

Board of Education General Administration

JOURNAL(Minutes), 1893--. 4 vols. (2 vols. dated). Title varies:

246 Records, 1 vol., 1893-98; Record Minutes, 1 vol., 1898-1909. 1 vol., 1922--, not titled.

Record of proceedings at meetings of the board of education, giving date, members present, petitions, bills passed and ordered paid, purchases authorized, applications, appointment and resignation of teachers, bids and contracts, and appointment of trustees. Contains: Teachers Salaries, 1893-1909, entry . Arr. chron. by date of meeting. Hdw. 1893-1922; typed 1922--. Aver. 444 pp. 16 x 10 $\frac{1}{2}$  x 2, 16 x 12 x 2. 2 vols., 1893-1909, R Register of Wills, vault; 2 vols., 1909--, clerk's office.

2647 (TRUSTEES), 1923--. In Day Book (High School Graduates).

List of trustees appointed, giving name of school, district no., date appointed, name of trustee, term of office, date of expiration, and remarks.

Arr. numer. by school no. within district.

DR. A . S. COOKE, STATE SUPT. (Correspondence), 1923--. Est. 3,500

248

papers in 1 f.d.

Routine correspondence with officials of the State Board of Education.

Arr. alph. by name of state officer and chron. thereunder. Typed. 11 x

14 x 27 $\frac{1}{2}$ . Board's office.

(BUREAU OF LABOR AND STATISTICS), 1939. 10 papers in 1 folder.

249 In Correspondence, entry .

Routine correspondence between attendance officer and Bureau of Labor and  
Statistics, relating to permits, to be released for employment. Arr. a  
chron. by date filed.

250 (CORRESPONDENCE), 1928--. Est. 2,500 papers in 1 f.d.

Routine correspondence of the board. Contains: Bureau of Labor Statistics, entry . Arr. alph. by name of correspondent or subject and chron. thereunder.

457 REGISTER (FIRE INSURANCE), 1902--. 1 vol.

Record of fire insurance policies on school property and autos, giving name and no. of school, type of car, serial no., location, district no., policy no., date commencement of risk, term, date of expiration, amount, rate, amount of premium. Arr. numer. by district no. Hdw. under ptd. head. 168 pp. 8 x 11 x 1. Superintendent's office.

## School Work

452 (SUPERVISORS REPORT), 1923--. 315 papers in 1 desk drawer.

Reports of supervisors, giving name of supervisor, no. of school visited, name of teacher, dates of meetings, and subjects covered in tests; includes monthly and summarized annual reports. Arr. chron. by date filed.

Typed and hdw. on ptd. form.  $10\frac{1}{2}$  x 14 x 32.

253

ANNUAL REPORT ON PHYSICAL EDUCATION, 1937--. 84 papers in

1 f.d.

Teachers summarized report on physical activities, giving school no., district no., no. of boys and girls enrolled, badge tests, intramural and interschool contests, and totals. Arr. numer. by school no. within district. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

BOOKS

254 BOOK ORDERS FILLED, 1939. (White, Colored). Est. 100 papers  
on 2 spindle files, in 1 cabinet.

Principals' order blank for books, giving school, district no., name of  
principal, post office address, consignee, date of order, list of books,  
title, author and publisher, no. ordered, and no. on hand. Arr. chron.  
by date of order, within district. Hdw. on ptd. form. 11 x 9 x  $\frac{1}{2}$ . Board's  
office.

255 CURRENT FREE BOOK FUND, September, 1896-August, 1898. 1 vol.

Record of receipts and expenditures of the free book fund; receipts giving amount on hand, amount received, date, and source; expenditures giving date and amount paid, name of payee, purpose, and balance. Arr. chron. by date recorded. Hdw. 300 pp. (10 used). 16 x 10 $\frac{1}{2}$  x 1 $\frac{1}{2}$ . Register's vault.

756

*Teachers*  
TEACHERS' RECORDS, 1922--. Est. 518 cards in 2 f.d.

Card record of high and elementary school certificates, giving name of teacher, permanent address, date of birth, kind of certificate, how secured, date originally issued, total years of experience, grades taught in, no. of years each; high school certificates give certificate no. and subjects experienced to teach. Arr. alph. by name of teacher. Hdw. on ptd. form.  $6\frac{1}{2}$  x 9 x 9. Board's office.

257 TEACHERS CONTRACTS, 1932-35. Est. 30 papers in 1 f.d. 1936---

in Assignment of Teachers, entry .

Original contracts between the board of education and teachers, giving name of teacher, elementary or high school, terms of contract, signatures of president and secretary of board and teacher. No orderly arrangement. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

(REPORT ON TEACHERS' SALARY EXPERIENCE AND CERTIFICATION), 1923--.

758

173 papers in 1 f.d.

Copies of annual reports to state board relating to experience, certification and salaries of teachers in the county, giving name of teacher, color, type of school, school no., district no., grades or subjects taught, years of experience, grade of certificate, class of certificate, annual salary, average attendance, and remarks. Arr. numer. by school no., within district. Hdw. on ptd. form. 11 x 12 x 29. Board's office.

259

TEACHERS' SUMMER SCHOOL RECORD, 1922--. 263 cards in 2 f.d.

Card record of teachers' attendance at summer school, giving name of teacher, permanent address, school attended, dates, subjects studied, credits, grades, and remarks. Arr. alph. by name of teacher. Hdw. on ptd card.  $6\frac{1}{2}$  x 9 x 9. Board's office.

260 ASSIGNMENT OF TEACHERS, 1936--. Est. 650 papers in 1 f.d.

Notice of superintendent to teachers that they have been assigned to a school, giving amount of salary to be paid, signature of teacher, and date accepted. Contains teacher contracts, 1936--, entry . Arr. chron. by date filed. Hdw. on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

SALARY AND RETIREMENT FUND, AUG. 1928--). In Cash Book, Salary Book,  
261 School Expense Ledger, Teachers Salaries, 1888-99, 1901-28, in Cash  
Book, entry . 1917-19 in Salary Book, entry .

Record of teachers salaries and deductions for retirement fund, giving  
name of teacher, school no., district no., gross salary, amount deducted,  
net paid, and check no. Arr. chron. by month.

262 SALARY BOOK, 1917-19. 1 vol.

Record of salaries paid to teachers, giving date, name of teacher, check no., amount for sundries, amount of check; also per diem of school commissioners and salaries of superintendent, clerks, and janitors. Arr. chron. by date paid and by school no. within districts. Hdw. under ptd. head. 150 pp. 16 x 11 x 1. Register's vault.

263

QUARTERLY ACCOUNTS PAID BY BOARD TO TEACHERS, 1899-1900. 1 vol.

Treasurers record of quarterly payments to teachers for salaries and school expenses, giving school no., district no., name of teacher, no. of pupils, boys and girls, January 1, by grades, no. over sixteen, no. of books issued, no. lost, no. new, condition, amount for rent, fuel and incidentals, cost of books for free pupils, amount for salaries, and totals. Arr. numer. by school no. within district. Hdw. under ptd. head. 302 pp. (96 used). Register of Wills vault.

Pupils

264 CENSUS, 1924--. Est. 15,000 papers in 2 f.d., 2 f.b. (dated)

2 f.b. 1924-28, subtitled white & colored.

School census of children between the ages of six and eighteen, giving names of enumerator, family physician and address, name of child, place of birth, age September 1, name of school now attending, grade, physical handicaps if any, reason for nonattendance, residence of family, parents or guardian, home owner, tenant or renter, and occupation of father or guardian. Arr. alph. by name of family within school. Hdw. on ptd. form. F. d.  $12\frac{1}{2}$  x 14 x 17, f.b. 11 x 12 x 24. 2 f.b. 1924-28, storeroom, 2 f.d. 1930--, board's office.

265 CENSUS OF CRIPPLED CHILDREN, 1928--. 26 papers in 1 f.d.

Reports furnished by teachers on physically handicapped and disabled children, giving name of child, address, birth date, grade, distance from school, cause and type of disability, names of parents and occupation. Arr. numer. by school no. within district. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

266 AGE GRADE REPORTS, 1923-25, 1929---. Est. 500 papers in 1 f.d. (dated).

Statistical report of pupils in elementary and high schools, classified by age and grade, giving date, name of school, no. of teachers, name of principal, no. of boys, no. of girls, total, no. and percent under age, normal and over age, and list of pupils two years or more over age; also consolidated summary of all pupils in the county, 1931---. Arr. chron. by date filed within school and district. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

267 PUPILS RECORD CARDS, 1922--. Est. 5,400 cards in 7 f.d. (2 f.d.,  
1936--, colored schools).

Card record of pupils in elementary grades, giving name of pupil, birth-  
date, address, name of parent or guardian, name of school, date admitted,  
previous residence, school last attended, date of discharge, dates of pro-  
motion, age September 1, reason for leaving, attendance record, state of  
health, and behavior record. Arr. alph. by name of pupil, within school.  
Hdw. and typed on ptd. form. Board's office.

268 ELEMENTARY GRADUATES, 1926--. Est. 432 papers 1 f.d.

Lists of pupils graduating in elementary schools, giving name of town, school no., district no., name of pupil., 1934--, also includes list of pupils receiving perfect attendance certificates. Arr. chron. by date filed, within school. Hdw.; typed. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

269 (HIGH SCHOOL), 1923--. Est. 800 cards in 4 f.d.

