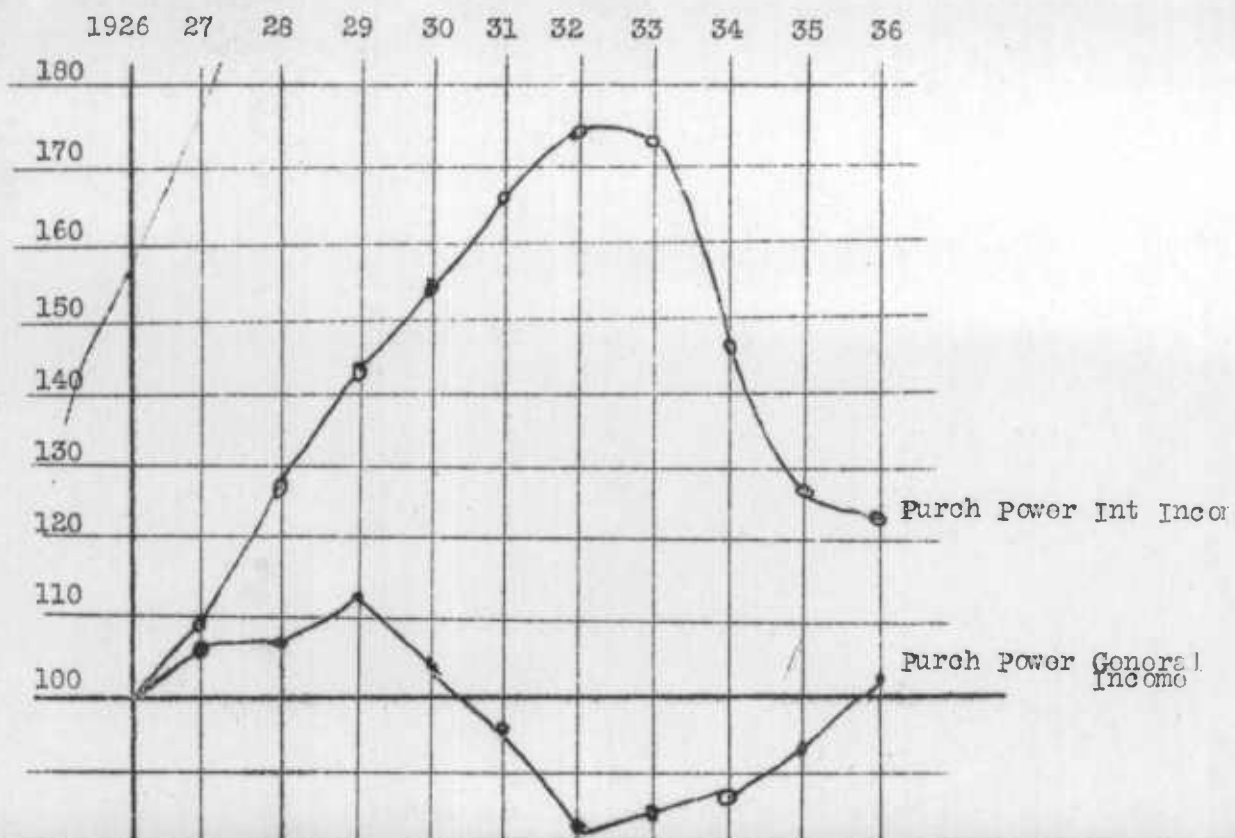
TABLE NO. IV

<u>YEAR</u>	<u>Total NATIONAL INCOME</u> Million	<u>PURCHASING POWER OF DOLLAR</u>	<u>PURCHASING POWER OF NATL. INC.</u> Million	<u>PURCHASING PWER NATL. RATIO</u>	<u>PUR. PWF INCOME*</u> RATIO
1926	\$74,954	10000	\$74,954	100.0	100.0
1927	76,007	1.048	79,655	106.3	107.8
1928	77,291	1.034	79,199	106.6	129.1
1929	81,034	1.049	85,005	113.4	141.7
1930	67,917	1.157	78,580	104.8	154.2
1931	53,584	1.370	73,410	97.9	166.8
1932	39,545	1.543	61,018	81.4	174.8
1933	41,889	1.517	63,546	84.8	172.5
1934	48,561	1.335	64,929	86.5	144.6
1935	55,233	1.250	69,041	92.1	128.8
1936	61,905	1.241	77,443	103.3	121.2

The above changes in the relation of Income to Interest is presented by the graph below: We see that the purchasing power of annual Interest over the period kept climbing rapidly to 1932 when it turned and decended, but never to the 1926 level. On the other hand we see that the purchasing power of the National Income, after the 1929 crash dropped more quickly and stayed below the 1926 level, and only now tends to approach the 1926 level again. Income decreased more rapidly than the Purchasing Power of the Dollar Increased.

The most significant observation about this graph is that, in 1932 when Interest Purchasing Power reached its peak the National Income Purchasing Power reached its lowest level. UNDER OUR PRESENT SYSTEM INTEREST THRIVES BEST WHEN INCOME IS AT ITS WORST.

GRAPH NO. V



We pass now to another phase of the interest problem; to a consideration of the Economic Utility resulting from interest income. An analysis of the Stock Holdings of vast Corporations for 1933 showed that 17.5 percent of the Stockholders owned 89 percent of the stock and that 82.5 of the stockholders held the remaining 11 percent of the stock.

In substance 89 percent of Interest Income passes into hands that receive it for REINVESTMENT only; to be used as a commodity for barter and trade, and not as a medium of exchange for the purchase of consumptive goods.

During a period of expansion this significance is not revealed, for the process of expansion gives rise to activity and employment. The investors find market for their dividends in new fields of activity thereby returning a portion of such investments to circulation through the employment of the masses.

On the basis of the above statistics applied to the National Interest Income we find that over the ten year period 1926-1936 the percentage of the National Income that passed into hands for reinvestment each year, and thereby virtually out of circulation as a medium of exchange for the purchase of consumptive goods, was as follows:

1926	-----	5.8%	1931	-----	9.8%
1927	-----	5.9	1932	-----	12.4
1928	-----	7.0	1933	-----	12.4
1929	-----	7.1	1934	-----	9.6
1930	-----	8.5	1935	-----	8.0

1936 000.. 6.8%

When the saturation point is reached, as it appears to have been in our Country, the effect becomes significant. The tremendous drain upon our National Purchasing Power resulting from the large non-productive financial income of our country has resulted in three distinct conditions:

1. It has resulted in Over Expansion in our Industrial field and a corresponding Underconsumption, resulting from the consequential undue overhead, excessive competition, Price cutting, wage reductions unemployment and industrial bankruptcy.

2. It has resulted in the encouragement of the issuance of and investment in Tax Exempt Securities, with the consequential aggravation of the problem of meeting our National Tax Burden.

3. It has resulted in the concentration of a vast portion of our Circulating Capital in the Safety Deposit vaults for reinvestment lodged there for lack of Investment markets.

WE ARE FACED WITH A STATE AND NATIONAL PROBLEM: Economic Security demands action now! The Curtailment of NON-PRODUCTIVE FINANCIAL INCOME is therefore recommended to the end that legislation be enacted in Maryland to drastically curtail and limit the rate of financial return that may be charged by:

1. Building Associations.
2. Small Loan Companies.
3. Installment Finance Agencies and like organizations.

THE MARYLAND LEAGUE OF MUNICIPALITIES
John N. Torvestad
Secy-Treas

Colmar Manor, Maryland,
March 4, 1939.

OFFICIALS OF INCORPORATED
MUNICIPALITIES OF MARYLAND:

ATTENTION!

The Magistrates Bill (HOUSE BILL NO. 246) introduced February 14, 1939, if enacted into law, as it now reads, will entirely nullify Municipal law enforcement and virtually destroy Municipal Government throughout the State of Maryland.

The Bill provides that there shall be TRIAL MAGISTRATES and OTHER JUSTICES. The Trial Magistrates shall have civil and criminal jurisdiction. Fourteen counties will have one Trial Magistrate each. Six counties will have two each. Allegany County will have nine, two of which shall sit at Cumberland.

OTHER JUSTICES: The Governor shall appoint one justice of the peace for each of the Election districts of the several counties of Maryland. Any civil or criminal action or proceeding may be instituted before one of these justices of the peace for removal to a TRIAL MAGISTRATE, excepting that "ANY PROSECUTION FOR THE VIOLATION OF AN ORDINANCE OF AN INCORPORATED CITY OR TOWN SHALL BE ORIGINALLY INSTITUTED ONLY BEFORE A TRIAL MAGISTRATE or other justice of the peace regularly exercising his functions within the limits of such municipality." Section 93.

According to the well recognized rules of construction the latter proviso of Section 93 must be interpreted to mean that a warrant for a violation of a town ordinance can be issued only by the TRIAL MAGISTRATE or his substitute.

Since the TRIAL MAGISTRATE is going to handle all motor vehicle and other kinds of violations, as well as the violations of all town ordinances, in the county he will no doubt be extremely busy. The TRIAL MAGISTRATE will also have power to fix the time of his sittings, and could very justly refuse to issue town warrants when not in session, and when he is in session he could very properly refuse to suspend the trial of cases to write a town warrant.

If a town officer makes an arrest in the evening and the TRIAL MAGISTRATE cannot then be located or refuses to be disturbed at his home there could be no way of committing the prisoner, and would require the officer to either liberate him or stay with him all night until the court opens the next day.

It is feared that such impediments thrown in the path of town officers would encourage the settlement of cases on the street between the officer and the accused.

It is the belief that this proviso, when properly understood, will be objectionable to all the municipalities in Maryland. For instance, the City of Cumberland will have only two TRIAL MAGISTRATES. Can it be supposed that those two men can handle the trial of all State and municipal violations and then be available to write warrants and commitments at all hours for the violation of the town ordinances.

It is urgently requested that this entire proviso be stricken from Section 93 so that a warrant or commitment can be obtained before any justice of the peace and then transferred to the TRIAL MAGISTRATE for trial.

It is urged also that the Act be amended TO PROVIDE FOR THE PAYMENT OF FINES FOR THE VIOLATION OF TOWN ORDINANCES TO THE RESPECTIVE INCORPORATED TOWNS. While it is true that the TRIAL MAGISTRATES are to be paid by the county for their services yet the Town Police are to be paid by the towns, and it is certain that the services rendered to the County and State by the Town officers will more than off-set the services rendered by the TRIAL MAGISTRATES to the towns.

Municipal corporations are the arm of the state and are legally charged with the duty of maintaining order and preventing nuisances and there are numerous decisions of the Court of Appeals holding towns civilly liable for damages for failure to enforce their ordinances, and indeed in some cases for failure to pass ordinances to prevent nuisances. If this proposed bill should become effective without amendment there would be an anomalous situation where the towns may become civilly liable for their failure to perform their duties as an arm of the State when the State has made the performance of their duties a practical impossibility.

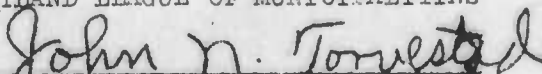
Municipal Government is the purest form of Democracy in our country. The least controlled by political dictatorship and the most truly "Government of the People, by the People and for the People". Let us preserve that little bit of Pure Democracy in Maryland! Let us preserve our municipal Government.

GET INTO IMMEDIATE TOUCH WITH YOUR SENATOR AND DELEGATES TO THE LEGISLATURE AT ANNAPOLIS. THERE IS NO TIME TO WASTE. Request that the Bill be amended by:

- (1) Striking out lines 12, 13, 14, 15 and 16 of Section 93 of House Bill No.
- (2) Providing for the payment of fines for the violation of town ordinances to the respective Incorporated Towns.

By,

MARYLAND LEAGUE OF MUNICIPALITIES


John N. Torvestad, Secy-Treas.
1 Pushing Avenue, Colmar Manor, Md.

REPORT ON THE COLMAR MANOR
STREET IMPROVEMENT PROGRAM

(October 1, 1936)

Last July the voters of Colmar Manor overwhelmingly ratified the Legislative Act authorizing the Mayor and Town Council to borrow up to 8% of the assessed valuation of the Town for permanent street improvements. Under the present circumstances we may borrow up to \$54,000 in addition to the street bonds outstanding.

The Mayor and Town Council have accordingly made application to the Federal Government for a P.W.A. grant of \$44,000 to supplement our loan. The Government Grant does not have to be paid back. The loan and grant combined totaling \$97,500 will enable us to substantially improve all of the remaining unimproved streets of our town at a great reduction in cost.

The program embraces curb and sidewalk along the Boulevard and a through street past our new school, provided the Board of Education obtains the required right-of-way.

A substantial committee conferred with the Board of Education, September 1, 1936, on this matter. To date no constructive action has been reported by them. They seem to be doting over past omissions and hesitate to move along with our progressive community.

IF THE REQUIRED RIGHT-OF-WAY IS NOT PROVIDED, THE STREET IMPROVEMENTS WILL END ABRUPTLY AT THE EDGE OF THE CANYON ON LANSING STREET AND AT THE SHREVE PROPERTY LINE ON REDFIELD AVENUE. The little red schoolhouse on the hill will then sit serenely isolated - a monument of mockery instead of a monument of progress.

Application has also been filed with the Federal Government for a \$4,500 P.W.A. Grant for the construction of a Municipal building for Colmar Manor, at a total cost of \$10,000. The building is planned to have an auditorium over the entire second floor and a club room space on the first floor. The building is planned to meet the Community needs of both our adult and young folks.

Our engineer, Mr. J. Spence Howard, who is pushing these projects for us, has enlisted the aid of Congressman Gambrell to expedite the realization of the above grants for Colmar Manor, as shown by the following copies of correspondence between Mr. Howard and Congressman Gambrell.

----- oOo -----

C O P Y

Sept. 24th, 1936

The Honorable Congressman
Stephen W. Gambrell
House of Representatives Bldg.
Washington, D. C.

Dear Congressman:

I have recently filed with the P. W. A. application from the Town of Colmar Manor for \$97,500 for street improvement work and work around the County school in Colmar Manor, known as project number Md-1081.

This town is on the south side of the Washington Boulevard and runs from the cross in Bladensburg to the District line at Fort Lincoln Cemetery. About three years ago I completed about one half of their street work which cost them \$80,000.00, and they are very anxious to finish the other half, as the town is thickly populated and the new high school building is inaccessible on account of the streets being unimproved around it.

(Continued on page 2.)

Copy of letter to Congressman Gambrill 9/24/36 (continued)

As this is in your district I wondered if you could do anything to follow it up in Mr. Ickes' department of the P. W. A. It has been approved here in Mr. Abel Wolman's office and sent to Washington. I am sure a lot of people in Colmar Manor will appreciate your help, and if you should care to speak to them personally about it the Mayor of the Town, John N. Torvestad, can be reached on telephone in Washington at the United States Tariff Commission.

With kind regards and best wishes for your success in November, I am,

Very sincerely yours,

(Signed) J. Spence Howard

JSH:LOP

----- oOo -----

C O P Y

CONGRESS OF THE UNITED STATES
House of Representatives
Washington, D. C.

Sept. 25, 1936

Mr. J. Spence Howard,
20 E. Lexington Street,
Baltimore, Maryland.

My dear Mr. Howard:

I have your letter of the 24th instand, and am today communicating with the Public Works Administration regarding the application of the Town of Colmar Manor, in the amount of \$97,500.00, for street improvement work and work around the County School in Colmar Manor.

With kindest regards, believe me

Sincerely,

Stephen W. Gambrill (Signed)

----- oOo -----

By:

THE MAYOR AND TOWN COUNCIL
OF COLMAR MANOR, MARYLAND

NOTICE: At a special meeting of the Mayor and Town Council, Monday Evening September 28, 1936, Henry Caspare, Jr., was appointed Chief of Police for Colmar Manor, with full charge of all Town Police and Policing.

A BILL

AN ACT to repeal and re-enact with amendments Section 7AC of Article 89B of the Annotated Code of Maryland (1935 Supplement), title "State Roads Commission", as enacted by Chapter 313 of the Acts of the General Assembly of Maryland at its 1935 Regular Session.

SECTION 1. Be it enacted by the General Assembly of Maryland, That Section 7AC of Article 89B of the Annotated Code of Maryland (1935 Supplement), as enacted by Chapter 313 of the Acts of the General Assembly of Maryland at its 1935 Regular Session be and the same is hereby repealed and re-enacted with amendments to read as follows:

7AC The State Roads Commission of Maryland is hereby authorized and directed to pay to the duly Authorized Public Officials of the Incorporated Towns in the Counties of Maryland from the one and one-half cent lateral road gasoline tax or from any other fund arising from gasoline taxes allocated to the respective counties:

(a) Allegany County

Barton-----	___%	of County Allotment--or--\$	_____	Annually
Carberland-----	___%	of County Allotment--or--\$	_____	Annually
Eastburg-----	___%	of County Allotment--or--\$	_____	Annually
Conowingo-----	___%	of County Allotment--or--\$	_____	Annually
Edinboro-----	___%	of County Allotment--or--\$	_____	Annually
Midland-----	___%	of County Allotment--or--\$	_____	Annually
Western Port-----	___%	of County Allotment--or--\$	_____	Annually

(b) Baltimore County

Towson-----	___%	of County Allotment--or--\$	_____	Annually
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(c) Calvert County

Solomons-----	___%	of County Allotment--or--\$	_____	Annually
North Beach-----	___%	of County Allotment--or--\$	_____	Annually

(d) Caroline County

Bridgetown-----	___%	of County Allotment--or--\$	_____	Annually
Denton-----	___%	of County Allotment--or--\$	_____	Annually
Federalburg-----	___%	of County Allotment--or--\$	_____	Annually
Goldspore-----	___%	of County Allotment--or--\$	_____	Annually
Greensboro-----	___%	of County Allotment--or--\$	_____	Annually
Hillsboro-----	___%	of County Allotment--or--\$	_____	Annually
Marydel-----	___%	of County Allotment--or--\$	_____	Annually
Preston-----	___%	of County Allotment--or--\$	_____	Annually
Ridgely-----	___%	of County Allotment--or--\$	_____	Annually

(e) Carroll County

Hampstead-----	___%	of County Allotment--or--\$	_____	Annually
Manchester-----	___%	of County Allotment--or--\$	_____	Annually
Mt. Airy-----	___%	of County Allotment--or--\$	_____	Annually
New Windsor-----	___%	of County Allotment--or--\$	_____	Annually
Sykesville-----	___%	of County Allotment--or--\$	_____	Annually
Taneytown-----	___%	of County Allotment--or--\$	_____	Annually
Union Bridge-----	___%	of County Allotment--or--\$	_____	Annually
Westminster-----	___%	of County Allotment--or--\$	_____	Annually

(f) Cecil County

Cecilton-----	___%	of County Allotment--or--\$	_____	Annually
Charlestown-----	___%	of County Allotment--or--\$	_____	Annually
Chesapeake City-----	___%	of County Allotment--or--\$	_____	Annually
Elkton-----	___%	of County Allotment--or--\$	_____	Annually
North East-----	___%	of County Allotment--or--\$	_____	Annually
Perryville-----	___%	of County Allotment--or--\$	_____	Annually
Port Deposit-----	___%	of County Allotment--or--\$	_____	Annually
Rising Sun-----	___%	of County Allotment--or--\$	_____	Annually

(g) Charles County

Cobb Island-----	___%	of County Allotment--or--\$	_____	Annually
Indian Head-----	___%	of County Allotment--or--\$	_____	Annually
LaPlata-----	___%	of County Allotment--or--\$	_____	Annually

(h) Dorchester County

Cambridge-----	___%	of County Allotment--or--\$	_____	Annually
East New Market-----	___%	of County Allotment--or--\$	_____	Annually
Hurlock-----	___%	of County Allotment--or--\$	_____	Annually
Secretary-----	___%	of County Allotment--or--\$	_____	Annually
Vienna-----	___%	of County Allotment--or--\$	_____	Annually

(i) Frederick County

Brinkwick-----	___%	of County Allotment--or--\$	_____	Annually
Burkittsville-----	___%	of County Allotment--or--\$	_____	Annually
Emmitsburg-----	___%	of County Allotment--or--\$	_____	Annually
Frederick-----	___%	of County Allotment--or--\$	_____	Annually
Middletown-----	___%	of County Allotment--or--\$	_____	Annually
Mt. Airy-----	___%	of County Allotment--or--\$	_____	Annually
Myersville-----	___%	of County Allotment--or--\$	_____	Annually
New Market-----	___%	of County Allotment--or--\$	_____	Annually
Point of Rocks-----	___%	of County Allotment--or--\$	_____	Annually
Thurmont-----	___%	of County Allotment--or--\$	_____	Annually
Walkersville-----	___%	of County Allotment--or--\$	_____	Annually
Woodsboro-----	___%	of County Allotment--or--\$	_____	Annually

(j) Garrett County

Bloomington-----	___%	of County Allotment--or--\$	_____	Annually
Deer Park-----	___%	of County Allotment--or--\$	_____	Annually
Friendsville-----	___%	of County Allotment--or--\$	_____	Annually
Grantsville-----	___%	of County Allotment--or--\$	_____	Annually
Kitzmillersville-----	___%	of County Allotment--or--\$	_____	Annually
Lock Lynn Hgts-----	___%	of County Allotment--or--\$	_____	Annually
Mt. Lake Park-----	___%	of County Allotment--or--\$	_____	Annually
Oakland-----	___%	of County Allotment--or--\$	_____	Annually

(k) Harford County

Aberdeen-----	___%	of County Allotment--or--\$	_____	Annually
Bol Air-----	___%	of County Allotment--or--\$	_____	Annually
Havre de Grace-----	___%	of County Allotment--or--\$	_____	Annually

(l) Howard County

Ellicott City-----	___%	of County Allotment--or--\$	_____	Annually
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(m) Kent County

Batterton	1/2	of County Allotment	or	Annually
Chesterdown	1/2	of County Allotment	or	Annually
Galena	1/2	of County Allotment	or	Annually
Milington	1/2	of County Allotment	or	Annually
Rock Hill	1/2	of County Allotment	or	Annually

(n) Montgomery County

Barnesville	1/2	of County Allotment	or	Annually
Brockville	1/2	of County Allotment	or	Annually
Gaithersburg	1/2	of County Allotment	or	Annually
Garrett Park	1/2	of County Allotment	or	Annually
Glen Echo	1/2	of County Allotment	or	Annually
Kensington	1/2	of County Allotment	or	Annually
Laytonville	1/2	of County Allotment	or	Annually
Northwest Park	1/2	of County Allotment	or	Annually
Poolesville	1/2	of County Allotment	or	Annually
Rockville	1/2	of County Allotment	or	Annually
Somerses	1/2	of County Allotment	or	Annually
Takoma Park	1/2	of County Allotment	or	Annually

(o) Prince George's County

Beech Hgts	1/2	of County Allotment	or	Annually
Bledensburg	1/2	of County Allotment	or	Annually
Boulevard Hgts	1/2	of County Allotment	or	Annually
Bowie	1/2	of County Allotment	or	Annually
Brantwood	1/2	of County Allotment	or	Annually
Capitol Hgts	1/2	of County Allotment	or	Annually
Colmar Manor	1/2	of County Allotment	or	Annually
Cottage City	1/2	of County Allotment	or	Annually
Eagle Harbor	1/2	of County Allotment	or	Annually
Edmonston	1/2	of County Allotment	or	Annually
Fairmont Hgts	1/2	of County Allotment	or	Annually
Hyattsville	1/2	of County Allotment	or	Annually
Laurel	1/2	of County Allotment	or	Annually
Mt. Rainier	1/2	of County Allotment	or	Annually
North Brantwood	1/2	of County Allotment	or	Annually
Piscataway	1/2	of County Allotment	or	Annually
Riverdale	1/2	of County Allotment	or	Annually
Riverdale Hgts	1/2	of County Allotment	or	Annually
Takoma Park	1/2	of County Allotment	or	Annually
Upper Marlboro	1/2	of County Allotment	or	Annually

(p) Queen Anne's County

Centerville	1/2	of County Allotment	or	Annually
Church Hill	1/2	of County Allotment	or	Annually
Crumpton	1/2	of County Allotment	or	Annually
Queenstown	1/2	of County Allotment	or	Annually
Sudlersville	1/2	of County Allotment	or	Annually

(r) Saint Mary's County

Charlotte Hall	1/2	of County Allotment	or	Annually
Leonardtown	1/2	of County Allotment	or	Annually

1	1000	1000	1000
2	1000	1000	1000
3	1000	1000	1000
4	1000	1000	1000
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6	1000	1000	1000
7	1000	1000	1000
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96	1000	1000	1000
97	1000	1000	1000
98	1000	1000	1000
99	1000	1000	1000
100	1000	1000	1000

(r) Somerset County

Crisfield-----	%	of County Allotment--or--	Annually
Princess Anne-----	%	of County Allotment--or--	Annually

(s) Talbot County

Easton-----	%	of County Allotment--or--	Annually
Oxford-----	%	of County Allotment--or--	Annually
St. Michaels---	%	of County Allotment--or--	Annually
Trappe-----	%	of County Allotment--or--	Annually

(t) Washington County

Boonsboro-----	%	of County Allotment--or--	Annually
Bear Spring---	%	of County Allotment--or--	Annually
Funkstown-----	%	of County Allotment--or--	Annually
Hagerstown-----	%	of County Allotment--or--	Annually
Hancock-----	%	of County Allotment--or--	Annually
Kedysville-----	%	of County Allotment--or--	Annually
Sharpsburg-----	%	of County Allotment--or--	Annually
Smithsburg-----	%	of County Allotment--or--	Annually
Williamsport---	%	of County Allotment--or--	Annually

(u) Wicomico County

Dalmer-----	%	of County Allotment--or--	Annually
Harbor-----	%	of County Allotment--or--	Annually
Marda's Springs	%	of County Allotment--or--	Annually
Pittsville-----	%	of County Allotment--or--	Annually
Salisbury-----	%	of County Allotment--or--	Annually
Sharptown-----	%	of County Allotment--or--	Annually
Willards-----	%	of County Allotment--or--	Annually

(v) Worcester County

Berlin-----	%	of County Allotment--or--	Annually
Ocean City-----	%	of County Allotment--or--	Annually
Pocomoke City---	%	of County Allotment--or--	Annually
Snow Hill-----	%	of County Allotment--or--	Annually

SECTION 2. And be it further enacted, That this Act shall take effect June 1, 1939.

Approved _____, 1939.

The above Bill is intended to suggest a form that may be adopted. Each Municipality must have a percentage ratio or definite amount entered in the final bill to participate, computed by the municipalities of the respective Counties on what is to them the most equitable basis. BRING THIS COMPUTED DATA WITH YOU TO THE ANNAPOLIS MEETING OF THE MARYLAND LEAGUE OF MUNICIPALITIES, February 28, 1939.

THE MAYOR AND TOWN COUNCIL
COLMAR MANOR, MARYLAND
BRENTWOOD, P. O.

A RESOLUTION REQUESTING AMENDMENT OF
HOUSE BILL 246, respecting Maryland
Magistrates and Fines, etc.

WHEREAS the House Bill No. 246 introduced in the legislature February 14, 1939, provides that there shall be two TRIAL MAGISTRATES and one Justice of the Peace for each Election District in Prince George's County:

WHEREAS the Bill provides "any prosecution for the violation of any ordinance of an incorporated town or city shall be originally instituted only before a TRIAL MAGISTRATE (Sec. 93):

WHEREAS THE TRIAL MAGISTRATES are going to handle all motor vehicle and other kinds of violations, as well as the violations of all town ordinances, in the county he will be extremely busy, making the issuance of warrants for the enforcement of town ordinances extremely difficult:

WHEREAS the bill provides that fines in town ordinances be paid to the County Commissioners:

WHEREAS the town police are paid by the towns and not by the County, and do a vast amount of law enforcement for the County and State that can not be reached by the inadequate personell of the County and State Police:

WHEREAS the removal of the fines in town ordinances causes a severe curtailment of the funds of the towns for the maintenance of the law enforcement department of the towns:

WHEREAS the towns are held civilly liable for the enforcement and maintenance of law and order within the limits of the respective towns:

BE IT RESOLVED that:

(1) Lines 12, 13, 14, 15 and 16 of Section 93 of the House Bill 246 be stricken out of the Bill (H. B. 246)

(2) Fines for the violation of Town Ordinances be paid directly to the respective incorporated towns.

