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STORAGE

MANUAL OF PROCEDURES

INDEXING COUNTY RECORDS

TECHNICAL SERIES KY-1

DIVISION OF COMMUNITY SERVICE PROGRAMS

RESEARCH AND RECORDS SECTION

WORK PROJECTS ADMINISTRATION IN KENTUCKY

LOUISVILLE JULY 15 1941

JK
5331
.U550
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0769

kg 352.0769 Un3

United States. Work Projects
Manual of procedures. Indexin
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INDEXING OF COUNTY RECORDS

by
Laurence P. Jones

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PREFACE

This manual is the first of a series issued by the Research and Records Section of the Community Service Division in Kentucky. It is hoped to prepare similar procedural manuals for each statewide program in the near future. Provision is being made in each case for a flexible numbering system which will allow procedural changes to be incorporated in each copy of the manual.

Full credit for the preparation of this manual should be given to Mr. Laurence P. Jones, Project Technician, Indexing Projects, who has developed the procedures outlined in actual operation of Kentucky indexing projects. The manual was also reviewed by Mr. Ralph D. Brown, State Supervisor, Public Records Projects, and Mr. John A. Berger, of the State Office staff. Criticism by those using the manual is invited.

Donald P. Brown
State Supervisor
Research and Records Program

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SPECIAL NOTES TO SUPERVISORY PERSONNEL

1. While the procedures given in this Manual are not mandatory in all instances, they are technically practical, and fulfill all legal requirements. Any departure therefrom requires special justification, and specific approval by the State Office of the project.

2. All index sheets forms, and any work forms not shown or any modification of the forms that are shown, in the Manual, must be submitted for State Office approval.

3. No requests for work will be considered, in which the index system to be installed by reason of it's design is incapable of being continued, or for which adequate means of maintenance is not provided.

4. Be careful in setting a time limit for the completion of any project. Explain to the Sponsor that the work is figured in man hours, or man months, in order to arrive at a cost figure. The actual time required is always dependent on the amount and quality of labor that can be brought to bear on the job.

CHECK SHEET SHOWING INSERTION OF
REVISED OR ADDITIONAL PROCEDURES

[illegible]

Instructions: When a sheet or sheets constituting a revised procedure is received, substitution for the revised portion should be made immediately. If any part of such revision affects work already done by the project, such work must be changed to conform with the new instructions as soon as practicable. New procedures, or additions to present procedures are to be placed in their proper position in the manual as indicated by the Section and Page numbers. Note on this Check Sheet, in order as they are received, the Section and Page affected, date of revision, date of receipt, and date of insertion.

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INDEXING OF PUBLIC RECORDS

Objective. The purpose of WPA indexing projects is to provide an improved and modern system of indexing governmental papers, so that references to individual records can be made with a minimum of effort, time, and cost, by officials, lawyers, and the general public.

An efficient index to these records is necessary for many reasons, a few of which are:

1. To make an abstract of title in case the owner wishes to sell or mortgage his property.
2. To permit ready reference to any particular instrument* in order to establish a property line or an interest.
3. To locate an instrument and make a copy in the event the original is lost or is not available.
4. To save time and money for both the official in charge of the records and the public.

In most counties where such projects have been employed, the indexes in use were of an obsolete type, handwritten, and so worn and defaced as to be nearly useless. The title of all real property depends upon the instruments recorded in the office provided by law for that purpose. If no convenient and reliable means exists for finding the paper or papers affecting that title, the rights of the property owner are put in jeopardy. There have occurred many cases in which the land owner has been unable to sell or obtain a loan on his property because a poor index made an abstract and guarantee of title impossible.

* As used herein, "Instrument" is defined as meaning any separately recorded document.

In addition to the general importance of records affecting title, the present emergency has brought into prominence certain other phases of importance. Unprecedented activity in the oil and gas fields of the State, occasioned by the depletion of present sources, has caused a corresponding increase in the field of title abstracting. The "bottle-neck" has developed at the point of title examination, since drilling and other related activities must await the clarification of the title to the property involved.

Among the records of the various courts there are also to be found naturalization papers, criminal histories, marriages and other vital statistics records, all of them important in establishing citizenship, checking personal records, and many other related activities in the Defense Program.

The indexing of Public Records may be considered to have two major divisions - planning the project and executing the work.

1. Planning the Project

- (a) Estimate of the work to be done:

The basis of a sound working plan is a reasonably accurate estimate of the number of instruments to be handled. This can be done in the case of record books, by counting the instruments in every fifth volume in the series, taking an average from the result and multiplying by the total number of books to be indexed. If the indexing of files is contemplated, the average number of papers in each file maybe determined in the same manner; then this number should be multiplied by the

number of files to be indexed, and the result will be approximate total number of instruments to be indexed. It is necessary to determine the volume of work to be done for the following reasons:

1. No check of the progress of the work is possible without such an estimate.
2. The choice of the type of index to be used will depend to some extent upon this factor.
3. The labor and material costs of the proposed work cannot otherwise be determined.

(b) Section of the Type and Scope of Index System:

Local conditions.

1. The opinion and desires of the sponsors and of the attorneys and abstractors who will use the indexes in their work must be considered.
2. Funds available to the sponsor should determine the type and scope of index to be used. For example, the tract system of indexing maybe considered the ideal method of indexing real estate transactions and should be employed in those counties having accurate and up to date property identification maps. In those counties where such maps do not exist, the use of the Grantor - Grantee name index would be the only practical method. Even then, it should be so designed as to provide for the addition of individual parcel numbers when they are

made available by the future preparation of property identification maps. In the estimation of the sponsors' contributions it might be found that available funds are inadequate to purchase the supplies and equipment necessary to install a system of index for all the public records. In this case, it is better to confine the work to such important records as Deeds and Mortgages, than to attempt to include other work in the project and not be able to finish anything in a proper manner.

(c) Available Space:

Certain types of indexes require more office and file space than others. Where an office is small and crowded, this factor must be considered.

(d) Number of regular clerical employees in the office:

The use and maintenance of some methods of indexing are less complex than others. In offices where the help is normally over-worked and no funds are available for additional clerk hire, it is advisable to install the simplest method.

11. Operation of the Project

In the operation of the project, the following factors must be considered.

(a) Type of index to be installed:

Two main types of indexes are in general use:

1. The card-file system, in which the desired information of the instrument to be indexed is placed upon

suitable cards. The cards are then filed either alphabetically according to the parties' names, or by the number of the tract or lot and block. In some cases, both methods are used and maintained in separate files. For the best type of card index, more clerical help is necessary for maintenance. Therefore, in offices which have a limited staff it is often desirable to install the ledger system to avoid the danger of misfiling or the loss of an index entry.

2. The loose-leaf ledger index, in which the index entry is written on ledger pages by the names of the parties to be transaction in alphabetical order, or by tract or lot and block number. In the use of this system the first step is to transcribe the information from the record onto index cards. These cards are then sorted according to the plan of indexing used. The information is then typed onto the ledger sheets. The indexes used should be one of the modern surname types, which permit division by letters rather than periods of years. These indexes provide for the segregation of common and active names, whether individual or corporate, and the indexing of infrequently occurring names by the use of an alphabetical key table.

(b) Available Personnel:

Unless there is available specially trained supervision, and a high type of worker, it is not advisable to attempt the more difficult projects such as the setting up of a tract system of indexing.

The successful operation of an index project depends to a great extent on the competence of the Project Supervisor. If the work is properly planned and directed, the process of execution is a routine one which can be followed by persons with average ability.

SECTION I

DEEDS, MORTGAGES, LEASES, AND
MISCELLANEOUS INSTRUMENTS

1.1.1.

I.

PREPARATION OF CARDS FOR ALPHABETICAL LEDGER INDEXES
TO DEEDS, MORTGAGES, LEASES AND MISCELLANEOUS INSTRUMENTS.

SPECIFICATION FOR CARD FORMS

The card forms are the means of transferring the desired data from the original records to the index. It is very important therefore, that they be properly designed, uniform in size, and printed on stock that will stand up under repeated handling. For the indexing of deeds and mortgages, a 4 x 6 card is generally used. A good quality manila paper is preferable to card board. Approved forms, both for the single and double card methods, are illustrated in the following pages.

II.

PROCEDURE: COMBINED GRANTOR-GRANTEE FORM

This form permits the indexing of both Grantor and Grantee on a single card. That is, when all cards have been written and checked, they are sorted (first) to Grantor name, typed, and proofread. They then may be re-sorted to the Grantee name and used in the preparation of that index series. The following instructions apply to this form only. For convenience in explanation we will consider the form as being composed of the following three section.

1. The information usually desired is:
 - 1.1 Name(s) of Grantor(s)
 - 1.2 Name(s) of Grantee(s)
 - 1.3 Kind of instrument

1.1.2.

1.4 Date of instrument

1.5 Date of record

1.6 Book and Page of record

1.7 Description of property conveyed and its location

1.1 The Grantor: From the introductory paragraph of the instrument, the worker will determine the name of the Grantor, and enter the surname in the appropriate block. The given name of the Grantor is placed in one of the three blocks to the right of the surname block, depending on the initial letter of the first given name. For example, "John W." will be written in the block headed I-J-K-L-M-N-O. Other given names of Grantors of the same surname are distributed in like manner. As the eventual classification in the index will depend entirely upon the spelling of the surname, it is essential that this name be correctly transcribed and clearly written. It is recommended that the transcription be in block letters to avoid any possible confusion between "a" and "o", "n" and "u", etc. Where the original record is handwritten, the utmost care should be used in interpreting the name. Check the name in the body of the instrument with the signature, and also as it appears in the acknowledgment.

1.2 The Grantee: The name of the Grantee or buyer is found in the introductory paragraph. His name should be written in the section of the card headed "Grantee". The same rules given for Grantor apply here.

1.3 The third section consists of data on the instrument being indexed. Under "Kind of Instrument", enter the type of document under consideration. After the various forms become familiar to him, the worker should have no trouble with the majority of them. However some forms, for instance, mineral deeds, mineral leases, oil and gas leases so closely

1.1.3.

resemble each other, and are often so peculiarly worded that close, intelligent examination is necessary. As the column headed "Kind of Instrument" is often used to locate a particular document in the absence of other information, it is important that the type of conveyance or encumbrance be properly identified. Approved abbreviations and other information regarding the classification and indexing of miscellaneous instruments are to be found later in the Manual.

1.4 "Date of Instrument" means the date on which the document was drawn and signed, and will be found either in the first or last paragraph of the instrument.

1.5 Date of Record is the date on which it was lodged with the official having custody of that type of document.

1.6 Under "Book and Page" enter the number of volume in which the instrument is recorded, and the page upon which the instrument begins.

1.7 Description and Location: The property affected by the instrument will usually be described as being a tract of so many acres lying on some stream, or in some Magisterial District; or as a numbered lot in a certain subdivision or town or city. This information should be shown as fully as space permits, and, of course, be absolutely accurate. The purpose of this data is to allow a searcher to eliminate this entry from his calculations if the description given does not conform with that of the property in which he is interested, or include it if it does. The deed description and granting clause will also show whether mineral rights or surface or both are being conveyed, whether there are reservations of any kind, etc. In writing the description, remember that the space provided for it on the ledger sheet is limited. It is useless to write

1.1.4.

anything on the card that cannot be transferred to the index. Eliminate words, such as, "land", "of", "on", etc. In the older records there will be many instruments conveying or encumbering slaves, livestock, household goods, etc. Do not attempt to describe such property in detail. The words "Personal Property" in the Description block are sufficient.