Card record of high school graduates, giving name of student, name of school, elementary school graduated from, place and date of birth, name and occupation of father or guardian, attendance record for four years, credit points, date of discharge, date of graduation, reason if withdrawn before graduation, subjects studied, grade units, periods per week, and annual average. Arr. alph. by name of student within school. Hdw. on ptd. form. 5 x 7 x 17. Board's office.

270 DAY BOOK (High School Graduates), 1920--. 1 vol.

List of graduates of the high schools in the county, giving date, name of school, name of student, and course studied. Contains: (Trustees), 1923--. (Free Scholarships), 1930--. Arr. alph. by name of school within district. Hdw. 300 pp.  $9\frac{1}{2}$  x 8 x 1. Superintendent's office.

241 MENTAL CLINIC, 1934-35, 1938. 19 papers in 1 f.d.

Record of mental tests made by board of health on pupils referred by teachers, giving names of psychologist and psychiatrist, where clinic held, date, name and age of patient, family background, and findings and recommendations. No orderly arrangement. Typed. 11 x 14 x 27. Board's office.

Attendance

272

(PRINCIPAL'S MONTHLY REPORT), 1920--. In Attendance Reports, en-

try .

Principal's

Monthly ~~attendance~~ reports, <sup>on attendance</sup> giving month, name of principal, school no., district no., no. of teachers, attendance figures by grades, names of pupils withdrawn or absent unlawfully during month, days absent, and names of pupils admitted or reentered during month.

273

ATTENDANCE REPORTS, 1920--. Est. 10,000 papers in 1 f.d., 17 f.b. (dated). Title varies: Monthly and Attendance Reports, 17 f.b., 1920-August 1938.

Principals' and teachers' annual reports on enrollment and attendance, giving statistical data on source of enrollment, causes of withdrawal, attendance, terms, possible days at school, record of each pupil, distribution by attendance, and transportation, enrollment in high school courses and subjects, promotions and nonpromotions, and signatures of elementary school district board of trustees. Contains: Principal monthly Report, 1920--, entry . Arr. numer. by school no. within district. Hdw. on ptd. form. F.d.  $12\frac{1}{2}$  x 14 x 17; f.b. 11 x 12x 24. 17 f.b. 1920-August 1938, storeroom; 1 f.d. September 1938--, attendance officer's office.

274

*Transportation*

REPORTS ON BUS ROUTES), 1930--. 55 papers in 1 f.d.

Original contracts between owners of busses and the board of education for the transportation of children to county schools, giving amount to be paid, route to be covered, schedule of arrival at designated points, years for which contract is valid, and signatures of president and secretary of board and bus owner; also contains liability insurance policies, giving date, name of company, and amount of liability. Contains: (Transportation Reports), 1930--, entry . Arr. chron. by date filed. Hdw. on ptd. form. 11 x 14 x 27. Board's office.

275 (TRANSPORTATION), 1939--. Est. 350 cards in 1 f.d.

Weekly post card report of bus drivers, giving name and no. of school, date, no. of pupils transported, time of arrival and departure, a.m., and p.m., report of <sup>any</sup> ~~cases~~ misconduct of pupils, and signature of driver.

Arr. alph. by name of bus driver. Hdw. on ptd. form. 5 x 7 x 17. Board's office.

276 (TRANSPORTATION REPORTS), 1930--. In Reports on Bus Routes, entry .

Copies of board of education's summarized report to the state board on bus transportation, giving total no. of vehicles, no. of routes, total no. of pupils handled, and total cash; also contains list of bus owners, drivers, and their address.

## FINANCIALS

277 REPORT OF BOARD OF EDUCATION, 1917, 1919--. 22 vols. (dated).

Annual financial reports of the county board of education, giving school buildings, names of teachers, names of staff not teaching, teachers' day schools, cash receipts from federal, state, county and other sources, general control account expense, instructional service, operation and maintenance of school plant, auxiliary, fixed charges, debt service, capital outlay for each school, giving school no., district, total, teachers' salaries, instructional service, operation, auxiliary gross total of expense, aver. no. of pupils, and cost per pupil. Arr. chron. by year of report. Hdw. under ptd. head; hdw. on ptd. form. Aver. 16 pp. 16 x 14 x  $\frac{1}{4}$ . Superintendents office.

278

MONTHLY REPORTS, 1920--. Est. 4,000 papers in 1 f.d., 17 f.d.

(dated). Title varies: Monthly and Attendance Reports, 17 f.d.

1920-38.

Monthly report of principals and teachers, with salary vouchers, giving no. of days in month, no. of teachers meetings, legal holidays, annual field day, no. of days taught by regular, and no. of days taught by substitute teacher, no. of days absent without substitute, total days; causes of teachers absence, no. of days, reason, name of substitute employed, address, no. of days employed; total no. of boys and girls enrolled in grades and high school; salary for month, less days lost, less retirement dues, total to be deducted, amount due teacher, and check no. Arr. numer. by school no. within district. Hdw. on ptd. form. F.d. 11 x 14 x 27 $\frac{1}{2}$ , f.b. 11 x 12 x 24. F.b. 1920-38, in storeroom, f.d., 1939-- , board's office.

279

SCHOOL EXPENSE LEDGER, 1901-28, August 1938--. 9 vols. (1 vol. dated). 1 vol., August 1, 1938--, not titled. 1928-July 1938, in Cash Book, Salary Book, School Expense Ledger, entry .

Ledger account of expenditures for school purposes, giving date, school and district nos., folio in cash book, name of payee, purpose, costs for school plant, repairs and replacement of equipment, textbooks, instructional service, auxiliary and capital outlay. Arr. numer. by school no. within district. Hdw. under ptd. head. Aver. 400 pp.  $16\frac{1}{2}$  x 11 x 2, 17 x 15 x  $\frac{1}{2}$ . 8 vols., 1901-28, Register of Wills, vault; 1 vol., 1938--, office of board.

280

CASH BOOK, 1888-99, 1901-28. 12 vols. (9 vols. dated). Title varies: Current Fund Cash Book, 1 vol. 1888-July 1898; Ledger, 1 vol., August 1898-July 1899; Receipts and Disbursements, 4 vols., 1901-17. August 1928-- in Cash Book, Salary Book, School Expense Ledger, entry .

Record of receipts and disbursements; receipts giving date, source and amount; disbursements giving date, check no., amount, purpose, and ledger folio. Contains: Teachers Salaries, entry . Arr. chron. by date of recording. Hdw. 1888-89; hdw. under ptd. head, 1901--. Aver. 250 pp. 16 x 11 x 2. Register of Wills vault.

281 CASH BOOK, SALARY BOOK, SCHOOL EXPENSE LEDGER, 1928--. 11 vols.

(4 vols. dated). Title varies: Board of Education, 1 vol., 1933-34, 7 vols., 1932--, not titled.

Contains receipts and expenditures, 1928--, entry ; General Ledger, 1928, entry ; School Expense Ledger, 1928-July 1938, entry ; Salary and Retirement Fund, 1928--, entry . Arr. chron. by date recorded within type of account. Hdw. under ptd. head. Aver. 200 pp. 12 x 18 x 1 $\frac{1}{2}$ . 10 vols., 1928-July 1928, Register of Wills vault. 1 vol., August 1938--, board's office.

281

GENERAL LEDGER, 1917-July-28. 1 vol. August 1928--in Cash Book,  
Salary Book, School Expense Ledger, entry .

Ledger account of general expenditures of the board of education, giving date, folio of Cash Book, entry , and amount spent for office expenses, printing and advertising, per diem of board members, legal services, general control, auxiliary agencies, fixed charges, and debt service. Arr. chron. by date of entry. Hdw. under ptd. head. Aver. 468 pp. 16 x 11 x 2. Register of Wills vault.

283 ACCOUNTS PAID BY BOARD OF EDUCATION EXCEPT QUARTERLY ACCOUNTS PAID  
TO TEACHERS, 1899-1900. 1 vol.

Treasurers' record of all disbursements, except teachers' salaries, giving date, school no., district no., name of payee, amount for supplies, repairs and equipment, general expenditures for commissioners, examiner and office salaries, new buildings, books and stationery, libraries and county institute. Arr. chron. by date of entry. Hdw. under ptd. head. 302 pp. 14 used. 16 x 12 x  $1\frac{1}{2}$ . Register of Wills vault.

BILLS PAID, 1917--. Est. 54,000 papers in 2 f.d. 16 f.b. (dated).

284

Title varies: Paid Vouchers, 16 f.b. 1917-38.

Original bills, vouchers and checks in payment of all accounts by the board of education, including teachers' salaries. Arr. numer. by check no. Hdw.; typed; some on ptd. form. f.d. 11 x 14 x 27 $\frac{1}{2}$ ; f.b., 10 $\frac{1}{2}$  x 14 x 25. 2 f.d. September 1938--Board's office, 16 f.b. 1917-July 1939, storeroom.

*Miscellaneous*

485 SCHOOL FINANCIAL REPORTS, W. & C. (white and colored), 1932---

Est. 375 papers in 1 f.d. (dated).

Principals' annual report of receipts and disbursements, in extra-curricular activities, giving type of activity, total receipts, total disbursements, and balance on hand at end of year. Arr. chron. by date filed. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

286 H.S. (HIGH SCHOOL) CAFETERIA REPORTS, 1938--. 37 papers in 1 folder.

Principal's report of receipts and expenditures for cafeterias in high schools, giving amount received for food and confections and expenditures for food, confections, equipment, labor and fuel, showing gross receipts and expenditures, and cash balances. Arr. chron. by months. Hdw. on ptd. form. 12 x 9 x 1. In desk of superintendent.