(3) The Governor be authorized to appoint more than one justice of the peace for any election district of Prince George's County upon the petition of a representative number of the voters of the district when a necessity to expeditions law enforcement.

(4) The justices of the peace be authorized to try cases arising in violation of town ordinances, to avoid trial complications that are sure to arise in the Trial Magistrates Court in establishing Town Ordinances under the existing rules of evidence.

THIS RESOLUTION was passed by the vote of the Mayor and Town Council of Colmar Manor, March 7, 1939.

Meta U. Richter
Clerk-Treasurer

John N. Forrester
Mayor

Cottage City, Ind.

Incorporated 1928. Has commissioners form of government.

Does not issue building permits.

Issues business permits.

Has no board of assessors.

Has no register of voters, but installing a register.

Oaths of officers taken before J. P. and filed with clerk's minutes.

Has part time policeman.

No health officer. Call on local doctor when necessary.

J. T. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of cottage city Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Clerk - Treasurer, Mr. Luther Guy
(Name of building, room number, street address)
12 Cottage Terrace, Cottage City Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(minutes)
or both)

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none - Prior destroyed by fire.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of Commissioners meetings including
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
motions ordinance passed, treasurers reports,
tax levy, elections results, oaths of officers

6. Contents—continued

7. Arrangement *Chronologically by date of meeting and filed in folders by years a year to each folder.*
Chronologically—by what? Numerically—by what? Alphabetically—by what?

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed and handwritten (mixed)*
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 16 X 26"* *1000 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk-treasurer Mr. Luther Guy.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
12. cottage Terrace, Cottage City Ind.

12. Other information *Records of previous clerk were stored and reported destroyed by fire.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. T. Mower & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Cottage City Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Clerk-Treasurer, Mr. Luther Guy
(Name of building, room number, street address)
12 Cottage Terrace, Cottage City Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both.)
(correspondence)

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior destroyed by fire.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, including bids, ordinances, business permits, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Alphabetically by name and subject.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten + Typed (mixed)*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 16 X 26"* *2000 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk-Treasurer-*
Mr. Luther Guy - 12 Cottage Terrace, Capital City Md.
(Room, fault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Cottage City Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Clerk-Treasurer, Mrs. L. Arthur Guy
(Name of building, room number, street address)
12 Cottage Terrace, Cottage City Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Assessment & Tax Record)

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior destroyed by fire.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head = Name of owner, block lot number, value of land, value of improvements, total tax, amount due - date paid.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of owner.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten - hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 x 15 x 1"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk - Treasured*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Luther Guy, 12 Cottage Terrace, Cottage City Md.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. T. Mowen & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of Cottage City Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Clerk-Treasurer, Mr. Lauther Guy
(Name of building, room number, street address)
12 Cottage Terrace, Cottage City Md.

1. Title no title.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts + Disbursements)

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior destroyed by fire.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled book - Receipts = Town tax, fire tax, Street fund - business permits. Expenditures = Lights, Ash & Garbage collection, Salaries, Printing, Postage & Supplies, Interest on Bond retirement.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached.)

6. Contents—continued _____

7. Arrangement *Chronologically by date of entry under credit and debit.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 13 X 1" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk-Treasurer*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Luther Gray, 12 cottage Terrace, cottage city Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

District Heights Md.

Incorporated 1936 - Commissioners form of government.

Issues business license and building permits.

Has town police.

No Health Inspector.

No board of assessors.

Oath of officers in minute book.

Ordinances in minute book.

J. F. Mowen & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of District Heights, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Bank Treasurer, Mr. Kenneth C. Jase
(Name of building, room number, street address)
200 Avenue D, District Heights, Md.

1. Title (Register of Voters.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes - duplicate -
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Town of District Heights Prince Georges Co. Maryland."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Years, name - residences - age - and years voted.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 14 X 10 X 2" 500 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasured
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Kenneth C Jose. 200 Avenue D District Heights Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. F. Moran + R. B. Leole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of District Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody blank Treasurer, Mr. Kenneth C. Jose
(Name of building, room number, street address)
200 Avenue D. District Heights Md.

1. Title (Police Blotter)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of defendant - arresting officer - Justice of Peace - and amount of fine -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *chronologically by date of arrest.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14 X 10 X 2" 500 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk. Treasures*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Kenneth C. Jones. 200 avenue D. District Heights. Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. N. Mower + R. B. Leob

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of District Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Leah Treanor, Mr. Kenneth C. Jose
(Name of building, room number, street address)
200 Avenue D, District Heights Md.

1. Title (Tax Collection.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 - F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample card attached
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed card.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 4 1/2 x 6 1/2 x 18" 500 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Kenneth C. Jose, 200 Avenue D, District Heights, Md

12. Other information Cards are filled in when taxes are paid.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Folio No. _____

TOWN OF DISTRICT HEIGHTS TAX

1939

Advertised _____

Owner _____

Address _____

Block _____ Lots _____

Land _____ Imp. _____ St. Assess. _____ Quarterly payment _____

Total Assessment \$ _____ Tax _____

Remarks:

Int. _____

Penalties _____

Advertising _____

Paid _____

Total \$ _____

J. J. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of District Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk Treasurer, Ms. Kenneth C. Jose
(Name of building, room number, street address)
200 Avenue D. District Heights Md.

1. Title (Tax + assessment Record)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Town of District Heights Prince Georges Co. Maryland"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Give block - lot - name of owner - amount of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
assessment on land - improvements - amount of
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
tax due - and stamped paid if paid.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
also street sidewalk or curb assessment if any.

6. Contents—continued _____

7. Arrangement Numerically by section - block - lot.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 14 X 10 X 2" 500 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Robert - Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor).
Kenneth C. Jose. 200 Avenue D. District Heights Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of District Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Bellevue Meadows, Mr. Kenneth C. Jones
(Name of building, room number, street address)
200 Avenue D. District Heights Md.

1. Title (Receipts - Expenditures)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Town of District Heights Prince Georges County Maryland."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Under credit entries are made
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

chronologically, giving date - name of
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
party paying and amount. Receipts cover
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

police fine, building permits, town taxes -
business permits - gasoline and road funds

Expenditures = Building inspector fees - J.P. fees -
treasurer's salary - electric light and rental of

school for meetings.

6. Contents—continued _____

7. Arrangement *Chronologically by date of entry under*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None; credit or debit.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14 X 10 X 2"* *500 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Kenneth C. Jones -*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
200 Avenue D - District Heights Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. J. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Commissioners of District Heights Ind
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk-treasurer Kenneth e. Jose,
200 Avenue D. District Heights Ind.
(Name of building, room number, street address)

1. Title (Minutes)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Town of District Heights Prince Georges Co. Md."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of council meetings including
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
motions, ordinances, treasurer's reports,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
results of elections, oaths of officers.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 x 12 x 1" L. L. 75 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Kenneth & Jose. 200 avenue D, District Heights

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower + R. B. Leale
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Commissioners of District Heights Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Black Treasures, Mr. Kenneth C. Jose
(Name of building, room number, street address)
200 Avenue D. District Heights Md.

1. Title (Correspondence)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of town.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Building permits - Business licenses -

6. Contents—continued _____

7. Arrangement Alphabetically by name and subject
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 12 X 3" 200 papers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Kenneth C Jose 200 avenue D-District Heights Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Eagle Harbor Ind.

Incorporated Aug 12, 1929. with
commissioner form of government.

This town does not collect any
taxes on property.

Does not issue business licenses
building permits, no business in operation.
no building for years.

Does not have any income except
road refund.

Financial records are kept in check
stub.

Has no police - no health inspector.

No one connected with Town draws any
salary. Town has no funds.

Mowen-cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Commissioners of Eagle Harbor Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Club - Treasurer, Mrs. Bessie B. Anderson
(Name of building, room number, street address)
Eagle Harbor Ind.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(minutes.)

2. Dates 1929 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of Town Commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
giving motions, resolutions, ordinances,
results of elections, appointment of committees,
treasurer's reports.

6. Contents—continued _____

7. Arrangement *chronologically by date of meeting.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

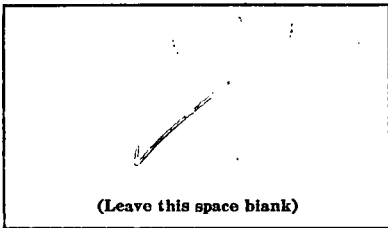
9. Writing *Handwritten.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 x 9 x 1"* *200 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities *Home of clerk - Treasurer*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mrs. Bessie B. Anderson, Eagle Harbor Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY

(Name of State)

THE VOLUMES FORM

County Prince George's City or town Eagle Harbor

Agency or department Commissioners of Eagle Harbor

Bureau Secretary's Office

1. Exact title Minutes of the Commissioners of Eagle Harbor
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1929-1937; 2 volumes,
no lettering or numbering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks The minute books
contain a record of the meetings of the five commissioners of the
town of Eagle Harbor including the date and place where each meet-
ing was held, and names of those present. Also the names of the
citizens appearing before the commissioners, and a record of all
business brought before the meetin and its disposition.

5. Indexing None. Arranged chronologically

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (x). Condition is: Excellent (), good (x), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (x), faded (), illegible ().

9. Condition of paper: Excellent (), good (x), poor (), very poor ().

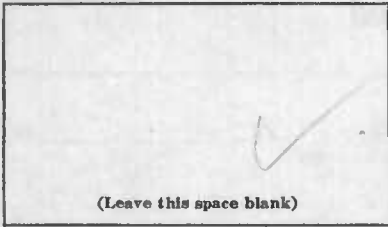
THE VOLUMES FORM—Continued

10. Size 8½ x 13 x ½ inches 150 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In the home of Mrs. Nettie Anderson
(Buildings and rooms or vaults)
the town clerk

12. Subtitle divisions by dates and volume numbers None

13. Other information The town of Eagle Harbor was incorporated in 1929.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George's City or town Eagle Harbor
Agency or department Commissioners of the Town of Eagle Harbor
Bureau Secretary's Office.

1. Exact title Linence Records.
(Indicate variations of title, if any)
2. Dates, total volumes, and volume numbering or lettering by years 1929-1937; 1 volume,
no lettering or numbering.
3. Missing volumes, by numbers and dates None.
4. Exact description of contents; summary of forms used; and general remarks Contains names
of the proprietors of each licenced⁴ business in the town. Kind of
Licence⁵ issued and fee charged.
5. Indexing None. Arranged Chronologically.
6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)
7. Binding: Leather (), cloth (), paper (x). Condition is: Excellent (), good (x), fair (),
poor (), very poor ().
8. Condition of writing: Excellent (), good (x), faded (), illegible ().
9. Condition of paper: Excellent (), good (x), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 8 $\frac{1}{2}$ x 13 x $\frac{1}{2}$ inches about ~~500~~ 150 pages.

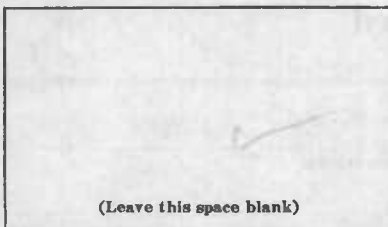
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In the home of Mrs Nettie Anderson, the
town clerk.

(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers None

13. Other information Town of Eagle Harbor was incorporated in 1928.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George's City or town Eagle's Harbor

Agency or department Commissioner's of Eagle Harbor

Bureau Secretary's Office

1. Exact title Financial Records
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1929-1937; 1 volume
no lettering or numbers.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks This book records
all monies recieved and expended by the town clerk on orders of
the commissioners.

5. Indexing None *Indexed Chronologically*

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (), faded (), illegible ().

9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 8½ x 13 x ½ inches about 150 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers in the home of Mrs. Nettie Anderson, the
(Buildings and rooms or vaults)
town clerk

12. Subtitle divisions by dates and volume numbers None

13. Other information The town of Eagle Harbor was incorporated in 1929

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

TO Mr. H.

FROM

BE BRIEF

Edmonston-; What a time we had getting this. The clerk, a pretty girl who did not know anything about the town. And a treasurer who was deaf and who got mad if we did not holler loud enough and whose wife gave us hell ~~it~~ for making too much noise and prevented her from hearing her favorite radio program. Some life.

Edmonston Md.

Formerly known as East Hyattsville.

Incorporated 1924 - Mayor + Common Council.

Does not have -:

Board of assessors.

Sidewalk or street assessments.

Has Building Inspector who issues building permits and permits fees to town treasurer. No records kept except fees by treasurer and miscellaneous column.

Issues business and peddlers license. Only two issued last year. and record kept in minutes.

Oaths of officers taken before J. P. and filed with minutes.

Has Town Marshall on fee basis.

Has health Inspector on fee basis.

No ordinance except copies filed in minutes.

Plat of town to be obtained from Wash. Suburban Sanitary Commission.

Mower, Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George's State Maryland

Name of agency or office Mayor + common Council, Edmonston, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Miss H. E. Lewis Clerk, Edmonston, Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(minutes)

2. Dates 1924 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of Council, including motions, ordinances passed, report of treasurer, oaths of officers, results of elections, report of clerk of business + peddlers license issued, tax levy, bills approved.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date of meetings.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *1 Vol 1924-1936 - handwritten - 1 Vol - Loose Leaf 1937 - - typed.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 x 9 x 1 1/2 200 pp. 12 x 18 x 1" 50 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Town Clerk, Miss Helen E. Lewis, Edmonston, Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints (Author) (Publisher)

(Place of publication)

(Date of publication)

Mower-Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Common Council Edmonston, Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Miss H.E. Lewis Clerk, Edmonston
(Name of building, room number, street address) Md.

1. Title "Record"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(assessment)
or both)
2. Dates 1924 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling "Record"
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents Hand filled head giving name of owner,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
Block Lot, value of land, value of improvements
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
total tax.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten under hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 x 9 x 1 1/2" 200 sep.
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities Home of Town Clerk, Miss Helen E. Lewis, Edmonston Rd.
(Room, vault, wall—N. E. S. W.; section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Common Council, Edmonston Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Miss H. E. Lewis, Clerk, Edmonston Md.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Registration Books)

2. Dates 1924 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of voter, age, length of residence, color -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten, hand filled head.
(Handwritten. Handwritten/printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 x 9 x 1/2 150 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town Clerk - Miss Helen E. Lewis, Edmonston, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George's State Maryland
Name of agency or office Mayor & Common Council Edmonston Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Miss H E Lewis Town Clerk.
(Name of building, room number, street address) Edmonston Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(correspondence)

2. Dates 1924--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of council including
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
business permits, building permits.

6. Contents—continued _____

7. Arrangement alphabetically by subject and name.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 13 X 26" 1000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town Clerk Miss Helen E. Lewis, Edmonston, Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mowen-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + common council Edmonstow Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Town Treasury Mr. John Downing
(Name of building, room number, street address)
Edmonstow Ind.

1. Title "Delinquent Taxes of Town of Edmonstow Ind.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities including the Equity number.)
or both)

2. Dates 1930 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none made up prior 1930
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives copy of advertisement of sale of property.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

Total amount taxes due, date of payment;
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 8 x 7 x 1/2" Composition book 50 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town Treasurer Mr. Johnson
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Edmonston, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Places of publication) (Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Common Council Edmonston Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Treasurer Mr. John Downing,
(Name of building, room number, street address)
Edmonston, Md.

1. Title "Cash Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts + Expenditures)

2. Dates 1926--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Book"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head. Receipts Taxes and miscellaneous Expenditures - Road - Lights Garbage collections salaries. miscellaneous
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of entry under credit & debit.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten under hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 1- 100 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town Treasurer,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. John Sowing, Edmonston Ind.

12. Other information Record not started until 1926 as no taxes collected and no money expended
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Fairmount Heights Md.

Incorporated 1935 - Mayor and Common Council.

Issues business license - Beer license,
and entertainment permits.

Does not issue building permits.

No assessments.

No Bond Issues.

No Health Officer.

Has town police officer.

Ordinances in minutes no copies available.

No Board of Assessors. Use county assessment.

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Common Council Fairmount Heights
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer Mr. James A. Campbell
609 Chapel Ave Fairmount Heights Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Justice of Peace Case Reports)

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives date, name of defendant, name of J.P.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.
name of arresting officer, amount of fine received
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
by town, amount of cost received by J.P. and
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
amount of fee received by arresting officer.
totalled monthly.

6. Contents—continued

7. Arrangement

Chronologically by date of trial.

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

none.

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing

Handwritten hand filled head.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

10 X 8 X 1"

150 pp.

(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities

Home of clerk treasurer

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

Mr. James A. Campbell, 609 Chapel Ave.

Fairmount Heights Ind.

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

The attached form is filled out in triplicate

Whether record is known to have been kept earlier than dates shown in item 2)

*and signed as a receipt by J. P. Clerk, and
officer for each arrest.*

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

TOWN OF FAIRMOUNT HEIGHTS, Md.

Justice of The Peace Case Report

Name.....

Offense.....

Fine \$..... Cost \$..... Sentence.....

Arresting Officer.....

To Hyattsville To Upper Marlboro

.....193..... Received \$..... Trial fee..... Justice of The Peace

Received \$..... Officers fee..... Officer

.....193..... Town Clerk

Shower. Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince George* State *Maryland*
Name of agency or office *Mayor and common council, Fairmount Heights Ind.*
(Office of custody) (Office which made the record, if different)
Address of office of custody *clerk-treasurer, Mrs. John A. Campbell.*
609 Chapel Ave. Fairmount Heights Ind.
(Name of building, room number, street address)

1. Title *"account Book."*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Record of receipts from Taxes - Licenses and Permits)
2. Dates *1936 --*
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 Vol.*
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *"account Book"*
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *none.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives date, name of person paying amount, and purpose of payment.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of payment.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10 x 8 x 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Johnson Campbell, 609 Chapel Ave.
Fulmount Heights, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Places of publication) (Date of publication)

Mower Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Common Council, Fairmount Heights Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer, Mrs. Johnson Campbell,
609 Chapel Ave., Fairmount Heights Ind.
(Name of building, room number, street address)

1. Title "Account Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Road accounts)
or both)

2. Dates 1938--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Account Book"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None kept period.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives date, name of payee, labor - material - gas.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement chronologically by date of payment.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten under hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10 X 8 X 1" 150-pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clark - Treasures
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James A Campbell, 609 Chapel Ave
Lawnmont Heights, Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Common Council, Fairmount Heights
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk - Treasurer, Mr. James A. Campbell, Ind.
609 Chapel Ave., Fairmount Heights Ind.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Permits)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of party, fee collected, and privilege -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Issued for entertainments, business licenses, and beer licenses.

6. Contents—continued _____

7. Arrangement Numerically by permit number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4 X 8 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk - Treasures
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James A Campbell, 609 Chapel Ave
Lairmont Heights, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Mayor & Common Council, Fairmount Heights Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Clerk - Treasurer, Mr James A Campbell
609 Chapel Ave, Fairmount Heights, Ind.
(Name of building, room number, street address)

- 1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Registration Books)
- 2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity 4 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of voter, address, and years voted.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of voter.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14 X 12 X 1"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk Treasurer*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James A. Campbell, 609 Chapel Ave
Fairmount Heights, Ind.

12. Other information *Volumes are in duplicate, one for*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
each of two judges at registration and election.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Snowe - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince George* State *Maryland*

Name of agency or office *Mayor + Common Council, Fairmount Heights Md*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Clark, Treasurer, James A. Campbell.*
609 Chapel Ave, Fairmount Heights, Md.
(Name of building, room number, street address)

1. Title *No title*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Correspondence)

2. Dates *1925 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 File Boxes*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *General Correspondence of Township.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name and subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 12 X 5" 500 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James A Campbell, 609 Chapel Ave,
Lairmount Heights, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Col.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and Common Council Fairmount Heights
(Office of custody) (Office which made the record, if different)

Address of office of custody Clark. Treasurer - Mrs. John A. Campbell
(Name of building, room number, street address)
609 Chapel Ave., Fairmount Heights, Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(Ledger)
or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives date - name or item and amount
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
of receipt or expenditures arranged monthly.

6. Contents—continued _____

7. Arrangement Chronologically by month.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 14 X 9 X 1/2" 100 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James A Campbell, 609 Chapel Ave., Fairmount Heights
Ind

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower. Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor + common council, Fairmount Heights Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody clerk. Treasurer, Mr. John W. Campbell
609 Chapel Ave., Fairmount Heights, Ind.
(Name of building, room number, street address)

1. Title "Journal"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Cash Book)
or both)

2. Dates 1936 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Daily record of receipts and disbursements.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
gives date, name, item, and amount.

6. Contents—continued _____

7. Arrangement *Chronologically by date of entry under credit or debit.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten.*
(Handwritten. Handwritten, printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 8 X 1"* *150 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk-Treasurer-*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. John A. Campbell, 609 Chapel Ave Fairmount Heights
Ind

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower, Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor + Common Council Fairmount Heights Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer Mr. ~~John~~ Campbell
609 Chapel Ave., Fairmount Heights Ind.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Tax Book)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of owner, address, lot - Block -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
value of land - value of improvements, total tax -
amount and date paid.

6. Contents—continued _____

7. Arrangement alphabetically by name of owner
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 14 X 12 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasurer -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James A. Campbell, 609 Chapel Ave., Fairmount Heights Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower - Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor + Common Council Fairmount Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk-Treasurer - M. James A. Campbell,
609 Lenape Ave., Fairmount Heights Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Assessment Record.)

2. Dates 1935 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of owner, address, lot - block - value of land, value of improvements, total valuation.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Alphabetically by name of owner
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 9 X 12 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room) vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor
Mr. James A. Campbell, 609 Chapel Ave., Fairmount Heights Md.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

(Minutes), 1935--. 1 vol.

Record of proceedings of the meetings of the mayor and
town council,

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

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VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor & Common Council, Fairmount Heights Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk - Treasurer, Mr. James A. Campbell
(Name of building, room number, street address)
609 Chapel Ave., Fairmount Heights Md.

1. Title no title
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(minutes)

or both)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Proceedings of Council meetings including
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
motions, ordinances, committee appointments
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
treasurer's reports, results of elections,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 10 X 1 1/2" 200 fop.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. James W. Campbell, 609 Chapel Art, Fairmount
Hights, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

4/16/39

Mr. Hirschfeld

FROM

J. J. Mower

BE BRIEF

The attached sheets are samples of the new accounting system now being installed at Greenbelt. This system will be completed within next 30 days and when completed will include all the accounting records from the beginning of financial records of the town. The records of the two volumes reported will be transferred to the new system. Binders have not been made up for the new system yet.

Greenbelt, Md.

Greenbelt Incorporated June 1, 1937. (see copy of act enclosed).

Elects first council at large. Council choose one member as Mayor.

The Council appoint a Town Manager who is responsible to Council for administration of all affairs of the town. He appoints or removes all officers and employees of the town.

The county assessment of \$3,000,000 is accepted by Council for Taxing.

This year the Federal Government paid \$68,000 taxes.

The town has its own Police Dept. - Health Dept. - Hospital - Swimming Pool - Play Ground - Kindergarten. (children of preschool age - teacher paid by town) School Bus. (High School Pupils are carried from Greenbelt to Prince George County High Schools.) Library.

No business license issued as all business operates under Greenbelt Consumer Services Inc. who operate a Beauty Salon - Drug Store - Food Store - Theatre and valet shop.

Mr. Roy S. Braden, Town Manager, is also community manager for the Farm Security Administration.

The town does not issue building permits.

The town will later issue fishing permits for fishing in lake within town limits.

Mower Cole

(Worker's full name)

(Date)

(Form identification number)

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DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Treasurer of the Town of Greenbelt, Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Administrators Office, Greenbelt, Md.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Cash Book, Expenditures)

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head - Administration - Police & Fire - Public Health - Public Works, Parks & Playground - Street & Park Lighting - Sanitation, garbage & trash, sewerage disposal - Recreation & Education, library & kindergarten - Salaries & purchase of supplies.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement chronologically by date of entry under proper head
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten under hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 14 x 12 x 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Treasurer's office, administrative office, Greenbelt Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information This record is being discontinued and a new system of accounts is being installed
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)
see sample sheets enclosed.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Smower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince George.* State *Maryland*
Name of agency or office *Treasurer of the Town of Greenbelt, Md.*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Administrative Office, Greenbelt, Md.*
(Name of building, room number, street address)

- Title *no title*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Cash Book Receipts)
- Dates *1937 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 Volume.*
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records *None.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Hand filled lead gives record of receipts from - Federal Government - Personal Tax - Bus Revenue - Fines - Swimming Pool - Hospital.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date of entry under each head.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14 X 12 X 1" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Treasurer's office, Administrative Bldg., Greenbelt, Md.*
(Room, vault, wall—N/E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *This record is being discontinued and new system is being installed. See forms enclosed.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower. Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Clerk of the Town of Greenbelt, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Administrative Office, Greenbelt, Md.
(Name of building, room number, street address)

1. Title "Register of Voters"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes (duplicates)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Register of Voters Town of Greenbelt, Md"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Gives name of voter - age - color - length of residence - sex - and years voted.
(Purpose and general nature of record) Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 x 12 x 1" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office of Clerk of the Town of Greenbelt, Administrative Office.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Clerk of the Town of Greenbelt.
(Office of custody) (Office which made the record, if different)
Address of office of custody Administrative Office, Greenbelt Md.
(Name of building, room number, street address)

1. Title "Minute Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates Nov. 27-1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling "Minute Book #1. Town of Greenbelt Md"
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Minutes and resolutions of Council of Greenbelt including motions, appointment of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by Town Manager, Committees, approval of bills - elections results, Ordinances, oaths of officers, approval of budget, contracts.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 1 1/2" 200 pp. 2.2.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office of Town Clerk - Administrative
Bldg. Greenbelt, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Clerk of the Town of Greenbelt
(Office of custody) (Office which made the record, if different)
Address of office of custody Administrative Office, Greenbelt, Md.
(Name of building, room number, street address)

1. Title "Ordinance Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates February 28, 1938 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ordinance Book #1 Town of Greenbelt, Md."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copies of all ordinances and resolutions issued and approved by the Council of the Town of Greenbelt.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Numerically by number of ordinance.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13x9x1 1/2"* *200 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of Town Clerk, Administration*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Bldg. Greenbelt, Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mowen - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

County *Prince George* State *Maryland*

Name of agency or office *Council of the Town of Greenbelt Md.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Administrative Office Greenbelt Md.*
(Name of building, room number, street address)

1. Title *"Town."*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Correspondence)

2. Dates *1937 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *4 - F.D.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *"Town"*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None.*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *General correspondence of town, copies of oath of office, Bids - contracts -*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name and subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed and handwritten. (mixed)
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 26" 1000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Administration Office Greenbelt Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

County Prince George. State Maryland.

Name of agency or office Treasurer of the Town of Greenbelt Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Administrative Office, Greenbelt Md.
(Name of building, room number, street address)

1. Title "Paid Vouchers"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Paid Vouchers"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents copies of paid vouchers - for operation of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

town. Gives name of payee - purpose - amount -
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

fund.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of payer.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 26" 500 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Administrative office Greenbelt, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower. Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George. State Maryland.
Name of agency or office Treasurer of the Town of Greenbelt Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Administrative Office Greenbelt Ind.
(Name of building, room number, street address)

- Title "copies of Payrolls."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling "copies of Payrolls."
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Payrolls for all employees of town.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Gives Department - date - check no. Voucher no.
name of employer. amount of check.

6. Contents—continued _____

7. Arrangement alphabetically by departments
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 26" 500 papers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Administrative offices, Greenbelt Ind
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mowen - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW,
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince George* State *Maryland*

Name of agency or office *Treasurer, of the Town of Greenbelt, Md.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Administrative Office Greenbelt Md.*
(Name of building, room number, street address)

1. Title *"Safety Department, transportation, all others"*
(Give present full title in quotes; unnumbered title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1937 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 F.D.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *Same as #1.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none.*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Contains reports of police, fire department.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

bus transportation, parks & playgrounds.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

public health, sanitation - library and
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

riding garden.