EXPLANATION OF CARD FORMS SHOWN ON SUCCEEDING PAGES

Example "A", shows the proper indexing of the simplest type of deed - one having a single Grantor surname, and a single grantee surname. In this instance, John B. Smith and Sarah, his wife, are conveying property to David C. Henson. Note that "John B." is underscored to indicate that he is the main party Grantor, and that "wf" is written in the upper right hand corner of the card. This enables the typist to write "David C. Henson from John B. Smith and wife" in the Grantor column, when the Grantee indexes are made. The distribution of the rest of the data, has been explained in preceding paragraphs.

1.1.5.

Example "A"

GRANTOR, Etc.			Wf.
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Smith		<u>John B.</u>	Sarah
GRANTEE, Etc.			
Henson	David C.		
DESCRIPTION, LOCATION, ETC.	KIND OF INST.	DATE OF INST.	BOOK
230 Acres	Deed	12/1/1935	36
Beaver Crk.	SATISFACTION	DATE OF RECORD	PAGE
		12/2/1935	326

The procedure when two or more different Grantor surnames are encountered is shown in Example "B". This deed conveys property from Smith and Anderson to Jones. Note that in the second of the two cards, the name Jones is written with the given name first, and surname last, in natural sequence, and that an "X" has been placed before the name. This allows the indexing of both Grantors under their respective names, and of Jones on the Grantee index once and only once. Be sure that the "X" is large and plain. For example "B" see following page.

1.1.6

Example "B" 1.

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Smith et al	Arthur	<u>John</u>	
GRANTEE, Etc.			Wf
Jones		Mary	<u>William</u>
DESCRIPTION, LOCATION, ETC. This card is used in both sortings.	KIND OF INST.	DATE OF INST.	BOOK 20
	SATISFACTION	DATE OF RECORD	PAGE 320

Example "B" 2.

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Anderson et al	George		<u>Samuel</u>
GRANTEE, Etc.			
William Jones & Wf.			
DESCRIPTION, LOCATION, ETC. Note: This card is thrown out (not used) when sort- ing slips to Grantee names	KIND OF INST.	DATE OF INST.	BOOK 20
	SATISFACTION	DATE OF RECORD	PAGE 320

Example "C" shows the solution of the same problem reversed. This time there is only one Grantor, and two different Grantee names.

Where more than one surname occurs on both Grantor and Grantee sides of the transaction the procedure is as follows: Index the first Grantor to the first Grantee, the second Grantor to the second Grantee, and so on, until the fewest names on one side or the other are "used up". Additional names on either side are indexed by reverting to the first named party of the opposite side, and placing an "X" before the recurring name. As a check on your procedure, the number of cards made should equal, but not exceed the number of different surnames on the largest side.

Example "C" 1.

GRANTOR, Etc.				Wf
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z	
William	<u>Harry</u> Alice			
GRANTEE, Etc.				
Brown		<u>M F</u>	Sarah	
et al				
DESCRIPTION, LOCATION, ETC. This card is used in both sortings	KIND OF INST.	DATE OF INST.	BOOK 16	
	SATISFACTION	DATE OF RECORD	PAGE 449	

See Example "C" 2. on next page.

1.1.8.

Example "C" 2.

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
X Harry Williams & Wf.			Note: This slip is carefully laid aside (not used) when sorting slips to <u>Grantor Names</u> .
GRANTEE, Etc.			
Johnson et al	Edward	Mary	But it is brought into use and sorted to "J" when slips are sorted to <u>Grantee Names</u> .
DESCRIPTION, LOCATION, ETC. This card is thrown out (Not used) when sorting to Grantor.	KIND OF INST.	DATE OF INST.	BOOK 16
	SATISFACTION	DATE OF RECORD	PAGE 440

All names other than those of individuals, should be written straight across the card as shown in Example "D". This is to aid in more easily distinguishing the names of corporations, firms, etc., from the individual names, when the sorting process is reached. Underscoring the name for its entire length is also helpful. Names such as "The J. B. Smith Co." should be written, "Smith (J. B.) & Co." No attempt should be made to place the initials in any particular given name block. If the word "The" occurs as the first word of the name, it may be added after the name and enclosed in brackets, or dropped entirely, as the sponsor may desire.

Example "D" on following page.

1.1.9.

Example "D"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Kentucky Coal Land Co.			
GRANTEE, Etc.			
Hatcher		James	
DESCRIPTION, LOCATION, ETC.	KIND OF INST.	DATE OF INST.	BOOK
	D		
	SATISFACTION	DATE OF RECORD	PAGE

The above methods apply to the indexing of any instrument.

Special Warranty Conveyances:

The indexing of other than General Warranty deeds, requires some special handling. Except for quit claims, which are executed solely to clear title, Special Warranty deeds may be identified broadly as conveyances signed by some person other than the one who is the owner of record. They consist roughly, of two types:

In the first category, are conveyances by persons who are acting in an official capacity, and convey by process of law for one reason or another. Examples, for instance, are deeds by Sheriffs, Receivers, Commissioners. These instruments should be indexed in the name of the actual owner, "by Sheriff", etc., and not in the name of the official. See Examples "E" and "F" on the following page.

1.1.10

Example "E"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Johnson			Richard by Shf. (or by Recv'r., etc.)
GRANTOR, Etc.			
Brown	D F		
DESCRIPTION, LOCATION, ETC.	KIND OF INST.	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

Example "F"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Johnson	Arthur Est Henry A Anna	Isabell Mary John	William Richard
GRANTEE, Etc.			
Jones		L F	Instead of "by Comr" under the Grantor Name
DESCRIPTION, LOCATION, ETC.	KIND OF INST. Comrs D	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

The second type consists of conveyances by a fiduciary, or fiduciaries. That is, a person or persons, acting for another who, by reason of infancy, insanity, decease or other incapacity, is unable to act for himself. Usually such deeds are signed by a Guardian, Committee, Executor, Administrator, Trustee, etc. They should be indexed in the name of the person signing the deed, and also in the name of the actual owner. The use of the possessive apostrophe (Brown's Executor) is recommended. A deed by an Attorney in Fact, who acts under authority delegated through a Power of Attorney, should be treated similarly. If the surname of the fiduciary or attorney, and the name of the person for whom they are acting are the same, they may, of course be placed on the same card.

It is of benefit to the searcher, if special groups are made of deeds to or from institutions such as Churches, Lodges, Schools, etc. This, because such deeds are usually conveyed to, or by, their several Trustees, and failing some special knowledge of the matter, the searcher may be completely at a loss to know as to where to look for the desired instrument if indexed in the name of these individuals. In preparing cards for these special groups, the word "Church", "Lodge", etc., should be placed in the upper left hand corner of the section of the card they occupy. See Example "G" and Example "H" on the following page.

1.1.12

Example "G"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
<u>CHURCH</u>			
Stone Chapel M E Church			
GRANTEE, Etc.			
Chesapeake & Ohio Rwy. Co.			
DESCRIPTION, LOCATION, ETC. Right of Way	KIND OF INST. D	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

Example "H"

GRANTOR, Etc.			Wf
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Jones			<u>R F</u> Sarah
GRANTEE, Etc.			
<u>LODGE</u>	Ashland Lodge #234 - I.O.O.F		
DESCRIPTION, LOCATION, ETC.	KIND OF INST. D	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

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RIGHTS OF WAY, EASEMENTS, ETC.

While deeds to railroads, highway departments, etc., usually are made with General Warranty, and may be properly classified as such, the purpose for which they are made, justifies placing them in a separate section. These deeds convey a strip of land for railway or roadway construction, and the acreage is generally computed in hundredths of an acre. To call these instruments deeds, and give an acreage of 1.09 Acres presents a misleading picture. This may be avoided by writing "Right of Way" in the description. Deeds to power companies, gas companies, etc., for easements for power lines, pipelines, etc., should be treated in the same manner. See Example "I" below and Example "J" on the following page.

Example "I"

GRANTOR, Etc.		Wf.	
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Brown		<u>J A</u>	Ruby
GRANTEE, Etc.			
State Highway Commission			
DESCRIPTION, LOCATION, ETC. Right of Way	KIND OF INST. D	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

1.1.14.

Example "J"

GRANTOR, Etc.				VF			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z				
Brown		<u>J. A.</u>	Ruby				
GRANTEE, Etc.							
<u>Warfield Natural Gas Co.</u>							
DESCRIPTION, LOCATION, ETC. Right of Way	KIND OF INST. D	DATE OF INST.	BOOK				
	SATISFACTION	DATE OF RECORD	PAGE				

INDEXING OF INSTRUMENTS OTHER THAN DEEDS

The deed record series in Kentucky contain many instruments other than land conveyances, although most of them do affect property titles in one way or another. These miscellaneous instruments are so numerous and so varied in form and purpose, that it is practically impossible to list them all. The following, however, represent the more important and most frequently encountered types.

1.1.15.

Affidavits of Descent: Kentucky law now requires that if a property owner dies intestate, there shall be filed with the County Court Clerk, for recordation in the land records in his office, an affidavit listing all the known living heirs of the deceased, their relationship, age, and the proportionate interest each heir has in the estate. The purpose of this document is to keep intact the chain of title which otherwise might be broken by the lack of a will. Such affidavits should be indexed with the deceased as Grantor and all the heirs as Grantees. See Example "K"

Example "K"

G R A N T O R, Etc.			
S U R N A M E	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Wilson		John J. (dec'd.)	
G R A N T E E, Etc.			
Wilson	Anderson Bessie	Martha	Sarah
DESCRIPTION, LOCATION, ETC. Affidavit of Descent	KIND OF INST. Affidavit	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

Agreements: These instruments are usually drawn and recorded to settle a dispute between two or more parties, or to clarify some preceding document. Since any agreement is necessarily a "give and take" proposition, all parties should be indexed both as Grantees and Grantors. Examples "L" 1, and "L" 2 on the next page, illustrate the procedure.

1.1.16

Example "L" 1.

GRANTOR, Etc.			Wf
SURNAME	ABCDEFGHIH	IJKLMNOP	QRSTUVWXYZ
Harkins	<u>EF</u>	Mary	
GRANTEE, Etc.			
Howard			WV
DESCRIPTION, LOCATION, ETC. Conditional Line	KIND OF INST. Agmt.	DATE OF INST.	BOOK 16
	SATISFACTION	DATE OF RECORD	PAGE 411

Example "L" 2.

GRANTOR, Etc.			Wf
SURNAME	ABCDEFGHIH	IJKLMNOP	QRSTUVWXYZ
Howard			WV
GRANTEE, Etc.			
Harkins	<u>EF</u>	Mary	
DESCRIPTION, LOCATION, ETC. Conditional Line	KIND OF INST. Agmt.	DATE OF INST.	BOOK 16
	SATISFACTION	DATE OF RECORD	PAGE 411

1.1.17.