287

(FREE SCHOLARSHIPS), 1930--. In Day Book (High School Graduates).

List of free scholarships awarded, giving name of college, name of scholar, and date awarded. Arr. chron. by date awarded.

General Administration

246. JOURNAL (Minutes), 1893--. 4 vols. (2 vols. dated). Title varies: Records, 1 vol., 1893-98; Record Minutes, 1 vol., 1898-1909. 1 vol., 1922--, not titled.  
Record of proceedings at meetings of the board of education, giving date, members present, petitions, bills passed and ordered paid, purchases authorized, applications, appointment and resignation of teachers, bids and contracts, and appointment of trustees. Contains: Teachers Salaries, 1893-1909, entry . Arr. chron. by date of meeting. Hdw. 1893-1922; typed 1922--. Aver. 444 pp. 16 x 10 $\frac{1}{2}$  x 2, 16 x 12 x 2. 2 vols., 1893-1909, Register of Wills, vault; 2 vols., 1909--, clerk's office.  
1909
247. (TRUSTEES), 1923--. In Day Book, (HighSchool Graduates), entry 270.  
List of trustees appointed, giving name of school, district no., date appointed, name of trustee, term of office, date of expiration, and remarks. Arr. numer. by school no. within district.
248. DR. A. S. COOKE, STATE SUPT. (Correspondence), 1923--. Est. 3,500 papers in 1 f.d.  
Routine correspondence with officials of the State Board of Education. Arr. alph. by name of state officer and chron. thereunder. Typed. 11 x 14 x 37 $\frac{1}{2}$ . Board's office.
249. (BUREAU OF LABOR AND STATISTICS), 1939. 10 papers in 1 folder. In Correspondence, entry .  
Routine correspondence between attendance officer and Bureau of Labor and Statistics, relating to permits, to be released for employment. Arr. chron. by date filed.
250. (CORRESPONDENCE), 1928--. Est. 2,500 papers in 1 f.d.  
Routine correspondence of the board. Contains: Bureau of Labor Statistics, entry . Arr. alph. by name of correspondent or subject and chron. thereunder.
251. REGISTER (FIRE INSURANCE), 1903--. 1 vol.  
Record of fire insurance policies on school property and autos, giving name and no. of school, type of car, serial no., location, district no., policy no., date commencement of risk, term, date of expiration, amount, rate, amount of premium. Arr. numer. by district no. Hdw. under ptd. head. 168 pp. 8 x 11 x 1. Superintendent's office.

School Work

252. (SUPERVISORS REPORT), 1923--. 315 papers in 1 desk drawer.  
Reports of supervisors, giving name of supervisor, no. of school visited, name of teacher, dates of meetings, and subjects covered in tests; includes monthly and summarized annual reports. Arr. chron. by date filed. Typed and hdw. on ptd. form. 10 $\frac{1}{2}$  x 14 x 32.

Board of Education

253. ANNUAL REPORT ON PHYSICAL EDUCATION, 1937--. 84 papers in 1 f.d.

Teachers summarized report on physical activities, giving school no., & district no., no. of boys and girls enrolled, badge tests, intramural and interschool contests, and totals. Arr. numer. by school no. within district. 11 x 14 x 27½. Board's office.

Books

254. BOOK ORDERS FILLED, 1939. (White, Colored). Est. 100 papers on 2 spindle files, in 1 cabinet.

Principals' order blank for books, giving school, district no., name of principal, post office address, consignee, date of order, list of books, title, author and publisher, no. ordered, and no. on hand. Arr. chron. by date of order, within district. Hdw. on ptd. form. 11 x 9 x ¼. Board's office.

255. CURRENT FREE BOOK FUND, September, 1896-August 1898. 1 vol. Record of receipts and expenditures of the free book fund; receipts giving amount on hand, amount received, date, and source; expenditures giving date and amount paid, name of payee, purpose, and balance. Arr. chron. by date recorded. Hdw. 300 pp. (10 used). 16 x 10½ x 1½. Register's vault.

Teachers

256. TEACHERS' RECORDS, 1922--. Est. 518 cards in 2 f.d.

Card record of high and elementary school certificates, giving name of teacher, permanent address, date of birth, kind of certificate, how secured, date originally issued, total years of experience, grades taught in, no. of years each; high school certificates give certificate no. and subjects experienced to teach. Arr. alph. by name of teacher. Hdw. on ptd. form. 6½ x 9 x 9. Board's office.

257. TEACHERS CONTRACTS, 1932-35. Est. 30 papers in 1 f.d. 1936-- in Assignment of Teachers, entry .

Original contracts between the board of education and teachers, giving name of teacher, elementary or high school, terms of contract, signatures of president and secretary of board and teacher. No orderly arrangement. Hdw. and typed on ptd. form. 11 x 14 x 27½. Board's office.

258. (REPORT ON TEACHERS' SALARY EXPERIENCE AND CERTIFICATION), 1923--. 173 papers in 1 f.d.

Copies of annual reports to state board relating to experience, certification and salaries of teachers in the county, giving name of teacher, color, type of school, school no., district no., grades or subjects taught, years of experience, grade of certificate, class of certificate, annual salary, average attendance, and remarks. Arr. numer. by school no., within district. Hdw. on ptd. form. 11 x 12 x 29. Board's office.

259. TEACHERS' SUMMER SCHOOL RECORD, 1922---. 263 cards in 2 f.d. Card record of teachers' attendance at summer school, giving name of teacher, permanent address, school attended, dates, subjects studied, credits, grades, and remarks. Arr. alph. by name of teacher. Hdw. on ptd. card. 6½ x 9 x 9. Board's office.

260. ASSIGNMENT OF TEACHERS, 1936---. Est. 650 papers in 1 f.d. Notice of superintendent to teachers that they have been assigned to a school, giving amount of salary to be paid, signature of teacher, and date accepted. Contains teacher contracts, 1936---, entry . Arr. chron. by date filed. Hdw. on ptd. form. 11 x 14 x 27½. Board's office.

261. (SALARY AND RETIREMENT FUND, AUG. 1928---). In Cash Book, Salary Book, School Expense Ledger, Teachers Salaries, 1888-99, 1901-28, in Cash Book, entry . 1917-19 in Salary Book, entry .  
Record of teachers salaries and deductions for retirement fund, giving name of teacher, school no., district no., gross salary, amount deducted, net paid, and check no. Arr. chron. by month.

262. SALARY BOOK, 1917-19. 1 vol.  
Record of salaries paid to teachers, giving date, name of teacher, check no., amount for sundries, amount of check; also per diem of school commissioners and salaries of superintendent, clerks, and janitors. Arr. chron. by date paid and by school no. within districts. Hdw. under ptd. head. 150 pp. 16 x 11 x 1. Register's vault.

263. QUARTERLY ACCOUNTS PAID BY BOARD TO TEACHERS, 1899-1900.  
1 vol.  
Treasurers record of quarterly payments to teachers for salaries and school expenses, giving school no., district no., name of teacher, no. of pupils, boys and girls, January 1, by grades no. over sixteen, no. of books issued, no. lost, no. new, condition, amount for rent, fuel and incidentals, cost of books for free pupils, amount for salaries, and totals. Arr. numer. by school no. within district. Hdw. under ptd. head. 302 pp. (96 used). Register of Wills vault.

Pupils

264. CENSUS, 1924---. Est. 15,000 papers in 2 f.d., 2 f.b. (dated) 2 f.b. 1924-28, subtitled white & colored.  
School census of children between the ages of six and eighteen, giving names of enumerator, family physician and address, name of child, place of birth, age September 1, name of school now attending, grade, physical handicaps if any, reason for nonattendance, residence of family, parents or guardian, home owner, tenant or renter, and occupation of father or guardian. Arr. alph. by name of family within school. Hdw. on ptd. form. F.d. 12½ x 14 x 17, f.b. 11 x 12 x 24. 2 f.b. 1924-28, storeroom, 2 f.d. 1930---, board's office.

Board of Education

265. CENSUS OF CHILDREN, 1928---. 26 papers in 1 f.d.  
Reports furnished by teachers on physically handicapped and disabled children, giving name of child, address, birthdate, grade, distance from school, cause and type of disability, names of parents and occupation. Arr. numer. by school no. within district. Hdw. and typed on ptd. form. 11 x 14 x 27½. Board's office.

266. AGE GRADE REPORTS, 1923-25, 1929---. Est. 500 papers in 1 f.d. (dated).  
Statistical report of pupils in elementary and high schools, classified by age and grade, giving date, name of school, no. of teachers, name of principal, no. of boys, no. of girls, total, no. and percent under age, normal and over age, and list of pupils two years or more over age; also consolidated summary of all pupils in the county, 1931---. Arr. chron. by date filed within school and district. Hdw. and typed on ptd. form. 11 x 14 x 27½. Board's office.

267. PUPILS RECORD CARDS, 1922---. Est. 5,400 cards in 7 f.d. (2 f.d., 1936---, colored schools).  
Card record of pupils in elementary grades, giving name of pupil, birthdate, address, name of parent or guardian, name of school, date admitted, previous residence, school last attended, date of discharge, dates of promotion, age September 1, reason for leaving, attendance record, state of health, and behavior record. Arr. alph. by name of pupil, within school. Hdw. and typed on ptd. form. Board's office.  
5x7x17.