6. Contents—continued _____

7. Arrangement alphabetically by name of department.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 26" 500 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Administrative Office Greenbelt Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

JOURNAL OF BUDGET LEDGER POSTINGS

- APPROPRIATIONS
- EXPENDITURES
- ENCUMBRANCES

	PREVIOUS BALANCES				ENCUMBRANCES			DATE	DOCUMENT NO.	REFERENCE	EXPENDITURES		BUDGET ALLOTMENTS			PROOF
	UNLIQUIDATED BALANCE	TOTAL EXPENDITURES	TOTAL ALLOTMENTS	UNENCUMBERED BALANCE	AUTHORIZED	LIQUIDATED	UNLIQUIDATED BALANCE				AMOUNT	TOTAL TO DATE	AMOUNT	TOTAL TO DATE	UNENCUMBERED BALANCE	

TOWN OF GREENBELT
GREENBELT, MARYLAND

CHECK REGISTER AND VOUCHER JOURNAL

DATE	CHECK NO.	VOUCHER NO.	PAYEE AND ADDRESS	AMOUNT OF CHECK	DEDUCTIONS			ACCOUNTS PAYABLE DEBIT	DISTRIBUTION TO GENERAL LEDGER ACCOUNTS						DUE DATE OF PAYMENT	DATE CHECK PAID		
					DISCOUNT	OTHER			AMOUNT					MISCELLANEOUS				
						AMOUNT	KIND							AMOUNT			ACCOUNT NO.	

EMPLOYEE'S EARNINGS RECORD

FORM 12

SHEET NO. _____

NAME _____

ADDRESS _____

DATE OF CHECK	SOCIAL SECURITY NUMBER	CLASSIFICATION	PERIOD COVERED	RATE OF PAY	NUMBER OF WORKING UNITS	GROSS AMOUNT EARNED	DEDUCTIONS FROM EMPLOYEE'S ACCOUNT			NET AMOUNT PAID
							OLD AGE BENEFITS	OTHER		
								AMOUNT	KIND	

"Y AND E" L-3986

TOWN OF GREENBELT
GREENBELT, MARYLAND

EMPLOYEE'S EARNINGS RECORD

FORM 12

SHEET NO. _____

NAME _____

ADDRESS _____

DATE OF CHECK	SOCIAL SECURITY NUMBER	CLASSIFICATION	PERIOD COVERED	RATE OF PAY	NUMBER OF WORKING UNITS	GROSS AMOUNT EARNED	DEDUCTIONS FROM EMPLOYEE'S ACCOUNT			NET AMOUNT PAID
							OLD AGE BENEFITS	OTHER		
								AMOUNT	KIND	

"Y AND E" L-3986

TOWN OF GREENBELT
GREENBELT, MARYLAND

TOWN OF GREENBELT
GREENBELT, MARYLAND

PAYROLL CHECK REGISTER

DATE	CHECK NO.	VOUCHER NO.	NAME OF EMPLOYEE	AMOUNT OF CHECK		DATE OF CHECK	SOCIAL SECURITY NUMBER	CLASSIFICATION	PERIOD COVERED	RATE OF PAY	NUMBER OF WORKING UNITS	GROSS AMOUNT EARNED	DEDUCTIONS FROM EMPLOYEES ACCOUNT			NET AMOUNT OF CHECK	CONTRIBUTIONS BY THE CORPORATION	
													OLD AGE BENEFITS	OTHER			OLD AGE BENEFITS	UNEMPLOYMENT INS.
														AMOUNT	KIND			

GENERAL LEDGER

ACCOUNT NO. _____

FUND _____

SHEET NO. _____

ACCOUNT _____

DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	BALANCE

"Y AND E" L-3983

TOWN OF GREENBELT
GREENBELT, MARYLAND

GENERAL LEDGER

ACCOUNT NO. _____

FUND _____

SHEET NO. _____

ACCOUNT _____

DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	BALANCE

"Y AND E" L-3983

TOWN OF GREENBELT
GREENBELT, MARYLAND

GENERAL LEDGER JOURNAL

PREVIOUS BALANCE	DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	BALANCE	PROOF	

EXPENDITURE CLASSIFICATION LEDGER

FUNCTION

ACCOUNT NO.

SUB-FUNCTION

FUND

OBJECT

SHEET NO.

DATE	REFERENCE	DESCRIPTION	EXPENDITURES			
			AMOUNT	CURRENT MONTH TOTAL	TOTAL PREVIOUS MONTHS	TOTAL TO DATE

"Y AND E" L-3984

TOWN OF GREENBELT
GREENBELT, MARYLAND

EXPENDITURE CLASSIFICATION LEDGER

FUNCTION

ACCOUNT NO.

SUB-FUNCTION

FUND

OBJECT

SHEET NO.

DATE	REFERENCE	DESCRIPTION	EXPENDITURES			
			AMOUNT	CURRENT MONTH TOTAL	TOTAL PREVIOUS MONTHS	TOTAL TO DATE

"Y AND E" L-3984

TOWN OF GREENBELT
GREENBELT, MARYLAND

EXPENDITURE CLASSIFICATION JOURNAL

	PREVIOUS BALANCES		DATE	REFERENCE	DESCRIPTION	EXPENDITURES				PROOF	
	CURRENT MONTH TOTAL	TOTAL PREVIOUS MONTHS				AMOUNT	CURRENT MONTH TOTAL	TOTAL PREVIOUS MONTHS	TOTAL TO DATE		

REVENUE LEDGER

ACCOUNT NO. _____

FUND _____

SHEET NO.

ACCOUNT NAME _____

DATE	REFERENCE	DEBITS (ADJUSTMENTS)	CREDITS	CUMULATIVE REVENUES	ANTICIPATED REVENUES	
					AMOUNT	UNCOLLECTED BALANCE

Y AND E L-3985

TOWN OF GREENBELT
GREENBELT, MARYLAND

REVENUE LEDGER

ACCOUNT NO. _____

FUND _____

SHEET NO. _____

ACCOUNT NAME _____

DATE	REFERENCE	DEBITS (ADJUSTMENTS)	CREDITS	CUMULATIVE REVENUES	ANTICIPATED REVENUES	
					AMOUNT	UNCOLLECTED BALANCE

***Y AND E** L-3985

TOWN OF GREENBELT
GREENBELT, MARYLAND

REVENUE LEDGER JOURNAL

PREVIOUS BALANCES		DATE	REFERENCE	DEBITS (ADJUSTMENTS)	CREDITS	CUMULATIVE REVENUES	ANTICIPATED REVENUES		PROOF	
CUMULATIVE REVENUES	UNCOLLECTED BALANCE						AMOUNT	UNCOLLECTED BALANCE		

"Y AND E" 6083

APPROPRIATIONS, ALLOTMENTS, ENCUMBRANCES AND EXPENDITURES

FORM 14

APPROPRIATION	ALLOTMENTS	BALANCE OF UNALLOTTED APPROPRIATION	DATE	PERIOD	REFERENCE

FUNCTION _____ ACCOUNT No. _____
 SUB-FUNCTION _____ FUND _____
 OBJECT _____ SHEET No. _____

ENCUMBRANCES			DATE	DOCUMENT NO.	REFERENCE	EXPENDITURES		BUDGET ALLOTMENTS		
AUTHORIZED	LIQUIDATED	UNLIQUIDATED BALANCE				AMOUNT	TOTAL TO DATE	AMOUNT	TOTAL TO DATE	UNENCUMBERED BALANCE

TOWN OF GREENBELT
 GREENBELT, MARYLAND

APPROPRIATIONS, ALLOTMENTS, ENCUMBRANCES AND EXPENDITURES _____

APPROPRIATION	ALLOTMENTS	BALANCE OF UNALLOTTED APPROPRIATION	DATE	PERIOD	REFERENCE

FUNCTION

ACCOUNT No.

SUB-FUNCTION

FUND

OBJECT

SHEET No.

ENCUMBRANCES			DATE	DOCUMENT NO.	REFERENCE	EXPENDITURES		BUDGET ALLOTMENTS		
AUTHORIZED	LIQUIDATED	UNLIQUIDATED BALANCE				AMOUNT	TOTAL TO DATE	AMOUNT	TOTAL TO DATE	UNENCUMBERED BALANCE

Hyattsville.

Incorporated 1886 with commissioner form of government. Reincorporated 1900 with mayor + council.

No records can be located for this commission form of government.

When the present treasurer was appointed in 1908 he was handed a check book showing a balance of \$75.00 and bills unpaid of \$54.00 and no records. (1929--)

Building permits are issued by a building inspector who retains one half of fee for himself and remits other half to council with his report. No records kept by inspector.

Have own chief Police

" " Health Inspector.

~~Have no~~ Board of assessors.

Issues no business licenses.

" " Dog licenses.

Copy of ordinances with building code may be obtained for \$1.00.

Plat of Town may be obtained from Wash. Suburban Sanitary Commission.

Copy of Souvenir Edition of Hyattsville Independent enclosed for historical background.

I borrowed this copy and promised to return it. Please return it to me after you have copied what you need.

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges. State Maryland

Name of agency or office Mayor and Common Council of Hyattsville Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasures, NW. W. Ashpherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

(Record of Property and Tax List, Hyattsville Md)

2. Dates 1908--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 31 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Records prior to 1908 whereabouts unknown.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample sheet attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of property owners
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 12 X 19 X 1 1/2" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Hyattsville Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information The present treasurer Mr. H. A. Shepherd
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
who has been in office since 1908, claims that
Whether record is known to have been kept earlier than dates shown in item 2)
no records were turned over to him.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Hyattsville

(A)

Mowen - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Common Council Hyattsville Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. H. A. Shepherd Municipal Bldg
(Name of building, room number, street address)

1. Title "Receipts and Disbursements Public Works Project"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
number 1 and 2.

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Heads receipts from bond issues and Federal Government. and disbursements for each project under date, name of item, name of contractor, and amount.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date of entry under credit and debit by project number 1 or 2.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10 X 8 X 3/4" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Project #1 has been completed and closed.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

Project #2 is now open and not completed.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Places of publication) (Date of publication)

Mower. Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + common council Hyattsville Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasure, Mr. W. A. Shepherd Municipal Bldg.
(Name of building, room number, street address)

1. Title "Road Bond Disbursements"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives Bond issues and amount under receipts and under disbursements date, name and their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by purpose of payment, and amount.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date of issue and date of distribution under each issue.*
Chronologically—by what? Numerically—by what? Alphabetically—by what?

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10 x 8 x 3/4" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Md.*
(Room, vault, wall—N. E. S. W, section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council, Hyattsville, Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Road Fund Collections"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Road Fund Collections No. 1, 1931."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives date of Road Fund Bonds issue
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

amount of issue, and disbursements by date
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

name of payee, purpose and amount.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

also date, name of street, name of abutting property
owners. amount of installments and date paid.

6. Contents—continued _____

7. Arrangement chronologically by date of entry
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten, hand filled head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10 X 8 X 3/4" 150 fop.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Hyattsville, Md.
(Room, vault, wall—N. E. S/W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges.* State *Maryland*
Name of agency or office *Mayor and Common Council, Hyattsville, Ind.*
(Office of custody) (Office which made the record, if different)
Address of office of custody *Treasurer, Mr. H. A. Shepherd, Municipal Bldg.*
(Name of building, room number, street address)

1. Title *"Bond Record"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1931--*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Vol.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *Bond Record Issue #1 - #2 #3 #4 #5*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *None prior.*
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Headed Bond issue date, amount, holder.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date of issue - and date of payments*
Chronologically—by what? Numerically—by what? Alphabetically—by what?

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten, hand filled head*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *10 X 8 X 3/4"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council of Hyattsville Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Teacher, Mrs. H.A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Cash"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Cash) Receipts

2. Dates 1908 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 14 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "cash" and inclusive years.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Records prior to 1908 whereabouts unknown.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives general fund - Fire Dept Fund - and date name of party paying and amount.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *chronologically by date of entry*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 X 9 X 1/2* *100 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Common Council, Hyattsville Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. W. W. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Record of Property and Tax Sales"
(Give present full title in quotes; assigned title if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1927--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents See sample sheet attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement Alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 19 X 1" 100 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Hyattsville Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Common Council, Hyattsville Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg
(Name of building, room number, street address)

1. Title "Record of Delinquent Street Assessment Tax Sales"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1927 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior to 1927.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Same as sample sheet attached to "Record of Property and Tax Sales"
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *alphabetically by name of owner.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on printed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 x 19 x 1"* *100 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

(B)

Hyattsville

(B)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and Common Council Hyattsville Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer Mr. H. A. Shepherd, Municipal Bldg
(Name of building, room number, street address)

1. Title "Record of Street assessments"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents See sample sheet attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by streets.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11X17X1 1/2" 100 fop
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg; Hyattsville Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Hyattsville

(C)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges. State Maryland.

Name of agency or office Mayor and Common Council, Hyattsville Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Clerk, Mr. W. Carroll, Municipal Bldg.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(General Correspondence)

2. Dates 1925 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None prior can be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence, bids, copies of ordinances, reports of building inspector, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by contracts.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name and subjects.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten and typed (mixed)*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 13 X 26"* *2000 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Council Room, Municipal Bldg.*
Hyattsville, Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Common Council Hyattsville Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody clerk, W. Carroll Beatty, Municipal Bldg.
(Name of building, room number, street address)

1. Title "minutes"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1900 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Minutes of Mayor and Common Council Hyattsville Md. with inclusive dates and numbers 7-12."
(Explain fully: years; numbers; letters; number of records as labeled)

5. Discontinued and missing records prior minutes whereabouts unknown
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of council giving motions, ordinances, results of elections, oaths of officers, reports of treasurer, reports of committees, reports of building inspectors, bills for approval, bids for town improvements,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten and typed 1900-1926 -
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Typed printed head. Typed printed head.)
Typed 1926 - - L. L.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 9 X 12 X 2" 200 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1900-1933- 8 volumes located
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
in safe in Council Room. Municipal Bldg.
1934 - - 4 volumes located in office of

12. Other information W. Carroll Beatty, clerk, #4 Marion on
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Hyattsville, Md.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower. Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and common council Hyattsville
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ledger" and year. (Volume for each year.)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior to 1934.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See Financial Statement attached for ledger accounts.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *By accounts and chronologically under each account added credit & debit.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *alphabetically by account in front.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *9 X 13 X 1/2 100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Ind.*
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Ledger Accts.

(1)

FINANCIAL STATEMENT

CITY OF HYATTSVILLE, MARYLAND

Year Ending March 31, 1939

RECEIPTS			
Cash Balance from last year	\$ 10,014.58	Premium on Bonds	043.20
Taxes collected	20,391.70	Accrued Interest on Bonds	225.00
Gasoline Tax	4,947.77	Advanced on Grant from	
Potomac Electric Power Co.		Federal Government	33,750.00
Franchise Election	265.50	TOTAL	\$100,168.20
Tax on Bank Stock and Securities	1,819.12	DISBURSEMENTS	
Sale of Gasoline Roller	1,400.00	Cash Paid Contractor	\$ 85,472.35
Franchise Tax	181.75	Engineering Services	5,698.15
Building Permits	279.50	Legal Services	1,510.00
Fines	223.00	Interest to Prince Georges	
P.W.A. Refund of Money		Bank & Trust Co.	285.00
Advanced	290.82	Interest on Bond Issue during	
Board of Education		Construction	1,125.00
a/c Storm Sewer	150.00	State Roads Commission, Cement	
Licenses	70.00	Inspection	24.00
Miscellaneous Receipts	112.18	Printing	96.12
TOTAL	\$ 48,925.92	Attorney and Engineer Expenses	90.17
		Repayment of Money Advanced	
		by City	290.82
		Haller Testing Lab. Inc., Cement	
		Inspection	252.10
		Balance in Bank	14,315.40
		TOTAL	\$100,168.20

DISBURSEMENTS			
Street Lighting	\$ 5,117.28	Bond Issues, 1, 2, 3, 4	
Salaries, Mayor and Council	052.00	RECEIPTS	
Salaries, Police Department	1,895.00	Cash Road Collection Fund,	
Salaries, City Clerk	345.85	April 1, 1939	\$ 10,534.03
Salaries, City Attorney	294.40	Balance McKinley Avenue Bond	
Salaries, City Auditor	120.00	Issue	64.40
Salaries, City Health Officer	75.00	From P.W.A. Fund, Int. on	
Salaries, City Road Man	1,800.00	Bond Issue	1,125.00
Treasurer's Commissions	2,000.00	Cash Collected during year	27,218.20
Stamped Envelopes	157.12	TOTAL	\$ 47,941.72
Telephones	104.00	DISBURSEMENTS	
Election Officials	50.00	Cash Paid for Bonds and Int.	\$ 24,475.04
Election Expenses	131.73	Balance in Bank	23,466.08
Garbage and Trash Removal	3,045.95	TOTAL	\$ 47,941.72
Fuel	262.50	Bond Liabilities	
Fire Department, 5 cent Tax	3,529.10	Balance Issue No. 1	\$ 36,000.00
Light and Power, City Building	106.84	Balance Issue No. 2	6,500.00
Supplies and Repairs	157.71	Balance Issue No. 3	25,600.00
Assessment and Tax Records	300.00	Balance Issue No. 4	22,000.00
Repairs to City Building	73.37	TOTAL	\$ 00,100.00
Expenses, Police Department	404.14	Bond Assets	
Labor and Materials, "Roads"	6,710.05	Unpaid Installments	\$ 58,228.68
Labor and Materials, "City Park"	1,874.62	Installments sold at Tax Sale	8,404.64
Treasurer's Bond	20.00	Cash in Road Collection Fund	23,460.68
Hyattsville Library	1,800.00	TOTAL	\$ 00,100.00
Verification of Tax Titles	73.50	Assets of City	
Printing Tax Sale	451.00	Cash, General Fund	\$ 11,411.12
Insurance, City Trucks	154.70	Cash, Fire Department Fund	221.69
Removing Dead Animals	81.00	Property Sold at Tax Sale	6,488.99
Refunds (Overpayment of Taxes)	10.63	Municipal Building	11,500.00
Traffic Lights, Reps. and Sup.	1,319.07	Jail	800.00
Recording Tax Sales	15.00	Fire Engine, 1000 Gal. pumper	4,800.00
Legal Services	204.30	Fire Engine, 750 Gal. pumper	2,400.00
Safe Deposit Box	6.00	Two Town Trucks	1,000.00
Traffic Signs and Repairs	202.06	Lawn Mower	300.00
Printing	111.00	Cement Mixer	50.00
Compensation Insurance	453.26	Warehouse Lot, Pt. Neesho	
Trash Removal	128.78	Tract	500.00
Insurance, Garbage Contractor	55.80	Fire House	1,300.00
Potomac Electric Power Co.		Office Furniture and Fixtures	650.00
Election Expense	265.50	Tools and Equipment	250.00
Wine Ave. Street Assessment	743.21	Library Books and Furniture	5,500.00
City Engineer	330.00	TOTAL	\$ 47,171.80
Cash Advanced P.W.A. Project	142.82	Respectfully submitted,	
Purchase of Ford Truck	1,000.12	W. A. SHEPHERD,	
Purchase of Warehouse Lot	250.00	City Treasurer.	
Cash in Bank	11,411.12		
TOTAL	\$ 48,025.92		

NOTE: The above balance in bank is available for current expenses from the end of the City's fiscal year, March 31, 1939, until the beginning of the City's new tax year, July 1, 1939.

Fire Department Fund			
RECEIPTS			
Cash Balance from last year	\$ 371.12		
Cash a/c Traffic Accident	50.00		
Cash a/c 5 cent Tax	3,529.10		
TOTAL	\$ 3,950.22		
DISBURSEMENTS			
Convention Expenses	\$ 150.00		
Salary	1,607.34		
Telephone	25.82		
Gas Bills	12.40		
Liability & Prop. Damage Ins.	421.00		
Automatic Signal Co., Mdse.	73.50		
E. L. Willey, Mdse.	78.50		
Eagle Supply Co., Mdse.	17.38		
Gulf Oil Corporation	29.31		
Equipment Insurance	8.75		
Stutz Co., Repairs	161.35		
American LaFrance Co., Reps.	104.52		
Hose	377.60		
Standard Oil Company, Mdse.	08.77		
Special Work in Department	26.00		
Supplies and Minor Reps.	295.45		
Special Engine Man	75.00		
Federal Electric Co., Mdse.	166.84		
Balance in Bank	221.69		
TOTAL	\$ 3,950.22		

PUBLIC WORKS PROJECT NO 2

Construction Account

Permanent Street Improvements			
RECEIPTS			
Loan from Prince Georges			
Bank & Trust Co.	\$ 14,250.00		
Bond Issue No. 5	60,000.00		

Respectfully submitted,
W. A. SHEPHERD,
City Treasurer.

Auditor's Certificate:
I have examined the records of City Treasurer, W. A. Shepherd, for the year ending March 31, 1939. The above statements of receipts and disbursements, assets and liabilities are correct.

J. W. BRADLEY,
City Auditor.
Approved this 10th day of April, A. D., 1939.

MAYOR AND COMMON COUNCIL
OF HYATTSVILLE,
By E. M. GOVER,
Mayor.

Attest:
W. CARROLL BEATTY, Clerk.
April 10, 1939

Report of Treasurer, Hyattsville Library			
RECEIPTS			
April 10, 1938, Bal on Hand	\$ 379.11		
Received from Town Treas.	1,800.00		
Recd. from fines and non-resident fees	05.18		
TOTAL	\$ 2,274.29		
DISBURSEMENTS			
Expended for Librarian's Salary	\$ 500.00		
Books	1,082.20		
Miscellaneous Expenses	125.90		
Balance on Hand	560.19		
TOTAL	\$ 2,274.20		

Respectfully submitted
FLORA E. DAVIS,
Treasurer.

Ledger accounts

Ledger accounts

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges. State Maryland

Name of agency or office Mayor and Common Council, Hyattsville Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Lot = Black Record)

2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling none.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none prior -
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents see sample card attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by streets and numerically by lot - Block for each street*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on printed form.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *5 x 6 1/2 x 14"* *600 cards*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Treasurer's Office Municipal Bldg.*
(Room, vault, wall, N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

OWNER

ADDRESS

Designated on Town Plat as Lot

Fronts feet on Street Ave. feet deep to Alley

Street Improved Unimproved Concrete Macadam Gravel

Sidewalk Yes No Concrete

ASSESSED VALUE

Town County

Lot Assessment

IMPROVEMENTS	Dwelling---	Ft. X		Ft.	Stories
	Frame		Foundation		Root
Brick		Brick		Metal	Frame
Stone		Stone		Shingle	Metal
Tile		Concrete		Comp.	Brick or Concrete
Heat		Hot Water		Hot Air	Stoves

(F)
Hyaltonville

Personal Assessment

TOTAL ASSESSMENTS

Condition of Improvements

SEE REVERSE SIDE FOR REMARKS

Hyattsville

E

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council Hyattsville Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

- Title "Warrants" - "Cancelled checks" - "Annual Reports"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
"Bank statements" - "Tax Sale Papers" "1938-1939."
or both)
- Dates 1938-1939.
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 3 Fiber file drawers.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records Prior in closet.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Warrants for payment of bills - Cancelled checks -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
treasurers annual reports monthly bank statements
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
tax sale papers. General Fund - Road Fund -
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Bond Fund - Fire Dept Fund.

6. Contents—continued _____

7. Arrangement Chronologically by date filed.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms and typed statements.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 5 X 10 X 26" 1000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Hyattsville Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council, Hyattsville Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Road Papers" - "Bank Statements" P.W.A. Projects
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
1937-1938.
or both)

2. Dates 1937-1938.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Fibew file box.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior stored in closet.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Monthly Bank Statements - Bills paid on P.W.A. Projects. Bills paid for Road Work.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on printed forms. Typed.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *5 X 10 X 26"* *1000 papers*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Md.*
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges. State Maryland.

Name of agency or office Mayor and Common Council, Hyattsville Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. H.A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "P.W.A. Project - Bond and Bank Papers - Road collections stubs - 1936-37."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936-37.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 File drawer.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior in closet.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Road collection stubs paid - Papers relating to Bonds for P.W.A. Project.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on printed forms. Typed.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *5 X 10 X 26"* *500 papers*
(Of record or container. Height; width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Municipal Bldg. Hyattsville Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

Mower-Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor and Common Council, Hyattsville Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Treasurer, Mr. H. C. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Tax Stubs - Road Stubs"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
"April 1, 38 to April 1-39"

2. Dates 1938-1939.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Fiber file box.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior stored in closet.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Cancelled checks and tax stubs paid.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date paid.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 5 X 10 X 26" 1000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Hyattsville Md
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-coll.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor and common Council Hyattsville Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. W. A. Shepherd, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Register of Voters Hyattsville Md."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 Volumes - 2 for each of 4 wards.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Same as #1.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Printed head-; Register of voters - Ward.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Residence - Post office address - Surname - Christian name -
male or female - Sworn or affirmed - age - Nativity -
place of birth - color - Term of Residence, ward
Town state - Naturalized - can Read -
date of naturalization year month day - Court -
Qualified Voter - date of application year month day -
Signature - Why disqualified - Vote challenged -

6. Contents—continued Voted year -

7. Arrangement Alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetical—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 18 x 24 x 1" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg. Hyattsville Ind.
(Room. vault/ wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

①

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Mayor and city Council - Laurel Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Town Clerk - Council Room, Armour
(Name of building, room number, street address) Laurel, Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Building Permits)

2. Dates 1920 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none issued prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents carbon copies of applications and permits
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of issuance.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 10 x 5 x 1/2" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerks Office Council Room
(Room, year, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Armore, Laurel Md.

12. Other information A fee of \$1.00 is charged for permit.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
The clerk retains 50¢ and remits 50¢ to
Whether record is known to have been kept earlier than dates shown in item 2)
Building Inspector (County) at Marlboro Md

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

1

APPLICATION FOR BUILDING PERMIT

Original

Laurel, Md.....193...

To the Mayor and City Council, Laurel, Maryland:

Application is hereby made for a permit to.....
(Build or Repair)

Kind and description of building:

For what purpose to be used.....

Dimensions.....

Material.....

Roofing.....

Foundation.....

No. Rooms.....

With or without Basement.....

Modern Improvements.....

Location:

Street No.....

Name and address of the Present Owner of the Land.....

Name and address of the Former Owner of the Land.....

Date of the beginning of the building.....

Name and address of the contractor.....

Name and address of the architect.....

Estimated cost at time of completion \$.....

Sketch to be made here of proposed building, location of any building on the lot and distance of new building from streets.

Signature of Applicant.

BUILDING PERMIT

OFFICE OF THE MAYOR OF LAUREL

..... 193...

Upon consideration of the application of.....

address.....
and the sum of fifty cents, the receipt of which is hereby acknowledged, permission is hereby granted said applicant to conduct the building construction as set forth in said application which forms a part of this permit.

In Witness Whereof, I hereunto subscribe my name and affix the seal of the Town of Laurel, Md., on this.....day of

....., A. D., 193.....

....., Mayor.

2
J. T. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor & Council of Laurel Md.
City
Town clerk, (Office of custody) (Office which made the record, if different)
Address of office of custody Council Room, Amory, Laurel Md.
(Name of building, room number, street address)

1. Title (correspondence - file)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1929 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 FILE DRAWERS. 2 - F.B.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See attached sheet.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Files prior 1929 cannot be located
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents See attached sheet for list of contents.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by subject and name.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten + typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 14 X 26" 5000 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Council Room, Army - Laurel Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

2

Steel File Case.
4 drawers

Letters- Bills

Hatch administration
LEE E. Gilbert
city Cler K.

(1936 --)

Assessment schedules
Audits financial reports
Bonds town officials etc.
Charter Leg. accts.
Contracts-deeds-Leases.
Diesel Engine study.
Election Returns
Insurance Policies
Stand Pipe papers
Street re-surfacing

Clerk - Collector
Health officer
Magistrates - Mayor
Police (old reports)
Solicitor - Treasurer
Water Engineer
State Roads Com. Water study
and other pending matters.