Articles of Incorporation: These instruments are sometimes recorded in a volume or volumes reserved for that purpose. In many of the smaller counties however, they are to be found in the deed record series. Example "M" shows method of indexing.

Example "M"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Warfield Natural Gas Co.			
GRANTEE, Etc.			
Articles of Incorporation			
DESCRIPTION, LOCATION, ETC.	KIND OF INST.	DATE OF INST.	BOOK
	Art. of Inc.	DATE OF RECORD	PAGE
	SATISFACTION		

Powers of Attorney: When, for any reason (usually absence from the point at which the papers must be signed) they are unable to execute in person, individuals or corporations often delegate by means of a power of attorney, the authority to sign their name to certain documents. These instruments may be general in scope, such as the handling of property in the owner's absence, selling real estate, etc., or they may be specific, and limited to one act, such as the releasing of a mortgage. No attempt to need be made by the indexer to differentiate between the two types. See Example "N" on the following page.

1.1.18.

Example "N"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Jones	Frank F		
GRANTEE, Etc.			
Woods			William
DESCRIPTION, LOCATION, ETC. Power of Attorney	KIND OF INST. P. of Atty.	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

Notice of Lis Pendens: This instrument is filed with the land records as a warning that a suit is being filed against the Defendant. As his title to property may be affected, the document should be indexed with the Defendant as Grantor and the Plaintiff as Grantee, as in Example "O" shown on the next page.

1.1.19.

Example "O"

GRANTOR, Etc.			
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
James		Jesse (Deft)	
GRANTEE, Etc.			
Brown	Henry (Plf)		
DESCRIPTION, LOCATION, ETC. Lis Pondens	KIND OF INST. Notice	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

Leases: The two main types of leases are those executed for the rental of surface or buildings or both, and those leasing oil and gas or mining rights. The former is illustrated by Example "P", and the latter by Example "Q". In indexing these instruments, particularly those involving drilling, or mining rights, the indexer should examine the record carefully for assignments, as they are sometimes tacked onto the end of the lease before recordation, and might be taken for a notary's acknowledgement. Where found, they should be indexed from the Lessee, who now becomes an Assignor to the purchaser or Assignee. See Example "P" and Example "Q" on next page.

1.1.20

Example "P"

GRANTOR, Etc.			Wf
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Thomas	Henry	Olive	
GRANTEE, Etc.			
Sears Roebuck & Co.			
DESCRIPTION, LOCATION, ETC. Lot Louisville	KIND OF INST. Lease	DATE OF INST.	BOOK 24
	SATISFACTION	DATE OF RECORD	PAGE 333

Example "Q"

GRANTOR, Etc.			Wf
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Warren	Ada	John	
GRANTEE, Etc.			
Inland Gas Co.			
DESCRIPTION, LOCATION, ETC. 200 A Johns Creek	KIND OF INST. O & GL	DATE OF INST.	BOOK
	SATISFACTION	DATE OF RECORD	PAGE

1.1.21.

Mineral Deeds: These may include outright sales of coal, or oil and gas, or a combination of any of the three. Review all such deeds carefully to determine exactly what is being conveyed. See Example "R"

Example "R"

GRANTOR, Etc.												WF															
SURNAME	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
Warren																											
GRANTEE, Etc.																											
Elkhorn Coal Corp.																											
DESCRIPTION, LOCATION, ETC. 23.7 A Elkhorn Creek												KIND OF INST. Min D				DATE OF INST.				BOOK							
												SATISFACTION				DATE OF RECORD				PAGE							

Chattel Mortgages etc.: Among the older records, many sales or mortgages of property other than real estate will be found. They usually convey household goods or live stock, and their value, if any, is historical only. Depending on the wishes of the sponsor, they may be left out of the index, or included. However, if it is decided to exclude them, great care in identifying each document must be exercised. The paragraph citing the property being conveyed should be read and re-read to make certain no real estate is included.

Timber Deeds: Deeds for standing timber should be indexed. While they are not, strictly speaking, real property conveyances, these deeds usually carry clauses granting water rights, easements, etc., which remain in effect until all timber is removed. It is conceivable therefore, that some of these rights might extend into the present time, and thus affect to some extent, present title.

In addition to the foregoing, there will be found a miscellany of items running all the way from someone's method of ear-marking his hogs, to bonds of apprenticeship. Space will not permit detailed treatment of these instruments in this manual. When the indexer encounters such items, and is not sure of the way in which they should be handled, note should be made of the book and page of the record so that advice in the matter can be asked of the State or District Supervisor, who may consult with the Co-Sponsor.

CHECKING AND CORRECTING TRANSFER CARDS

This step is probably the most important one in the indexing process. Remember that these cards are the foundation of the entire job, and that upon their accuracy and completeness depends the success of the work.

It is usual to supply the proofreader with a volume, plus the corresponding set of cards, and have this worker check the entire volume alone. The record should be checked against the cards. That is, first examine the record, see that there is a corresponding card, and then check each item. Verify the spelling, and distribution of names. See that all Grantor and Grantee names are accounted for and finally make certain that book and page numbers, and property description are correct. The proofreader should, before passing the entry as correct, scan the card to make certain that all

letters and numbers are clearly what they seem to be. Erasures must be clean, and corrections made neatly to avoid misinterpretation by the typist.

SORTING AND CLASSIFICATION

Cards should be sorted to first letter of Grantor surname (or first letter of principal word of firm name, if a corporation). If the volume of cards is large (30,000 or more) it may be advantageous to split the first run into four sequences thus:

1. Grantor names beginning A through D
2. Grantor names beginning E through K
3. Grantor names beginning L through R
4. Grantor names beginning S through Z

Each of these groups may then be broken down to the several letters of the alphabet. As this is being done the supervisor may take the opportunity to segregate some of the predominant names. This will save unnecessary and repeated handling of a large part of the cards.

If the number of cards is less than 30,000, the breakdown to the initial letter of the surname (or first letter of the principal word of firm name, if a corporation) may be made on the first sort. The cards should be laid out as indicated by the following chart. Notice that the heavy letters are closer and consequently, more easily reached by the sorter.

A	E	I-J	N-O	X-Y-Z
D	F	K	P-Q	U-V
C	G	L	R	T
B	H	M	S	W

When all cards have been divided into the letters of the alphabet according to the initial letter of the Grantor, the next breakdown will depend on the type of index to be prepared. If one of the commercially designed and produced systems is to be used, the sorting will depend upon the breakdown provided by the key sheets selected for the job. First, sort to the largest divisions given on the key sheet. (Note that corporate and special groups are segregated from the individual names). From this grouping, sort to the final breakdown as indicated by the different sheets to which the various alphabetic groups are assigned. Next, select from these final key table groupings, the larger family names. Control of the mixed name groups can be obtained in this manner.

As a rule, enough family names can be selected and "set out" to keep the mixed groups down to the recommended maximum of 45 to 50 entries. This is not, however, to be considered as an inflexible rule. There may be some instances where the largest family names run only eight to twelve entries. In such cases it is far better to exceed the maximum, even if the miscellaneous group runs to three, four or five pages, rather than to waste space in the index, and load down the key sheets with a large number of small or inactive names.

After the various alphabetical and family name groups have been made and checked, each group is arranged in chronological order by date of record. The oldest entry should be at the top of each pack, the latest at the bottom. In handling very large name groups, this phase will go much faster if the cards are sorted first in 10 year groups. These can be broken into 1 year groups, and finally to month and day.

1.1.25.

By preparing a facsimile of each key sheet, and listing the segregated family names as they are selected, the preparation and typing of the subindex sheets will be greatly simplified. Be sure that all variations in spelling of the various family name groups are listed in their proper place on the key or subindex sheets, and that no more names are set out than can be accommodated in their respective blocks. Names such as "Baer", "Bear", should always be grouped together if possible. Names such as "Quantrell", "Cantrell" should be placed under their respective initial letters and cross referenced.

If the single card is used, the typing and proofreading of the Grantors must be completed, and the cards re-sorted to Grantee name for use in the preparation of that index.

TYPING: In the typing of the Grantor index sheets, the surname and given name are written in their appropriate columns as they appear on the card. The Grantee should be typed in the Grantee Column with the given name first, middle initial next, and surname last. The balance of the information is distributed according to the column headings. No punctuation marks, periods after initials, commas, etc., are to be used, with the exception of the possessive apostrophe. It must be kept in mind that this is a permanent public record, and that the ledger sheets cost from twelve (12) to twenty (20) cents each. Therefore only the best available typist, capable of fast, neat, accurate work should be used. Slipshod typing can easily spoil the effect of the most efficiently operated project, because the typing is the only part of the work the general public ever sees.

1.1.26.

PROOFREADING: This constitutes the final check of the work, and is therefore the last opportunity to catch any errors that might have escaped the other checks, in addition to those committed by the typist. Where the proofreader finds an error, he erases that letter or figure, indicates its position by a light check placed above where the correction is to go, and on the edge of the binding margin of that page, and on the line upon which the mistake is found, he writes the correction to be made. Sheets are then turned over to the typist who makes the indicated corrections and returns them. The proofreader then goes over the sheets to see that all corrections have been made, and erases any check marks. All of the above applies also to the typing of the Grantee Indexes, reversing the terms, "Grantor" and "Grantee".

Finally remember that on work affecting title to property there are no minor and unimportant details. It is, of course, desirable that a reasonable amount of work be performed, and the Supervisor will be expected to see that production is held up to that level. Some workers, however, have been found, who in order to make a good showing, have sacrificed accuracy to that end. The work of each person on the project should be spot checked at least twice a month, and preferably oftener, in order that any individual who making a high percentage of errors may be corrected or shifted to a simpler task.

FINAL VERIFICATION: After the Grantor index has been completed, a final "all over" check should be made. This should consist of:

1. Searching every mixed name group for names that do not belong there. Also verify that each group is typed upon the page assigned to it.

2. Every set-out group must be checked for names that do not belong in that group.
3. Search carefully all appropriate mixed name groups for every different spelling of all set-out names.
4. Verify all references to set-out groups on subindex by checking with page number called for.
5. Check every set-out name with subindex to make sure of entry of every name.
6. Check all large groups to see that pages are in proper sequence.
7. Check carefully, all mixed name groups, make cross references to any names which are similar or closely related, which may have been separated by the key table breakdown by reason of peculiarities of spelling.

PROCEDURE FOR SEPARATE GRANTOR AND GRANTEE CARDS

The essential difference in the use of separate cards for Grantee and Grantor, and use of the single, or combination card, is that the latter must be used in the compilation of both index series. Consequently, it must be drawn up in a manner that will prevent the multiple indexing of any name by reason of the use of extra cards to take care of two or more different names of the opposite side.

Using the "double" card method, a card is prepared for each Grantor to the first named Grantee (if more than one), and for each Grantee from the first Grantor. Aside from this, the procedure is the same in either case. See Example "T" and compare with Example "A".

For safety and convenience in handling, the Grantor and Grantee cards should be of different colored stock, or printed in different colored inks.

1.1.28

Example "T" 1.

GRANTEE CARD (Printed in Red)

GRANTEES FAMILY NAMES		GIVEN NAMES A B C D E F G H								GIVEN NAMES I J K L M N O								GIVEN NAMES P Q R S T U V W X Y Z											
Henson		David C.																											
YEAR	KIND OF INSTRUMENT	BOOK	PAGE	DESCRIPTION																									
1935	Deed	36	326	230 A Beaver Crk																									
FROM John B Smith & Wf																													

Example "T" 2.