268. ELEMENTARY GRADUATES, 1926---. Est. 432 papers 1 f.d.  
Lists of pupils graduating in elementary schools, giving name of town, school no., district no., name of pupil., 1934---, also includes list of pupils receiving perfect attendance certificates. Arr. chron. by date filed, within school. Hdw.; typed. 11 x 14 x 27½. Board's office.  
3200

269. (HIGH SCHOOL), 1923---. Est. ~~200~~ cards in 4 f.d.  
Card record of high school graduates, giving name of student, name of school, elementary school graduated from, place and date of birth, name and occupation of father or guardian, attendance record for four years, credit points, date of discharge, date of graduation, reason if withdrawn before graduation, subjects studied, grade units, periods per week, and annual average. Arr. alph. by name of student within school. Hdw. on ptd. form. 5 x 7 x 17. Board's office.

270. DAY BOOK (High School Graduates), 1920---. 1 vol.  
List of graduates of the high schools in the county, giving date, name of school, name of student, and course studied. Contains: (Trustees), 1923---, (Free Scholarships), 1930---, Arr. alph. by name of school within district. Hdw. 300 pp. 9½ x 8 x 1. Superintendent's office.

entry 247.

entry 287.

## Board of Education

271. MENTAL CLINIC, 1934-35, 1938. 19 papers in 1 f.d.  
Record of mental tests made by board of health on pupils referred by teachers, giving names of psychologist and psychiatrist, where clinic held, date, name and age of patient, family background, and findings and recommendations. No orderly arrangement. Typed. 11 x 14 x 27. Board's office.

### Attendance

272. (PRINCIPAL'S MONTHLY REPORT), 1920--. In Attendance Reports, entry .  
Principal's monthly reports on attendance, giving month, name of principal, school no., district no., no. of teachers, attendance figures by grades, names of pupils withdrawn or absent unlawfully during month, days absent, and names of pupils admitted or reentered during month.

273. ATTENDANCE REPORTS, 1920--. Est. 10,000 papers in 1 f.d., 17 f.b. (dated). Title varies: Monthly and Attendance Reports, 17 f.b., 1920-August 1936.  
Principals' and teachers' annual reports on enrollment and attendance, giving statistical data on source of enrollment, causes of withdrawal, attendance, terms, possible days at school, record of each pupil, distribution by attendance, and transportation, enrollment in high school courses and subjects, promotions and nonpromotions, and signatures of elementary school district board of trustees. Contains: Principal's monthly report, 1920--, entry . Arr. numer. by school no. within district. Hdw. on ptd. form. F.d. 12½ x 14 x 17; f.b. 11 x 12 x 24. 17 f.b. 1920-August 1936, storeroom; 1 f.d. September 1938--, attendance officer's office.

### Transportation

274. (REPORTS ON BUS ROUTES), 1930--. 55 papers in 1 f.d.  
Original contracts between owners of busses and the board of education for the transportation of children to county schools, giving amount to be paid, route to be covered, schedule of arrival at designated points, years for which contract is valid, and signatures of president and secretary of board and bus owner; also contains liability insurance policies, giving date, name of company, and amount of liability. Contains: (Transportation Reports), 1930--, entry 276. Arr. chron. by date filed. Hdw. on ptd. form. 11 x 14 x 27. Board's office.

275. (TRANSPORTATION), 1939--. Est. 550 cards in 1 f.d.  
Weekly post card report of bus drivers, giving name and no. of school, date, no. of pupil transported, time of arrival and departure, a.m., and p.m., report of any misconduct of pupils, and signature of driver. Arr. alph. by name of bus driver. Hdw. on ptd. form. 5 x 7 x 17. Board's office.

276. (TRANSPORTATION REPORTS), 1930--. In Reports on Bus Routes, entry 274.  
Copies of board of education's summarized report to the state board on bus transportation, giving total no. of vehicles, no. of routes, total no. of pupils handled, and total cash; also contains list of bus owners, drivers, and their address.

# Board of Education

## Finances

277. REPORT OF BOARD OF EDUCATION, 1917, 1919--. 22 vols. (dated). Annual financial reports of the county board of education, giving school buildings, names of teachers, names of staff not teaching, teachers' day schools, cash receipts from federal, state, county and other sources, general control account expense, instructional service, operation and maintenance of school plant, auxiliary, fixed charges, debt service, capital outlay for each school, giving school no., district, total, teachers' salaries, instructional service, operation, auxiliary gross total of expense, aver. no. of pupils, and cost per pupil. Arr. chron. by year of report. Hdw. under ptd. head; hdw. on ptd. form. Aver. 16 pp. 16 x 14 x  $\frac{1}{4}$ . Superintendents office.

278. MONTHLY REPORTS, 1920--. Est. 4,000 papers in 1 f.d. 17 f.d. (dated). Title varies: Monthly and Attendance Reports, 17 f.d., 1920-38. Monthly report of principals and teachers, with salary vouchers, giving no. of days in month, no. of teachers meetings, legal holidays, annual field day, no. of days taught by regular, and no. of days taught by substitute teacher, no. of days absent without substitute, total days; causes of teachers absence, no. of days, reason, name of substitute employed, address, no. of days employed; total no. of boys and girls enrolled in grades and high school; salary for month, less days lost, less retirement dues, total to be deducted, amount due teachers and check no. Arr. numer. by school no. within district. Hdw. on ptd. form. F.d. 11 x 14 x 27 $\frac{1}{2}$ , f.b. 11 x 12 x 24. F.b. 1920-38, in storeroom, f.d., 1939-- board's office.

279. SCHOOL EXPENSE LEDGER, 1901-38, August 1938--. 9 vols. (1 vol. dated). 1 vol., August 1, 1938--, not titled. 1928-July 1938, in Cash Book, Salary Book, School Expense Ledger, entry. Ledger account of expenditures for school purposes, giving date, school and district nos., folio in cash book, name of payee, purpose, costs of school plant, repairs and replacement of equipment, textbooks, instructional service, auxiliary and capital outlay. Arr. numer. by school no. within district. Hdw. under ptd. head. Aver. 400 pp. 16 $\frac{1}{2}$  x 11 x 2, 17 x 15 x 1 $\frac{1}{2}$ . 8 vols., 1901-28, Register of Wills, vault; 1 vol., 1938--, office of board.

280. CASH BOOK, 1888-99, 1901-23. 12 vols. (9 vols. dated). Title varies: Current Fund Cash Book, 1 vol. 1888-July 1898; Ledger, 1 vol., August 1898-July 1899; Receipts and Disbursements, 4 vols., 1901-17. August 1928--in Cash Book, Salary Book, School Expense Ledger, entry. Record of receipts and disbursements; receipts giving date, source and amount; disbursements giving date, check no., amount, purpose, and ledger folio. Contains: Teachers Salaries, ~~1878-99~~ 1901-23. Arr. chron. by date of recording. Hdw. 1888-89; hdw. under ptd. head, 1901--. Aver. 250 pp. 16 x 11 x 2. Register of Wills vault.

Board of Education

281. CASH BOOK, SALARY BOOK, SCHOOL EXPENSE LEDGER, 1928--. 11 vols. (4 vols. dated). Title varies: Board of Education, 1 vol., 1933-34, 7 vols., 1932--; not titled. Contains receipts and expenditures, 1928--; entry ; General Ledger, 1928, entry ; School Expense Ledger, 1928-July 1938, entry ; Salary and Retirement Fund, 1928--; entry . Arr. chron. by date recorded within type of account. Hdw. under ptd. head. Aver. 200 pp. 12 x 18 x 1½. 10 vols., 1928-July 1938, Register of Wills vault. 1 vol., August 1938--; board's office. 1438

282. GENERAL LEDGER, 1917-July 28. 1 vol. August 1928--in Cash Book, Salary Book, School Expense Ledger, entry . Ledger account of general expenditures of the board of education, giving date, folio of Cash Book, entry , and amount spent for office expenses, printing and advertising, per diem of board members, legal services, general control, auxiliary agencies, fixed charges, and debt service. Arr. chron. by date of entry. Hdw. under ptd. head. Aver. 468 pp. 16 x 11 x 2. Register of Wills vault.

283. ACCOUNTS PAID BY BOARD OF EDUCATION EXCEPT QUARTERLY ACCOUNTS PAID TO TEACHERS, 1899-1900. 1 vol. Treasurer's record of all disbursements, except teachers' salaries, giving date, school no., district no., name of payee, amount for supplies, repairs and equipment, general expenditures for commissioners, examiner and office salaries, new buildings, books and stationery, libraries and county institute. Arr. chron. by date of entry. Hdw. under ptd. head. 302 pp. (14 used). 16 x 12 x 1½. Register of Wills vault.

284. BILLS PAID, 1917--. Est. 54,000 papers in 2 f.d. 16 f.b. (dated). Title varies: Paid Vouchers, 16 f.b. 1917-38. Original bills, vouchers and checks in payment of all accounts by the board of education, including teachers' salaries. Arr. numer. by check no. Hdw.; typed; some on ptd. form. f.d. 11 x 14 x 27½; f.b., 10½ x 14 x 25. 2 f.d. September 1938--Board's office, 16 f.b. 1917-July 1939, storeroom.

Miscellaneous

285. SCHOOL FINANCIAL REPORTS, W.&C. (White and Colored), 1932--. Est. 375 papers in 1 f.d. (dated). Principals' annual report of receipts and disbursements, in extra-curricular activities, giving type of activity, total receipts, total disbursements, and balance on hand at end of year. Arr. chron. by date filed. Hdw. and typed on ptd. form. 11 x 14 x 27½. Board's office.