Bills - Pay Rolls

May 1934 -
April 1936

Letters

May 1934
April 1936
Lee Gilbert
city clerk

Correspondence - Bills
Prior to
May 1 1934
(1929 - 1935)

(3)

J. J. Mowery + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council of Laurel Md.
Town Clerk (Office of custody) (Office which made the record, if different)

Address of office of custody Laurel Council Room, Annapolis, Laurel Md.
(Name of building, room number, street address)

1. Title "Order Stubs"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1929 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 F.B.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Order Stubs Prior to May 1934"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Order Stubs May 1934 to date
none issued prior 1929.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents see sample attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date of issue.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten printed form.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 12 X 2"* *600 papers*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *cupboard - council Room -*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
armory - Laurel Md

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

(2)

No. _____

Laurel, Md., _____, 193 _____

IN FAVOR OF

For _____

Payable from _____

\$ _____

No. _____

Laurel, Md., _____ 193 _____

The Mayor and City Council

TREASURER

Pay to _____

DOLLARS

For _____

BY ORDER OF _____

\$ _____

CLERK

Charge to _____ Fund

MAYOR

4

J. F. Mowen & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor & Council of Laurel Md.
Treasurer (Office of custody) (Office which made the record, if different)
Address of office of custody Laurel Council Room, Annon, Laurel Md.
(Name of building, room number, street address)

- 1. Title "Treasurer's Reports"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- 2. Dates 1934 --
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling "Treasurer's Reports" April 1934 --
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records Prior filed in minutes.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See copy attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by months.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed:
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 X 9 X 2" L.L. 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cupboard - Council Room, Army
Laurel Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Treasurer renders monthly and annual reports
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

TREASURER'S ANNUAL REPORT:

For the Fiscal Year Ending Apr. 15, 1939.

Leo E. Gilbert, Treasurer.

CASH RECEIPTS:

Checking Account Balance: April 16, 1938. 10,662.33

TAX RECEIPTS:

Corporation (general purpose) 3/8c levy 7705.04
Fire Department 5c levy 1100.76
Fire Engine Bonds 5c levy 1100.59
Electric Light Bonds 1c levy 220.17
St. Imp. Bonds 1931 6c levy 1322.18
St. Imp. Bonds 1929 5c levy 1100.70
Main St.-Lake & Disposal Bonds 4c levy 878.11
Sewer-water & Pumping Bonds 1 1/2c levy 3962.66
Stand Pipe & Water Bonds 7c levy 1542.35
Stocks & Bonds 632.69
Other tax receipts 166.00

19,779.15

WATER DEPARTMENT RECEIPTS:

Tutor rents 15661.07
Water & Sewer permits 540.00
Inspections 15.40
Disconnection fees 2.00
Water Sales 24.25

16,042.72

INTEREST RECEIPTS:

On delinquent taxes 321.41
On Time Deposits 1134.55
On U. S. Treasury Bonds 90.00
U. S. Savings Bonds (appreciation) 200.00
Dividends Bldg. Association stock 600.00

2,366.94

OTHER ORDINARY RECEIPTS:

Milk assessments 199.47
Licenses 2087.29
Fines 321.25

2,608.01

SPECIAL RECEIPTS:

Annual Franchise (Cons. Gas E. L. & Power Co.) 2500.00
Loans, same 100.00
Md State Fair, Inc. 120.00
Miscellaneous receipts 34.72

2,754.75

GRAND TOTAL:

Total Receipts & Opening Balance: 54,172.38

-000-000-

CASH POSITION AT END OF THE FISCAL YEAR.

	<u>1937-38</u>	<u>1938-39</u>	<u>increase</u>	<u>decrease.</u>
Balance Gen'l Checking Acct.	10,662.33	7,672.14		2,990.19
Time Deposits	57,643.99	56,964.41		679.58
Laurel Bldg. Assn. Stock	10,000.00	10,000.00		
Treasury Bonds	4,000.00	4,000.00		
Savings Bonds	7,500.00	15,200.00	7,700.00	
Depreciation Reserves	1,200.83	2,000.00	791.17	
Interest Reserves	287.50	925.00	637.50	
Cash Position	91,202.65	96,761.55	4,558.90	

CASH DISBURSEMENTS:

GENERAL OPERATING EXPENSES:

Salaries: Mayor, Council & Health Officer 1115.00
Records and Correspondence 514.92
Collections, tax sales etc. (exc. Fire Dept.) 1571.25
Accounting 350.98
Legal 367.50
Genl. Overhead (light, heat, tel. etc.) 250.21
Bonds & Insurance (exc. Fire Dept.) 621.44

4,971.28

POLICE:

Chief 1765.00
Other officers, incidentals, jail 1844.79

3,609.79

WATER & PAYING:

Materials & contracts 2732.26
Labor and truck hire 629.60
Cost-plus work charged to Water Dept. 2582.85
Street Signs 12.04
Street Lighting 2574.80
Side walks 305.68
FIRE DEPARTMENT: (inc. coll. costs of \$21.97) 802.51

9,295.25

WATER DEPARTMENT: (exc. heat, tel. & ins.)

Engineer & Plant incidental labor 1287.65
Water: Extensions & Maintenance 3740.77
Sewers: Extensions & Maintenance 2219.32
Fuel & Lub. Oils (Diesel) 959.63
Electric Power & Light 1597.91
Chemicals 384.38
Plant Maintenance & Repairs 51.50
DEBT RETIREMENT: *Misc. Supp. & Meters* 288.70

802.51
10,809.86

Deposits to Sinking Funds 6840.42
Deposits to Depreciation Reserve 791.17

6,840.42
791.17

INTEREST CHARGE: (Debt cost) 7760.00

7,760.00

SPECIAL PAYMENTS:

1925 Election 382.00
Engineering Fees 100.00
Stockman Fight-of-may 250.00
Audits and charter 192.00
City Hall: Preliminary costs 116.50
Water refunds 12.02
Dump & Dog Pound 278.16
Laurel Library 120.00

1,420.68

GRAND DISBURSEMENTS:

Balance in Genl. Checking Acct: Apr. 15, 1939

46,500.74

Total Disbursements & Closing Balance

7,672.14

54,172.88

SINKING FUNDS PLEDGED FOR THE REDEMPTION OF BONDS.

Due:	Description:	Apr. '38	Increase:	Apr. '39	Net B. I.
1939	Fire Ins. 5's \$15000	12794.09	505.91	13000.00	none
1941-51-52	Electric Light*	7571.60	350.91	7742.51	3257.49
1946	St. Imp. '31 4 1/2's	4086.90	945.70	5032.60	4967.40
1949	St. Imp. '29 5's	4517.45	677.06	5195.51	4804.69
1951	Main St. '21 5's	2617.50	165.16	2780.66	2219.54
1952	Main-Lake & 11a. 5's	4707.03	485.04	5192.07	4807.43
1954	Senior-Super-Ins. 5's	56952.66	3031.91	39984.57	40015.43
1957	Stand Pipe 4 1/2's	6576.76	679.43	7256.19	12743.81
		<u>12343.29</u>	<u>6810.42</u>	<u>66104.41</u>	<u>72615.59</u>

Makes up as follows: \$4000 4 1/2's due 1941 (fully amortized) and \$7000 5's due 1951-52.

-oO-

ANNUAL BALANCES: WORKING ACCOUNTS (GENL. FUND & WATER DEPT.)

	4-1-38	Receipts	Disbursements	4-13-39.
General Fund	1068.99**	11714.21***	13391.51***	806.11 DEF.
Water Department	5619.91	16077.46	17828.80	3808.57
TOTAL WORKING ACCOUNTS	<u>6688.90</u>	<u>27791.67</u>	<u>31220.31</u>	<u>5080.46</u>

** Includes old sidewalk balance transferred to G. F. after liquidation of Certificates of Indebtedness. *** Includes interest on Time Deposits—Main St. Bonds 1921 and Depreciation Fund respectively.

-oO-

CUMULATIVE MONTHLY RECEIPTS - GENL. FUND & WATER DEPT.

Month:	General Fund:		Water Department:	
	Amount:	Percent:	Amount:	Percent:
May 1938	529.34	0.7	774.87	0.6
June	2985.38	25.4	1840.99	11.5
July	4825.96	38.8	5660.18	22.8
August	5287.20	44.3	4837.62	30.0
September	6112.66	52.5	5804.35	36.1
October	8185.90	70.0	7593.46	47.3
November	9009.84	77.8	9753.83	60.5
December	9746.01	83.6	10574.73	63.7
January 1939	10616.00	91.0	12330.91	77.0
February	11114.04	95.3	13631.56	85.0
March	11512.43	99.0	14247.47	89.0
April	<u>11661.05</u>	<u>100.00</u>	<u>16069.55</u>	<u>100.00</u>
TOTAL RECEIPTS	11661.05		16069.55****	
Int. Time Deposits	53.16	Main St. Bonds	27.91	Depreciation Fund
April 1938 Balances	<u>1068.99</u>		<u>5619.91</u>	
	<u>12783.20</u>		<u>21717.37</u>	

-oO-

INDICATED CHANGES IN 1939 BOND ACCOUNT TAX LEVIES.

Fire & Ins. Bonds currently 5c: Fully amortized; no levy required.
St. Imp. 1931 Bonds: Levy may be reduced from 6c current to 5 cents.

****Includes \$26.83 from old Water Board.

RESPECTFULLY SUBMITTED,

Treasurer.

(4)

Mayor and City Council of Laurel

Lee E. Gilbert, Treasurer.

Annual Report of the Treasurer

For the Fiscal Year

April 24, 1936 — April 24, 1937

General Everard E. Hatch, Mayor,
Mayor & City Council,
Laurel, Md.
Dear Sir:-

I submit herewith as requested (in condensed form for publication) the Treasurer's Annual report to the Mayor & City Council for the Fiscal Year ending April 24, 1937.

Gross income from all sources, set forth in memorandum of Cash Receipts, page 2, amounted to \$50,661.62. Total disbursements (see memorandum of Cash Disbursements page 3) amounted to \$45,371.92, resulting in a net increase in the general checking account balance from \$7,919 63 to \$13,209.33; an increase of 66.7%. For purposes of analysis, these expenditures may be grouped under the following heads:

Reduction in the Bonded Indebtedness	\$ 8,742.03	19.2%
Reduction in the Floating Debt (old accounts)	6,940.91	15.3%
Interest charges on total indebtedness	8,045.66	17.7%
Improvements (Street extensions and Dump)	3,000.00	6.7%
General operating expense	18,643.32	41.1%
	<u>\$45,371.92</u>	100.0%

The last item covers all governmental expenses including maintenance and lighting of streets, public health and safety, operation of the Police, Fire and Water Departments, general plant maintenance, salaries, overhead, etc. In terms of total cash receipts, 31.0% was allocated to debt retirement, 15.9% to interest, 5.9% to improvements and 36.8% to operating expenses leaving an unexpended surplus from this year's receipts of 10.4%. A ratio of debt retirement to operating costs of .84 was established, which means, that for every dollar spent for operation of the municipal government, 84c was applied to debt curtailment. We closed the fiscal year with all current bills paid and no new obligations incurred.

Of the total 1936 tax rate of \$1.06, 30c (net) was allocated to general purposes, 17c to street improvement bonds (including Main St.), 17c to fire protection (including fire engine bonds) and 42c to light, water and sewer bonds.

Respectfully submitted,

LEE E. GILBERT,

Treasurer.

CASH RECEIPTS

April 24, 1936—Balance in general checking account \$ 7,919.63

RECEIPTS:

Taxes (general fund or corporation)	\$ 6,542.50	
Taxes (special—bonds and Fire Dept.)	13,066.85	
Interest on taxes	562.66	
Water rentals	15,485.46	
Sale of meters	270.80	
Cut-off fees—equipment repairs	130.04	
Various permits	419.12	
License fees	1,945.02	
Fines and costs	835.25	
Plumbing inspection fees	46.50	
Sidewalk assessments	1,797.11	
Interest on assessments	593.73	
Md. State Fair, special officer (2 years)	240.00	
Con. Gas Elec. Light & Power Co. franchise	2,500.00	
Con. Gas Elec. Light & Power Co. lease (2 years)	207.12	
Prince Geo. County, special road tax	1,670.03	
State Roads Commission (1936 gasoline tax)	2,319.46	
Interest on Savings Deposits (Sinking Funds)	1,240.44	
Interest on Government bonds	122.50	
Dividends on Bldg. Asso. stock	600.00	
Miscellaneous receipts	67.03	\$50,661.62
Total Receipts and Opening Balance		<u>\$58,581.25</u>

TOTAL CASH ASSETS

Closing cash balance in checking account (page 3)	\$13,209.33
Cash balances in savings accounts (sinking funds)	54,079.49
Laurel Bldg. Asso. stock	10,000.00
U. S. Treasury Bonds	<u>4,000.00</u>
	\$81,288.82

CASH DISBURSEMENTS

DISBURSEMENTS:

Election (1936 municipal)	364.50	
Salaries—Mayor, Council, Health Officer	580.00	
Records and correspondence*	482.97	
Collections*	1,704.47	
Accounting*	486.96	
Legal Services	203.36	
Streets: Lighting	2,361.42	
Material (maintenance and extensions)	1,522.76	
Labor (same)	1,313.38	
State Road Commission (1936-37 service)	670.39	
Police:* Chief	1,800.00	
Second Officer and incidentals	1,147.76	
Fire Department*	977.50	
Insurance and performance bonds (exc. Fire Dept)	377.86	
Dump (purchase and policing)	524.05	
County Commissioners (keep of prisoners 1934-35)	154.80	
Laurel Library—donation \$10.00 monthly	120.00	
Water Engineer and incidental help	1,845.40	
Plumbing Inspector (inc. surveys)	292.77	
Chemicals and Lime (Water Dept)	499.76	
Fuel and lubricating oils (pumps)	559.71	
Electric Light and power (pumping)	1,598.47	
Water meters	136.17	
Water Mains—extensions and repair (maintenance)	622.09	
Sewer Mains—same	168.26	
Repairs and replacements at pumping plant	457.60	
Painting Stand pipe	200.00	
Tel., heat, light, etc.	341.13	
Miscellaneous materials and supplies	284.58	
State Roads Commission (1934-35 debt service)	1,040.64	
Citizens Nat. Bank, balance on Diesel note	2,800.00	
Same—payments on account of sidewalk certificates	2,945.47	
Same—Interest on notes and certificates	435.66	
Sinking Fund Deposits from tax levies	6,779.09	
Same—From interest and dividends	1,962.94	
Interest coupons on bonded debt	7,610.00	\$45,371.92
Balance in general checking account	13,209.33	\$58,581.25

*Note: In respect to Records, Collections, Accounting, Police and Fire Department all expenses incidental to these functions are included under the one heading.

STATEMENT OF BONDED AND FLOATING INDEBTEDNESS

April 24, 1936 — April 24, 1937

BONDS

At the beginning of the fiscal year bonds outstanding against the Town amounted to \$163,000.00 distributed as follows:

Fire Engine 5's of 1929 due 1939	\$ 13,000.00
Elec. Light & Water 4's of 1900 due 1940	4,000.00
Street Imp. 4½'s of 1931 due 1946	10,000.00
Elec. Light & Water 5's of 1908 due 1948	4,000.00
Street Imp. 5's of 1929 due 1949	10,000.00
Elec. Light & Water 5's of 1921 due 1951	5,000.00
Main St. Imp. 5's of 1921 due 1951	5,000.00
Elec. Light & Water 5's of 1922 due 1952	2,000.00
Main St. Imp. 5's of 1922 due 1952	5,000.00
Lake & Disposal 5's of 1922 due 1952	5,000.00
Sewer, Water & Funding 5's of 1904 due 1954	80,000.00
Stand Pipe & Water 4½'s of 1927 due 1957	20,000.00
	<hr/>
	\$163,000.00
Redeemed: Elec. Light & Water 5's of 1908	4,000.00
	<hr/>
Outstanding Apr. 24, 1937	\$159,000.00

On April 24, 1936 bonds outstanding less accumulated Sinking Funds showed a

Net Bonded Indebtedness of	\$99,662.54
Against which has been deposited to Sinking Funds	8,742.03
	<hr/>
Leaving a net bonded indebtedness, Apr. 24, 1937, of	\$90,920.51

oOo

FLOATING INDEBTEDNESS

On April 24, 1936 non-funded obligations carried over from previous administrations amounted as follows:

Due Citizens Nat. Bank (sidewalks)	\$5,015.47
Same—Loan for pumping equipment	2,800.00
Due State Roads Commission (1934-35 debt service)	1,040.64
Due County Commissioners (prisoners keep 1935)	154.80
	<hr/>
	\$9,010.91
Against which has been paid (see disbursements)	6,940.91
	<hr/>
Leaving a balance due (for sidewalks only) of	2,070.00

It is worth noting therefore, that:

Against bonded and floating debt of	\$108,673.45
There has been paid a total of	15,682.94
which is a reduction in the total debt of 14.4%.	

Accepted
EVERARD E. HATCH
 Mayor.

3

J. T. Mower + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Council of Laurel Md.
Town Clerk (Office of custody) (Office which made the record, if different)
Address of office of custody Laurel Council Room, Laurel, Md.
(Name of building, room number, street address)

- 1. Title "Police Reports."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- 2. Dates 1935 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling "Police Reports October 1935 -"
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records None made prior.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Printed forms - giving - month - J. P.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Date - Name - Violation - Fine. Signed by
Chief of Police.

6. Contents—continued _____

7. Arrangement chronologically by months.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 X 9 X 2" L.L. 50 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cupboard - Council Room - Armory - Laurel Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

6

J. J. Moser + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council of Laurel Md.
Town clerk (Office of custody) (Office which made the record, if different)

Address of office of custody Laurel Council Room, Annonoy, Laurel Md.
(Name of building, room number, street address)

1. Title "Ordinance Index"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1888 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 F.B.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ordinance Index."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents card index to all ordinances arranged
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by by subject and name, giving ordinance number and page in ordinance book. each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by subject and name.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing —
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on plain 3x5 card.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 3 1/2 x 5 1/2 x 8" 200 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cupboard - Council Room -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
armory - Laurel Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

7

J. F. Mower + R. B. Leob
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Council of Laurel Md.
Town Clerk (Office of custody) (Office which made the record, if different)
Address of office of custody Laurel Council Room, Annona Laurel Md.
(Name of building, room number, street address)

1. Title "Ordinances"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates April 4 - 1870 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ordinances April 4 - 1888" - "Ordinances 1890 - -"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Original ordinances issued by Council.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Numerical by ordinance number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Separate card index.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten 1888-1902 - Typed 1903 - -
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 14 X 10 X 2" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cupboard - Council Room -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Armory - Laurel Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

8

J. J. Mowatt + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Council of Laurel Md.
Treasurer (Office of custody) (Office which made the record, if different)
Address of office of custody City Hall Council Room Cannon Laurel Md.
(Name of building, room number, street address)

1. Title No title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Cancelled Vouchers and checks.)

2. Dates 1929 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 shelves -
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Earlier records cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Cancelled Vouchers on treasurer and
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, cancelled checks - issued by treasurer, returned their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by by book upon payment.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *chronologically by date of payment.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten, printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size *12 X 26 X 12"* *5000 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Cupsboard - Council Room -*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Armory - Laurel Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

9

J. T. Maxwell + R. B. Leale
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council of Laurel Md.
(Office of custody) Office which made the record, if different)

Address of office of custody Treasurer, Lee Gilbert - 421 - Montgomery Ave
(Name of building, room number, street address)
Laurel Md.

1. Title "Ledger"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1916 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ledger"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior records cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
New record installed 1939 -

6. Contents 1916-1938 - hand filled head gives -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
date - name - salaries - extra work - repairs -
expenses - supplies - coal - Fire Dept. Sundries -
and arranged by accounts - Power Plant -
General Fund - electric light + water -
Fire dept. - Water extension + sewers -
Bond accounts - Stand pipe + water - main + Pump.
1939 - - see attached sheet for new heading.

6. Contents—continued

7. Arrangement *Chronologically by date of entry under each account.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *alphabetically by account in front of each volume referring to page.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head (1916-1938) 1939 - - handwritten printed head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 16 X 1 1/2" 300 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *1916-1938 - Council Room, Armory, Laurel - 1939 - - "Home of Treasurer Lee Gilbert, 421 - Montgomery Ave. Laurel Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

LAUREL 9

RECEIPTS AND DISBURSEMENTS.

GENERAL FUND RECEIPTS.

Date | Bal. Fd. || Taxes interest || Licences | fines || Permits | Rebates | special
 misc | Tax sale | Cash ||

GENERAL FUND DISBURSEMENTS.

Date | Forwarded | cash | misc. || Records | Legal || collections | accounting || Police |
 Bonds + ind | ^{STREETS} Labor | material | gen. overhead | special |

WATER DEPARTMENT - RECEIPTS.

Date | Bal. Forwarded | water | Permits || Dist. fees | inspections | surveys | sale meters
 misc. | cash |

WATER DEPARTMENT - DISBURSEMENTS.

DATE | Bal. Forwarded || cash | misc. | ^{LIGHT POWER} DIESEL ELECTRIC | ^{MATERIALS} chemical supplies | ^{PLANT PERSONELL} OPERATOR | LABOR.
 MAINTENANCE etc | ^{INSPECTION} sewer | water | st. lights | surveys ||

J. T. Mores & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Council of Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer - Lee E. Gilbert, 421- Montgomery Ave
(Name of building, room number, street address)
Laurel Md.

1. Title "Cash Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1919-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Book"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None prior - discontinued 1938
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
record kept in Receipt & Disbursement ledgers.

6. Contents Monthly report of collector copied in debit
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ride and disbursement gives date - name of payee - fund - voucher # amount.

6. Contents—continued _____

7. Arrangement Chronologically by date of entry.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 2" 300 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Council Room - Annapolis, Laurel Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

(11)

J. T. Mowatt + R. B. Cole
(Worker's full name)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + City Council of Laurel Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody collector, H. N. Torsey, 379 main st
(Name of building, room number, street address) Laurel Md.

1. Title no title.
(Give present full title in quotes, assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Assessment Record)

2. Dates 1910 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior records cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head giving name of owner -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *alphabetically by name of owner—*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *alphabetically by name of owner in front of*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
each volume—referring to page.

9. Writing *Handwritten hand filled-head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 X 12 X 1" 200 pp*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Council Room - Armory -*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Lamel. Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

12

J. T. Mauer & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Council of Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Collector, Mr. H. H. Borey, 379 - Main St.
(Name of building, room number, street address) Laurel Md

1. Title no title.
(Tax Record)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

2. Dates 1916 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Records prior to 1916 cannot be
located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents 1916 - 1926 - Hand filled head giving
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their heading, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
date paid - name of owner, real estate - personal -
general tax - electric light (to 1923) + water -
fire tax - water extension - sewers - refund of
loan - Total - amount paid.
1927 - - L.L. sample sheet attached.

6. Contents—continued _____

7. Arrangement Alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten to 1927 - Hand written printed head
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
1927 - -
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1916-1926 - 5 Vol - 12 X 16 X 1 1/2" 300 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1927 - - 4 Vols. L.L. 8 X 11 X 3" 600 pp

11. Location by dates and quantities 1916-1926 - 5 Vol - cupboard in
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Council meeting room. Armory Building, Laurel Md.
1927 - - 4 Vol office of collector, 379 - main

12. Other information Street, Laurel Md.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)
1900 - 1923 - Laurel owned and operated its
own electric light plant.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

13

J. F. Mowen + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Council of Laurel Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Collector. H. H. Sorey, 279 - main st
(Name of building, room number, street address)
Laurel Md

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Collector's Cash Receipts.)

2. Dates 1918-1936.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ✓
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior records cannot be located -
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
Discontinued 1936 - and report to treasurer
made monthly from tax record. (See collector's Reports)

6. Contents Hand filled head - date - name of payee -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
total paid - power plant - water - permits -
Taxes - Interest - sidewalks - licenses -
finis - Miscellaneous.

6. Contents—continued _____

7. Arrangement Chronologically by date of payment.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 16 X 1" 200 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cupboard - Council room -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Armory - Laurel Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

14

J. T. Mower + R. B. Leale
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council of Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Treasurer, Mr. Lee E. Gilbert
(Name of building, room number, street address)
421 Montgomery Ave. Laurel Md.

1. Title "collectors Reports"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Vol.
(Number of volumes; file-drawers; file boxes; bundles; other)

4. Labeling "collectors Reports May 1936"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior reports in minutes.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample copy attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by months
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 11 X 9 X 2" 50 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 Vol. 1936-1938 - Council Room
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

Armory - Laurel Md.

1 Vol - 1939 - - Home of Treasures, Lee Gilbert

12. Other information 421 - Montgomery Ave. Laurel Md.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication)

(Date of publication)

124

MAYOR AND CITY COUNCIL
Laurel, Maryland

Report of the Collector.....16, 19... to15, 19... Inclusive

FAULTLESS COLUMNAR FORM B-2-4 PFD. IN U. S. A.

Com.
@ 2%

Total amount received from all sources

Corporation tax.....¢ levy

Interest on taxes

Licenses

Fines

Franchise tax

Water Receipts

Permits

Disconnection fees

Inspections

Fire Department.....¢ levy

Sidewalks: Assessment..... : Int.....

Fire Engine Bonds.....¢ levy

Light & Water Bonds.....¢ levy

St. Imp. Bonds of 1931.....¢ levy

St. Imp. Bonds of 1929.....¢ levy

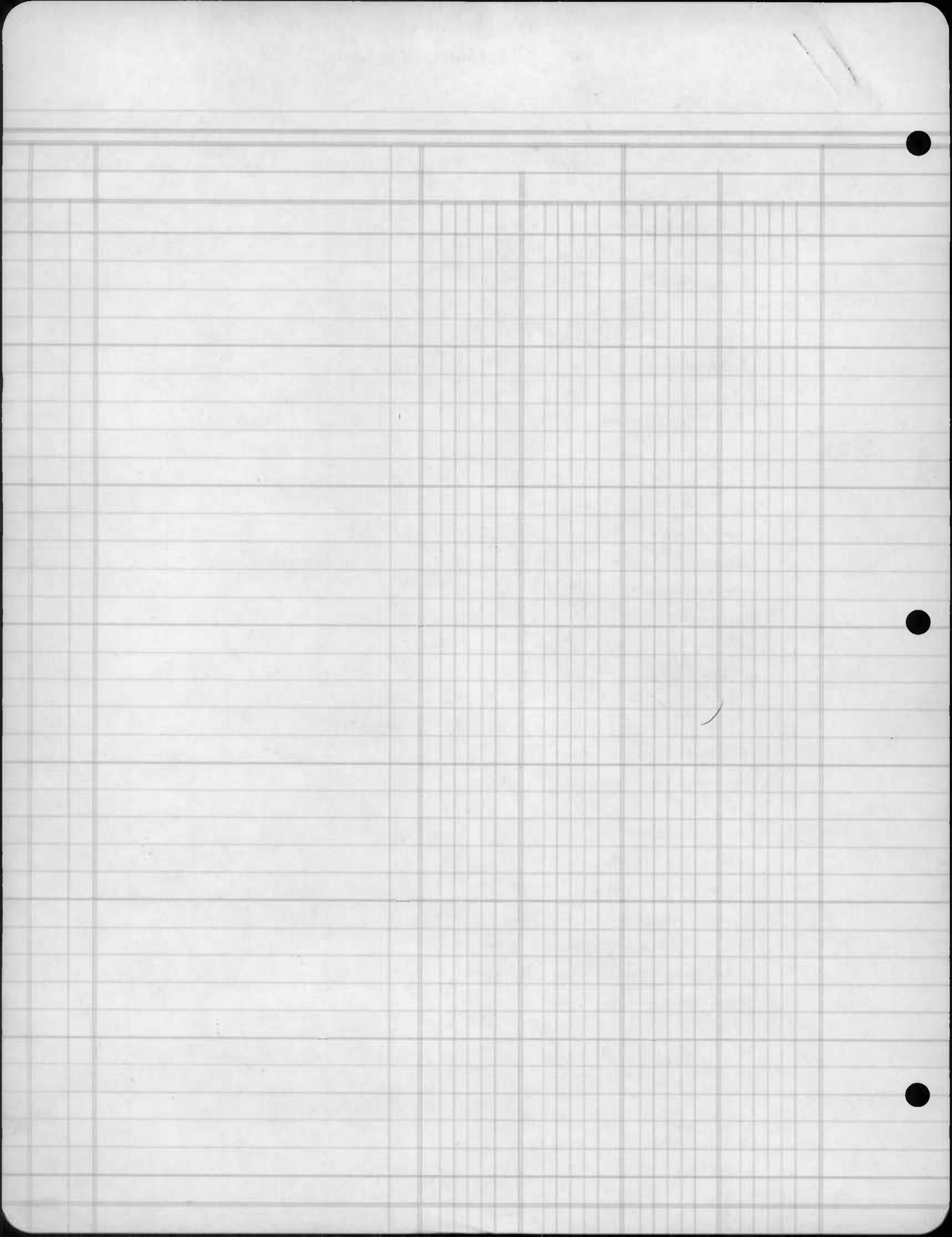
Main St.—Lake & Dis. Bonds.....¢ levy

Sewer, Water & Funding Bonds.....¢ levy

Stand Pipe Bonds.....¢ levy

.....19..., Check to, Treas. for

Collector



15

J. J. Moran + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + City Council of Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Office of W. H. Dossy Collector 379 Main St. Laurel Md.
(Name of building, room number, street address)

1. Title no title
(Water collections)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 14 Kardex drawers.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling A - Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none - Prior records in collectors
Cash Receipts.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See card attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of owner.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *7 X X 23 X 1/2"* *50 cards to drawer.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of H. N. Borsey, collector.*
379 Main Street, Laurel Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Minimum Meter Sprinkler Syphon Vogel Laundry Ice Plant Garage School
 Six Rooms or Less Seven Rooms or More Commercial, Tourists, Lodging, Apartment

193.....	WATER RENT		LAWN SPR.		SYPHON		INSPECT.		TOTAL		193.....	PAID	AMOUNT	BALANCE
JAN.											JAN.			
FEB.											FEB.			
MAR.											MAR.			
APR.											APR.			
MAY											MAY			
JUNE											JUNE			
JULY											JULY			
AUG.											AUG.			
SEPT.											SEPT.			
OCT.											OCT.			
NOV.											NOV.			
DEC.											DEC.			