GRANTOR CARD (Printed in Black)

GRANTOR FAMILY NAMES		GIVEN NAMES A B C D E F G H								GIVEN NAMES I J K L M N O								GIVEN NAMES P Q R S T U V W X Y Z											
																		Sarah											
Smith										John B.																			
YEAR	KIND OF INSTRUMENT	BOOK	PAGE	DESCRIPTION																									
1935	Deed	36	326	230 A Beaver Crk																									
FROM David C. Henson																													

1.1.29.

THE REVERSE INDEX

Upon completion of the typing of Grantor entries, the cards are sorted to the Grantee, typed and proofread, procedure being the same as with the Grantor entries.

MORTGAGES

The procedure here is the same as with Deeds, and much simpler. These records do not, as a rule, contain anything but mortgages and releases. A column on the index sheet to show if the mortgage has been released, and book and page of such release adds to the value of the index. This can be done where the making of a marginal notation on the mortgage record has been the practice. In making the card, the notation is watched for and entered in the block headed "Satisfaction". See Example "S".

Releases, where separately recorded, are indexed from the mortgagee, or present holder of the notes secured by the mortgage, to the mortgagor, or present owner of the property in question. Under "Kind of Instrument", write "Release". Under "Description, etc", write "Mortgage", and the book and page number of the record where the mortgage is to be found.

With a few exceptions, the counties of this State record their mortgages and deeds in separate series. In the older records, however, both types of instruments will be run in together. If separate index series are planned, the cards representing mortgages recorded with the deeds should be laid aside, to be put into the mortgage indexes when those volumes are compiled. These cards should be so marked as to indicate that they are to be found in the deed records, and not with the other mortgages.

1.1.30

Example "S" shows a typical mortgage index card.

Example "S"

GRANTOR, Etc.			Wf
SURNAME	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z
Smith		<u>John B</u>	Sarah
GRANTEE, Etc.			
Henson	David C.		
DESCRIPTION, LOCATION, ETC. Lot 6 Blk 2	KIND OF INST. Mtg.	DATE OF INST. 12/30/33	BOOK 66
	SATISFACTION B. 72 P. 23	DATE OF RECORD 12/30/33	PAGE 321

1.1.31.

LABOR AND MATERIAL COSTS

Labor (per 100 Instruments)

<u>Work Step</u>	<u>No. Man Hours</u>
Transcription of index cards	9
Checking transcription	4.5
Sorting to Grantor names	1.5
Typing Grantors	4.5
Proofreading Grantors	3
Sorting to Grantee names	1.5
Typing Grantees	3
Proofreading Grantees and checking final assembly	3
Total man hours per 100 Instruments	30

MATERIAL COSTS

Figure on the basis of 2 indexes, one each Grantor and Grantee, to every 25 volumes. Figure on the basis of 450 cards to each volume. Based on 100 volumes, material costs would be:

8	Index Volumes @ \$60.00	\$480.00
45	Index Cards @ 2.00	90.00
	Rental of Typewriters (one-half the total figured time of project)	
4	@ 5.00 per month	100.00
	Miscellaneous Supplies	15.00
		<u>\$685.00</u>

1.1.32

LIST OF ABBREVIATIONS

Titles

Administrator (s)	Admr (s)	Guardian (s)	Gdn (s)
Administratrix	Admx	Justice of Peace	J of P
Attorney-in-Fact	Atty	Master Commissioner	Comr
Clerk	Clk	Receiver	Recvr
Commissioner	Comr	Sheriff	Shf
Committee	Comm	Superintendent	Supt
Executor (s)	Exr (s)	Trustee	Tr
Executrix	Exrx		

Miscellaneous

Acres	A	Block	Blk
Affidavit	Afdvt	Building & Loan	B & L
Agreement	Agmt	Coal Lease	Coal L
Appointed	Apptd	Creek	Crk
Appointment	Apptmt	Deceased	Dec'd
Assignment	Asgmt	Deed	D
Bankrupt	Bkrpt	Defendant	Dft

LIST OF ABBREVIATIONSMiscellaneous (cont'd)

District	Dist	Number	No
Easement	Easmt	Oil & Gas Lease	O & G L
Estate	Est	Partial	Pt
Fiscal Court	F C	Plaintiff	Plf
Highway	Hgwy	Power of Attorney	P of A
Hours	Hrs	Precinct	Pct
Lease	L	Release	Rel
Lis Pendens	Lis P	Right of Way	Rt of Way
Mineral Lease	Min L	River	R
Mineral Deed	Min D	Road	Rd
Mortgage	Mtg	Street	St

SECTION II

INDEXING SETTLEMENTS AND BONDS OF
GUARDIANS, ADMINISTRATORS, EXECUTORS AND OTHER FIDUCIARIES

Indexing Settlements and Bonds of
Guardians, Administrators, Executors and other Fiduciaries

Data on these records are found in three different sets of records; Bond Books, Settlement Books and County Order Books. The Bond Books are the primary source. From them is taken the name of the estate or heirs, name of Administrator or Guardian and date of appointment, name of Bondsman, date and amount of bond, and the book and page of record. In the Settlement Books are the recorded and approved settlements and accountings. County Court Orders are checked for fiduciaries serving without bond, and to verify doubtful names, etc.

1. From the Bond Books make a card for each estate, entering all the information listed above. If desired by the sponsor, and the information is available, the address of each party may also be placed on the card under each name. Names of heirs of an estate may all be placed on one card provided they have the same surname. If different surnames occur in the same case, separate cards must be made for each different surname. This procedure contemplates the indexing of the estate of deceased persons or the heirs of such estates only. Therefore, if two or more co-executors are appointed, they may be placed on the same card. After all cards are written they are compared with the record for accuracy.
2. To secure full coverage it will be necessary to check the County Court Order Books for fiduciaries serving without bond. Where no bond is required, the order will always note the fact,

1.2.2.

and is easily identified. A page by page search for a period of twenty-five years should be sufficient. Make a card for each of such appointive orders, noting book and page of order in space reserved for bondsman.

3. The cards are next sorted alphabetically by surname and given name and filed in a temporary file.
4. From the Settlement Books, a plain 3" x 4" card is made for each settlement. The name of estate or heir, name of fiduciary, date, and book and page of records should be taken. If the order states that it represents a final settlement, this information should be added. After the cards are written and proof-read, they should be sorted by name of estate so as to bring all settlements of that estate together. Cards of each estate are arranged so that the earliest settlement is on the top, and the latest on the bottom of the group, and clipped together.
5. For each set of settlements cards, the corresponding estate card is selected from the temporary file, and the date and book and page numbers of the settlement books are transferred thereto. Where a final settlement is noted, the word "Final" should follow that reference. The cards made from the settlement books may now be discarded.
6. Cards are made from the Will Records. These are sorted to correspond with the order of the estate cards, the book and page of record are transferred to the estate cards.
7. The estate cards which show that a final settlement has been made are separated from the others, alphabetized, and set up

1.2.3.

in a closed case file. Cards for estates on which a final settlement has not been made are set up in a live file. In future ~~maintonance~~, when a case is closed, it will be shifted from the live to the closed file, thus offsetting the addition of new cases and preventing the current file from becoming too cumbersome for easy use. A check through the current files will show at any time the estate from which a settlement is

In the event the Sponsor desires a ledger type index, it can easily be prepared from the estate cards. For the sorting, typing, and proofreading, necessary to the compilation of such an index, follow the procedures given for deeds, etc. The master card is designed 8" x 8" and will not fit in these pages. Card form samples will be supplied on request.

SECTION III

COUNTY COURT ORDERS

COUNTY COURT ORDERS

These records are an important, and often neglected part of the county's record system. In them are found suits for rights of way; orders appointing, and approving the bonds of fiduciaries; road and bridge orders; appointments and removals of officials; orders re-districting the county and changing voting precincts; any many other items of vital interest to the citizens of the county.

Due to the very wide range of subject matter which must be properly and uniformly identified, and the consequent difficulty in preparing specific instructions, these records require careful and intelligent handling. It is recommended that at least two days study of the records be allowed before starting transcription. Practice in identifying the various instruments types with the items on the subject list will result in the saving of much time and trouble later on.

PROCEDURE

For convenience in reference, all orders other than those pertaining to suits are styled "executive" orders.

The first step is the transcription of the desired information to the index cards. In executive orders, the name of the person affected, description of the order, book and page of record and date are copied. Where the order affects the estate of a minor, incompetent or a deceased person, the use of the name of the estate rather than that of the Guardian or Administrator acting or being appointed in a fiduciary capacity, is preferable. For example: An order appointing Henry Smith as guardian for John Johnson, should be indexed "John Johnson (Minor) - Appointment of Guardian for", rather than "Henry Smith - Appointed Guardian".

1.3.2

Suits are indexed in the name of the Plaintiff and Defendant, showing also the date, book and page of record.

After all transcription cards are written and proofread, they are sorted alphabetically to surname and given name of person affected and nature of order, in case of executive orders, or name of plaintiff and defendant if a suit. This will bring together all order cards pertaining to a particular subject or suit. The card representing the first order is selected and designated the "master card". To this card, the book and page references borne by other cards of the same name and subject are transferred, so that they appear in the order of their recording. As each book and page number is transferred from the secondary card to the master card, the secondary may be discarded. When all cards have been thus treated, they may be sorted to surname groups according to the plan of indexing used, arranged in chronological order and typed on the index sheets.

A suggested outline for indexing County Orders is here with attached. Copy should be made for each worker and used in writing the transcription cards. They are divided into subject groups for easier reference. Such a list cannot be made all-inclusive, due to differences in conditions and administration. If the indexer finds an order not listed, it should be added (under its proper grouping) to the end of each list in use.