286. H.S. (HIGH SCHOOL) CAFETERIA REPORTS, 1938--. 37 papers in 1 folder. Principal report of receipts and expenditures for cafeterias in high schools, giving amount received for food and confections and expenditures for food, confections, equipment, labor and fuel, showing gross receipts and expenditures, and cash balances. Arr. chron. by months. Hdw. on ptd. form. 12 x 9 x 1. In desk of superintendent.

Board of Education

287. (FREE SCHOLARSHIPS), 1930--. In Dry Book (High School Graduates), *entry 27c.*

List of free scholarships awarded, giving name of college, name of scholar, and date awarded. Arr. chron. by date awarded.

General Administration

246. JOURNAL (Minutes), 1893--. 4 vols. (2 vols. dated). Title varies: Records, 1 vol., 1893-98; Record Minutes, 1 vol., 1898-1909. 1 vol., 1922--, not titled.  
Record of proceedings at meetings of the board of education, giving date, members present, petitions, bills passed and ordered paid, purchases authorized, applications, appointment and resignation of teachers, bids and contracts, and appointment of trustees. Contains: Teachers Salaries, 1893-1909, entry . Arr. chron. by date of meeting. Hdw. 1893-1922; typed 1922--. Aver. 444 pp. 16 x 10 $\frac{1}{2}$  x 2, 16 x 12 x 2. 2 vols., 1893-1909, Register of Wills, vault; 2 vols., 1909--, clerk's office.
247. (TRUSTEES), 1923--. In Day Book, (HighSchool Graduates). List of trustees appointed, giving name of school, district no., date appointed, name of trustee, term of office, date of expiration, and remarks. Arr. numer. by school no. within district.
248. DR. A. S. COOKE, STATE SUPT. (Correspondence), 1923--. Est. 3,500 papers in 1 f.d.  
Routine correspondence with officials of the State Board of Education. Arr. alph. by name of state officer and chron. thereunder. Typed. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.
249. (BUREAU OF LABOR AND STATISTICS), 1939. 10 papers in 1 folder. In Correspondence, entry .  
Routine correspondence between attendance officer and Bureau of Labor and Statistics, relating to permits, to be released for employment. Arr. chron. by date filed.
250. (CORRESPONDENCE), 1928--. Est. 2,500 papers in 1 f.d.  
Routine correspondence of the board. Contains: Bureau of Labor Statistics, entry . Arr. alph. by name of correspondent or subject and chron. thereunder.

251. REGISTER (FIRE INSURANCE), 1902--. 1 vol.  
Record of fire insurance policies on school property and autos, giving name and no. of school, type of car, serial no., location, district no., policy no., date commencement of risk, term, date of expiration, amount, rate, amount of premium. Arr. numer. by district no. Hdw. under ptd. head. 168 pp. 8 x 11 x 1. Superintendent's office.

School Work

252. (SUPERVISORS REPORT), 1923--. 315 papers in 1 desk drawer.  
Reports of supervisors, giving name of supervisor, no. of school visited, name of teacher, dates of meetings, and subjects covered in tests; includes monthly and summarized annual reports. Arr. chron. by date filed. Typed and hdw. on ptd. form. 10 $\frac{1}{2}$  x 14 x 32.

Board of Education

253. ANNUAL REPORT ON PHYSICAL EDUCATION, 1937--. 84 papers in 1 f.d.

Teachers summarized report on physical activities, giving school no., district no., no. of boys and girls enrolled, badge tests, intramural and interschool contests, and totals. Arr. numer. by school no. within district. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

Books

254. BOOK ORDERS FILLED, 1939. (White, Colored). Est. 100 papers on 2 spindle files, in 1 cabinet.

Principals' order blank for books, giving school, district no., name of principal, post office address, consignee, date of order, list of books, title, author and publisher, no. ordered, and no. on hand. Arr. chron. by date of order, within district. Hdw. on ptd. form. 11 x 9 x  $\frac{1}{4}$ . Board's office.

255. CURRENT FREE BOOK FUND, September, 1896-August 1898. 1 vol. Record of receipts and expenditures of the free book fund; receipts giving amount on hand, amount received, date, and source; expenditures giving date and amount paid, name of payee, purpose, and balance. Arr. chron. by date recorded. Hdw. 300 pp. (10 used). 16 x 10 $\frac{1}{2}$  x 1 $\frac{1}{2}$ . Register's vault.

Teachers

256. TEACHERS' RECORDS, 1922--. Est. 518 cards in 2 f.d.

Card record of high and elementary school certificates, giving name of teacher, permanent address, date of birth, kind of certificate, how secured, date originally issued, total years of experience, grades taught in, no. of years each; high school certificates give certificate no. and subjects experienced to teach. Arr. alph. by name of teacher. Hdw. on ptd. form. 6 $\frac{1}{2}$  x 9 x 9. Board's office.

257. TEACHERS CONTRACTS, 1932-35. Est. 30 papers in 1 f.d. 1936-- in Assignment of Teachers, entry .

Original contracts between the board of education and teachers, giving name of teacher, elementary or high school, terms of contract, signatures of president and secretary of board and teacher. No orderly arrangement. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

258. (REPORT ON TEACHERS' SALARY EXPERIENCE AND CERTIFICATION), 1923--. 173 papers in 1 f.d.

Copies of annual reports to state board relating to experience, certification and salaries of teachers in the county, giving name of teacher, color, type of school, school no., district no., grades or subjects taught, years of experience, grade of certificate, class of certificate, annual salary, average attendance, and remarks. Arr. numer. by school no., within district. Hdw. on ptd. form. 11 x 12 x 29. Board's office.

259. TEACHERS' SUMMER SCHOOL RECORD, 1922-- . 263 cards in 2 f.d. Card record of teachers' attendance at summer school, giving name of teacher, permanent address, school attended, dates, subjects studied, credits, grades, and remarks. Arr. alph. by name of teacher. Hdw. on ptd. card.  $6\frac{1}{2}$  x 9 x 9. Board's office.

260. ASSIGNMENT OF TEACHERS, 1936-- . Est. 650 papers in 1 f.d. Notice of superintendent to teachers that they have been assigned to a school, giving amount of salary to be paid, signature of teacher, and date accepted. Contains teacher contracts, 1936-- , entry . Arr. chron. by date filed. Hdw. on ptd. form. 11 x 14 x  $27\frac{1}{2}$ . Board's office.

261. (SALARY AND RETIREMENT FUND, AUG. 1928--). In Cash Book, Salary Book, School Expense Ledger, Teachers Salaries, 1888-99, 1901-28, in Cash Book, entry . 1917-19 in Salary Book, entry .  
Record of teachers salaries and deductions for retirement fund, giving name of teacher, school no., district no., gross salary, amount deducted, net paid, and check no. Arr. chron. by month.

262. SALARY BOOK, 1917-19. 1 vol. *1893-1900 in former entry 246*  
Record of salaries paid to teachers, giving date, name of teacher, check no., amount for sundries, amount of check; also per diem of school commissioners and salaries of superintendent, clerks, and janitors. Arr. chron. by date paid and by school no. within districts. Hdw. under ptd. head. 150 pp. 16 x 11 x 1. Register's vault.

263. QUARTERLY ACCOUNTS PAID BY BOARD TO TEACHERS, 1899-1900.  
1 vol.  
Treasurers record of quarterly payments to teachers for salaries and school expenses, giving school no., district no., name of teacher, no. of pupils, boys and girls, January 1, by grades, no. over sixteen, no. of books issued, no. lost, no. new, condition, amount for rent, fuel and incidentals, cost of books for free pupils, amount for salaries, and totals. Arr. numer. by school no. within district. Hdw. under ptd. head. 302 pp. (96 used). Register of Wills vault.

#### Pupils

264. CENSUS, 1924-- . Est. 15,000 papers in 2 f.d., 2 f.b. (dated) 2 f.b. 1924-28, subtitled white & colored.  
School census of children between the ages of six and eighteen, giving name of enumerator, family physician and address, name of child, place of birth, age September 1, name of school now attending, grade, physical handicaps if any, reason for nonattendance, residence of family, parents or guardian, home owner, tenant or renter, and occupation of father or guardian. Arr. alph. by name of family within school. Hdw. on ptd. form. F.d.  $12\frac{1}{2}$  x 14 x 17, f.b. 11 x 12 x 24. 2 f.b. 1924-28, storeroom, 2 f.d. 1930-- , board's office.

Board of Education

265. CENSUS OF CHILDREN, 1928--. 26 papers in 1 f.d.  
Reports furnished by teachers on physically handicapped and disabled children, giving name of child, address, birthdate, grade, distance from school, cause and type of disability, names of parents and occupation. Arr. numer. by school no. within district. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

266. AGE GRADE REPORTS, 1923-25, 1929--. Est. 500 papers in 1 f.d. (dated).  
Statistical report of pupils in elementary and high schools, classified by age and grade, giving date, name of school, no. of teachers, name of principal, no. of boys, no. of girls, total, no. and percent under age, normal and over age, and list of pupils two years or more over age; also consolidated summary of all pupils in the county, 1931--. Arr. chron. by date filed within school and district. Hdw. and typed on ptd. form. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

267. PUPILS RECORD CARDS, 1922--. Est. 5,400 cards in 7 f.d. (2 f.d., 1936--, colored schools).  
Card record of pupils in elementary grades, giving name of pupil, birthdate, address, name of parent or guardian, name of school, date admitted, previous residence, school last attended, date of discharge, dates of promotion, age September 1, reason for leaving, attendance record, state of health, and behavior record. Arr. alph. by name of pupil, within school. Hdw. and typed on ptd. form. Board's office.