NAME _____ ADDRESS _____

Leavel

15

WATER RATES

No.	RATE	PER MONTH	AMOUNT
	Minimum charge	\$1.00	
	For private dwellings		
	a. Containing six rooms or less.		
	For each kitchen sink	.65	
	For each bath	.15	
	For each toilet	.40	
	For each Lavatory		
	b. Containing seven rooms or more		
	For each kitchen sink	.80	
	For each bath	.25	
	For each toilet	.40	
	For each Lavatory		
	For public laundries	5.00	
	For commercial garages and filling stations	2.50	
	For ice plants when in operation	100.00	
	For commercial establishments, tourists or other lodging and apartment houses:		
	For each sink	.65	
	For each lavatory	.75	
	For each toilet	.40	
	For each tub or shower	.15	
	For each bar	1.00	
	For each fountain	2.00	
	To000 gals. of water	PER 1,000 .22	
	For each public school	PER YEAR 25.00	
	Miscellaneous		
	For each syphon	1.50	
	For each street and lawn sprinkler, 25c per month (maximum charge to any one consumer \$1.50 per year if paid in advance)	?	
	In addition to the above charges, there shall be a quarterly inspection charge of 50c for each vogel or frost-proof closet.	QUART'RLY .50	

15

Water Rents Due And Payable Quarterly

Make All Checks Payable to
WILLIAM H. DORSEY, COLLECTOR
379 MAIN STREET

Laurel

WATER RENT

LAUREL, MD.,....., 193...

M.....

To MAYOR AND CITY COUNCIL OF LAUREL, Dr.

To Quarterly Inspection of Meter	\$
Cost of Repair of Streets	\$
To Quarterly Inspection of Toilet	\$
Total for Month of.....	\$.....
Total for Quarter ending.....
Total for Six Months ending.....

Received payment,

.....
Collector.

.....193....

The above bill must be paid by.....
or service will be suspended. Water rent is a lien on property and if
not paid the property will be sold to satisfy the amount due.

By Order of THE MAYOR AND CITY COUNCIL.

W. H. DORSEY, COLLECTOR.

If Receipt is Requested Enclose Stamp.
YOUR CHECK IS YOUR RECEIPT

Resolution in Regard to Water Rent.

Be it Resolved, by the Mayor and City Council of Laurel that the City Collector shall not abate, reduce or waive the water rent charged any person, firm or corporation by reason of the cutting off of water in any premises in the town unless the person, firm or corporation charged therewith shall notify the Collector and the Collector shall have the same inspected to verify the cutting off

MERRILL L. HARRISON,
Clerk to City Council

NOTICE.

Water Rents are charged to the Owners of Property and not to Tenants.

Water Rents are Due and Payable Quarterly.

Water will be shut off when account becomes 6 months in arrears, and the account must be paid in full before the water will be turned on again.

A charge of \$2.00 will be made for shutting off the water and turning it on again.

By Order of THE MAYOR AND CITY COUNCIL.

W. H. DORSEY, COLLECTOR.

Water Rents Due And Payable Quarterly

Make All Checks Payable to
WILLIAM H. DORSEY, COLLECTOR
379 MAIN STREET

15

Laurel

WATER RENT

LAUREL, MD.,....., 193...

M.....

To MAYOR AND CITY COUNCIL OF LAUREL, Dr.

To Quarterly Inspection of Meter \$

Cost of Repair of Streets \$

To Quarterly Inspection of Toilet \$

\$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

No. Street \$

Total for Month of..... \$.....

Total for Quarter ending.....

Total for Six Months ending.....

Received payment,

Collector.

.....193.....

The above bill must be paid by.....
or service will be suspended. Water rent is a lien on property and if
not paid the property will be sold to satisfy the amount due.

By Order of THE MAYOR AND CITY COUNCIL.

W. H. DORSEY, COLLECTOR.

If Receipt is Requested Enclose Stamp.

YOUR CHECK IS YOUR RECEIPT

Resolution in Regard to Water Rent.

Be it Resolved, by the Mayor and City Council of Laurel that the City Collector shall not abate, reduce or waive the water rent charged any person, firm or corporation by reason of the cutting off of water in any premises in the town unless the person, firm or corporation charged therewith shall notify the Collector and the Collector shall have the same inspected to verify the cutting off

MERRILL L. HARRISON,
Clerk to City Council.

NOTICE.

Water Rents are charged to the Owners of Property and not to Tenants.

Water Rents are Due and Payable Quarterly.

Water will be shut off when account becomes 6 months in arrears, and the account must be paid in full before the water will be turned on again.

A charge of \$2.00 will be made for shutting off the water and turning it on again.

By Order of THE MAYOR AND CITY COUNCIL.
W. H. DORSEY, COLLECTOR.

Laurel

15

ORDINANCE 312

An Ordinance Fixing the Water Rates in the Town of Laurel

SECTION I. BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF LAUREL that on and after the first day of July, 1936, the following rates shall be charged to consumers of water within the corporate limits of the Town of Laurel.

1. For private dwellings
 - a. Containing six rooms or less.
 - For each kitchen sink, 65c per month
 - For each bath, 15c per month
 - For each toilet, 40c per month
 - b. Containing seven rooms or more
 - For each kitchen sink, 80c per month
 - For each bath, 25c per month
 - For each toilet, 40c per month
2. For public laundries, \$5 per month
3. For commercial garages and filling stations, \$2.50 per month
4. For each public school, \$25 per year
5. For ice plants when in operation, \$100 per month
6. For commercial establishments, including dwellings in which tourists or other are lodged over night for hire and apartment houses:
 - For each sink, 65c per month
 - For each lavatory, 75c per month
 - For each toilet, 40c per month
 - For each tub or shower, 15c per month
 - For each bar, \$1.00 per month
 - For each fountain, \$2 per month
7. Miscellaneous
 - For each street and lawn sprinkler, 25c per month (maximum charge to any one consumer \$1.50 per year if paid in advance)
 - For each syphon, \$1.50 per year

In addition to the above charges, there shall be a quarterly inspection charge of 50c for each vogel or frost-proof closet.

In the case of no consumer shall the total monthly charge be less than \$1.00, which is fixed as the minimum monthly charge for water service.

SECTION II. AND BE IT FURTHER ENACTED AND ORDAINED, that any person, firm, or corporation may at his, her, or its option install a water meter at his, her, or its own expense, but under the supervision of the Mayor and City Council of Laurel, and thereafter shall pay for measured water at the rate of 22c per 1000 gallons, with an additional service charge of 50c per quarter payable in advance.

SECTION III. AND BE IT FURTHER ENACTED AND ORDAINED, that the Collector is hereby authorized and directed to proceed at once to reclassify the various consumers of water in accordance with the above schedule and to render bills in accordance therewith from and after the date of its going into effect.

SECTION IV. AND BE IT FURTHER ENACTED AND ORDAINED, that this ordinance shall take effect from the date of its passage.

Passed this 19th day of June, 1936.

BERT AYTON,
President of the City Council.

Attest:
LEE E. GILBERT,
Clerk to the City Council.

Approved this 19th day of June, 1936.

EVERARD E. HATCH,
Mayor.

True Copy Test:
L. E. GILBERT,
City Clerk.

16

J. T. Moore + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + City Council of Laurel, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Office of W. H. Dorsey collector, 329 Main St.
(Name of building, room number, street address)
Laurel Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Plumbing Permits)

2. Dates 1936 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ✓
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Prior records cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of owner - location -
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 11 X 9 X 2" 50 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office H. N. Dorsey collector,
379 Main Street, Laurel Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

17

J. J. Mowen + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + City Council of Laurel Md.
Town Clerk (Office of custody) (Office which made the record, if different)

Address of office of custody Council Room, Armour, Laurel Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
Register of Voters

2. Dates 1890--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 Volumes. duplicates.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name - age - address - color - length
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, of residences and years voted.
the headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 14 X 1" 200 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Council Room - Armory -
Laurel Md
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

13

J. T. Mowen + R. B. Leole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor + Council of Laurel Md.
Town clerk. (Office of custody) (Office which made the record, if different)

Address of office of custody Council Room, Ansony, Laurel, Md.
(Name of building, room number, street address)

1. Title "Survey of Water Connections"
(Give present full title in quotes assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1923
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; etc.)

4. Labeling "Survey of Water Connections of the Town of Laurel Md. of June 1-1923 by A. A. Newcomb collector."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives location of property - owner - and class of service and rate.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
See attached card for classes of service.

6. Contents—continued _____

7. Arrangement Alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Cupboard - Council Room -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Armory - Laurel Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

18

WATER RATES

NO.	RATE	PER MONTH	AMOUNT
	Minimum charge	\$1.00	
	For private dwellings		
	a. Containing six rooms or less.		
	For each kitchen sink	.65	
	For each bath	.15	
	For each toilet	.40	
	For each Lavatory		
	b. Containing seven rooms or more		
	For each kitchen sink	.80	
	For each bath	.25	
	For each toilet	.40	
	For each Lavatory		
	For public laundries	5.00	
	For commercial garages and filling stations	2.50	
	For ice plants when in operation	100.00	
	For commercial establishments, tourists or other lodging and apartment houses:		
	For each sink	.65	
	For each lavatory	.75	
	For each toilet	.40	
	For each tub or shower	.15	
	For each bar	1.00	
	For each fountain	2.00	
	To000 gals. of water	PER 1,000 .22	
	For each public school	PER YEAR 25.00	
	Miscellaneous		
	For each syphon	1.50	
	For each street and lawn sprinkler, 25c per month (maximum charge to any one consumer \$1.50 per year if paid in advance)	?)	
	In addition to the above charges, there shall be a quarterly inspection charge of 50c for each vogel or frost-proof closet.	QUART'RLY .50	

Minimum Meter
Six Rooms or Less

Sprinkler - Syphon - - Vogel
Seven Rooms or More

Laundry - - Ice-Plant
Commercial, Tourists,

Garage School
Lodging, Apartment

193.....	WATER RENT		LAWN SPR.		SYPHON		INSPECT.		TOTAL		193.....	PAID	AMOUNT		BALANCE	
JAN.											JAN.					
FEB.											FEB.					
MAR.											MAR.					
APR.											APR.					
MAY											MAY					
JUNE											JUNE					
JULY											JULY					
AUG.											AUG.					
SEPT.											SEPT.					
OCT.											OCT.					
NOV.											NOV.					
DEC.											DEC.					

NAME _____ ADDRESS _____

Laurel

18

J. J. Morent R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Council of Laurel Md.
City (Office of custody) (Office which made the record, if different)
Address of office of custody City Clerk, Council Room, Annapolis, Laurel Md.
(Name of building, room number, street address)

1. Title no title.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Bond Record)

2. Dates 1918-1934
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records prior records cannot be located.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives issue - amount - date. and record of deposits in sinking fund.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of issue and deposit.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 13 X 9 X 1 1/2" 200 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 Vol-1918-1932 - Cupboard
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Council Room - Armory - Laurel Md.
1 Vol-1933 - - Home of Treasures, Lee Gilbert

12. Other information 421- Montgomery Ave.
(Condition of record if not ~~good~~. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

19

J. F. Mowbray & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor & Council of Laurel Md.
City (Office of custody) (Office which made the record, if different)
Address of office of custody Lower Clerk
City Council Room, Gemmy, Laurel Md.
(Name of building, room number, street address)

1. Title "Journal"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(minutes)

2. Dates 1871--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling see attached sheet.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1888-1903- see notation
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
on Vol. 1871-1888-

6. Contents Proceedings of Commissioners of Laurel
(Purpose and general nature of record) (Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
1871-1888- and mayor and council
1903--

Gives motions - ordinances - bills for approval.
collectors reports - Treasurer's reports (monthly) and
(annual). tax levy - contracts - election
results -

6. Contents—continued

7. Arrangement *Chronologically by date of meeting*

8. Indexing *Not indexed period 1932 - Alphabetically by subject*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten - 1905 - Typed 1905 - -*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14 X 10 X 2"* *350 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Cupboard in Council Room*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Armory - Laurel Md.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

(19)
LAUREL. Md

(Minutes)

Journal Apr. 14, 1871
Sept. 10, 1888

I have been unable to locate any records of proceedings
from 1888 to 1903 (Label pasted on front of volume)

Journal Sept 14, 1903 May 12, 1913	Journal June 9, 1913 July 8, 1916	Journal Aug. 12, 1918 June 13, 1921	Journal Mar 12, 1924 Nov. 15, 1926	Journal Nov. 26, 1926 Apr. 18, 1928
--	---	---	--	---

Journal Apr. 23, 1928 Mar 12, 1930	Journal Apr. 28, 1930 Nov 30, 1931	Journal Jan 14, 1931 Apr. 23, 1934	Journal May 1, 1934 Apr. 23, 1936	Journal Hatch administration Apr. 27, 1936 to 11-8-1937
--	--	--	---	--

Ordinances 1890 to date HW to 1902 Typed thereafter	Ordinances Apr 8, 1870 Aug. 13, 1888	Minutes 11, 12, 37 to date	vols. 14 X 10 X 2 350 P.
--	---	---	--------------------------

no label.
(Journal of
proceedings
11/12/37 --)

Journal
July 11, 1921
Jan 11, 1924

20

Mowen, Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and city council, Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Lee E. Gilbert 421 Montgomery
(Name of building, room number, street address) Laurel Md. Md.

1. Title "Town Charter"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1890--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Town charter"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Town charter and amendments as passed
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of act of assembly
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed and printed
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 9 X 12 X 1/2" 50 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Treasurer Lee Gilbert
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
421 - Montgomery Ave. Laurel Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

(21)

Mowen - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and city council Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Tax collector - H. H. Borsery 379 Main St.
(Name of building, room number, street address) Laurel Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Amusement + Business Licenses)

2. Dates 1935 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date issued and numerically by serial no.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *8 X 10 X 1" 150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of Tax collector*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
W. H. Borsey, 379 main st. Laurel Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

(21)

Mower - Colo.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor and city council, Laurel Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Tax collector H. W. Dorsey - 379 main st
(Name of building, room number, street address) Laurel Md.

1. Title no title.
(Give present full title in quotes, assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Pin Ball License)

2. Dates 1937 - 1939. Discontinued May 31, 1939
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol. (Carbon copies.)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See sample attached.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date issued and numerically by number*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten printed forms.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *5 1/2 x 9 x 1/2" 100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of city collector*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
W. H. Sorey - 379 Main Street, Laurel, Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ORDINANCE No. 304

AN ORDINANCE prescribing license fees for various amusements and businesses conducted within the corporate limits of the Town of Laurel.

SECTION 1. BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF LAUREL, That any person, firm or corporation engaged in any of the businesses or amusements hereinafter enumerated shall pay the license fee hereinafter provided to the Collector of the Town of Laurel, who shall thereupon issue to said applicant a license from the Mayor and City Council of Laurel authorizing such applicant to conduct such business or amusement within said town. Annual licenses

shall be dated June 1st in the year of their issuance but may be issued after the first of June for a proportionate part of the year to the next first day of June. In such case, the license fees shall be proportioned accordingly, but in no case shall be less than 25% of the annual fee hereinafter set forth. The Collector is authorized to retain 2% of the said license fees as his compensation for collecting the same. All licenses hereafter scheduled are to be issued on an annual basis unless otherwise stated.

SECTION 2. AND BE IT FURTHER ENACTED AND ORDAINED the following shall be the schedule of license fees.

1. For any theatrical exhibition other than motion pictures, unless waived by order of the Council, per exhibition.....\$ 25.00
2. For any circus, per day.....\$ 25.00
3. For any carnival unless waived by order of the Council per day.....\$ 25.00
4. For every motion picture parlor open no more than 6 days a week excluding Sunday.....\$100.00
5. For every motion picture parlor open more than 6 days a week, or if open less than 6 days a week where Sunday is included amongst the open days.....\$256.00
6. For every road-side stand, the location of which must first be approved under the building ordinance.....\$ 50.00
7. For every sign or sign board if advertising a product which is not manufactured or sold on the premises where the sign board is located, per square foot of advertising space.....\$.20
8. For commercial dairies operating from movable vehicles, where only dairy products are sold, for each vehicle.....\$100.00
9. For commercial dairies operating from movable vehicles, where other products are sold also, for each vehicle.....\$200.00
10. For commercial bakeries operating from movable vehicles, where bakery products only are sold, for each vehicle used in the Town....\$100.00
11. For sale of coal from vehicles, for each vehicle operated in the Town.\$150.00
12. Laundries and cleaning and pressing establishments operating from a movable vehicle, for each vehicle used within the Town.....\$ 50.00
13. Fish, meat, poultry, and produce vendors, where such vendors sell articles not raised on a farm owned or rented by them operating from movable vehicles, for each vehicle operated in the Town.....\$150.00
14. Fish, meat, poultry, and produce vendors, where such vendors sell articles not raised on a farm owned or rented by them, operating from a fixed place of business.....\$ 35.00
15. For the sale of gasoline and oil from movable vehicles, for each vehicle operated in the Town.....\$100.00
16. For the sale of clothing and house furnishing for each vehicle operated in the Town.....\$100.00
17. For peddling without the use of a vehicle, per day.....\$ 5.00
18. For operating a restaurant operating from 2 to 6 A. M.....\$ 25.00
19. For selling ice cream or ice cream products from a movable vehicle, for each vehicle used within the limits of the Town.....\$ 50.00
20. For holding a dance in a public hall, per dance.....\$ 4.00
21. For selling ice from a movable vehicle without a fixed place of business within the Town, for each vehicle.....\$ 25.00
22. For selling beer, under license from the Board of Liquor License Commissioners of Prince George's County:
 - Class A, off sale.....\$ 5.00
 - B, on sale hotels and restaurants.....\$ 10.00
 - C, on sale, clubs.....\$ 5.00
 - D, on sale generally.....\$ 10.00
23. For selling beer and light wine under license from the Board of Liquor License Commissioners of Prince George's County:
 - Class A, off sale.....\$ 7.00
 - B, on sale, hotels and restaurants.....\$ 12.00
 - C, on sale, clubs.....\$ 7.00
 - D, on sale, generally.....\$ 12.00
24. For selling beer, wine and liquor, under license from the Board of Liquor License Commissioners of Prince George's County:
 - Class A, off sale.....\$ 30.00
 - B, on sale, hotels and restaurants.....\$100.00

SEC. 3. AND BE IT FURTHER ENACTED, that wherever any of the foregoing licenses are issued for a vehicle, a tag or marker shall be issued to the licensee indicating that such vehicle is licensed. Such marker must be displayed on said vehicle. Any person, firm or corporation, who having obtained a proper license for such vehicle shall fail to display the marker herein mentioned on such vehicle shall be subject to a fine of One (\$1.00) Dollar for each and every offense.

SECTION 4. AND BE IT FURTHER ENACTED AND ORDAINED, That any person, firm, or corporation who shall engage in any of the above mentioned amusements or businesses within the corporate limits of the Town of Laurel without obtaining the license herein provided

therefor shall be subject to a fine of not more than Twenty-five (\$25) Dollars for each and every offense.

SECTION 5. AND BE IT FURTHER ENACTED AND ORDAINED, That this ordinance shall take effect from the date of its passage.

Passed by the City Council this 8th day of July, 1935.

De W. H. DONALDSON,
President of the Council.

TEST:

LEE E. GILBERT,
Clerk to the Council.

Approved this 8th day of July, 1935.

JULIAN B. ANDERSON,
Mayor.

TRUE COPY—TEST:

LEE E. GILBERT,
City Clerk.

W. H. DORSEY, TAX COLLECTOR
H. B. ORME, COLLECTOR

403 Washington Avenue
OFFICE 379 MAINE ST. Laurel, Maryland
RESIDENCE, 209 11TH ST.
LAUREL, MD.

License Must Be Conspicuously Displayed Where It Can Be Seen By the Police

(TRIPPLICATE)

No. _____

Town of Laurel, Maryland

\$ _____

Collector's Fee \$0.50

License

Issued to _____

5c Machine

For the purpose of Operating under Ordinance No. 321, Section 1, passed on the 27th day of September, 1937, by the Mayor and City Council of Laurel, Maryland.

10c Machine

License, when issued as stipulated in the Ordinance, must be conspicuously displayed in place of business.

25c Machine

This License to continue in force until the 30th day of April next following its date.

Mayor and City Council,

By _____

Wm. H. Dorsey

Collector.

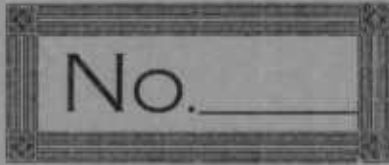
Issued this _____

day of _____

193 _____

License Must be Carried or Conspicuously Displayed Where it Can be Seen by the Police.

(TRIPLICATE)



Town of Laurel, Maryland



Permit

Issued to _____

For the purpose of Operating under Ordinance No. 304, Section 2, Subsec-
tion _____ (as shown on reverse side), passed on the 8th day of July, 1935,
by the Mayor and City Council of Laurel, Maryland.

Tags or Markers, when issued as stipulated in the Ordinance, must be con-
spicuously displayed on the Vehicle.

This License to continue in force until the 31st day of May next following
its date.

Mayor and City Council,

By _____

Collector.

Issued this _____ day of _____, 19 _____

ORDINANCE No. 304

SECTION. 2. AND BE IT FURTHER ENACTED AND ORDAINED the following shall be the schedule of License Fees:

1. For any theatrical exhibition other than motion pictures, unless waived by order of the Council, per exhibition -----\$ 25.00
2. For any circus, per day -----\$ 25.00
3. For any carnival unless waived by order of the Council per day--\$ 25.00
4. For every motion picture parlor open no more than 6 days a week excluding Sunday -----\$100.00
5. For every motion picture parlor open more than 6 days a week, or if open less than 6 days a week where Sunday is included amongst the open days -----\$256.00
6. For every road-side stand, the location of which must first be approved under the building ordinance -----\$ 50.00
7. For every sign or sign board if advertising a product which is not manufactured or sold on the premises where the sign board is located, per year -----\$. 2.00
8. For commercial dairies operating from movable vehicles, where only dairy products are sold, for each vehicle -----\$100.00
9. For commercial dairies operating from movable vehicles, where other products are sold also, for each vehicle -----\$200.00
10. For commercial bakeries operating from movable vehicles, where bakery products only are sold, for each vehicle used in the Town -----\$100.00
11. For sale of coal from vehicles, for each vehicle operated in the Town -----\$150.00
12. Laundries and cleaning and pressing establishments operating from a movable vehicle, for each vehicle used within the Town--\$ 50.00
13. Fish, meat, poultry, and produce vendors, where such vendors sell articles not raised on a farm owned or rented by them operating from movable vehicles, for each vehicle operated in the Town -----\$ 50.00
14. Fish, meat, poultry, and produce vendors, where such vendors sell articles not raised on a farm owned or rented by them, operating from a fixed place of business -----\$ 35.00
15. For the sale of gasoline and oil from movable vehicles, for each vehicle operated in the Town -----\$100.00
16. For the sale of clothing and house furnishing for each vehicle operated in the Town -----\$100.00
17. For peddling without the use of a vehicle, per day -----\$ 5.00
18. For operating a restaurant operating from 2 to 6 A. M. -----\$ 25.00
19. For selling ice cream or ice cream products from a movable vehicle, for each vehicle used within the limits of the Town --\$ 50.00
20. For holding a dance in a public hall, per dance -----\$ 4.00
21. For selling ice from a movable vehicle without a fixed place of business within the Town, for each vehicle -----\$ 25.00
22. For selling beer, under license from the board of Liquor License Commissioners of Prince George's County:
 - Class A, off sale -----\$ 5.00
 - B, on sale hotels and restaurants -----\$ 10.00
 - C, on sale, clubs -----\$ 5.00
 - D, on sale generally -----\$ 10.00
23. For selling beer and light wine under license from the Board of Liquor License Commissioners of Prince George's County:
 - Class A, off sale -----\$ 7.00
 - B, on sale, hotels and restaurants -----\$ 12.00
 - C, on sale, clubs -----\$ 7.00
 - D, on sale, generally -----\$ 12.00
24. For selling beer, wine and liquor, under license from the Board of Liquor License Commissioners of Prince George's County:
 - Class A, off sale -----\$ 30.00
 - B, on sale, hotels and restaurants -----\$100.00

Mower-Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor & Council North Brentwood Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Town safe Fire House, Highland Ave;
N. Brentwood, Ind.
(Name of building, room number, street address)

1. Title "Ward #1-#2-#3"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Register of Voters)

2. Dates 1924 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Ward 1" "Ward 2" "Ward 3"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of voter, date registered, age, address.
(Purpose and general nature of record) Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 x 15 1/2 x 1" 150 pgs.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Safe in Fire House, North Brentwood.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Mayor & Council North Brentwood Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Clerk-Treasurer Mr. Joseph Gordon
204 Banner St North Brentwood, Md.
(Name of building, room number, street address)

1. Title No title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Tax Assessment)
2. Dates 1924 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 Volumes
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled card. Gives name of owner;
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Block, Lot number, value of land, value of improvements,
Total valuation, total taxes, date paid.

6. Contents—continued _____

7. Arrangement alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 15 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk - Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
204 Bannet St North Brentwood Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Morrow - Cole.
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor & Council North Brentwood Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Clerk - Treasurer Mr. Joseph Gordon
204 Banner St., North Brentwood, Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts & Disbursements)

2. Dates 1924 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand written head - Receipts - General Taxes,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Building permits, Business Licenses, Road Fund,
Town fines. Disbursements - Road repairs,
street lights, miscellaneous.

6. Contents—continued

7. Arrangement *Chronologically by date of entering under proper head.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 x 15 x 1"* *150 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk-Treasurer 204 Banner St North Brentwood Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland
Name of agency or office Mayor and Council North Brentwood, Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Town House, Highland Ave, North Brentwood, Md.
(Name of building, room number, street address)

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(minutes)
or both)

2. Dates 1924 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents Record of proceedings of meetings of mayor
& council, including motions, ordinances passed
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
appointments, bills approved.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date of meeting*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *1924-1932; Loose leaf and typed. 1932 - - 1 Vol.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
handwritten.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *L. L. 11x9x1" 150 pp. Bound Volume 7.3x9x1/2" 100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *2 - L L volumes in Town safe in Fire House, Highland Ave W. Brentwood Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet on floor)

1 Bound volume at Home of Town Clk - Treasurer Mr. Joseph Gordon, 204 Banner St. W. Brentwood Ind.

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

N. Brewster -

rec'd 7 oaks
taken

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE 4/10/39

TO Mr. Hirschfeld

FROM J. Mower.

BE BRIEF

Herewith North Brentwood Md.

This is a colored settlement and all officials are colored.