1.3.3

Sample Card for County Orders

Johnson		John (minor)					
Apt. of Guardian for							
Book	27						
Page	69						

EXECUTIVE ORDERS (Fiduciary)

Person's Name	(Deceased)	vs. Appt. of Admr. for (Discharge of Admr. for)
"	"	vs. Will Probated
"	(Minor)	vs. Admr. Settlement
"	"	vs. Appt. of Guardian (or Trustee, Committee, Etc., for)
"	"	vs. Guardians Settlement
"	"	vs. Guardian (or Trustee, Committee, etc., removed)
"	"	vs. Petition of Guardian to sell property, etc.
"	Est. or Heirs	vs. Petition for Division of Estate
"	Estate	vs. Dower Interest Determined
"	(Minor)	vs. Order to Guardian, (or Trustee, Committee)
"	Heirs	vs. Guardian's Report
"	"	vs. Re-Guardian's Settlement
"	Est. or Heirs	vs. Dower Interest Relinquished
"	"	vs. Appointment of Attorney
"	Est. or Heirs	vs. Administrator's Report
"	"	vs. Executor's Report
"	(Minor)	vs. Article of Apprenticeship, Annuled, Released
"	(Est.(Dec'd)	vs. Affidavit of Descent
"	Est. or Heirs	vs. Petition of Sheriff to sell property
"	(Estate)	vs. Regarding Inventory & Appraisment
"	(Dec'd)	vs. Renunciation of Will
"	(Estate)	vs. Appointment of Curator

EXECUTIVE ORDERS (Tax and Fiscal Matters)

Person's Name		vs. Exonerated (Duplicate Tax List and Errors)
"	"	vs. Exonerated from Poll Tax (70 Years)
"	" and title	vs. Sheriff's Settlement (Clerk's Settlement)
"	"	with F.C. & State
"	"	vs. Revenue Settlement (Sett. made by Treasurer)
"	"	vs. Tax List for (Year)
"	" (Co.Clerk)	vs. Claims Allowed for Tax Bills
"	" (Sheriff)	vs. Sheriff's Report

Name of County Court		vs. Auditor's Report
"	"	vs. Inventory of Property
"	"	vs. Delinquent Tax List Certified
"	"	vs. Tax Levy for (Year) Set
"	"	vs. Close of Levy
"	"	vs. Continuance of Levy
"	"	vs. Settlement of Levy
"	"	vs. Levy Report
"	"	vs. Tax Books Certified
"	"	vs. List of Taxes Receivable
"	"	vs. Amount of Taxes Certified
"	"	vs. Tax Payers
"	"	vs. Tax Regulations
"	"	vs. Hold Over of Sheriff's Delinquent List
"	"	vs. Division of Tax Districts
"	"	vs. Tax Commissioners Report
"	"	vs. Tax Rates Lowered (or Raised)
"	"	vs. List of Corporation Taxes and Assessments
"	"	vs. Total Assessments (Duplicate Assessments)
"	"	vs. Appointment of Equalization Board (Appointed by Judge)
"	"	vs. Tax Books Certified (Tax Books Complete)
"	"	vs. Amount of Taxes Certified (From Clerk to State)
"	"	vs. Tax Received (Amount of Taxes Received by Sheriff)
"	"	vs. List of Taxable Property
"	"	vs. Amount of Taxes 1938
"	"	vs. County Levy Laid
"	"	vs. Tax Payers
"	"	vs. Credit for Levy
"	"	vs. Delinquent Tax List Certified (List from Sheriff to State)
"	"	vs. Tax List
"	"	vs. County Levy
"	"	vs. Tax Levy Laid
"	"	vs. Tax Regulations

11	11
11	11
11	11
11	11
11	11
11	11
11	11

- vs. Sheriff's Delinquent Tax Hold Over
- vs. Tax Collectors Indulged to Next Court
- vs. Division of Tax Dist.
- vs. Tax Report (Report from Sheriff to F. C.)
- vs. Commissioners Report (Reported to State
by Tax Assessor)
- vs. Statement of Taxes
- vs. Apptmt. of Tax Comrs.
- vs. Apptmt. of Supervisors

EXECUTIVE ORDERS (OFFICIAL APPOINTMENTS, REMOVALS, BOND, ETC.)

Person's Name		vs. Appointed Deputy Clerk (Constable, Sheriff, Collector, Receiver, etc.)
"	"	vs. Resignation as Deputy Clerk, (Constable, etc.)
"	"	vs. Removal as Deputy Clerk, (Constable, etc.)
"	" (Co. Clerk)	vs. Clerk-Elect Certified
"	"	vs. Release as Surety
"	"	vs. Release as Sureties for
"	"	vs. Apptd. Road Overseer
"	"	vs. Removal as Road Overseer
"	"	vs. Apptd. County Judge Protem
"	"	vs. Oath as Deputy Constable, Sheriff, etc.
"	"	vs. Execution of Bond
"	"	vs. Apptd. County Treasurer
"	"	vs. Commissioner of Revenue
"	"	vs. Apptd. Crippled Children's Commissioner
"	"	vs. Apptd. of Board of Equalization
"	"	vs. Road Viewers Apptd. (Name of Road)
"	"	vs. Apptnt. of Justice of Peace District No.
"	"	vs. Resignation of Comr., Atty., Tax Assessor, Exr., Gdn., etc.
"	" (Estate)	vs. Apptnt. of Appraisers, Exr., etc.
"	"	vs. Apptnt. of Coroner
"	"	vs. Apptnt. of Paymaster
"	"	vs. Apptnt. of Surveyor or Removal (Pet. No. or Name of Road)
"	"	vs. Apptnt. of Comrs.
"	"	vs. Power of Attorney
"	"	vs. Election of Town Marshall
"	"	vs. Election of Police Judge
"	"	vs. Apptnt. of Notary Public
"	"	vs. Apptnt. of Jailer
"	"	vs. Apptnt. of Physician

EXECUTIVE ORDERS, (ROADS, BRIDGES, ETC.)

Name of County Court		
"	"	vs. Attachment of Road Hands to (Name of Road)
"	"	vs. Change in Name of Road
"	"	vs. Name of Road Established
"	"	vs. Road Reviewers Indulged to next Court
"	"	vs. Road Viewers Appointed (Name of Road)
"	"	vs. (Name of Road) Order Set Aside
"	"	vs. (Name of Road) Certified
"	"	vs. (Name of Road) Review Not Received
"	"	vs. Order Bids on (Name of Road)
"	"	vs. Order Bids on Bridge (Name of Road)
"	"	vs. Road View Set Aside
"	"	vs. Road Hands Released
"	"	vs. Order for Road work Pct. #10
"	"	vs. Suspensions of Road Work
"	"	vs. Road Precinct #2 Set Aside, Enlarged
"	"	vs. Road Precinct #2 Abolished, Established or Divided
"	"	vs. Road Precinct #2 Discontinued
"	"	vs. Motion for (Name of Road)
"	"	vs. (Name of Road) Contract Let
"	"	vs. Order Exonerating Persons from Road Work
"	"	vs. Bridge (Name of Place) Voided
"	"	vs. Petition for (Name of Road)
"	"	vs. Damages Assessed (Name of Road)
"	"	vs. Survey of Road
"	"	vs. Precinct #2 Attached to Pct. #3
"	"	vs. Apptmt. of Comrs. Rt. of Way (Name of Road)
"	"	vs. Road Book Corrected and Established
"	"	vs. Pct. #1 and #2 Discontinued
"	"	vs. Location and Name of Bridge
"	"	vs. Rt. of Way for (Name of Road)
"	"	vs. Apptmt. of Street Overseer
"	"	vs. Road Repairs (Name of Road)
"	"	vs. Survey of Road
"	"	vs. Road Viewers Report
"	"	vs. Road Order Continued or Discontinued
"	"	vs. Alteration of Road (Name of Road)
"	"	vs. Road Dist. Changed

EXECUTIVE ORDERS (ELECTIONS)

Name of County Court	vs. Constable Pct. Boundary Established
" "	vs. Apptmt. of Election Officers (Pct. Name or No.)
" "	vs. Election Officers Paid
" "	vs. New Constable Pct. Ordered
" "	vs. Name Pct. Established
" "	vs. Name Pct. Divided and Numbers
" "	vs. Name Pct. Extended and Number
" "	vs. Division of Constable Pcts.
" "	vs. New Pct. Established
" "	vs. Pcts. Combined (Give Numbers)
" "	vs. Change in Name of Pct. of Number
" "	vs. Dist. #1 added to Dist. #2
" "	vs. Boundary Dist. #1 Set
" "	vs. New District Made
" "	vs. Writ of Election
" "	vs. Voting Pct. #2 Established
" "	vs. Election Ordered
" "	vs. Apptmt. of Election Judges
" "	vs. Voting Place Changed Pct. #6
" "	vs. Petition for Election #7 (Pct.)
" "	vs. Petition of Voters Pct. #2
" "	vs. Elections for County Judge
" "	vs. Elections Ministerial Dist. #2
" "	vs. Election Day Set
" "	vs. Election Returns Pct. #2
" "	vs. County Supt. Office Vacant
" "	vs. Boundary Establishing Name of Voting Place
" "	vs. Vote on Liquor
" "	vs. Voters Attached Dist. #6 to Pct. #2
" "	vs. Vote on Stock Law Pct. #4
" "	vs. New Voting Booth for Pct. #2
" "	vs. Census of Voters
" "	vs. Vote on Bond Issue
" "	vs. Name and Number Pct. set Aside
" "	vs. Establishment of Patrol Dist.
" "	vs. Election of Jailer
" "	vs. Election of Magistrate
" "	vs. Town District Extended (Discontinued)
" "	vs. Apptmt. of Election Committee

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EXECUTIVE ORDER (MISCELLANEOUS)

Name of County Court	vs. Warrants Issued
" "	vs. Tavern Rates Regulated
" "	vs. Land Certified
" "	vs. Election of Bridge
" "	vs. Bids for Jail Repairs
" "	vs. Town Platt Recorded
" "	vs. Report of Jail Repairs, Proceeds
" "	vs. Purchase of Law Books
" "	vs. Committee Apptd. to Receive Courthouse
" "	vs. Order to View Jail
" "	vs. Jail Order Received
" "	vs. Settlements with Adms., Cdns., & Exrs.
" "	vs. Apptd. of Land Commissioners
" "	vs. Building Inspectors Report
" "	vs. Establishment of Jail
" "	vs. Fine Money Certified
" "	vs. Order to Settle Public Ground
" "	vs. Comrs. Ordered to Settle with Cdn., Admr., Exr., Shf. & etc.
" "	vs. Building Committee Apptd.
" "	vs. Courthouse Plan Received
" "	vs. Comrs. Books to be certified
" "	vs. Order Courthouse enlarged
" "	vs. Commissioners Claim Allowed
" "	vs. Commissioners Paid
" "	vs. Jail Received
" "	vs. Ferry Rates Regulated
" "	vs. Apptnt. of Poorhouse Committee
" "	vs. Redistricting County
" "	vs. Report on Dividing Line Between Counties
" "	vs. (Official Name Book Reports)
" "	vs. Jailor's Accounts
" "	vs. Statute Books Replaced
" "	vs. County Clerk's Accounts Certified
" "	vs. J. of P. Court Day Set
" "	vs. Transfer of Prisoners
" "	vs. County School Supt. Office Vacant, Vacancy in J. of P. Dist. No.
" "	vs. County Building Repaired
" "	vs. Summons to Jurors
" "	vs. Jury Settlement
" "	vs. Order to Transfer Suit
" "	vs. Order for Record
" "	vs. General Statutes Procured
" "	vs. Order for Cdns. Bond Book
" "	vs. Auditors Report
" "	vs. Inventory of Property
" "	vs. Apptnt. of Commissioners
" "	vs. Commissioners Report