5 x 7 x 17

268. ELEMENTARY GRADUATES, 1926--. Est. 432 papers 1 f.d.  
Lists of pupils graduating in elementary schools, giving name of town, school no., district no., name of pupil, 1934--, also includes list of pupils receiving perfect attendance certificates. Arr. chron. by date filed, within school. Hdw.; typed. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

269. (HIGH SCHOOL), 1923--. Est. <sup>3200</sup>~~300~~ cards in 4 f.d.  
Card record of high school graduates, giving name of student, name of school, elementary school graduated from, place and date of birth, name and occupation of father or guardian, attendance record for four years, credit points, date of discharge, date of graduation, reason if withdrawn before graduation, subjects studied, grade units, periods per week, and annual average. Arr. alph. by name of student within school. Hdw. on ptd. form. 5 x 7 x 17. Board's office.

270. DAY BOOK (High School Graduates), 1920--. 1 vol.  
List of graduates of the high schools in the county, giving date, name of school, name of student, and course studied. Contains: (Trustees), 1923--. (Free Scholarships), 1930--. Arr. alph. by name of school within district. Hdw. 300 pp. 9 $\frac{1}{2}$  x 8 x 1. Superintendent's office.

271. MENTAL CLINIC, 1934-35, 1938. 19 papers in 1 f.d.

Record of mental tests made by board of health on pupils referred by teachers, giving names of psychologist and psychiatrist, where clinic held, date, name and age of patient, family background, and findings and recommendations. No orderly arrangement. Typed. 11 x 14 x 27. Board's office.

#### Attendance

272. (PRINCIPAL'S MONTHLY REPORT), 1920--. In Attendance Reports, entry .

Principal's monthly reports on attendance, giving month, name of principal, school no., district no., no. of teachers, attendance figures by grades, names of pupils withdrawn or absent unlawfully during month, days absent, and names of pupils admitted or reentered during month.

273. ATTENDANCE REPORTS, 1920--. Est. 10,000 papers in 1 f.d., 17 f.b. (dated). Title varies: Monthly and Attendance Reports, 17 f.b., 1920-August 1938.

Principals' and teachers' annual reports on enrollment and attendance, giving statistical data on source of enrollment, causes of withdrawal, attendance, terms, possible days at school, record of each pupil, distribution by attendance, and transportation, enrollment in high school courses and subjects, promotions and nonpromotions, and signatures of elementary school district board of trustees. Contains: Principal's monthly report, 1920--, entry . Arr. numer. by school no. within district. Hdw. on ptd. form. F.d. 12 $\frac{1}{2}$  x 14 x 17; f.b. 11 x 12 x 24. 17 f.b. 1920-August 1938, storeroom; 1 f.d. September 1938--, attendance officer's office.

#### Transportation

274. REPORTS ON BUS ROUTES), 1930--. 55 papers in 1 f.d.

Original contracts between owners of busses and the board of education for the transportation of children to county schools, giving amount to be paid, route to be covered, schedule of arrival at designated points, years for which contract is valid, and signatures of president and secretary of board and bus owner; also contains liability insurance policies, giving date, name of company, and amount of liability. Contains: (Transportation Reports), 1930--, entry . Arr. chron. by date filed. Hdw. on ptd. form. 11 x 14 x 27. Board's office.

275. (TRANSPORTATION), 1939--. Est. 350 cards in 1 f.d.

Weekly post card report of bus drivers, giving name and no. of school, date, no. of pupil transported, time of arrival and departure, a.m., and p.m., report of any misconduct of pupils, and signature of driver. Arr. alph. by name of bus driver. Hdw. on ptd. form. 5 x 7 x 17. Board's office.

276. (TRANSPORTATION REPORTS), 1930--. In Reports on Bus Routes, entry .

Copies of board of education's summarized report to the state board on bus transportation, giving total no. of vehicles, no. of routes, total no. of pupils handled, and total cash; also contains list of bus owners, drivers, and their addresses.

Board of Education

Finances

277. REPORT OF BOARD OF EDUCATION, 1917, 1919--. 22 vols. (dated). Annual financial reports of the county board of education, giving school buildings, names of teachers, names of staff not teaching, teachers' day schools, cash receipts from federal, state, county and other sources, general control account expense, instructional service, operation and maintenance of school plant, auxiliary, fixed charges, debt service, capital outlay for each school, giving school no., district, total, teachers' salaries, instructional service, operation, auxiliary gross total of expense, aver. no. of pupils, and cost per pupil. Arr. chron. by year of report. Hdw. under ptd. head; hdw. on ptd. form. Aver. 16 pp. 16 x 14 x  $\frac{1}{4}$ . Superintendents office.

278. MONTHLY REPORTS, 1920--. Est. 4,000 papers in 1 f.d. 17 f.d. (dated). Title varies: Monthly and Attendance Reports, 17 f.d., 1920-38.

Monthly report of principals and teachers, with salary vouchers, giving no. of days in month, no. of teachers meetings, legal holidays, annual field day, no. of days taught by regular, and no. of days taught by substitute teacher, no. of days absent without substitute, total days; causes of teachers absence, no. of days, reason, name of substitute employed, address, no. of days employed; total no. of boys and girls enrolled in grades and high school; salary for month, less days lost, less retirement dues, total to be deducted, amount due teachers and check no. Arr. numer. by school no. within district. Hdw. on ptd. form. F.d. 11 x 14 x  $27\frac{1}{2}$ , f.b. 11 x 12 x 24. F.b. 1920-38, in storeroom, f.d., 1939--, board's office.

279. SCHOOL EXPENSE LEDGER, 1901-28, August 1938--. 9 vols. (1 vol. dated). 1 vol., August 1, 1938--, not titled. 1928-July 1938, in Cash Book, Salary Book, School Expense Ledger, entry .

Ledger account of expenditures for school purposes, giving date, school and district nos., folio in cash book, name of payee, purpose, costs of school plant, repairs and replacement of equipment, textbooks, instructional service, auxiliary and capital outlay. Arr. numer. by school no. within district. Hdw. under ptd. head. Aver. 400 pp.  $16\frac{1}{2}$  x 11 x 2, 17 x 15 x  $1\frac{1}{2}$ . 8 vols., 1901-28, Register of Wills, vault; 1 vol., 1938--, office of board.

280. CASH BOOK, 1888-99, 1901-28. 12 vols. (9 vols. dated). Title varies: Current Fund Cash Book, 1 vol. 1888-July 1898; Ledger, 1 vol., August 1898-July 1899; Receipts and Disbursements, 4 vols., 1901-17. August 1928--in Cash Book, Salary Book, School Expense Ledger, entry .

Record of receipts and disbursements; receipts giving date, source and amount; disbursements giving date, check no., amount, purpose, and ledger folio. Contains: Teachers Salaries, ~~1888-99~~ entry, 1901-28. Arr. chron. by date of recording. Hdw. 1888-89; hdw. under ptd. head, 1901--. Aver. 250 pp. 16 x 11 x 2. Register of Wills vault.

Board of Education

281. CASH BOOK, SALARY BOOK, SCHOOL EXPENSE LEDGER, 1928--. 11 vols. (4 vols. dated). Title varies:-- Board of Education, 1 vol., 1933-34, 7 vols., 1932--, not titled.  
Contains receipts and expenditures, 1928--, entry ; General Ledger, 1928, entry ; School Expense Ledger, 1928-July 1938, entry ; Salary and Retirement Fund, 1928--. entry . Arr. chron. by date recorded within type of account. Hdw. under ptd. head. Aver. 200 pp. 12 x 18 x 1½. 10 vols., 1928-July 1938, Register of Wills' vault. 1 vol., August 1938--; board's office.

282. GENERAL LEDGER, 1917-July 28. 1 vol. August 1928-in Cash Book, Salary Book, School Expense Ledger, entry .  
Ledger account of general expenditures of the board of education, giving date, folio of Cash Book, entry , and amount spent for office expenses, printing and advertising, per diem of board members, legal services, general control, auxiliary agencies, fixed charges, and debt service. Arr. chron. by date of entry. Hdw. under ptd. head. Aver. 468 pp. 16 x 11 x 2. Register of Wills vault.

283. ACCOUNTS PAID BY BOARD OF EDUCATION EXCEPT QUARTERLY ACCOUNTS PAID TO TEACHERS, 1899-1900. 1 vol.  
Treasurer's record of all disbursements, except teachers' salaries, giving date, school no., district no., name of payee, amount for supplies, repairs and equipment, general expenditures for commissioners, examiner and office salaries, new buildings, books and stationery, libraries and county institute. Arr. chron. by date of entry. Hdw. under ptd. head. 302 pp. (14 used). 16 x 12 x 1½. Register of Wills vault.

284. BILLS PAID, 1917--. Est. 54,000 papers in 2 f.d. 16 f.b. (dated). Title varies: Paid Vouchers, 16 f.b. 1917-38.  
Original bills, vouchers and checks in payment of all accounts by the board of education, including teachers' salaries. Arr. numer. by check no. Hdw.; typed; some on ptd. form. f.d. 11 x 14 x 27½; f.b., 10½ x 14 x 25. 2 f.d. September 1938--Board's office, 16 f.b. 1917-July 1939, storeroom.

Miscellaneous

285. SCHOOL FINANCIAL REPORTS, W.&C. (White and Colored), 1932--.  
Est. 375 papers in 1 f.d. (dated).  
Principals' annual report of receipts and disbursements, in extra-curricular activities, giving type of activity, total receipts, total disbursements, and balance on hand at end of year. Arr. chron. by date filed. Hdw. and typed on ptd. form. 11 x 14 x 27½. Board's office.