They issue building permits but no records are kept except the stubs and the fee recorded in their Receipts. The stubs are not kept. Business Licenses are handled the same way.

I am trying to get a copy of their ordinances and also a copy of a part of the Town if I can do so without paying for them.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

TO

FROM

BE BRIEF

North Brentwood has a town marshal, and a Justice of the Peace resides in the town. They have no health officer, but use the services of any doctor if and when necessary.

Prince George County
April 30, 1937WORKS PROGRESS ADMINISTRATION
Russell B. Cole and John R. Fishback

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland Historical Records Survey
(Name of State)

THE PRINTED RECORDS FORM

County Prince George City or town North Brentwood
 Agency or department Town Council
 Bureau Town Clerk's Office

- ✓ 1. Title of set of records in which publication appears (if any) No marking
2. Title of publication Charter of the Town of North Brentwood, Maryland
3. Dates, total volumes, and volume numbering or lettering 1 Volume, 1924
4. Missing volumes, by numbers and dates None
5. Average number of pages per volume 30
6. Average height, width, and thickness of volumes 16 x 10 x 1/8 inches.
- ✓ 7. Indexing None Arranged by sections in the order of adoption under the laws of Maryland.
8. Condition of printing, paper, binding Excellent
9. Location by dates and volume numbers In possession of the Town Clerk-Treasurer, Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood.
10. Major subjects covered The Charter of the town of North Brentwood, Maryland, sets forth the name of the town, specifies the town limits, provides for the levying of taxes and the collection of same, and provides for the election of town officials and describes their duties.
11. Other information The Town of North Brentwood, Maryland was incorporated July 1924; The town operates under the mayor and town council form of government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Minute Books
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 2 Vols., 1924 - 1937

No numbering or lettering

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks The minute books contain minutes of meetings of the town council of North Brentwood. Information is recorded as to date each meeting was held, where held, names of those present, new and old business brought before the council, discussion of the business, and disposition made of all business.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

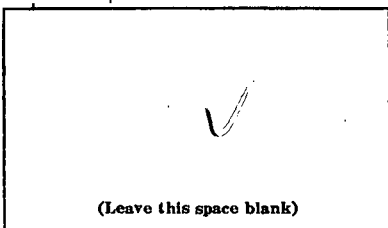
THE VOLUMES FORM—Continued

10. Size 14 x 10 x 1/2 inches. 250 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form
of government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY

(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Treasurers Reports (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 2 Vols., 1924 - 1937.

No numbering or lettering

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Reports submitted to the town council of North Brentwood stating the financial status of the town. The reports contain itemized lists of receipts and disbursements and for what the disbursements were made or the receipts received, and states the balance, if any remaining in the town treas. at the time the report was prepared.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

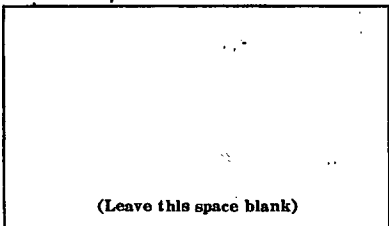
THE VOLUMES FORM—Continued

10. Size 12 x 9 x 3/8 inches. 200 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer.
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 208 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form of
government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland

(Name of State)

HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Ledgers of Receipts and Disbursements (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 2 Vols., 1924 - 1937.

No numbering or lettering

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Record of money paid to the town clerk-treasurer of North Brentwood, Maryland, date paid, amount paid, reason paid. - Record of money paid out of the town treasury by the town clerk-treasurer, date paid, amount paid, and to whom and for what the money was disbursed.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (x). Condition is: Excellent (), good (x), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (x), faded (), illegible ().

9. Condition of paper: Excellent (), good (x), poor (), very poor ().

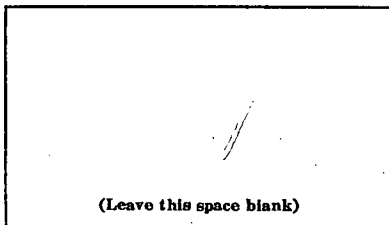
THE VOLUMES FORM—Continued

10. Size 18 x 10 x $\frac{1}{2}$ inches. 300 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form of
government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Tax Ledgers
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 2 Volumes, 1924 - 1937.

No numbering or lettering

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks The tax ledgers state the name of the property owner, list of properties, valuations, assessments, and payments with date payments made.

5. Indexing ^{Alphabetically} By sur name of property owner.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (), faded (), illegible ().

9. Condition of paper: Excellent (); good (), poor (), very poor ().

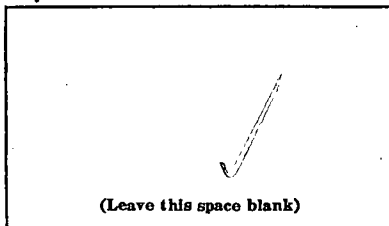
THE VOLUMES FORM—Continued

10. Size 18 x 10 x $\frac{1}{2}$ inches. 300 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form of
government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood
Agency or department Town Council
Bureau Town Clerk's Office

1. Exact title Licence Records
(Indicate variations of title, if any)
2. Dates, total volumes, and volume numbering or lettering by years 3 Vols., 1924 - 1937.
No numbering or lettering.
3. Missing volumes, by numbers and dates None
4. Exact description of contents; summary of forms used; and general remarks Record of date licence was issued, to whom issued, amount paid and type of licence issued--grocery store, beer licence, and various other types of merchants licences.
5. Indexing None. Arranged chronologically.
6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)
7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (), poor (), very poor ().
8. Condition of writing: Excellent (), good (), faded (), illegible ().
9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 12 x 8 x 3/8 inches. 200 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form
of government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Record of Permits
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 3 Vols., 1924 - 1937.

No numbering or lettering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Record of date permit was issued, to whom issued, amount paid and type of permit issued--building permits, repairing permits, electricians permits.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

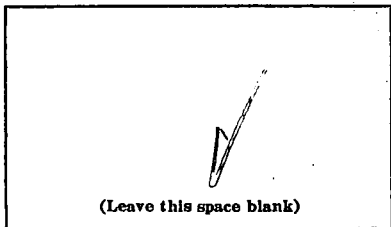
THE VOLUMES FORM—Continued

10. Size 12 x 8 x 3/8 inches. 200 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form
of government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Town Ordinances
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1 Vol., 1924 - 1937.

No numbering or lettering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Town ordinances
or laws as enacted by the Town Council of North Brentwood, Maryland.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (), faded (), illegible ().

9. Condition of paper: Excellent (), good (), poor (), very poor ().

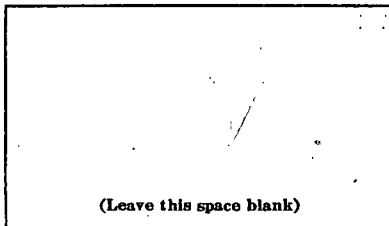
THE VOLUMES FORM—Continued

10. Size 12 x 9 x 3/8 inches. 300 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form of
government.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town North Brentwood

Agency or department Town Council

Bureau Town Clerk's Office

1. Exact title Justice of the Peace Docket
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1 Vol., 1935 - 1937.

No numbering or lettering

3. Missing volumes, by numbers and dates Previous J. P. records taken by former Justice of the Peace.

4. Exact description of contents; summary of forms used; and general remarks Record of cases heard before the justice of the peace; date, names of plaintiff and defendant, complaint, disposition of the case.

5. Indexing No index. Arranged chronologically.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (x). Condition is: Excellent (), good (x), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (x), faded (), illegible ().

9. Condition of paper: Excellent (), good (x), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 12 x 8 x 1/8 inches. 200 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In possession of the Town Clerk-Treasurer,
(Buildings and rooms or vaults)
Mrs. Sadie P. J. Ingram, 203 Highland Avenue, North Brentwood, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Town of North Brentwood, Maryland was incorporated
July 1924. The town operates under the mayor and town council form
of government.

F. Mower - Cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor + common Council Riverdale Ind.
(Office of custody) (Office which made the record, if different)

Address of office of custody Town clerk, Mr. R.P. Carruthers, 626 Madison Ave
(Name of building, room number, street address)
Riverdale, Ind.

1. Title no title
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(minutes)
or both)

2. Dates 1920 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 Volumes - Loose Leaf.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling years contained in each volume. 2 years per volume.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of meetings of mayor + council
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, including tax levy, ordinances, bills passed, motions, their headings, etc. If very general or miscellaneous record, detailed information as to types of records contained and dates covered by appointments, reports of committees, report of treasurer.
oaths of officers.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 11 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town clerk, Mr. R. P. Carruthers,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
626 Madison Ave., Riverdale Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Common Council, Riverdale Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Town Clerk - Mr. R. P. Carruthers, 276 Madison
(Name of building, room number, street address) Riverdale Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(General correspondence)

2. Dates 1920 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence to and from town of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Riverdale. Bids for Municipal Bldg. Contracts,
Bids + contracts for street sidewalk, traffic lights.
Monthly reports of Building and electrical inspectors.
Sanitation Inspector 1922 - -
Electrical Inspector 1924 - -

6. Contents—continued _____

7. Arrangement Alphabetically by subjects.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten & typed (mixed)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 16 1/2 x 26" 1000 papers to drawers (estimated)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Municipal Bldg, Rensselaer Ind.
(Room, vault, wall—N/E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mowen - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor & common council, Riverdale, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Town Clerk, Mr. R. P. Carruthers, 626 Madison Ave
(Name of building, room number, street address)
Riverdale, Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Charter - Ordinances)

2. Dates 1920 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents contains town charter, amendments, and copies of all ordinances issued by council.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date of ordinance*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Charter printed - ordinance typed.*
(Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 X 11 X 1" 50 pgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Town Clerk, Mr. R. P. Carruthers*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
626 Madison Ave., Riverdale Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower-Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*

Name of agency or office *Mayor + common Council, Pikesville Ind.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Treasurer, Mr. H C Weeks, 507 Jefferson Ave*
(Name of building, room number, street address)
Pikesville Ind

1. Title *no title*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(Assessment Record)
or both)

2. Dates *1920--*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 Desk drawer*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *see attached card*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Numerically by block and lot number.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed card.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4 X 12 X 26" 500 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of town treasurer, Mr. H. C. Weeks
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
507- Jefferson Ave., Riverdale Ind.

12. Other information This record is used by the Board of
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Assessors and treasurer.
Whether record is known to have been kept earlier than dates shown in item 2)

This record is also used to locate owner of property by block and lot number when name of owner is not known.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

ASSESSMENT: REAL ESTATE AND IMPROVEMENTS

Riverdale A

BLOCK: _____ LOT: _____

RIVERDALE, MARYLAND	ASSESSMENT						
	1934	1935	1936	1937	1938	1939	1940
LAND _____							
IMPROVEMENTS _____							

HOUSE _____

GARAGE _____ OUTBUILDINGS _____

OWNER: _____

OWNER: _____

OWNER: _____

OWNER: _____

OWNER: _____

Mower - Cole.

(Worker's full name)

(Date)

(Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + common council, Riverdale Md
(Office of custody) (Office which made the record, if different)
Address of office of custody Treasurer, Mr. H. C. Heeles, 507 Jefferson
(Name of building, room number, street address)
Riverdale, Md.

1. Title "Street Improvements and indebtedness" - "Property Owners Accounts" - "Sidewalk + Street assessment"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1928 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling see #1
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Each street or sidewalk project is kept separate in one volume. Gives bond issue, date amount, name of street, and kind of improvement. Each issue kept in separate bank accounts, and a record of property owners, amount assessed and amount and date assessment paid arranged by Block and lot number by each project.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement By projects.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 x 9 x 1/2" 50 pp
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town Treasurer Mr. H. C. Weeks,
507 - Jefferson Ave., Rosedale Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information This is a plain book and carries
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
each improvement project as follows. 1 - Bond
issue - 2 - Bank account - 3 - property owners
assessed for this improvement with a records
of their payments.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Morrow - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*

Name of agency or office *Mayor + common Council, Pervidale 2nd*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Treasurer, Mr. W. C. Weeks, 507 Jefferson way*
(Name of building, room number, street address)
Pervidale, Md.

1. Title *no title*
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Ledger account)

2. Dates *1926--*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 desk drawer*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *none*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Gives name of owner, number of blank lot,*
(Purpose and general nature of record) (Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *alphabetically by name of owner*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on plain 4x6 card.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *4x12x76"* *1000 cards.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Town Treasurer, Mrs. H. C. Weeks*
507- Jefferson Ave. Riverdale Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Payment of taxes is recorded on these cards*
and later totals are transferred to General Fund in
Cash Book.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

These cards also act as an index to locate ownership of property by name of owner.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Mower - Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Common Council, Riverdale Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Riverdale Municipal Bldg., Riverdale Md.
(Name of building, room number, street address)

1. Title "Register of Voters"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1920--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes (duplicates)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Register of Voters"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Each volume same, one for each of two judges at registrations and elections. Gives name of voter, residence, age and ward.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 X 9 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Riverside Municipal Bldg, Riverside Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
except at Registration and election dates when they are in hands of judges appointed at that time

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

Mower - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County *Prince Georges* State *Maryland*

Name of agency or office *Mayor & common council, Riverdale Md*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Treasurer, Mrs. W. C. Steeles, 507 Jefferson*
(Name of building, room number, street address) *Riverdale Md.*

1. Title *"Cash Book"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(Road Fund)
or both)

2. Dates *1920 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *3 Volumes*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *"Cash Book"*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *See attached Treasurer's report for items covered in this fund.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of entry under Credit or debit.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten under hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13 x 9 x 1/2" 100 fsp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Town Treasurer, Mr. H. C. Weeks,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
507-Jefferson Ave., Riverdale Ind

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

Hawen - Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & common Council, Riverdale Md
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. H. C. Weeks, 507 Jefferson Ave
(Name of building, room number, street address)
Riverdale

1. Title "Cash Book"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles. list them with dates or quantities
(Tre & exp. Fund)
or both)

2. Dates 1920 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Book"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See attached treasurer's report for items covered
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. In a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *chronologically by date of entry under credit & debit.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 x 9 x 1/2* *100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Town Treasurer Mrs. H. C. Weeks,*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
507- Jefferson Ave, Riverdale, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

mower - cole.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince George State Maryland

Name of agency or office Mayor & Common Council, Riverdale Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Treasurer, Mr. H. C. Weeks, 507 Jefferson Ave.
Riverdale, Md.
(Name of building, room number, street address)

1. Title "Cash Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts & Expenditures) General Fund

2. Dates ~~3-1-19~~ 1920 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Vol.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Book"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General Fund covering taxes collected, permit fees collected by building and electrical inspectors, Justice of Peace fines due town, security taxes, under receipts.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Disbursements = Street lights, trash collection, interest and reduction of loan on fire house, postage, printing, stationery, salary town clerk, salary and expenses assessors, expense of elections,

6. Contents—continued *police salary, expense and phone, salary of attorney, street signs-painting, street assessments and interests, fuel for municipal bldg and fire house, treasurer commission, and miscellaneous,*

7. Arrangement *Chronologically by date of recording under credit or debit:*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 x 9 x 1/2"* *100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Town Treasurer, W. H. C. Weeks, 507, Jefferson ave., Reidsdale, Ind.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication)

(Date of publication)

OFFICE OF TREASURER
Riverdale, Maryland.
Report for year 1937

GENERAL FUND:

Dr.

Cr.

Receipts:

Balance from 1936	\$390.88
Taxes collected	4,980.12
Penalties collected	151.13
Advertising costs repaid	42.86
Electrical permits	86.50
Building permits	68.00
Magistrate fines	58.00
Rent	81.00
State Franchise tax	19.75
Stocks and Bonds taxes	243.58
Miscellaneous -- \$10.00-- \$10.00	20.00

Disbursements:

Street lights		\$1,300.16
Trash collection		400.00
Reduction of loan on Fire House		500.00
Interest on loan on Fire House		309.51
Postage, printing and stationery		217.24
Salary, Town Clerk		300.00
Assessors		75.00
Election officials		53.50
Police		486.00
Police supplies and telephone		109.11
Town attorney		65.00
Street signs and painting		24.00
Street assessments and interest		719.58
Miscellaneous supplies and expense		
Corner stone for building	\$10.00	
Extra keys	1.60	
Floor finish	15.57	
Sump pump	27.10	
Stencils	1.00	
Phone calls (Mr. Peck & Caruthers)	4.50	
Repairs	12.84	
Chamber of Commerce	5.00	
L. F. Reid - 10% of rent	10.20	
Building dedication	25.05	
Mrs. Reidel	1.50	
Piano	35.00	
"Clean Up" circulars	4.00	
Fuel		153.36
Treasurer's Commission		309.92
Balance May 31, 1938		249.01
		870.43
	\$6,141.82	\$6,141.82

Delinquent taxes all years -- \$522.12

Fire Department Fund:

Receipts:

Balance from 1936	82.57
Taxes collected	996.61
Penalties collected	28.72
Transfer from Fire Engine Fund	158.45
Transfer from General Fund	100.00

Fire Department Fund - Continued:

	<u>Dr.</u>	<u>Cr.</u>
Disbursements:		
Maintenance of apparatus		\$921.94
Leased wire for siren		48.09
Telephone		94.86
Electric service		98.99
Gas service		14.51
Insurance		101.19
Fire Association dues		20.00
Treasurers Commission		49.83
Balance May 3, 1938		16.93
	<u>\$1,366.34</u>	<u>\$1,366.34</u>

Delinquent taxes all years -- \$103.76

Road Fund:

Receipts:

Balance from 1936	20.14
Funds from State Roads Commission	2,743.54
Funds from trash collection	400.00
H. D. Smith	10.00
Refund from State Imp. Acc.	11.00

Disbursements:

Regular labor		1,514.00
Extra labor		126.25
Gravel and stone		77.70
Cement, sand and gravel		8.30
Pipe		39.01
Bridge repair		47.80
Traffic light		301.16
Repair and maintenance machinery		317.08
Insurance and license		124.37
Lumber and hardware and oil		19.13
Street assessments		106.29
Miscellaneous expenses -		
Catch basin repair	\$50.00	
M. D. Campbell	<u>10.00</u>	60.00
Treasurer's Commission		137.18
Balance May 31, 1938		306.41
	<u>\$3,184.68</u>	<u>\$3,184.68</u>

Additional Fire Engine Fund -- 1932 and 1935 -- Delinquent

Receipts:

Balance from 1936	110.92
Tax collected	33.42
Penalties	14.11

Disbursements:

Transferred to Fire Department Fund		158.45
Treasurer's Commission not paid		---
Balance May 31, 1938		---
	<u>\$158.45</u>	<u>\$158.45</u>

Delinquent taxes all years -- \$94.31

(SIGNED) H. C. WEEKS,

TREASURER

Seat Pleasant Md.

Incorporated 1931 - Mayor & Council.

Does not issue -

Business license

Building permits

No copies of ordinance kept except in minutes

Has Town bailiff who operates on fee basis.

" Health Inspector who is not paid.

" Board of Assessors who keep the assessment record up to date.

Mayor & treasurer take oath of office before clerk of circuit court and other officers before J.P. and filed with minutes.

J. T. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & common council Seat Pleasant Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Lelek Treasurer, Irwin S. Main
(Name of building, room number, street address)
Seat Pleasant Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Bond Register)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives issue and amount - date of payment
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, installment, interest and amount.
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement chronologically by date of payment
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 X 9 X 1" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities None of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Irwin J. Main, Seat Pleasant, Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

J. F. Mowen + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + common council Seat Pleasant Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Lehek Treasurer, Clavin J. Main
(Name of building, room number, street address)
Seat Pleasant, Md.

1. Title: no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Register of voters)

2. Dates: 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity: 2 volumes (duplicates)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling:
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records: none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents: Gives names of voters, age, place of birth, address, color, and years voted.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name of voter.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by _____
_____ title and identification number)

9. Writing Handwritten hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 X 13 X 1" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk-Treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Irwin J. Main, Seat Pleasant, Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Moran + R. B. Coale

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + Common Council, Seat Pleasant Ind.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of Clerk Treasurer Irwin J. Main
(Name of building, room number, street address)
Seat Pleasant Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts + Expenditures)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Handfilled lead - General tax, interest, road fund,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
under receipts: Lights, roads, miscellaneous
under disbursements.

6. Contents—continued _____

7. Arrangement *Chronologically under credit or debit by date of entry.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number).

9. Writing *Handwritten under hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *11 X 13 X 9"* *100 fgs.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *None of clerk - Treasurers*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr Irwin J. Main, Seat Pleasant Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

J. T. Mowat & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor + common council Seat Pleasant Md.
(Office of custody) (Office which made the record, if different)
Address of office of custody Home of select. Treasurer Edwin S. Mair
(Name of building, room number, street address)
Seat Pleasant Md.

1. Title no title
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)
(assessment Record)
or both

2. Dates 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head gives name of owner,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
block number, lot number, value of land, value of improvements, total tax.

6. Contents—continued _____

7. Arrangement Alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten hand filled head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 X 9 X 1" 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk-treasurer
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Irwin J. Main, Seat Pleasant Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + common council Seat Pleasant Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of black treasure Irwin J. Main
(Name of building, room number, street address)
Seat Pleasant Md.

1. Title no title
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(correspondence)
or both)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ✓
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General correspondence of town bids - contracts.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alphabetically by name and subject.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing 12 X 12 X 2" 500 papers
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)
Handwritten and typed (mixed)
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size _____
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk treasurer.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Mr. Irwin J. Main, Seat Pleasant Md.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mower & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
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THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland
Name of agency or office Mayor & Council Seat Pleasant Md
Address of office of custody Home of Col. Treasurer Irwin J. Main
Seat Pleasant Md.

1. Title no title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(minutes.)

2. Dates 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings of council meetings including motions, appointments, ordinances oaths of officers, town, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by treasurer's reports, results of elections,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached

6. Contents—continued _____

7. Arrangement *chronologically by date of meeting*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *11 X 9 X 1"* *150 pp*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk-Treasurer Mr. Irwin J. Main,
Seat Pleasant, Md.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

University Park Ind.

Incorporated 1936. Has Mayor & Council.

Ordinances in minutes.

no licenses issued

no building permits.

no indebtedness

no assessments.

no bailiff or police.

no Health Inspector.

no Board of assessors.

no Fire tax.

J. T. Mower + R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council University Park Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Clerk, Mr. W. R. Hollinger with
(Name of building, room number, street address)
13 Jackson Ave. University Park Md.

1. Title no title.
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(minutes)
or both)

2. Dates 1936 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume. L. L.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents Proceedings of council, including motions,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
ordinances, treasurer's report, oath of officers,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and lines covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chronologically by date of meeting.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 X 10 X 1 1/2" 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of clerk, Mr. S. P. Hollingsworth
(Room, vault, wall—N/E. S. W., section, bin, shelf, cabinet, on floor)
13- Jackson Ave. University Park, Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mowca + R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council University Park Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Col. Mr. W. R. Hollingsworth
(Name of building, room number, street address)
13 Jackson Ave. University Park Md.

1. Title no title.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities
(correspondence)
or both)

2. Dates 1936 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 - FILE BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another
record. Explain why records are missing, if possible)

6. Contents General correspondence of council.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *alphabetically by name and subject.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten + typed (mixed)*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 x 12 x 4"* *200 papers*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Clerk - Mr. R. S. Hollingsworth*
13 Jackson ave. University Park, Ind.
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. J. Mowbray & R. B. Cole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Council University Park Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of clerk Mr. W. R. Hollingsworth
(Name of building, room number, street address)
13 Jackson Ave. University Park Md.

1. Title "Cash Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Cash Book."
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Series from date and amount of taxes.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

clerk collects all town taxes and remits to treasurer
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
at each council meeting.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chronologically by date of payment.*
(Chronologically—by what? Numerically—by what? Alphanumerically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 9 X 1 1/2* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk Mr. R. S. Hollingworth*
13 Jackson Ave. University Park, Ind.
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Place of publication) (Author) (Publisher) (Date of publication)

J. T. Mowal + R. B. Leole

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor + Council University Park, Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Mr. D. R. Hollingsworth
(Name of building, room number, street address)
13 Jackson Ave. University Park, Md.

1. Title "Election Books"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Volumes (duplicates)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Elections Books"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name, address, age, place of birth, and years voted.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alphabetically by name of Voters.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten hand filled head.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 X 13 X 1" 100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of clerk R. P. Hollingworth*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
13 Jackson Ave. University Park Ind. except at Registration + elections when in hands of two

12. Other information *Judges appointed.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

J. T. Momen & R. B. Leale

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Council University Park Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Leish Mrs. W. R. Hollingsworth
(Name of building, room number, street address)
13 Jackson Ave. University Park Md.

1. Title "Tax Record"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "Tax Record"
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none.
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Printed head = name of owner, lot - Block number
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,
improvements, total valuation.

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Alphabetically by name of owner.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten - printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 12 X 16 X 1 1/2 " 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Home of Clerk J. M. R. Hollingsworth
13 Jackson ave, University Park Ind.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

J. T. Mowen & R. B. Cole
(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Prince Georges State Maryland

Name of agency or office Mayor & Council University Park Md.
(Office of custody) (Office which made the record, if different)

Address of office of custody Home of Treasurer Mr. Henry Walls
(Name of building, room number, street address)
125 Jackson Ave, University Park Md.

1. Title No title
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
(Receipts & Expenditures)

2. Dates 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records none
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Hand filled head - Receipts - Taxes - Road Fund - Expenditures - Lights, Garbage collection - Roads - miscellaneous
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *Chronologically by date of entry under credit or Serial*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *None*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten under hand filled head*
(Handwritten. Handwritten printed form. Handwritten printed head/Typed. Typed printed form. Typed printed head.

10. Size *12 X 16 X 1 1/2"* *150 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Home of Treasurer Mr. Henry Walls*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, or floor)
125 Jackson Ave, University Park Ind.

12. Other information _____
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

VENDOR

NUMBER

NUMBER

ORDER NUMBER

PROJECT NUMBER

Fire Companies

	Date	Date	Vols.
Capitol Heights Minute Books	1913	1937	2 vols.
Fire Record	1913	1937	24 bundles
Financial Records	1913	1937	2 vols.

Cherry Chase

Minute Book	1927	1937	6 vol.
Fire Records	1927	1937	10 "

Glen Dale

Financial Records	1928	1937	3 vols.
Permanent Fire "	1930	1937	500 sheets
Original Fire "	1928	1937	3 vols.
Calls Made by Rescue Squad	1929	1937	1 file Box
Minute Book	1928	1937	3 vols.

Oxon Hill

Minutes	1929	1937	1 vol.
Fire Records	1929	1937	1 "
Financial Records	1929	1937	1 "

Turnedo - Cherry

Fire Records	1931	1937	7 vols.
Financial Records	1931	1937	7 "
Minutes	1931	1937	7 "

Forestville

Minutes	1931	1937	1 vol.
Financial Record	1931	1937	1 "
Fire Records	1931	1937	1 box

or
 Minute Book
 1935 1937 2 vols.

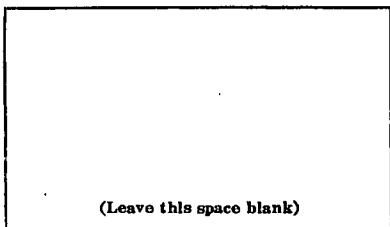
TOTAL

Jesse T. Mower--Russell B. Cole

WORKS PROGRESS ADMINISTRATION
Prince George County December 3, 1937.

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE VOLUMES FORM

County Prince George City or town Capitol Heights

Agency or department Capitol Heights Volunteer Fire Department

Bureau Secretary's Office

1. Exact title Minute Books
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1913-1937 two volumes
No numbering or lettering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks
Proceedings of Capitol Heights Fire Company meetings, giving roll call, bills, finance, elections, fire reports, motions, and reports of committees.

5. Indexing Arranged chronologically.

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth () , paper (). Condition is: Excellent (), good () , fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good () , faded (), illegible ().