1.3.11

Name of County Court	vs. Apptmt. of Patrolman
" "	vs. Claims Allowed
" "	vs. Inventory and Appraisement
" "	vs. Pay Masters Settlement
" "	vs. Bids for Courthouse Repairs
" "	vs. Fines Levied
" "	vs. (Writ of Reward) (Writ Issued)
" "	vs. (Writ for Damages) (Writ Issued)
" "	vs. Sale of Public Office Building or Property
" "	vs. Writ Recalled
" "	vs. Summons
" "	vs. Inmates of County Poor Farm
" "	vs. Order Contined (Order Discontinued)
" "	vs. Bounty for Wolf Scalp
" "	vs. Order for Record Books
" "	vs. Prohibiting the Hiring of Slaves
" "	vs. Order for Preserving Books, Papers, etc.
" "	vs. Keeper of Pound
" "	vs. Erection of Pound
" "	vs. Stray Pound Received
" "	vs. Prisoner Released
" "	vs. Settlement of Suit
" "	vs. Jail Supplies
" "	vs. Place Apptd. Holding Court
" "	vs. Erection of County Building
" "	vs. Town Platt Established
" "	vs. Punishment in Stocks
" "	vs. Fine Money Collected
" "	vs. County Courthouse Supplies and Repairs
" "	vs. Jail Bid Received
" "	vs. Removal of Public Office (Rental)
" "	vs. Apptmt. of Justice of Peace District No.
" "	vs. Apptmt. of Trustee
" "	vs. Pillory Stocks Bids Received
" "	vs. Apptmt. of Courthouse Committee
" "	vs. Order Concerning Suit
" "	vs. Apptd. Keeper of Poor Farm
" "	vs. Purchase of Property for County
" "	vs. Vote on Stock Law
" "	vs. Transportation Rates Regulated
" "	vs. Order Certified
" "	vs. Jail Contract
" "	vs. Apptmt. of Common School Commissioner
" "	vs. Quarters for Lodge Meetings
" "	vs. Quarters for Worship
" "	vs. School Commissioner Settlement
" "	vs. Order Filed
" "	vs. County Clerk preparing Blank Deeds, etc.
" "	vs. Order Concerning Will
" "	vs. Report of Public Books
" "	vs. Approval of Jail
" "	vs. Order to Sheriff

Name of County Court	vs. Play Activities on Square
" "	vs. Establishment of Fire Company
" "	vs. Excused of Town Trustee
" "	vs. Election of Town Trustee
" "	vs. Keeper of Standard Weights and Measures
" "	vs. <u>Apptmt. of Surveyor</u>
" "	vs. Jailers Orders and Rules
" "	vs. Mad Dog Investigation
" "	vs. Defendant in Land Condemnation Proceedings
" " Person's Name	vs. Character Certified (From on Official to Another)
" "	vs. Admission to Bar
" "	vs. Land Warrant
" "	vs. Execution of Bond
" "	vs. Land Survey
" "	vs. Application for Pensions
" "	vs. Donation of Right of Way
" "	vs. Indenture Recorded
" "	vs. Indenture Read and Approved
" "	vs. Recommendation
" " (and title)	vs. Order to let Contract
" "	vs. Adjudged sane (or insane)
" "	vs. License Granted
" "	vs. Renewal of Bond
" "	vs. Signature Certified
" "	vs. Ear Mark Certified
" "	vs. Apptmt. of Tobacco Inspectors
" "	vs. Emancipation of Slaves
" "	vs. Death of Pensioner
" "	vs. Writ of Reward
" "	vs. License Applied For
" "	vs. Legal Authority Invested
" "	vs. Permit
" " (Minor)	vs. Order of Delivery
" "	vs. To Examining Trial
" "	vs. Ammended Declaration
" "	vs. Committee for
" "	vs. Apptd. to Sell Lots
" "	vs. Petition for Right of Way
" "	vs. Suit Appealed
" "	vs. Petition
" "	vs. Suit Filed
" "	vs. Trial (Person Tried)
" "	vs. Oath as Citizen
" "	vs. Declaration of Fauper (revoked)
" "	vs. Refund
" "	vs. Land Entry Relinquished
" "	vs. Identification of Pension Check
" "	vs. Poor House Report
" "	vs. Sale of Slave
" "	vs. Acquittal
" "	vs. Jailor's Report

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LABOR AND MATERIAL COSTS - COUNTY COURT ORDERS

Labor (Per 100 Instruments)

<u>Work Step</u>	<u>Man Hrs. Required</u>
Transcription of work cards	6.0
Checking transcription	3.0
Sorting and combining cards	2.0
Sorting to index	2.0
Typing index	5.0
Proofreading index, and verifying entire assembly	<u>2.0</u>
Total hrs. per 100 Instruments	20.0

Materials and Supplies

Index cards @ \$1.50 per 100

Index Volumes 1 to every 10 order books @ \$60.00

Miscellaneous supplies

Typewriter rental - one-half the figured time for the
project at \$5.00 per month

SECTION IV

CIRCUIT AND QUARTERLY COURT

SUITS

PROCEDURE FOR INDEXING CIVIL SUITS
IN CIRCUIT AND QUARTERLY COURTS

The records of Suits in these courts are kept by two different methods, which however are interdependent; 1. The files in which the original papers are kept and 2. The order books in which all orders entered in the suit are recorded. It is however, entirely practicable to combine the two in one index series, and such an index saves much time on the part of the searcher.

Civil Suits are of two types; Equity, and Ordinary. Some clerks make a practice of separating them into different file series, while others run them all in together. In some instance it maybe desirable to prepare separate sets of indexes for the two kinds of records, particularly in populous counties. In any case, the project should be planned to fit the method of record filing encountered, and the desires of the Sponsor in the matter.

1. Working force can be divided into two crews. Crew "A" should check the suits in the files, performing any necessary sorting and re-filing if a consecutive numbering system of identifying, and filing cases is already in use. This check should consist of opening each folder and examining all papers to locate items that may have been placed there by error. See that cases are in proper numerical sequence, and that each file is labelled correctly. If files are in very bad condition, and the system of filing has been by file box or bundle number instead of individual case number, a fairly extensive program of sorting, filing, and numbering may be required as a preliminary to any indexing of the files. All papers should be sorted first by plaintiff name, then by

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defendant. This will bring all papers pertaining to any particular suit together. Suits should be fastened together, and if necessary, re-jacketed. When this operation has been completed the suits should be sorted in chronological order, and, beginning with number 1 for the oldest suit, be numbered consecutively down to the present date. Suits should then be filed so that each file box is reasonably well filled, leaving space to release pressure plate so papers may be removed without tearing. File should be marked to show the sequence of cases contained therein, and the dates; as,

("Nov. 19, 1938 to Nov. 30, 1938")

(Cases 2469 to 2488)

2. While the above operation is progressing, Crew "B" may be preparing the transfer cards from the order books. In some instances it may be possible to use the individual order book indexes in preparing the cards. The cards may then be checked against the record. Name of plaintiff and defendant, book and page of record, and date should be taken. If a case number, or any other identifying information is available it should be noted on the card. Card should also be marked "E" or "O", indicating whether it is on the Equity or Ordinary docket.

3. When the checking and numbering of the files (Operation 1.) is complete, the master file cards are prepared from the petition in each case. The names of all plaintiffs and all defendants, date of institution of suit, file number, and a notation as to whether the suit is Equity or Ordinary, are the data to be taken.

4. Order cards and file cards are proofread and corrected, and any additional cards necessary made.

5. Order cards are sorted alphabetically by plaintiff surname and given name, and those groups are further broken down by name of defendant. This brings together all cards representing orders in a particular unit. Each set of cards should be arranged in chronological order and clipped together, the card for the original order being on top of the pack. File cards are sorted in exactly the same manner.
6. For each file card, the corresponding set of order cards is selected. The book and page numbers on the order cards are transferred to the file card. After the transcription has been checked for accuracy, the order cards maybe discarded.
7. The file cards now contain all information pertaining to the case they represent. They maybe sorted to the plaintiff surname for typing. (See procedures for Deeds, etc.)
8. Plaintiff indexes are typed and proofread. (See Typing - Procedure for Deeds, etc.)
9. Cards are re-sorted, this time by defendant surname, typed, and proofread.

RECEIVED

PLAINTIFFS									
Surname	A B C D E F G H	I J K L M N O	P Q R S T U V W X Y Z						
Miner		James N							
DEFENDANTS									
Hart	Albert Frank	Mary							
DATE FILED	Order Books						{ TOP LINE—BOOK NUMBER BOTTOM LINE—PAGE NUMBER		
MO. DAY YEAR	BOOK	32		34		35			
3/6/1940	PAGE	101	165	14	90	115	240		
FILE NUMBER	BOOK								
19610	PAGE								
Equity	BOOK								
	PAGE								

LABOR AND MATERIAL COST - CIVIL SUIT INDEXINGLabor (per 100 Instruments)

<u>Work Step</u>	<u>Man Hours</u>
Sort, refile, number cases	3.0
Transcription (from files)	7.2
Checking transcription of File cards	3.6
Transcription for order books	4.8
Checking transcription from order books	3.6
Sort file cards, or master cards	2.4
Sort order cards and combine	3.0
Sort to Plaintiff for typing	2.4
Type Plaintiff index	6.0
Proofread Plaintiff index	3.0
Re-sort to Defendant	3.0
Type Defendant index	12.0
Proofread Defendant index-verify entire assembly	6.0
Total man hrs. per 100 Instruments	60.0

Material and Supplies (per 1000 Instruments)

Master file cards	3 H @ \$ 2.00	\$ 6.00
Order Book cards	4 H @ \$ 1.00	\$ 4.00
Plaintiff Index Volumes	1/10 @ \$60.00	\$ 6.00
Defendant Index Volumes	1/5 @ \$60.00	\$12.00
Jackets	1 H @ \$ 3.00	\$ 3.00
Miscellaneous Supplies		.35
Typewriter rental - one half total figured time of project @ \$5.00 per month		

SECTION V

MARRIAGE RECORDS

INDEXING OF MARRIAGE RECORDS

Due to the comparative simplicity of the information necessary to compile an index to these records, the indexing process should be an easy one. However, the chaotic condition of the older records, and the lack of any uniform system of recording, add considerably, both to labor costs and to technical difficulties.

The present combination bond, certificate, and register has been in use a comparatively short time. Before that, bound volumes and registers were used, the certificates consisting of separate sheets. The very old records might consist of any scrap of paper which was handy.

Theoretically, after issuance by the clerk, the marriage certificate was signed and returned to the clerk's office by the person performing the ceremony. The clerk then was supposed to enter it in a register, and file the certificate. Actually, this process was carried out in haphazard way. Many ministers failed to make the return of all certificates, and in the event that they did return them, the clerk simply filed them away somewhere without troubling to record them. Since the fact that a certificate was issued is no guarantee that the parties thereto were ever married, it is necessary to take these papers into consideration.

PROCEDURE

In counties where the registers are complete, or appear to be complete, the certificates may not need to be indexed. A check must be made however, to make sure of this. First, make a thorough search of all filed papers in the office, and collect all marriage certificates. Sort certificates chronologically, and compare with the registers. There should be a register entry for every certificate. If only a very few

1.5.2

entries are missing, the Clerk, may, if he so desires, remedy the matter by entering the certificate, and certifying it as a true copy. If any considerable discrepancy is apparent, the certificates and registers must be indexed in the following manner:

1. After all certificates are in chronological order, they should be numbered consecutively, beginning with 1 for the oldest paper, and ending with the largest number for the latest. Certificates should then be filed in numerical order. File boxes should show the numbers of the first and last papers contained therein, and the dates covered. Leave about 10% of each file box open, to permit easier handling by the searcher, and to prevent damage to the documents in removing and replacing them in the box.