286. H.S. (HIGH SCHOOL) CAFETERIA REPORTS, 1938--. 37 papers in 1 folder.  
Principal's report of receipts and expenditures for cafeterias in high schools, giving amount received for food and confections and expenditures for food, confections, equipment, labor and fuel, showing gross receipts and expenditures, and cash balances. Arr. chron. by months. Hdw. on ptd. form. 12 x 9 x 1. In desk of superintendent.

287. (FREE SCHOLARSHIPS), 1930--. In Day Book (High School Graduates).

List of free scholarships awarded, giving name of college, name of scholar, and date awarded. Arr. chron. by date awarded.

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Journal (Minutes), 1893--. 4 vols. (2 vols. dated)  
~~Journal (Minutes)~~. Title review: Records, 1 vol.,  
1893-98; Record Minutes, 1 vol., 1898-1909, 1 vol.,  
1922--, not titled.

Record of  
Proceedings of board meetings, including appointments  
of trustees; recommendations, appointments, and resig-  
nations of teachers; lists of free scholarships awarded;  
auditors reports; annual financial report of board,  
bids and contracts for bus routes, bids <sup>for</sup> supplies and fuel  
<sup>Appointing</sup> of janitors, <sup>list of</sup> schools closed, <sup>and general supplies</sup> contains: (Tech-  
nic's salaries), 1893-1909. Arr. chron. by date of meeting.  
New. 1893-1922; typed under pd. head, 1922--. Over. 444 pp.

16x10 $\frac{1}{2}$ x2, 16x12x2. 2 vols., 1893-1909, register's  
vault; 2 vols., 1909-7, office of clerk to the board.

(Teachers' Salaries), 1893-1909. In Journal  
(Minutes), 1910-17 in Receipts and Disbursements,  
1918-78 in Cash Book; 1918-38, Cash Book Salary Book,  
Record of salaries paid to teachers ~~for each school term~~  
giving ~~school~~ term, name of teacher, amount of salary,  
total. Arr. chron. by school term.

→ School Expense Ledger 1928 - ~~in~~  
~~Salary and Retirement fund.~~

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

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

1. Title "Records" "Journal" (Minute Books)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1893 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 2 vols dated current vol. not labeled.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents General proceedings of board meetings  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, giving date, members present, includes teachers their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by recommended and appointed, annual financial report of board (1909--), giving receipts, disbursements and auditors' report, bids and contracts for bus routes, schools closed, free scholarships awarded, janitors appointed, appointment of trustees, giving name of trustee, no. of school & dis-

6. Contents—continued *Trict no., (white & colored) resignations of teachers, bids on supplies, coal & fuel oil.*

7. Arrangement *Chron. by date of meeting.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

~~Indexing~~ *1922-- & part of 1909-22 have alphabetical index*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
*notations on margins of pages, hdw.*

9. Writing *hdw. 1893-1922, typed 1922-- , 1922--*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)  
*has ptd. heads on pp. showing date & members present.*  
(Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16x12x2* *16x10 1/2 x 2* *500 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *2 vols. {1893-1898} {1898-1909} on floor in vault of Register of Mills; 2 vols. 1909-1922, 1922--*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*in safe of Clerk's office, Bd. of Education.*

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Minute Books.

Records School Board Worcester Co. from August 1893.  
 (Minute Book 1893-1898) <sup>aug</sup> <sup>dec.</sup> <sup>1898</sup> date, appointment of trustees giving no. of school & district no. (white & colored), bills passed & paid, list of teachers & salaries for each school term (white & colored) recommendations, appointments & resignations of teachers, free scholarships awarded, report of auditors.  
 373 pp. (190 used) Ldw. 16x12x2.

(Reg. of Wills Vault)

Record Minutes Worcester County 1898. (Minute Book 1898-1909) contents same as above. 400 pp. (on floor of Register of Wills Vault.)

Journal (Minute Book 1909-1922) 500 pp. 16x10 1/2 x 2. Ldw. Contents proceedings of board meetings giving date, members present, includes teachers recommended and appointed, annual financial report of board giving receipts, disbursements and auditors' report, bids and contracts for bus routes, schools closed, free scholarships awarded, janitors appointed, appointment of trustees, giving no. of school & district (white & colored) resignations of teachers, bids on supplies, coal & fuel oil. Ldw. 500 pp.

Bd. of Education Supt's safe.

(inside front)  
 no label (Minute Book of the Board of Education) (1922--)  
 500 pp. Typed, alphabetical index notation on margin. Ldw. contents same as 1909-22.  
 Bd. of Education, Supt's safe in clerk's office.

4 vols 1893--

arr. chron. by date of meeting.

1922-- and part of 1909-22 have alphabetical index notations on margins hds. under pts heads.

1893-98, 1898-1909 kept on floor in vault of Register of Wills.

1909-22, 1922-- in safe, clerk's office, Bd. of Education.

2 vols 16x12x2

2 vols 16x10½x2.

over 500 pp.

hds. 1893-1922, typed 1922--

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Correspondence with State officials)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1923--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 34 folders in file drawer.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 19 folders labeled by subject - 15 folders by name  
(Explain fully; years; numbers; letters; number of records so labeled)

~~5. Discontinued and missing records~~ of official, file drawer  
labeled "Dr. A.S. Cook, State Supt."  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Correspondence and carbon copies of  
replies with various State officials to board  
of education and county superintendent of schools  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement no arr. of folders - corres. arr. chron  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 11 X 14 X 2 7/8 (f.d.) indeterminate no. of papers  
(Of record or container) Height, width, thickness or depth. Average number of pages or documents  
due to the fact they increase rapidly, some folders contain just one or two letters, others contain a great number.

11. Location by dates and quantities office file drawer.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information See also (General Correspondence)  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)  
filed in separate file drawers.  
(Whether record is known to have been kept earlier than date shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

(Correspondence from state officials)

- 19 folders Letters + carbon copies of replies  
between Bd. of Ed. + State Superintendent.  
labeled by subject. (Dr. a. s. Cook)
- 1 " Letters and replies, Elizabeth Amery, Supr.  
Home Econ.
- 1 " Letters + replies Dr. H. F. Cotterman, Supr. Agric.
- 1 " " " " E. Clark Fontaine, A. S. Supr.
- 1 " " " " Thomas C. Ferguson, Supr. Phys. Ed. + Rec.
- 1 " " " " Thomas L. Gibson, Supr. of Music.
- 1 " " " " J. W. Huffington, Supr. Colored Schools.
- 1 " " " " J. Jewell Simpson, Asst. State Supt.
- 1 " " " " John J. Seidel, Supr. Ind. Ed. + Voca. Ed.
- 1 " " " " Bessie C. Stern, Statistician
- 1 " " " " R. C. Thompson, Dir. Voc. Rehabilitation.
- 1 " " " " Smith + May, Architects
- 1 " " " " Mrs. H. Ross Coppage, Field Supr. Div. of Recreation
- 1 " Minutes of Conferences (+ correspondence).
- 1 " Letters + replies from State + County Health officers
- 1 " " " " Dr. Hon. Burdick, Dir. Playground  
Athletic League.

Contents:

Correspondence + carbon copies of replies  
with state officials to the county supt.

Correspondence

of schools and the board of education.

19 folders from State Supt. labeled by subject -  
15 " labeled by name of official,

Typed + carbon copies.

11 x 14 x 27½ (size of drawer)

in office file drawer.

249

(Bureau of Labor <sup>and</sup>  
Statistics), 1939. 30 papers  
in, folder. In  
Correspondence <sup>entry</sup>

Routine correspondence  
and carbon copies of replies  
between attendance officer  
and bureau of labor  
and statistics, regarding  
permits for employment.

Arr. Chron. by date filed.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Attendance Officer (Bd. of Education)  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "Bureau of Labor & Statistics" (correspondence)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1939  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 5 letter envelopes, 1 folder in file drawer  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling Bureau of Labor & Statistics, Miss Kooten  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Correspondence between attendance officer and supervisor, permit department, Bu. of Labor & Statistics in regard to working permits to school children.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

also contains copy of Md. Child Labor Laws, secs. 4 to 49, Art. 100, P.G.L. (ptd)  
copy of Fair Labor standards act of 1938. (typed)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement chron.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 11 1/2 x 9 1/2 x 1/4 5 letters + copies of replies.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In office of Bd. of Education.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

"Bureau of Labor & Statistics"

Correspondence between supervisor, permit dept.  
and attendance officer relative to permits for  
children to work.

contains copy of Md. Child Labor Law sec. 4 to 49, Art.  
100, P. G. L.

Copy of Fair Labor Standards Act of 1938.

1 folder 1939 5 letters & copies of replies.

250

(CORRESPONDENCE), 1928--. Est. 2,500 papers in 1 f.d.

Routine correspondence of the board with carbon copies of letters sent. Arr.  
alph. by subject and chron. by date of correspondence within subjects. Hdw.  
and typed. 11 x 14 x 27 $\frac{1}{2}$ . Board's office.

Contains: Bureau of labor statistics  
entries - .

(Correspondence)

1948 -- est. 2500 papers  
in 1 fd.

Routine correspondence  
of the board with carbon  
copies of letters sent.

Att. Alph. by subject and  
Chron. by date of correspondence  
within subjects. Hdw. and  
typed. 11 x 14 x 24 1/2. Board's  
office.