9. Condition of paper: Excellent (), good () , poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 15"x10"x2" 500 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

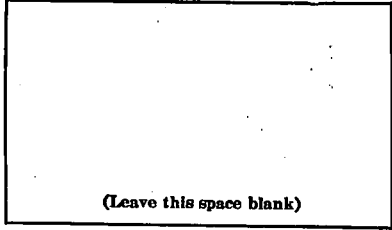
11. Location by dates and volume numbers Secretary's residence
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers

13. Other information Capitol Heights Volunteer Fire Department was
organized January 1913.

Jesse T. Mower--Russell B. Cole
WORKS PROGRESS ADMINISTRATION
Prince George County December 3, 1937

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE UNBOUND RECORDS FORM

County Prince George City or town Capitol Heights
Agency or department Capitol Heights Volunteer Fire Department
Bureau Secretary's Office

1. Exact title, if any Fire Record

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1913-1937 24 bundles, one bundle for each year numbered for the year.

3. Dates of obvious gaps None

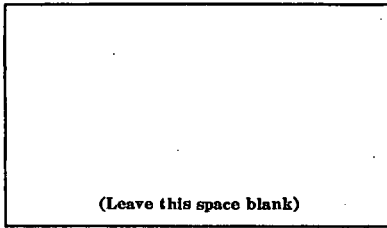
4. Sizes of file boxes, bundles, etc., by uniform groups Bundles 8 1/2" x 13" x 1"

5. Types of records included Handwritten on printed forms.

6. Indexing Arranged chronologically

7. Condition of writing, paper, and containers Good

8. Location by dates and numbers of file boxes, etc. 1913-1936 Secretary's residence
(Buildings and rooms or vaults)
Current year at the fire house.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Capitol Heights
Agency or department Capitol Heights Volunteer Fire Department
Bureau Secretary's Office

1. Exact title Financial Records
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1913-1937 two volumes
No numbering or lettering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks
Treasurer's record of receipts and expenditures.

5. Indexing Arranged chronologically

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth () , paper (). Condition is: Excellent (), good () , fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good () , faded (), illegible ().

9. Condition of paper: Excellent (), good () , poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 15"x10"x2" 500 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Secretary's residence.
(Buildings and rooms or vaults)

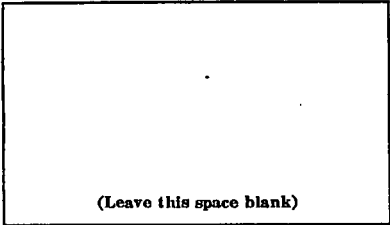
12. Subtitle divisions by dates and volume numbers

13. Other information Capitol Heights Volunteer Fire Department was
organized January 1913.

Prince George County October 1, 1937.

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE VOLUMES FORM

County Prince George County City or town Forestville

Agency or department Forestville Fire Department

Bureau Secretary's Office

1. Exact title Minute books
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1931-1937 one volume no numbering or lettering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks
A record of each and every meeting of the Forestville Fire Dept., showing members present and giving in detail a record of all matters brought before the meeting and action taken on same.

5. Indexing None arranged chronologically

6. Nature of recording by years Handwritten throughout, on ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 8" x 13" x 1 $\frac{1}{8}$ " about 250 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Located at the home of the Secretary
(Buildings and rooms or vaults)
Frank Wall, Marlboro, Md.

12. Subtitle divisions by dates and volume numbers

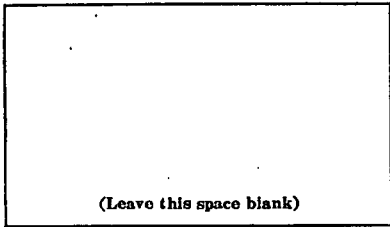
None

13. Other information The Forestville Fire Department was organized 1931

WORKS PROGRESS ADMINISTRATION
Prince George County October 1, 1937.

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE VOLUMES FORM

County Prince George City or town Forestville

Agency or department Forestville Fire Department

Bureau Secretary's Office

1. Exact title Financial Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1931-1937 one volume no lettering or numbering.

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks
A record of receipts and disbursements of the Forestville Fire Department. This record shows all moneys received from every source and disbursements for everything pertaining to the expenses of the Fire Department.

5. Indexing None arranged chronologically.

6. Nature of recording by years Handwritten on ruled sheets.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (x). Condition is: Excellent (), good (x), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (x), faded (), illegible ().

9. Condition of paper: Excellent (), good (x), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 8"x13"x1 $\frac{1}{2}$ " about 250 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers This record is kept ~~in~~ at the home of the
(Buildings and rooms or vaults)
secretary, Frank Wall, Marlboro, Md.

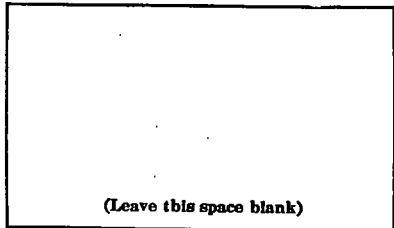
12. Subtitle divisions by dates and volume numbers
None

13. Other information
None

WORKS PROGRESS ADMINISTRATION

Prince George County October 1, 1937
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE UNBOUND RECORDS FORM

County Prince George City or town Forestville

Agency or department Forestville Fire Department

Bureau Fire Marshall

1. Exact title, if any Fire Record.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1931-1937 about 350 cards of records of fires. No numbering or lettering on box, or bundle except the years. 7 bundles.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups Box 4" x 6" X 8". Bundles 4" x 6" x 2"

5. Types of records included A record of each and every fire alarm answered showing time of alarm, where fire located, number men answering call, extent of damages, and time returned from fire.

6. Indexing None arranged arranged chronologically.

7. Condition of writing, paper, and containers

	Writing	Paper	Container
<u>Fair.</u>	<u>Good</u>	<u>Good</u>	

8. Location by dates and numbers of file boxes, etc. All located at the home of the Fire Marshall, D. E. Randall Marlboro, Md.
(Buildings and rooms or vaults)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE VOLUMES FORM

County Prince Georges City or town Tuxedo - Chaverly
Agency or department Secretary
Bureau Tuxedo - Chaverly Volunteer Fire Dept.

1. Exact title Fire Records
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1931 to 1937
7 volumes, dated by years.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Filled in
forms, nature of fire, probable origin, estimated
damage, number men and apparatus used.

5. Indexing none. Chronologically arranged

6. Nature of recording by years Hand filled in printed forms
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

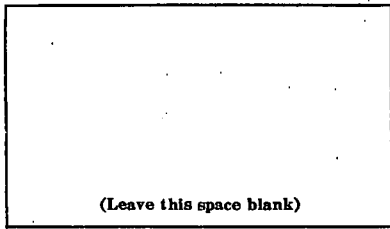
THE VOLUMES FORM—Continued

10. Size 12" x 10" x 1" 250 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers in possession of secretary
Mr. Edmond Tucker
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers none

13. Other information none



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Glenn Dale
Agency or department The Glenn Dale Fire Association, Inc.
Bureau Secretary's Office

1. Exact title Financial Records
(Indicate variations of title, if any)
2. Dates, total volumes, and volume numbering or lettering by years 1928 - 1937, 3 Volumes.
No numbering or lettering.
3. Missing volumes, by numbers and dates None
4. Exact description of contents; summary of forms used; and general remarks Ledgers which contain receipts and disbursements in the same volume. Record of receipts and disbursements of The Glenn Dale Fire Association, Inc. Record of money received from the County, donations, and funds raised by carnivals, shows, etc. Record of disbursements for equipment, gas, oil, and other supplies.
5. Indexing None. Arranged chronologically.
6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)
7. Binding: Leather (), cloth (), paper (). Condition is: Excellent (), good (), fair (), poor (), very poor ().
8. Condition of writing: Excellent (), good (), faded (), illegible ().
9. Condition of paper: Excellent (), good (), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 10 $\frac{1}{2}$ x 6 x $\frac{1}{2}$ inches. 200
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers File cabinet in hall over fire house,
(Buildings and rooms or vaults)
Glenn Dale, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Glenn Dale Fire Association, Inc. was organized in April,
1928.

June 24, 1937

Prince George County

Russell B. Cole and John R. Fishback

WORKS PROGRESS ADMINISTRATION

WPA Form 13HR



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland

(Name of State)

HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County Prince George City or town Glenn Dale

Agency or department The Glenn Dale Fire Association, Inc.

Bureau Secretary's Office

1. Exact title, if any Permanent Fire Record

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1930 - 1937
App. 500 sheets. No numbering or lettering.

3. Dates of obvious gaps This permanent record is made up from the original fire record. (see Original Fire Record form). (Continued on back)

4. Sizes of file boxes, bundles, etc., by uniform groups
24 x 12 x 12 inches, file drawer. Sheets 11 x 8 1/2 inches.

5. Types of records included Printed form. Record of date of fire, number of fire, owner of building or other property, occupant, address of owner, location of fire, what burning, cause, amount burnt in terms of acres, (if timber, brush, grass land, proper one to be checked), how alarm was received--phone, person, etc., time trucks left, time returned, number of men (firemen), at the fire, name of driver of each truck, names of men on each truck, name of fire officer in charge of fire, (continued on back)

6. Indexing None. Arranged chronologically.

7. Condition of writing, paper, and containers Excellent. Handwritten in Print Form

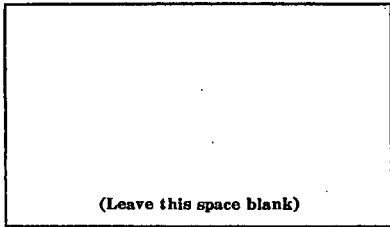
8. Location by dates and numbers of file boxes, etc. Metal file cabinet in hall over fire house, Glenn Dale, Maryland.
(Buildings and rooms or vaults)

3 continued.

The Original Fire Records go back to 1928 but the present permanent record system was put into effect just a short time ago and the secretary has not finished making up the permanent records for the period 1928 to 1930.

5 continued.

name of driver of ambulance of the rescue squad, names of men on the ambulance, total feet of hose laid out, size, total value of property endangered, total value of property lost, total value of property saved, amount of insurance, number of the company in charge and the numbers of any other fire companys present, the number of the rescue squad, names of fire wardens present, total mileage covered on way to and from the fire, any remarks reference to the fire.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Glenn Dale

Agency or department The Glenn Dale Fire Association, Inc.

Bureau Secretary's Office

1. Exact title "Original Fire Record"
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1928 - 1937, 3 Volumes.
Lettered "Fire Record".

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks Original record in which is recorded detail information of each fire. This data is then transferred to a printed form which constitutes the official permanent record. The current book is kept on the fire truck at all times and the material recorded at the scene of the fire. Record of date of fire, time, location, what burning, cause, owner of property, amount burnt, time truck left, time returned, names of firemen present, name of fire officer in charge, name of driver of truck, mileage to and from fire, remarks of any kind pertaining to the fire.

5. Indexing None. Arranged chronologically.

6. Nature of recording by years Handwritten with pencil.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (), fair (X), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 7 x 4 $\frac{1}{2}$ x $\frac{1}{4}$ inches. 150
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Current volume kept on the fire truck.
(Buildings and rooms or vaults)

Other two volumes kept in file cabinet in hall over the fire house.

Glenn Dale, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information The Glenn Dale Fire Association was organized in April, 1928.

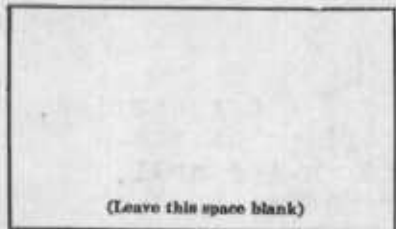
June 24, 1937
Prince George County

WORKS PROGRESS ADMINISTRATION

Russell B. Cole and John R. Fishback

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)



THE UNBOUND RECORDS FORM

County Prince George City or town Glenn Dale

Agency or department The Glenn Dale Fire Association, Inc.

Bureau Secretary's Office

1. Exact title, if any Record of Calls Made by the Rescue Squad

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1929 - 1937. App. 250 cards. No numbering or lettering of file boxes.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups File box drawers [24 x 12^{x 12} inches]. Cards 6 x 4 inches.

5. Types of records included Permanent record of each call received and answered by the rescue squad. *Printed form on file card.* Record of the number of the Rescue Squad, ambulance number, date, time the ambulance left and returned, type of call, (emergency or sick), location of call, name of patient, age.
(continued on back)

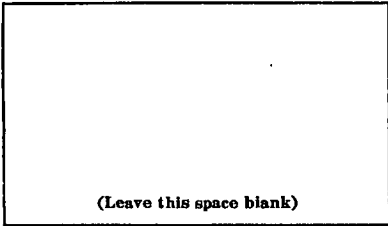
6. Indexing None. Arranged chronologically.

7. Condition of writing, paper, and containers Excellent. *Handwritten. Printed.*

8. Location by dates and numbers of file boxes, etc. All records in ^{*metal*} file cabinet in hall over fire house, Glenn Dale, Maryland.
(Buildings and rooms or vaults)

#5 continued.

address of patient, where patient was taken from and where carried, (home, doctor's office, hospital, etc.), name of driver of the ambulance, name of doctor if a doctor participated in the call, amount of any donation received for the service rendered by the rescue squad for use of ambulance.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Glenn Dale
Agency or department The Glenn Dale Fire Association, Inc.
Bureau Secretary's Office

1. Exact title Minute Books
(Indicate variations of title, if any)
2. Dates, total volumes, and volume numbering or lettering by years 1928 - 1937, 3 Volumes.
No numbering or lettering. (Kept in loose leaf note books)
3. Missing volumes, by numbers and dates None
4. Exact description of contents; summary of forms used; and general remarks Minutes of meetings
of The Glenn Dale Fire Association, Inc. Record of place and date
meeting held, names of those present, business brought before the
meeting and disposition made thereof.
5. Indexing None. Arranged chronologically.
6. Nature of recording by years Handwritten.
(Handwritten, typescript, print, photostat, etc.)
7. Binding: Leather (), cloth (), paper (**x**). Condition is: Excellent (), good (**x**), fair (),
poor (), very poor ().
8. Condition of writing: Excellent (**x**), good (), faded (), illegible ().
9. Condition of paper: Excellent (**x**), good (), poor (), very poor ().

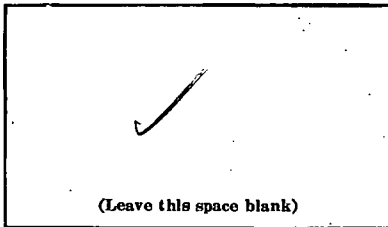
THE VOLUMES FORM—Continued

10. Size $10\frac{1}{2}$ x 8 x $\frac{1}{2}$ inches. 200
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers File cabinet in hall over fire house at
(Buildings and rooms or vaults)
Glenn Dale, Maryland.

12. Subtitle divisions by dates and volume numbers

13. Other information ~~The fire department was organized in April, 1937.~~
*The Glenn Dale Fire Association, Inc. was organized
April, 1928*



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Oxon Hill

Agency or department Oxon Hill Fire Company

Bureau Secretary's Office

1. Exact title Minutes of Proceedings
Oxon Hill Fire Department
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1929-37
One volume no lettering or numbering ~~1929-1937~~

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks
Records of the proceedings of the Department at each meeting
including the resolutions passed and a detailed account of the
business transacted at each and every meeting of the Oxon Hill
Fire Department.

5. Indexing None arranged chronologically

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

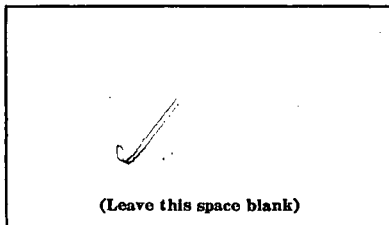
THE VOLUMES FORM—Continued

10. Size 13"x10"x1" about 300 pages (Loose leaf)
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In the home of the secretary Oxon Hill Md.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers
None

13. Other information Oxon Hill Fire Department was organized July 9, 1929



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Oxon Hill

Agency or department Oxon Hill Fire Company

Bureau Secretary's Office

1. Exact title Fire Records
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1929-37 One volume marked

"Fire Record" 1929-1937

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks

Record of every fire attended by the department showing date,
location, nature of alarm, amount of damage done, number of
men responding, time spent at fire, distance traveled.

5. Indexing None arranged chronologically

6. Nature of recording by years Hand written throughout
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (x), paper (). Condition is: Excellent (), good (x), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (x), faded (), illegible ().

9. Condition of paper: Excellent (), good (x), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 8½ X 13" X 2" 250 pages

(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers

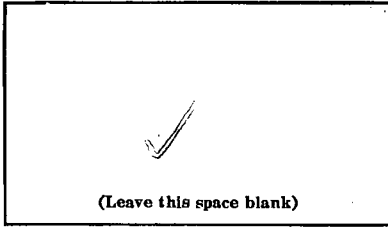
(Buildings and rooms or vaults)

In possession of the Secretary of the Oxon Hill Fire Company.

12. Subtitle divisions by dates and volume numbers

None

13. Other information Oxon Hill Fire Company organized July 9, 1929.



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince George City or town Oxon Hill

Agency or department Oxon Hill Fire Department

Bureau Treasurer's Office

1. Exact title Financial Records
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1929-37
One volume no lettering or numbering

3. Missing volumes, by numbers and dates None

4. Exact description of contents; summary of forms used; and general remarks
Record of all money received from every source and a detailed record of expenditures.

5. Indexing None arranged chronologically

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 13"x10"x2" about 300 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In the home of the Treasurer of the
(Buildings and rooms or vaults)
Oxon Hill Fire Department

12. Subtitle divisions by dates and volume numbers

None

13. Other information The Oxon Hill Fire Department was organized July 9, 1929

Jesse T. Mower Russell B. Cole
Prince Georges County - July 30, 1937



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Tuxedo - Beverly
Agency or department Treasurer
Bureau Tuxedo - Beverly Volunteer Fire Dept.

1. Exact title Financial Records
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1931 to 1937
7 volumes, dated by years.

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Filled in
forms of date and source of all money recieved
and record of how expended.

5. Indexing (none)

6. Nature of recording by years Handwritten on printed forms
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 12" x 10" x 1" 300 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

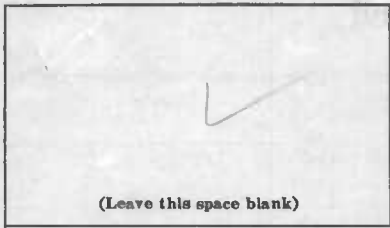
11. Location by dates and volume numbers in possession of Treasurer
(Buildings and rooms or vaults)
Mr. Sam Malloy

12. Subtitle divisions by dates and volume numbers none

13. Other information none

Russell B. Cole Jesse T. Mower
Prince Georges County July 30, 1937

WORKS PROGRESS ADMINISTRATION



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Tuxedo - Cheverly
Agency or department Secretary
Bureau Tuxedo - Cheverly Volunteer Fire Dept.

1. Exact title Minutes
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1931 to 1937
7 volumes dated by years

3. Missing volumes, by numbers and dates none

4. Exact description of contents; summary of forms used; and general remarks Handwritten
records of all official meetings, members
attending and business transacted.

5. Indexing none. Chronologically arranged

6. Nature of recording by years Handwritten
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 12" x 10" x 1" 300 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers in possession of Secretary
Mr. E. L. Tucker
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers none

13. Other information This File Dept was organized in 1930.

132

B. Louis Goodyear
Aug. 13-1937

①



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House Board of Bus. License Com.
Bureau Liquor Board

1. Exact title, if any License Applications

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1933-1937 1-file box.
no letters nor label on box.

3. Dates of obvious gaps No records prior to 1933.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 12" x 18"

5. Types of records included Application gives name and residence of applicant, Telephone no. Age, sex, color, Place of birth, Place for which license is desired, name of owner, signature of Applicant, Affidavit & signatures of the voters.

6. Indexing None, papers in chronological order.

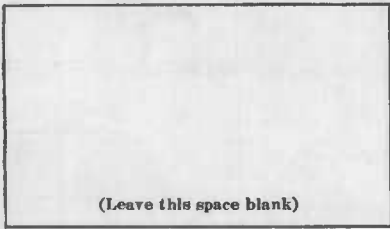
7. Condition of writing, paper, and containers Handwritten on printed forms.

8. Location by dates and numbers of file boxes, etc. In steel cabinet in office of Co. Commissioners
(Buildings and rooms or vaults)

125

B. Louis Hoodyear
Aug. 18-1937

50



(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland
(Name of State)

HISTORICAL RECORDS SURVEY

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title Police Court Dockets
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1927-1937
31 volumes. Title and numbers on cover.

3. Missing volumes, by numbers and dates No records prior to 1927
can be found.

4. Exact description of contents; summary of forms used; and general remarks Records show
name of defendant, Plaintiff, name of Justice of Peace, Charges, name of Police Officer, Commitment, date of trial, Judgement, names of witnesses, signature of Police Justice.

5. Indexing Alphabetically arranged by surname of defendant in front of book.

6. Nature of recording by years Handwritten on printed forms of book.
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 18" x 20" x 3" - 500 pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In case on wall of
Court room.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers None

13. Other information None.

(136)

B. Louis Goodyear
Aug. 18 - 1937

(2)



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Civil Cases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1927-1937 - 19 file boxes.
Title and date on boxes.

3. Dates of obvious gaps No records prior to 1927

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5"

5. Types of records included Applications to file suits
Affidavits, and itemized bills of acct.

6. Indexing None papers filed in Chronological order

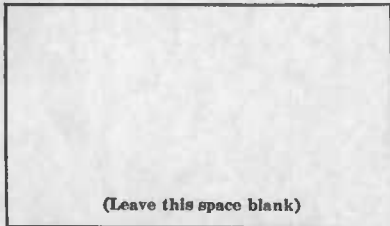
7. Condition of writing, paper, and containers good - Typewriter in
plain paper

8. Location by dates and numbers of file boxes, etc. In steel filing case
in Police Court room.
(Buildings and rooms or vaults)

137

D. Louis Woodruff
Aug. 20 - 1937

3



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Appeals Cases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1927- 1937- 1 file box
Title and date on box.

3. Dates of obvious gaps No records prior to 1927 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5" ?

5. Types of records included Warrants for arrest, Summons
for witnesses and affidavits.

6. Indexing None papers filed in Chronological order.

7. Condition of writing, paper, and containers Handwritten on printed forms.

8. Location by dates and numbers of file boxes, etc. In file case on wall
of Police Court room.
(Buildings and rooms or vaults)

B. Louis Goodyear
Aug. 20-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Receipts from Club of Circuit Court

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1927-1937 1 file box
Title and dates on front of box.

3. Dates of obvious gaps No records prior to 1927 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" X 16" X 5"

5. Types of records included Records show name of defendant
charges, amt. of fine, date of payment.

6. Indexing None. Papers are in chronological order.

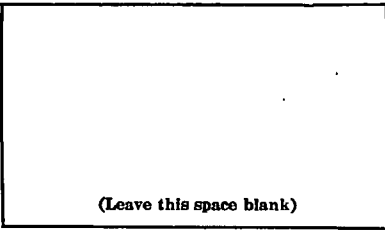
7. Condition of writing, paper, and containers Good - handwritten on printed form.

8. Location by dates and numbers of file boxes, etc. In file case on wall of
Police Court.
(Buildings and rooms or vaults)

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B. Louis Goodyear
Aug. 20-1937

1



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Reports to Commissioner of Motor Vehicles
2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1927-1937 2 file boxes
Title and date on box.

3. Dates of obvious gaps No reports prior to 1927
4. Sizes of file boxes, bundles, etc., by uniform groups 12" X 16" X 5"

5. Types of records included Reports show names of defendants, dates of trials, docket no. Fruit of find or judgement.

6. Indexing None. Papers filed in chronological order.

7. Condition of writing, paper, and containers good - All typewritten, on plain paper

8. Location by dates and numbers of file boxes, etc. In steel case on wall of Police Court room.
(Buildings and rooms or vaults)

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B. Louis Goodyear
Aug. 20 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Criminal Cases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1927-1937 - 124 file boxes.
Title and numbers on box.

3. Dates of obvious gaps no papers prior to 1927 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5"

5. Types of records included Warrants for arrest, Reports of
of justices of Peace.

6. Indexing none papers filed in chronological order

7. Condition of writing, paper, and containers Good - Handwritten or printed
forms.

8. Location by dates and numbers of file boxes, etc. In steel case on
wall of Police Court Room,
(Buildings and rooms or vaults)

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B. Louis Moody
Sept 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)



THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
 Agency or department Court House
 Bureau Police Court

1. Exact title, if any Bonds. (Appel Cases)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937-1 file box. Title and date on box

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5"

5. Types of records included Bond gives name of County, date of bond, for what issued, name of Defendant, amt of bond, place of trial, date, charges, signature of J.P.

6. Indexing none papers in chronological order.

7. Condition of writing, paper, and containers Paper, writing, and contains all in good condition.

8. Location by dates and numbers of file boxes, etc. In case on wall of Court room, second floor Court house.
(Buildings and rooms or vaults)

#7 Handwritten on printed form

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

THE UNBOUND RECORDS FORM

(Leave this space blank)

County Prince Georges City or town Upper Marlboro

Agency or department Court House

Bureau Police Court

1. Exact title, if any Judgments - (Appeals Cases)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

1937 - 1 file box. Title and date on box.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5" 7

5. Types of records included Judgment shows names of plaintiff and defendant, No. of case, date of trial, and of judgment, interest, cost, total, signature of Clerk of Court.

6. Indexing None - paper in chronological order.

7. Condition of writing, paper, and containers Writing is good - paper and containers in good condition. In printed forms?

8. Location by dates and numbers of file boxes, etc. In case all wall of Court Room - second floor Court House.

(Buildings and rooms or vaults)

163

D. Louis Woodruff
Sept. 2-37

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court-House
Bureau Police Court

1. Exact title, if any Affidavits - (Appeals Cases)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937 - 1 file box
Title and Date on box

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5"

5. Types of records included Affidavit gives name of witness
date testimony signed by J.P.

6. Indexing None. papers in chronological order.

7. Condition of writing, paper, and containers Writing, paper and containers
all in good condition. on plain paper

8. Location by dates and numbers of file boxes, etc. In case of wall of
Court Room, second floor of Court House.
(Buildings and rooms or vaults)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM



County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Summons - (Appeals Cases)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937 - 1 file box, Title and date on box.

3. Dates of obvious gaps None

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5" ?

5. Types of records included Summons gives name of police or serving officer, name of witness, date of trial, charges, signature of justice

6. Indexing None Paper filed in Chronological order

7. Condition of writing, paper, and containers Writing good, papers and containers in good condition. On printed forms.

8. Location by dates and numbers of file boxes, etc. In case on wall of Court Room, Second floor Court House.
(Buildings and rooms or vaults)

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B. Louis Woodruff
Sept 8-37

11



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland
(Name of State)

HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Court House
Bureau Police Court

1. Exact title, if any Warrants (Appeals Cases)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937 - 1 file box. Title and date on box

3. Dates of obvious gaps none

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 16" x 5"

5. Types of records included Warrants give name of plaintiff, charges, name of defendant, date of offense, place, date of Warrant, & signature of justice of peace.

6. Indexing None. Papers in chronological order.

7. Condition of writing, paper, and containers Writing, paper, and containers all in good condition. On printed form.

8. Location by dates and numbers of file boxes, etc. In case on wall of Court Room, second floor of Court House.
(Buildings and rooms or vaults)

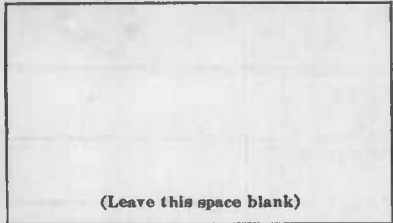
Superintendent of Police

1	Major Crime Record	1 vol.	1931-37	8/1/40			
2	Daily Record of Arrests	2 vols.	1929-37	8/1/40			
3	Auto Accident Report	1 f. b.	1937	8/1/40			
4	Records of Stolen Motor Vehicles	1 f. b.	1937	8/1/40			
5	Missing Persons	1 f. b.	1937	8/1/40			
6	Motor Vehicles Held In Garage	1 f. b.	1937	8/1/40			
7	Motor Vehicles Released	1 f. b.	1937	8/1/40			
8	Motor Vehicles Recovered	1 f. b.	1937	8/1/40			
9	Applications	3 f. d.	1937	8/1/40			
10							

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B. Louis Goodyear
Dec 10-1937

①



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Supt. of Police

1. Exact title Major Crime Record
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1931 to date
1 vol -
Title 'Record' on cover,

3. Missing volumes, by numbers and dates No other volume can be found

4. Exact description of contents; summary of forms used; and general remarks Record gives
a description of each case - Date - Name of defendant
charges, arresting officer, names of witnesses

5. Indexing Alphabetical arrangement by surname of defendant
in front of book

6. Nature of recording by years Handwritten
on ruled paper
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X) Condition is: Excellent (), good (), fair (),
poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 14 X 9 X 2- 500
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers In desk in Chief's office.
(Buildings and rooms or parts)

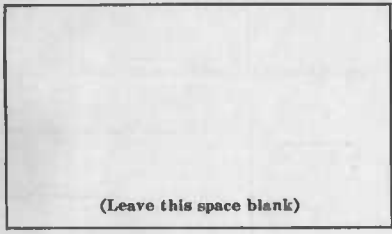
12. Subtitle divisions by dates and volume numbers None

13. Other information None

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B. Louis Goodyear
Dec 10-1937

(2)



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Police Dept.
Bureau Office of Supt.