2. From the certificate, prepare a card showing names of bride and groom, date, and file number.

3. Check Step 2 for accuracy and completeness.

4. From the registers, prepare a card showing names of bride and groom, date, and book and page of entry.

5. Check Step 4 for accuracy and completeness.

6. Sort cards prepared from files to surname and given name of groom. If several entries of the same name are found, a further sort by date or by name of bride maybe necessary.

7. Sort cards made from registers in the same manner (as in 6).

8. File cards and register cards are brought together, and the file number transferred to its corresponding register card. Cards are clipped together.

9. Check accuracy of transfer, and also make sure that the parties

on both cards are the same, by comparing names, and dates. For instance, if one card bore the date 1898, and the other 1916, they obviously do not belong together, although the names maybe identical. It is also possible that corresponding entries maybe entered differently. It often happens that the register entry may read "Elizabeth Hall", and the certificate show "Bessie Hall", the dates and the name of the groom being the same. In such cases, a little research will usually settle the matter one way or the other. It is almost certain that some cards of both kinds will be left over. That is, file cards will show up, for which there is no register entry, and vice versa. After establishing beyond reasonable doubt that this condition is not due to mis-sorting or some error such as mistaking a capital "S" for "L", etc., these cards are included with those to be indexed. File cards from which the file number has been transferred maybe discarded.

10. The cards are now ready for sorting to the groom name. This procedure is the same as that given for Grantors in the deed procedures.

11. Groom names are typed, proofread and corrected, following regular procedure; cards are then re-sorted to bride's name, typed, proofread and corrected in the same manner.

MAKEUP OF THE INDEX VOLUME

The index sheets must be ruled to accomodate the information on the card. If certificates are indexed along with the registers, a column must be provided for that purpose. As the entries in a marriage index are comparatively few and short, it has been found practical, and desirable from a space and money saving standpoint, to index both bride and groom in the same volume. The best way of accomplishing this is to have

the index sheets ruled so that the left side of the sheets read "GROOM to BRIDE", and the right side, "BRIDE to GROOM". This plan is better than splitting the book by a tab sheet, as the latter requires an extra set of key sheets, tab sheets, etc., which take up needed room in the volume.

1.5.5

LABOR AND MATERIAL COSTS - MARRIAGES

Labor (per 100 Instruments)

<u>Work Step</u>	<u>Man Hours</u>
Transcription of Cards	4.5
Checking Transcription	3.0
Sorting	1.5
Typing	4.0
Proofreading and Final Assembly	<u>2.0</u>
Total Man Hours per 100 Instruments	15.0

Material Costs (per 1000 Instruments)

Index Cards	1 H @ \$ 1.00	\$ 1.00
Index Volumes	1/10 @ \$60.00	\$ 6.00
Miscellaneous Supplies		.35
Typewriter rental - one half figured total		
time of project @ \$5.00 per month		

SECTION VI

FISCAL COURT ORDERS
COUNTY COMMISSIONERS' MINUTES

FISCAL COURT ORDERS AND
COUNTY COMMISSIONERS' MINUTES

The Fiscal Court Order books contain the records of the financial transactions of that body. In some counties, business other than strictly financial matters maybe found in these books, especially in counties having a commissioner form of government. Generally speaking however, these records, as their name implies, are largely confined to the approval and allowance of expenditures of the County's funds and similar matters. All money paid out, the person or persons to whom it was paid, and the purpose of the expenditure, will be shown by the data in each order.

TYPE AND SCOPE OF THE INDEX

An index to these records maybe made by subject matter, name of affected party, or both. Experience has proved that a properly prepared subject index is superior in reliability, convenience, and ease of search, to the commonly used name index. Some officials may desire a complete cross index by name also. This can be done, although the additional expense scarcely seems to warrant it. The preparation of a name index follows so closely the procedures outlined for County Orders, that only the instructions necessary for the preparation of the subject type will be given here.

Before beginning work on the project, the Sponsor should be consulted as to the elimination from the index of all claims prior to a set date of ten to twenty years. This will dispose of thousands of items which have little or no present value, without detracting appreciably from the usefulness of the new index.

PREPARATION OF TENTATIVE SUBJECT LIST

The accompanying list of subject headings is intended for use as a guide to aid in the uniform classification of index subjects. Such a list cannot be made all inclusive; nor is it supposed that all the items listed will be found in any one county. At the initiation of the project, the list should be carefully studied by someone familiar with local procedures, to determine as accurately as possible which subjects apply, and which do not. Amplify the list where necessary, using the blank lines under each letter for writing in additional subjects. At the same time, strike out subjects not to be used, either because they do not fit the records in question, or will probably occur too infrequently to warrant a separate subject heading. When the list has been revised to conform as nearly as possible to the conditions encountered, the transcription of information to the index cards can be started.

TRANSCRIPTION

Each worker is given a record book, a supply of index cards, and a copy of the list of subject headings. Each order is examined to find the basic subject which it will be indexed. This subject is then identified with one of those on the list, and entered on the card in the block marked "Indexing Subject". Under "Nature of Order", describe briefly what the order is, or does. This description should be clear, but as concise as possible, as the space provided for it on the index sheet is somewhat limited. Book and page numbers, and the date should be entered in their respective places. Finally, the transcriber should enter his initials in the indicated block in the upper right hand corner of the card.

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In those instances where the order is not identifiable by subject, the name of the person affected is to be written in under "Indexing Subject". Write the surname first, followed by a comma; the given name and the middle initial should follow in that order.

Orders whose subject matter is plain, but not listed, should be indexed "A-Miscellaneous", "B-Miscellaneous", etc., depending on the initial letter of the first descriptive word. The subject should appear underneath and in the same block. Entry of the balance of the data in both instances, is covered by the preceding general instructions.

Special attention should be paid to cross-indexing. For example, a resolution requesting bids on the construction of a bridge, could be interpreted by one person as being primarily concerned with, and adequately indexed under, "Bridges". Another might look for the order under "Bids". All such orders must be indexed both ways. Closely related subjects should be indexed under one subdivision when possible. Thus, an order changing voting precinct boundaries, and one authorizing the purchase of new ballot boxes would be indexed under the subject "Elections".

CHECKING TRANSCRIPTION CARDS

At least seventy five percent of the transcription should be completed before the checking is begun. This is important, as a very large part of the checker's problem with these records is to assure the correct interpretation of the subject matter, and the editing of the description of the content and purpose of the order. The ability to do this properly can only be acquired through considerable experience with the transcription phase. Only the best qualified workers should be intrusted with

this part of the work. As each card is checked, the checker writes his initials in the block marked "Checked by".

SORTING

The preliminary sorting is much the same as with other types of indexing. The cards are broken down to the first letter of the index subject, or first letter of surname, if name is used in place of a subject. Either of the two methods described in the manual may be used, depending on the volume of the work.

When all cards have been separated into the various letters of the alphabet, the final breakdown is begun. For each letter, sort the cards to the subject titles on the list.

REVISION FOR THE FINAL INDEX LIST

It will now become apparent that the originally planned list will need revising. Certain groups selected at the outset will show too few entries, while others will be too large. The ideal index separates the entries into nearly equal groups. While in practice it is almost impossible to do this even approximately, the indexer should avoid wherever possible, the setting up of subject groups which are either too large or too small. The first is cumbersome and difficult to search, and the latter wastes valuable space. Provided the subject is capable of being subdivided satisfactorily, groups should not exceed two hundred entries. On the other hand, no subject subdivision should ordinarily be set up, which contains less than forty to fifty entries.

Three major steps will determine the final index listing:

1. A count of the number of cards in each group.
2. A check of each "Miscellaneous" group.
3. An identification check.

- Step 1.
- (a) If any group is found to be as much as five to ten entries under the minimum, it should be placed in the "Miscellaneous" section of that letter.
 - (b) If a group is found to exceed the maximum of two hundred items, it should be divided into two or more sub-classifications. For example, the subject "Supplies" might be broken down as follows: "Supplies-Court House", "Supplies-Road Department", etc.
- Step 2. Examine the "Miscellaneous" groups under each letter, to determine if any subject heading assigned to that group has been underestimated in its' frequency of occurrence. Any subject having the minimum number of entries should be established as one of the indexing divisions for the completed index.
- Step 3. Finally, examine every card to see that the order has been sorted to its' correct division and classification.

The set up of the key, or subindex sheet is established by this final grouping.

TYPING

The only departure from the usual procedure is that the ban on punctuation (see General Procedure, Section I) must necessarily be lifted as far as the description of the nature of the order is concerned. The typist should also watch for grammatical mistakes and errors in spelling that may have escaped the checker.

PROOFREADING

Follow standard procedure as to notation of errors and corrections. In addition, check description for clarity, correctness of English, etc.

PREPARATION OF KEY SHEETS AND FINAL ASSEMBLY

When all typing, proofreading and correcting is completed, the sheets are separated into equal lots of approximately 250 sheets. Each such group of sheets will finally become a book in the new index series.

Do not in any case carry over any part of a letter from one book to another. The sheets may then be numbered, beginning with 1, in each book. (Note: If one of the commercially produced systems is used, it will be necessary to follow the publisher's instructions on paging). After all pages are numbered, the key sheets maybe prepared in the usual way. See particularly, directions for final verification, Section I, page 26.

Below is illustrated a sample form to be used in the transcription from the records. Note that it provides for a file number in case it is desired to link in the filed papers with the index.

INDEXING SUBJECT (or Name)			Trans by:
			Ckd. by:
NATURE OF ORDER			
BOOK	PAGE	FILE NO.	DATE OF RECORD

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LABOR AND MATERIAL COSTS - FISCAL COURT ORDERS

Labor (per 100 Instruments)

<u>Work Step</u>	<u>Man Hours</u>
Transcription of Cards	10.0
Checking Transcription	9.5
Sorting	2.5
Preparing Index Subject List	.5
Typing	8.0
Proofreading and Final Assembly	<u>7.5</u>
Total Man Hours per 100 Instruments	38.0

Material Cost (per 1000 Instruments)

Index Cards	1 1/2 M @ \$ 2.00	\$ 3.00
Index Volumes	1/10 @ \$60.00	\$ 6.00
Miscellaneous Supplies		.35
Typewriter rental - one half total figured time of project, @ \$5.00 per month each.		

Indexing Subject

A

Abatement of Assessments
 Abatement of Nuisances - See Nuisances .
 Abattoirs
 Accounts Allowed
 Advertising, Legal
 Agreements - See Contracts
 Appointments
 Appropriations
 Assessments
 Assessors
 Attorney - See Legal Department
 Auditor
 A - Names
 A - Miscellaneous

B

Beer Licenses - See Licenses
 Bids and Proposals
 Blue Prints - See Maps
 Board of Education - See School Boards
 Board of Equalization-See Tax Valuation
 Bonds - County
 Bonds - Indemnifying and Maintenance ...
 Bonds - Official
 Bounties
 Bridges and Culverts
 Budgets
 Buildings - See County Buildings
 B - Names
 B - Miscellaneous

C

Cemeteries
 Cigarette Licenses - See Licenses
 Cities - See Municipal Corporations
 Circuit Court
 Claims
 Commissioners
 Commonwealth Attorney - See Legal Dept.
 Communications
 Complaints
 Constables
 Contracts and Agreements

Indexing Subject

C - Continued

Corn Borer-See Eradication of Pests
 County Agent
 County Buildings
 County Clerk
 County Court
 County Employees
 County Farm - See Poor Farm
 Court House
 Culverts - See Bridges
 C - Names
 C - Miscellaneous

D

Damage Claims
 Departments - See Desired Dept.
 Diseased Stock
 District Attorney - See Legal Dept.
 District Clerk
 District Court
 Districts
 D - Names
 D - Miscellaneous

E

Easements - See Rights of Way
 Elections
 Engineering Department
 Equalization of Taxes- See Tax Val.
 Equipment-See Machinery & Equipment
 Eradication of Pests
 E - Names
 E - Miscellaneous

F

Finance - See Auditor and Treasurer
 Fishing Licenses - See Licenses
 Franchises
 Fund Transfers
 F - Names
 F - Miscellaneous

1.6.9

Indexing Subject

G

Garages - See Highway Department
Government Projects
Grades
G - Names
G - Miscellaneous
.....

