HAYS T. WATKINS RESEARCH LIBRARY
Procedure for Requesting Employee Records and Request Form

BALTIMORE & OHIO RAILROAD EMPLOYEE RECORDS:
The employee records exist in microfilm form and contain the records of most, but not all, Baltimore & Ohio Railroad employees between 1905 and 1971. Records of employees prior to 1905 were burned when the Railroad headquarters building was destroyed in the Baltimore Fire of 1904. Records after 1971 are the property of CSX Transportation, successor to the Baltimore & Ohio Railroad, and are not available to the public.

HOW TO REQUEST A RECORD FOR YOUR RELATIVE:
If you are unable to complete the online form, please complete the form below as clearly as possible and submit to the B&O Museum's Hays T. Watkins Research Library by mail at 901 W. Pratt Street, Baltimore, MD 21223. Or submit this completed form by email to (research@borail.org) or by fax to (410-752-2499).

FEES:
Fees include a search of all pertinent databases for one individual employee. Copies of the Information located will be provided to the family member via e-mail or paper copy. **Fees must be paid prior to initiation of record search**. Due to the number of research requests, please allow 4-6 weeks for a response.

<div align="center">

Non-members: $50 per individual
Members: $35 per individual

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REQUEST FORM INSTRUCTIONS:
This form lists information that is essential to locating your relative's record. Please complete all items for which you have reliable information. The more information you provide, the greater the chance that you're relative's record can be successfully located.

The records **rarely** contain personal information, i.e. information on spouses, children, parents, or home addresses. Most are job records only. Generally, but not always, they give the person's name, date of birth, job title, division, department, station, salary, and subsequent changes in the job or salary, including date of retirement, resignation, or dismissal, and in some instances, date of death.

INFORMATION FOR EMPLOYEE WHOSE RECORD IS REQUESTED:

NAME *Include maiden/married surname for females*	
DATE OF BIRTH	
DATE OF DEATH	
PERIOD OF RAILROAD EMPLOYMENT	
LOCATION OF RAILROAD EMPLOYMENT	
TYPE OF WORK DONE BY EMPLOYEE	
OTHER RELEVANT INFORMATION ABOUT EMPLOYEE *Other Relevant Information About Employee* *(ex. SSN if available, Retired? Alternate spellings of name?)*	

REQUESTER CONTACT INFORMATION:

NAME	
EMAIL	
PHONE	
ADDRESS	

4/4/2018