1. Exact title Daily Record of Arrests
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
1929 - Nov. 1937 - to date. 2 vols.
Title only

3. Missing volumes, by numbers and dates No records prior to 1929

4. Exact description of contents; summary of forms used; and general remarks Record shows
Date and time of arrest, name of defendant, address,
sex, age, color, nationality, occupation, offense,
Complainant, address, names of witnesses, arresting
officer, disposition, magistrate.

5. Indexing Alphabetically arranged by surname of defendant in front

6. Nature of recording by years Handwritten on printed slip book
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (X), paper (). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 18 x 15 x 2 1/2 200 pages 1
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers Current vol on desk in office
(Buildings and rooms or vaults)
of Supt. of Police - 1 vol in basement of
Court House

12. Subtitle divisions by dates and volume numbers None

13. Other information None.

(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Police Dept.
Bureau Office of Supt. of Police

1. Exact title, if any Auto Accident Reports

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937 1 file box
Title only on front of box

3. Dates of obvious gaps No records prior to 1937 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 2" x 15" x 10 ?

5. Types of records included Date, Time, Place, Officer, Name of driver #1 & 2, Permit numbers, Tag numbers, make of cars, parts damaged, position on road of each car, distance traveled after impact, names of injured, where taken, condition, where cars were pulled, action. Names of witnesses - remarks.

6. Indexing none, papers filed in chronological order.

7. Condition of writing, paper, and containers All in good condition.
Written on printed forms

8. Location by dates and numbers of file boxes, etc. In oak cabinet in office of Chief of Police.
(Buildings and rooms or vaults)

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B. Louis Goodyear

Dec. 15 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Police Dept.

Bureau Office of Chief of Police

1. Exact title, if any Reports of Stolen Motor Vehicles

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937 1 file box
Title only on box

3. Dates of obvious gaps No records prior to 1937 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 2" x 15" x 10"

5. Types of records included make of car, style, Registered, Tag Nos. Engine No. Serial No. Owners Name, Address, Date and time of theft, where last seen, Color of body & top, Kind of wheels, year model, Value, Make of tires.

6. Indexing None! papers in chronological order -

7. Condition of writing, paper, and containers All in good condition.

8. Location by dates and numbers of file boxes, etc. In oak cabinet in office of chief of Police
(Buildings and rooms or vaults)

327

B. Louis Goodyear

85

Dec. 15-1937

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

(Leave this space blank)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Police Dept

Bureau Office of Supt.

1. Exact title, if any Missing Persons

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937- 1 file box
Title only on box

3. Dates of obvious gaps No records prior to 1937 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 10"

5. Types of records included Name of person missing, Address, date of report, time, Sex, missing since, color, age, height, weight, eyes, hair, teeth, Complexion, Deformities, scars, latter clothing, Reported by- Relationship - address-

6. Indexing None. Papers in chronological order. Progress Report -

7. Condition of writing, paper, and containers All in good condition.

8. Location by dates and numbers of file boxes, etc. Written on printed forms
In oak cabinet in office of Supt.
(Buildings and rooms or vaults)

B. Louis Woodruff
Dec. 15-1937

6



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Police Dept
Bureau Office of Supt.

1. Exact title, if any Motor Vehicles placed in Garages.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937 - 1 file box.
Title only on box.

3. Dates of obvious gaps No records prior to 1937 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 2" x 15" x 10" ?

5. Types of records included Time placed, Date, Name of Owner, Reg. No., Address - State, Make Year, Motor No., Serial No., Body, Wheels, Damage - Reason for holding, Md. registration, Operator Equipment, Size of garage owner, name of officer

6. Indexing None, papers in chronological order

7. Condition of writing, paper, and containers All in good condition. Written on printed forms

8. Location by dates and numbers of file boxes, etc. In oak cabinet in office of Supt.
(Buildings and rooms or vaults)

329

B. Harris Goodyear

7

Dec. 15-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince George City or town Upper Marlboro

Agency or department Police Dept.

Bureau Office of Supt.

1. Exact title, if any Motor Vehicles Released -

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1937 - 1 file box
Title only on box.

3. Dates of obvious gaps No records prior to 1937 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 2" x 15" x 10" ?

5. Types of records included Date, make, engine no., serial no., reason for holding, released to, title no., Reg. No., Sig. of officer, Sig. of owner -

6. Indexing None - papers in chronological order.

7. Condition of writing, paper, and containers All in good condition. ~~Wet~~ on printed forms

8. Location by dates and numbers of file boxes, etc. In oak cabinet in office of Supt.
(Buildings and rooms or vaults)

B. Louis Goodyer

Dec 15-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Police Dept.
Bureau Office of Supt.

1. Exact title, if any Motor Vehicles Recovered

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1937- file box -
Title only on box

3. Dates of obvious gaps No records prior to 1937 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 2" x 15" x 10"

5. Types of records included Date stolen, date found. Make, Style
Registered in, Tag No. Engine No, Serial No,
Owners Name, address, Condition of car, Location
Date recovered, Place, Recovered by - Reported by - date.

6. Indexing None papers in chronological order

7. Condition of writing, paper, and containers All in good condition.
Written in printed forms

8. Location by dates and numbers of file boxes, etc. In oak cabinet in
office of Supt.
(Buildings and rooms or vaults)

331

B. Louis Goodyear
Dec. 14-1937

9

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Police Commissioner
Bureau Office of Sec.

1. Exact title, if any Applications

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
Jan 1-1937 to date 3 file box -
Boxes are not labeled

3. Dates of obvious gaps No Records prior to 1937 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 12" X 27" X 16"

5. Types of records included Name of Applicant, Address, age, height, health, etc. Intelligence tests, medical examination, letters of recommendation.

6. Indexing None - Papers in alphabetical order by surname of applicant

7. Condition of writing, paper, and containers All in good condition.
Letters on plain paper - other papers written on printed forms

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet
in Office of Sec. of Comm. of Police
(Buildings and rooms or vaults)

220

W. Louis Goodyear

Nov. 29-1937 WORKS PROGRESS ADMINISTRATION

1



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Correspondence

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
Dec. 1931 - 1937 2 letter files
Title only on box -

3. Dates of obvious gaps No papers prior to 1931 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 12" x 3" -
one box - 14" x 14" x 16"

5. Types of records included Letters to Sheriff from citizens and officials regarding cases

6. Indexing None - Papers in chronological order

7. Condition of writing, paper, and containers Writing & paper good -
containers in good condition. Letters on plain paper

8. Location by dates and numbers of file boxes, etc. In steel cabinet in
office of Sheriff
(Buildings and rooms or vaults)

221

B. Louis Hoodyear
Nov. 29-1937

2

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland. HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Circuit Court

Bureau Office of Sheriff

1. Exact title, if any Bills.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934-1937- 1 file box
Title only on box

3. Dates of obvious gaps No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" ?

5. Types of records included Bills to County Commissioners for jail expenses. Lists of prisoners. Dates of confinement & release - out of board signed by Sheriff.

6. Indexing None papers in chronological order

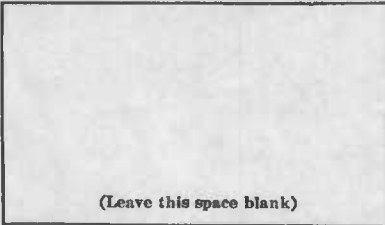
7. Condition of writing, paper, and containers Writing all papers good - contains in good condition. Written on ruled paper

8. Location by dates and numbers of file boxes, etc. In steel cabinet in office of Sheriff
(Buildings and rooms or vaults)

222

B. Louis Woodruff
Nov. 29-1937

3



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Sheriffs Reports

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934-1937 - 1 file box
Little only on box

3. Dates of obvious gaps No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" X 15" X 5" 7

5. Types of records included Annual reports to State Comptroller.
Date. Itemized accounts of all receipts and
disbursements. Signed by Sheriff. Signed and
sealed by Notary

6. Indexing None - Papers in chronological order.

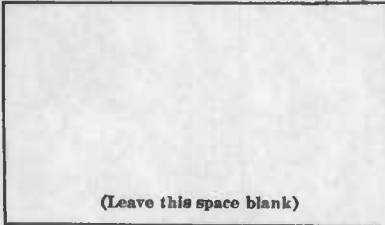
7. Condition of writing, paper, and containers Writing and papers good. containers
in good condition. Written on ruled paper

8. Location by dates and numbers of file boxes, etc. In steel cabinet in office
of Sheriff
(Buildings and rooms or vaults)

223

B. Louis Moody
Nov. 29-1937

(H)



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Card index of Prisoners (Active)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
Jan. 1st 1937 to date, 1 file box
Title only on box

3. Dates of obvious gaps Cards for previous years reported on # 224

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 16" x 15"

5. Types of records included Name of Prisoner, date confined, date released, name of arresting officer.

6. Indexing None, Cards in chronological order.

7. Condition of writing, paper, and containers Writing and papers good - containers in good condition on desks, trays

8. Location by dates and numbers of file boxes, etc. In file box on desk of clerk in office of sheriff.
(Buildings and rooms or vaults)

224

D. Louis Goodyear
Nov. 29 - 1937

5



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland
(Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Circuit Court

Bureau Office of Sheriff

1. Exact title, if any Card Index of Prisoners (Released)

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1931-1936- 2 file boxes
Title only on top.

3. Dates of obvious gaps No cards prior to 1931 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" 1

5. Types of records included Name of Prisoner, date confined, date released, name of arresting officer.

6. Indexing Name, cards in chronological order.

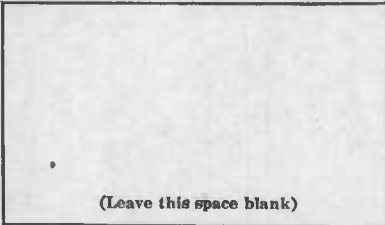
7. Condition of writing, paper, and containers Writing and paper good, containers in good condition

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet in office of Sheriff.
(Buildings and rooms or vaults)

225

B. Louis Goodyear
Nov. 29-1937

6



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Grant Court

Bureau Office of Sheriff

1. Exact title, if any Receipts from Institutions.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1934-1937- 1 file box.
Title only on box

3. Dates of obvious gaps No paper prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" ?

5. Types of records included Receipts from schools and hospitals people delivered by sheriff. Date, name of person delivered, signed by official who received person delivered.

6. Indexing None - papers in chronological order.

7. Condition of writing, paper, and containers Writing & paper good - containers in good condition. ~~Written~~ printed form

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet
(Buildings and rooms or vaults)
in sheriff's office

2210

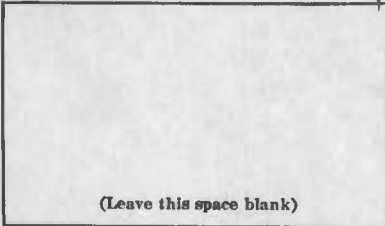
B. Louis & Goodyear

Nov. 29-1937

WORKS PROGRESS ADMINISTRATION

7

WPA Form 13HR



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Releases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.

Dec 30-1930 - to date - 3 file boxes.
Title and dates on box -

3. Dates of obvious gaps No cards prior to 1931 can be found -

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" 1

5. Types of records included Date of release, name of defendant

Cont. of bond or fine signature of Justice of Peace.

6. Indexing None cards in chronological order.

7. Condition of writing, paper, and containers Writing and paper good.

Containers in good condition ~~in~~ in printed form

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet

in office of Sheriff.

(Buildings and rooms or vaults)

227

B. Louis Woodruff
Nov. 29-1937

6



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Circuit Court

Bureau Office of Sheriff

1. Exact title, if any Receipts from Penitentiary and House of Correction.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934-1937- 1 file box -
Title only on box

3. Dates of obvious gaps No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" ?

5. Types of records included Receipts show name of prisoner
date delivered, signed by receiving official.

6. Indexing None, papers in chronological order.

7. Condition of writing, paper, and containers Writing & papers good -
containers in good condition. ~~written~~ on printed form

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet
in office of Sheriff
(Buildings and rooms or vaults)

228

Thomas Hoodyear
Nov. 29-1937

9



(Leave this space blank)

SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Clerks Receipts

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934-1937- 1 file box.
Title only on box.

3. Dates of obvious gaps No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" ?

5. Types of records included List of money collected, date,
No. of case, Signature of Clerk of Court.

6. Indexing None - Papers in chronological order

7. Condition of writing, paper, and containers Writing & papers good
Containers in good condition

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet in office of Sheriff.
(Buildings and rooms or vaults)

229

B. Louis Goodyear
Nov. 29-1937

10



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Commitments to jail

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1931-1937- 10 file boxes.

3. Dates of obvious gaps No papers prior to 1931 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" ?

5. Types of records included Date of commitment, charges, Name of defendant, Name of arresting officer, signed by Justice of Peace.

6. Indexing None - Papers in chronological order.

7. Condition of writing, paper, and containers Writing + papers good - containers in good condition. Written on printed leads

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet in office of Sheriff.
(Buildings and rooms or vaults)

230

B. Louis Woodyear
Nov 29-1937

11



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro

Agency or department Prisent Court

Bureau Office of Sheriff

1. Exact title, if any Prisent Lists

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. Dec. 1934 - 1937
1 file box.
Box is labeled - Important Receipts

3. Dates of obvious gaps No papers prior to Dec. 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5"

5. Types of records included Names of prisoners, date of confinement
date of release, signed by jailer

6. Indexing None, papers in chronological order.

7. Condition of writing, paper, and containers Writing & papers good.
Containers in good condition. ~~Written~~ on plain paper

8. Location by dates and numbers of file boxes, etc. In steel filing cabinet
in office of sheriff
(Buildings and rooms or vaults)

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B. Louis Goodenar
Nov. 29-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any... Comptroller's Receipts

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934-1937- 1 file box.
Box labeled "Important Receipts"

3. Dates of obvious gaps... No papers prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups... 12" x 15" x 5"

5. Types of records included... Amounts of fines and forfeitures
in State cases. Name of defendant, date,
signed by State Comptroller.

6. Indexing... None - Papers in chronological order.

7. Condition of writing, paper, and containers... Writing and papers good
containers in good condition. Written on plain paper

8. Location by dates and numbers of file boxes, etc. in steel filing cabinet
in office of sheriff
(Buildings and rooms or vaults)

243

B. Louis Hoodyear
Nov 30 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Federal Commitments and Releases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. Dec. 1934 - to date 2 boxes
Little only on box

3. Dates of obvious gaps No records prior to Dec. 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5"

5. Types of records included Dates of commitment and Release, name of prisoner, case. Officer in charge, signed by W.S. Marshall.

6. Indexing None - Papers filed in chronological order

7. Condition of writing, paper, and containers Writing and papers good - container in good condition. ^{with} which prints head

8. Location by dates and numbers of file boxes, etc. In steel filing case in office of Sheriff.
(Buildings and rooms or vaults)

244

B. Louis Goodyear
Nov. 30 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title, if any Files

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1934 - 1937 - 1 box
Title only on box

3. Dates of obvious gaps No records prior to 1934 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 15" x 5" 1

5. Types of records included Lists of fines collected and disbursements through circuit court and court of Appeals.

6. Indexing None - Papers in chronological order.

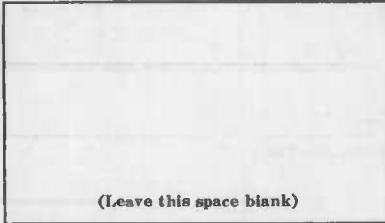
7. Condition of writing, paper, and containers Writing and papers good. Containers in good condition. Writing on ruled paper.

8. Location by dates and numbers of file boxes, etc. In steel filing case in office of Sheriff.
(Buildings and rooms or vaults)

245

B. Louis Goodyear
Nov. 20-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

(Leave this space blank)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title Record of Witnesses Summoned
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
April 1936 - to date 1 vol.
Title only on cover.

3. Missing volumes, by numbers and dates No records prior to 1936 can be found

4. Exact description of contents; summary of forms used; and general remarks
Lists of witnesses called, marked served or non est, and
no. of case

5. Indexing None - Records entered in Chronological order

6. Nature of recording by years All handwritten on ruled page
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 16 1/2" x 11" x 1 1/2" - 500 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On desk of clerk in office of Sheriff.
(Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers None

13. Other information None

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B. Louis Goodyer
Nov. 20-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland

HISTORICAL RECORDS SURVEY

(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Holy Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title Index to Cases Served
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
Dec. 1930 - to date. - 1 volume.
Title only on cover

3. Missing volumes, by numbers and dates No other vol. can be found.

4. Exact description of contents; summary of forms used; and general remarks
Names of Defendant and Plaintiff, Case no., Court, Kind of Instrument, Description, date, costs, Report to County Comm. Amt of money involved.

5. Indexing Alphabetical arrangement by surname of defendant through out.

6. Nature of recording by years Handwritten - on ruled page
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 16" X 12" X 2" - 207 Pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On desk of clerk in office
of sheriff
(Buildings and rooms or vaults)

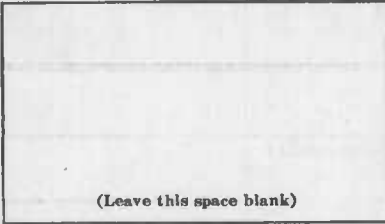
12. Subtitle divisions by dates and volume numbers None

13. Other information None

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B. Louis Woodruff
Nov. 30 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title Cash Book
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
Dec. 1934 - to date - 1 volume

3. Missing volumes, by numbers and dates No records prior to Dec. 1934 can be found.

4. Exact description of contents; summary of forms used; and general remarks Name and no. of case - amt collected - and how it was disbursed.

5. Indexing Name - times entered in chronological order.

6. Nature of recording by years Handwritten on ruled page
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 15 1/2" X 18" X 1 1/2" - 200 Pages
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On desk of clerk in office
of Sheriff
(Buildings and rooms or vaults)

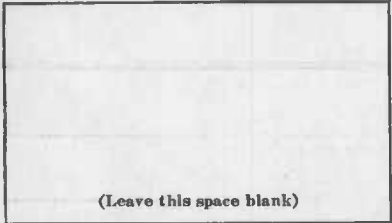
12. Subtitle divisions by dates and volume numbers None

13. Other information None

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B. Louis Hoodyear
Nov. 30 - 1937

19



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title Papers from other Counties and States
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years 1934 - to date
Two vols.
Title only on cover

3. Missing volumes, by numbers and dates No records prior to 1934 can be found

4. Exact description of contents; summary of forms used; and general remarks A record of
Summons, orders and petitions from outside
Counties and States for Sheriff to serve, gives
Case no names of Defendant and Plaintiff,
signature of Clerk of Court or other officer

5. Indexing None. Cases entered Alphabetically by County through book.

6. Nature of recording by years Handwritten on ruled pages
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 13" x 8" x 1/2" 188 Pages!
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers On desk of clerk in office
of Sheriff 100
(Buildings and rooms or vaults)

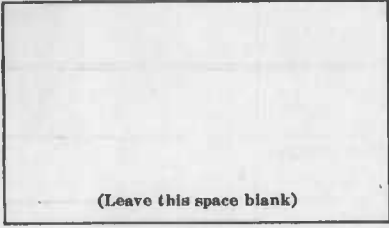
12. Subtitle divisions by dates and volume numbers None

13. Other information None

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B. Louis Goodyear
Nov. 30 - 1937

19



SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of Sheriff

1. Exact title Cash Book for Salaries and Expense.
(Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years Dec 1934 - to date
1 vol. Title "Cash Book" on cover.

3. Missing volumes, by numbers and dates No records prior to 1934 could be found

4. Exact description of contents; summary of forms used; and general remarks Record shows
Names of officers and employees, amt of salary
and all items of expense conducted with office.

5. Indexing None - Items in Chronological order.

6. Nature of recording by years Handwritten or printed text
(Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (), paper (X). Condition is: Excellent (), good (X), fair (),
poor (); very poor ().

8. Condition of writing: Excellent (), good (X), faded (), illegible ().

9. Condition of paper: Excellent (), good (X), poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 14 1/2" x 9" x 1" - 150 Pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

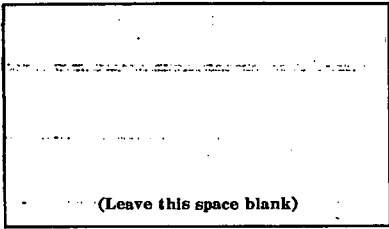
11. Location by dates and volume numbers On desk of clerk in office
of Sheriff (Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers None

13. Other information None.

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

HISTORICAL RECORDS SURVEY

(Name of State)

(Leave this space blank)

THE VOLUMES FORM

County Prince Georges City or town Upper Marlboro
 Agency or department Circuit Court SHERIFF
 Bureau Office of Jail Warden

1. Exact title Daily Record
 (Indicate variations of title, if any)

2. Dates, total volumes, and volume numbering or lettering by years
Jan 1-1937 - to date - 1 volume
No title, numbers or letters on cover.

3. Missing volumes, by numbers and dates No other vol to be found.

4. Exact description of contents; summary of forms used; and general remarks Record shows
name of prisoner, age, color, charges, officer,
date of release, no. of days in jail, sentence,
collateral and Bond

5. Indexing None Entries in chronological order

6. Nature of recording by years Handwritten on printed heads
 (Handwritten, typescript, print, photostat, etc.)

7. Binding: Leather (), cloth (, paper (). Condition is: Excellent (), good (, fair (), poor (), very poor ().

8. Condition of writing: Excellent (), good (, faded (), illegible ().

9. Condition of paper: Excellent (), good (, poor (), very poor ().

THE VOLUMES FORM—Continued

10. Size 15" X 18" X 1" - about 150 pages.
(Height, width, and thickness, and average number of pages, by uniform groups)

11. Location by dates and volume numbers on desk in office of
Warden, (Buildings and rooms or vaults)

12. Subtitle divisions by dates and volume numbers none

13. Other information none

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B. Lewis Woodruff
Dec. 1-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department District Court SHERIFF
Bureau Office of Jail Warden

1. Exact title, if any Daily Records.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1935-1936 inclusive - 1 rolled bundle
No marks on outside.

3. Dates of obvious gaps No records prior to 1935 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 1 roll - 15" x 3"

5. Types of records included Pages from daily record showing
name of prisoner, age, color, charges, offenses, dates
of commitment and release, no. of days in jail,
sentence, collateral & Bond -

6. Indexing None - papers in chronological order.

7. Condition of writing, paper, and containers writing and papers good
containers in good condition.

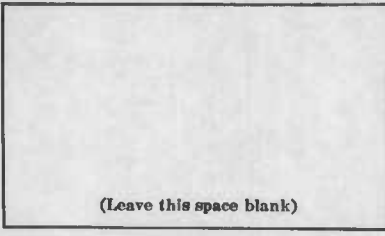
8. Location by dates and numbers of file boxes, etc. In steel cabinet in
office of Jail Warden.
(Buildings and rooms or vaults)

7 Written on printed leads

232

12 Louis Goodyear
Nov. 30-1937

①



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland
(Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of States Attorney

1. Exact title, if any Case Files

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1931-1937 - 4 File Boxes.
Numbered 1-2-3-4 - No letters on title.

3. Dates of obvious gaps No papers prior to 1931 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 12" x 24" x 18"

5. Types of records included Notes, descriptions, Testimony of witnesses, Case numbers, & any information relative to cases in court.

6. Indexing None Papers filed alphabetically by surname of defendant

7. Condition of writing, paper, and containers writing & paper good.
Containers in good condition. Written on plain paper.

8. Location by dates and numbers of file boxes, etc. In Oak Library case in office of States Attorney.
(Buildings and rooms or vaults)

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B. Louis Goodyear
Nov. 20 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court State Attorney
Bureau Office of States Attorney

1. Exact title, if any Police Court Criminal Record-

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1927-1937- 2 card files
Title only on box.

3. Dates of obvious gaps No cards prior to 1927 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 15" x 9"

5. Types of records included No. of case - name of defendant, Residence, date, Charges, name of Complainant Officer; date of trial, name of Magistrate, and disposition.

6. Indexing Cards filed in alphabetical order by surname of defendant.

7. Condition of writing, paper, and containers Writing and paper good - Containers in good condition. Written on printed heads

8. Location by dates and numbers of file boxes, etc. In Oak filing case
in Office of States Attorney
(Buildings and rooms or vaults)

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B. Louis Woodyear
Nov 20-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court
Bureau Office of States Attorney

1. Exact title, if any Grand Jury Cases

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1931-1937 - 5 file boxes.
Title only on front of box

3. Dates of obvious gaps No records prior to 1931 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included Warrants - name of defendant, charges, date, signed by Justice of Peace.

6. Indexing None papers filed in chronological order.

7. Condition of writing, paper, and containers Writing - papers good - Containers in good condition written on printed forms

8. Location by dates and numbers of file boxes, etc. In Oak filing case in Office of States Attorney
(Buildings and rooms or vaults)

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B. Louis Hoodyear
Nov 30 1937

4



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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936
Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro.
Agency or department Circuit Court State Attorney
Bureau Office of State Attorney.

1. Exact title, if any Criminal Appeals.

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1931-1937 - 4 file boxes -
Title only on box.

3. Dates of obvious gaps No papers prior to 1931 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 10" x 9"

5. Types of records included No. of case, Name of defendant, date of trial - charges, disposition.

6. Indexing None - papers in chronological order.

7. Condition of writing, paper, and containers Writing & papers good - contains in good condition. Little or plain paper.

8. Location by dates and numbers of file boxes, etc. In oak filing case in office of State Attorney.
(Buildings and rooms or vaults)

236

B. Louis Woodyear
Nov. 30-1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland HISTORICAL RECORDS SURVEY
(Name of State)

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court State Attorney
Bureau Office of States Attorney.

1. Exact title, if any Circuit Court Criminal Record

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc. 1900-1937- 1 file box
Title only on box.

3. Dates of obvious gaps No papers prior to 1900 can be found.

4. Sizes of file boxes, bundles, etc., by uniform groups 7" x 18" x 9"

5. Types of records included No. of case, name of defendant, Residence, date of charges, name of complainant, Officer, date of trial, & disposition.

6. Indexing None. Cards filed alphabetically by surname of defendant

7. Condition of writing, paper, and containers Writing paper good, Containers in good condition. Plain cards

8. Location by dates and numbers of file boxes, etc. In oak filing case in office of States Attorney.
(Buildings and rooms or vaults)

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D. Louis Woodruff
Nov. 30 - 1937

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SURVEY OF STATE AND LOCAL HISTORICAL RECORDS: 1936

Maryland
(Name of State) HISTORICAL RECORDS SURVEY

THE UNBOUND RECORDS FORM

County Prince Georges City or town Upper Marlboro
Agency or department Circuit Court State Attorney
Bureau Office of State Attorney

1. Exact title, if any Correspondence

2. Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.
1931 - 1937 - 12 letter files,
Title only on file

3. Dates of obvious gaps No papers prior to 1931 can be found

4. Sizes of file boxes, bundles, etc., by uniform groups 14" x 14" x 3"

5. Types of records included Letters to State Attorney regarding cases in Court.

6. Indexing None - Papers filed in Chronological order

7. Condition of writing, paper, and containers Writing & papers good - Containers in good condition. Some typed

8. Location by dates and numbers of file boxes, etc. In cupboard in office of State Attorney.
(Buildings and rooms or vaults)

* Some papers typed. nearly all on plain paper