H

Health Department
Highway Construction
Highway Department
Highway Engineering-See Engineering Dept
Highway Machinery-See Machinery & Equip.
Highway Maintenance
Highway Repairs
Hospitals
Hunting Licenses - See Licenses
H - Names
H - Miscellaneous
.....

I-J-K

Inquests
Insurance
Intoxication Beverages-See Liquor Reg.
Investigations
Irrigation
I- Names
I - Miscellaneous
.....

Jails
Janitors - See County Employees
Japenses Beetle-See Eradication of Pests
Judges - See Appropriate Court
Justices Court
Justice of the Peace Districts
J - Name
J - Miscellaneous
.....

L

Laborers - See County Employees
Law Suits

Indexing Subject

L - Continued

Legal Advertising
Legal Department
Library
Licenses and Permits
Liquor Regulations
Live Stock at Large - See Strays
Lunacy
L - Names
L - Miscellaneous
.....

M

Machinery and Equipment
Maps and Plats
Measures-See Weights and Measures
Mineral Resources
Miscellaneous
Municipal Corporations
M - Names
.....

N

Nuisance Abatement
N - Names
N - Miscellaneous
.....

O

Officers - See Sheriff-Constable
Officials - See Desired Official
Official Reports
Opinions - See Legal Department
Orders - Not Otherwise Classified
Ordinary
Orphan's Court
O- Names
O - Miscellaneous
.....

P

Paupers
Permits - See Licenses
Pest House

Indexing Subject

P - Continued

Petitions
 Olats - See Maps.....
 Poor Farm
 Postage and Printing - See Supplies
 Precincts
 Precincts, Voting - See Elections
 Prisoners
 Probate Court.....
 Proposals - See Bids.....
 Prosecutor - See Legal Department...
 Public Library - See Library.....
 Public Utilities - See Franchises ..
 Purchasing Department
 P - Names
 P - Miscellaneous.....

Q

Quarantine.....
 Q - Names
 Q - Miscellaneous.....

R

Railroads.....
 Real Estate Valuation - See Tax Val.
 Recorded
 Register of Deeds.....
 Register of Wills.....
 Registration - See Elections.....
 Relief.....
 Rents
 Reports of Officers & Committees - See
 Official Reports
 Resolution - Not Classified elsewhere
 Rights of Way, Easements
 Roads - See Highways.....
 Road Machinery - See Mach. & Equip.
 R - Names
 R - Miscellaneous.....

S

Salaries and Wages

S (Cont.)

Sanitation - See Health Department
 School Boards.....
 School Districts.....
 School Funds.....
 School Lands.....
 School Superintendent.....
 School Tax - See Taxes in General
 Sheep Claims - See Claims
 Sheep Ticks - See Eradication of
 Pests
 Sheriff.....
 Special Assessments-See Assessments
 Special Counsel - See Legal Dept....
 Stationery.....
 Strays.....
 Suits Affecting County - See Legal
 Dept.....
 Supplies.....
 State's Attorney - See Legal Dept...
 S - Names.....
 S - Miscellaneous

T

Tax Assessors - See Assessors.....
 Tax Levy
 Tax Matters in General.....
 Tax Valuation and Equalization.....
 Ticks - See Eradication of Pests....
 Towns - See Municipal Corporations
 Townships
 Treasurer
 Trucks
 T - Names.....
 T - Miscellaneous

U-V

Vacancies - See Appointments
 Valuation of Property
 Vender's Licenses - See Licenses
 Voting Precincts - See Elections
 V- Votes
 Miscellaneous

Indexing Subject

W-X-Y-Z

Wages - See Salaries
Wards of County - See Poor Farm
Water Rights - See Irrigation
Weights and Measures
Welfare
Workmen's Compensation
W - Names
W - Miscellaneous
.....
.....

SECTION VII

COMMONWEALTH CASES

COMMONWEALTH CASES

These records deal with violations of the criminal statutes of the State. They may be found in either the Quarterly or Circuit Courts, depending upon the seriousness of the offense. In either case, the indexing procedure is the same. Since all criminal cases are prosecuted in the name of the State, only the defendant need be indexed.

TRANSCRIPTION

From the entries in the individual indexes to each order book, prepare a card for each case. Each entry will show the name of the Defendant, and the page numbers of the orders in that book. Occasionally, two or more defendants of different surnames may be found in one entry. In this case, a separate slip must be made for each different surname. After all cards have been transcribed, sort them alphabetically by surname and given name within each letter, and keep them in that order. This will facilitate necessary future reference.

CHECKING

The order book, with its index cards, is turned over to a team of two. One worker handles the cards, the other, the book itself. Beginning with the first "A" card, that worker calls the first page number, and the checker turns to that page, verifies the page number and name, and in turn, calls the nature of the offense and the date. These items are entered on the card and read back to the checker. Checker then places a light check mark by the order. The next page number is called and the process is repeated until all the listed page numbers of the card have been accounted for. If the page number on the card is not in the place indicated, check

back to the index. If number is correct there draw ring around number. The entire set of cards is gone through in this manner. After completion of the check, and beginning with page one, each order is examined as it occurs in the book. Whenever an order is found not checked, reference is made to the cards, which have been kept in their alphabetical order for this purpose. If no card is found for that name, one is prepared. If a card of the same name is found, but not having the page reference in question, a careful examination is necessary to determine if the newly discovered order is a part of that suit or an entirely new one. If the former, the number is added to the card. In the latter case a new card is prepared. The transcription and checking of the entire order book series is carried through in this manner.

INDICTMENTS

In some localities, it may be desired to link in the filed indictments with this index, rather than to index them separately. If this is to be done, these papers are all located and sorted to chronological order. They are then numbered consecutively, beginning with 1 for the earliest case. The indictments are then divided as nearly as possible into chronological groups corresponding with the period covered by each order book. Again using teams of two workers, one calls the name on the indictment, while the other locates the corresponding card. When the card is located and identified with the indictment, the number is placed on the card, and a check placed at the right of the number on the indictment. On completion of this operation, some cards will have no case number. This may be because the paper is lost, or may be due to misfiling. A note, giving name of defendant, and book and page of recording should be made of all such cases.

On the other hand some indictments may be found for which there is no card. Note should be made of these instances also. On completion of the entire process, most of these cases can be cleared up by comparing the two lists.

Due to careless handling through the years, and irregularities of court procedure, it is almost impossible to secure 100% coverage on these records.

CONSOLIDATION

By sorting all cards to surname and given name of defendant, cards bearing the same name are brought together. This is to effect the consolidation of suits that may have "run over" into another book. Verify by case number or indictment number, and transfer book and page numbers to card bearing the earliest date. Check transcription.

SORTING, TYPING, PROOFREADING

Cards are sorted by defendant name, typed, and proofread, following general procedures.

SAMPLE WORK CARD - COMMONWEALTH CASES

COMMONWEALTH OF KENTUCKY (VERSUS)																
SURNAME	GIVEN NAME A B C D E F G H								GIVEN NAME I J K L M N O				GIVEN NAME P Q R S T U V W X Y Z			
NATURE OF OFFENSE																
INDICTMENT NO.				MONTH				DAY		YEAR		TR. BY.		CKD. BY		
ORDER BOOK		TOP LINE—BOOK NO.							BOTTOM LINE—PAGE NO.							
BOOK																
PAGE																
BOOK																
PAGE																

LABOR AND MATERIAL COSTS - COMMONWEALTH CASESLabor (per 100 Instruments)

<u>Work Step</u>	<u>Man Hours</u>
Transcription of Work Cards	6.0
Checking Transcription	4.0
Sorting and Combining Cards	1.0
Sorting to Index	1.0
Typing Index Sheets	5.0
Proofreading and final verification	<u>2.0</u>
Total hours per 100 Instruments	19.0 *

* Add 4 hours per hundred if Indictments are to be included.

Materials and Supplies (per 1000 Instruments)

Index Cards	1500 @ \$2.50 per M	\$3.75
Index Volumes	1/10 @ \$60.00	\$6.00
Miscellaneous		.35
Typewriter rental - one half total figured time of Project @ \$5.00 per month		

SECTION VIII

MAINTENANCE

MAINTENANCE

The problem of maintenance by the sponsor of the new system of indexing is a troublesome one. It is, of course, impractical to take apart the Grantor index, put the page in a typewriter, type the entry, re-assemble the book, and then repeat the process for the Grantee, every time a deed is lodged. Several methods have been evolved and are being used at present, but not all of them are entirely satisfactory. Briefly, those methods operate as follows:

1. The indexer simply makes all new entries with pen and ink, following the last typed line in each group. This is the easiest solution of all, but produces an unsightly effect, and is hard to read to a degree, depending on the handwriting.

2. The clerk does his indexing in the small individual book indexes until the volume is full. Index cards are then made from the record, sorted by the key table, and typed into the new index. The principal objection to this method is that the index is always from 3 months to a year behind time.

3. At the outset of the work, the sponsor purchases a small set of indexes of the same design as the project will install, and begins his current entries. The project then prepares a closed index up to this date. This method precludes the possibility of the project workers' doing any current work, and assures the continuation of the new system. For these reasons, it is probably the most desirable plan of the three. The only serious objection is, that for the next 25 to 30 years, any search must include two sets of indexes.

The only method which has proved satisfactory both to the custodian and the searcher is the auxiliary sheet plan. This involves the use of light-weight buff sheets, ruled and punched exactly like the index sheets they are to supplement. They are not headed, but cut so that the top of the sheet extends up to the headings on the regular sheets. This allows them to be used for either Grantor or Grantee. The auxiliary sheets are placed between each grouping of names, so that one side maybe used for the preceding group, and the other for the following. The method of indexing is to write in on the buff sheet, the new entries of the group to which that page is assigned. When the auxiliary sheet is filled, it and the regular index sheet are removed from the book and entries are typed and verified on the index sheet. The latter and a new auxiliary sheet are then returned to their places in the index.

The Advantage of this plan over the others mentioned herein are many.

1. The searcher is enabled to make a complete check of all transactions without referring to another index.
2. The general index is always up to date, whether the typed transcription has been made or not.
3. Transfers from the auxiliary sheets can be made at convenient times, or during slack periods in the regular office routine. This item alone will more than compensate for the slight additional cost of the sheets.

Since experience has shown this system of maintenance to be the simplest and most satisfactory, it is recommended that it be followed.

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