L. H. S. Cooke, State Supt.

(Correspondence)

1943 -- est. 3500 papers  
in 1 fd.

Routine correspondence  
between the board and  
state officers with carbon  
copies of letters sent. Att.  
Alph. by name of state officer  
and Chron. by date of  
correspondence for each officer.  
Typed. 11 x 14 x 24 1/2. Board's  
office.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Courthouse*  
(Name of building, room number, street address)

1. Title *(General Correspondence)*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1928--*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 file drawer (25 folders)*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *each folder is labeled by subject, draw<sup>n</sup> unlabeled.*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *General correspondence of school board, and carbon copies of replies.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

main category of subject.

6. Contents—continued

7. Arrangement folders arr. alph. by subject, and chron  
(Chronologically—by what? Numerically—by what? Alphanumerically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing hdu, typed, & carbon copies.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 11x14x27 1/2. no. of papers increase daily.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities f.d. office of Board.  
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)

12. Other information See also (Correspondence with State Officials) filed in separate file drawers.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Correspondence.

1 file drawer - 25 folders. 1928--

Contains correspondence of school board.

hdw. typed and carbon copies.

arr. alph. by folder - Chron. inside folders.

11 x 14 x 27½.

Office file drawer.

251

Register (Fire Insurance), 1902--100b.

Record of <sup>fire</sup> insurance <sup>policies</sup> ~~in all property~~ of the board of  
~~education~~, giving name and no. of school, ~~site or~~  
~~school~~, <sup>Location</sup> type of ~~property~~, district no., policy no.,  
~~name and address of insured~~, <sup>Date</sup> commencement <sup>month of risk</sup>  
~~date of expiration~~, <sup>amount</sup> rate, <sup>amount</sup>  
~~of premium~~, <sup>amount</sup> premium ~~paid~~, <sup>amount</sup>  
~~of premium~~; <sup>also</sup> included as <sup>attached</sup>  
~~part of property~~. Arr. numer. by district no.

Hdw. under pt'd. head. 168 pp. 9 x 11 x 1. Supt.'s office.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

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

1. Title "Register" (Fire Insurance Record)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1902 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Insurance on all property of Board of Education including Insurance on office furniture and contents; automobile insurance, Insurance on all schools in County giving name of school, no. of school, district no., policy number, name and residence of assured, commencement of risk (date) term, expiration of risk, amount insured, old rate, new rate, amount of  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *premium, class of building, copy of policy, location of risk.*

7. Arrangement *arr. numer. by districts; colored schools.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *follow white; auto & office furniture's back.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw. ptd. heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *8x11x3/4* *84 dbl. pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In safe in Supt's office.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information   
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

(Bd. of Education)

"Register" (Fire Insurance Record) (1902-- ) 1 vol.

Contents: Insurance on office furniture & contents, automobile insurance, Insurance on all schools in county giving name of school, no. of school and district number, Policy number, name and residence of assured, commencement of risk, term, expiration of risk, amount insured, old & new rate, amount of premium, class of building, copy of policy, location of risk.

arr. numer. by districts, colored schools follow white schools. auto & office in back.

8 x 10 x  $\frac{3}{4}$

84 dbl. pages.

2  
25

(Monthly and Annual  
Reports of Professional  
Assistants) 1923 - -  
est. 315 papers in  
1 desk drawer.

Monthly and annual reports  
of Supervisors; monthly  
report gives no. of schools  
and teachers visited, days  
spent in office, meetings attended;  
Annual reports, Area <sup>Summaries</sup> ~~Consolidated~~  
~~reports of~~ monthly reports.

Contains; attendance officer's  
monthly reports, entry - . Fr.  
chron. by date filed. Typed and  
hds. on PTA. form. 10 1/2 x 14 x 3 1/2

(Attendance Officer's  
Reports) 1933 - - . In  
Monthly and Annual  
Reports of Professional  
Assistants, entry - .

Monthly <sup>and Annual</sup> reports of attendance  
officer; monthly <sup>to give</sup> no. of schools  
and homes visited, no. of letter  
writer to parents and teachers,  
no. of days spent in office;  
annual reports are summaries  
of monthly reports. Fr. chron.  
by date filed.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

20  
15  
10  
5  
20  
15  
10  
5  
20  
15  
10  
5  
20  
15  
10  
5

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "Annual Reports" 1923-33; "Monthly & Annual Reports of Professional Assistants," 1933-- (Supervisor's and Attendance officer's reports)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates white 1923-- colored 1932-- (1 folder col. super.)  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 15 folders in desk drawer. (aver. 22 reports to folder)  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling dated by years, some by name of supervisor.  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records -  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Monthly & Annual reports of Supervisors 1923-- and Attendance officer 1933--  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
Monthly report of supervisor gives no. of schools and teachers visited, days spent in office, meetings attended; annual report gives total of all monthly reports.  
Attendance officer's monthly report gives no. of schools and homes visited (col. & white), no. of letters written to parents & teachers, no. of days spent in

6. Contents—continued *office; Annual report gives total of all monthly reports. (typed).*

7. Arrangement *Chron. by date filed.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing *typed, hdw. ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *of folders - 11x9x1 ; of drawer 10 1/2 x 14 x 32.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*over 22 reports to monthly + Annual reports*  
*" 15 reports to annual reports.*

11. Location by dates and quantities *desk drawers of private office of Board of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

## Supervisors' Reports.

"Annual Report of Mary B. Pusey 1923-24"	2 reports
"Annual Report of Elizabeth A. Mundy 1925-26"	13 "
" " " " " " 1926-27"	15 "
" " " " " " 1927-28"	
" " " " " " 1928-1929"	
" " " " " " 1929-30"	15 reports
" " " " " " 1930-31"	14 reports
" " " " " " 1932-33"	15 "
"Monthly + Annual Reports of Professional Assistants 1933-34"	22 reports
" " " " " " " " 1934-35"	
" " " " " " " " 1935-36"	
" " " " " " " " 1936-37"	
" " " " " " " " 1937-38"	
" " " " " " " " 1938-1939"	22 reports
"Annual Reports of H. E. Henry 1932" -- (colored supr. <sup>14</sup> 7 reports)	

Contents: Monthly + annual reports of Supervisors and Attendance officer. Monthly report of supervisor gives no. of schools and teachers visited, days spent in office, meetings attended (hdw on ptd. forms.); annual reports gives total of all monthly reports (typed)

## Supervisors Reports.

Attendance officer's monthly reports gives no. of schools and homes visited (col. & white) no. of letters written to parents and teachers, no. of days spent in office; Annual reports give total of all monthly reports. (typed).

arr. chron. typed, hdw. on ptd. forms.

size of folders 11 x 9 x 1

of desk drawer 10½ x 14 x 32.

desk drawer in private office of Board of Education.







253

Annual Report on  
Physical Education,  
1934-- est 64 papers  
in 1 fd.

Teachers summarized report  
on physical activities,  
giving school no., district no.,  
no. of boys and girls enrolled,  
badge tests, intramural  
and interschool contacts,  
totals. Arr. by school no. within  
districts, 11 x 14 x 27 1/2, Board's  
office.

Please give no papers.

See Item 10

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "Annual Reports on Physical Education"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1937--  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 2 folders in file drawer  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling dated by year  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

*see item 10*

6. Contents Principals' annual reports of physical activities (badge test chart) giving names of boys and girls participating and events entered.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
also gives summarized reports of physical activities of schools giving school no., dist. no., no. of boys enrolled, girls enrolled, badge tests, intramural & interschool athletics, totals.

*no. of boys and girls participating in*

6. Contents—continued \_\_\_\_\_

7. Arrangement *by schools within districts.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw. & typed on pld. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *11 <sup>3</sup>/<sub>4</sub> x 9 <sup>1</sup>/<sub>2</sub> x <sup>1</sup>/<sub>2</sub>* *34 papers 1 folder, 50 1 folder*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of Board of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

"Annual Reports - Physical Educ. W.E.C. 1938" (1937-38)  
"Annual Reports on Physical Education W.E.C. 1939" (1937-39)

1937-- 2 folders  $11\frac{3}{4} \times 9\frac{1}{2} \times \frac{1}{2}$

Teachers' annual reports of physical activities  
(badge test chart) giving name of boys and  
girls participating and events entered.

Also gives summarized reports of all schools  
giving school no., dist. no., no. of boys en-  
rolled, girls enrolled, badge tests, intramural &  
interschool athletics, totals.

hdw. & typed. on ptd. forms.

arr. by schools within districts.

in office of Board of Education.

254

Book Orders Filled, 1939.  
(White. Colored.) est.  
100 papers on 2 spine  
files, in 1 cabinet.

Principals' order blank, giving school, district, name of principal, post office address, consequence, date of order, list of books, title, author and publisher, no. ordered and no. on hand. Arr. Chron. by date of order, within districts. Hdw. on pta. form. 11x9x1/4 Board's office.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Book Orders Filled"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1939  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 2 spindle file boards  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling white & colored  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Principal's orders for books from Secretary of Board of Education giving name of school, school & district nos, name of principal, address to which books are to be sent, no. of books, title, author & publisher, grade, no. books on hand.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement by school districts & Chron. by date of order.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing hdw. on mimeographed forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11x9x $\frac{1}{4}$  61 papers white, 29 papers colored.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

(no. of papers increase with orders, no. given is no. at present time.)

11. Location by dates and quantities steel cabinet in office  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, or floor)

12. Other information These orders are only kept for current year then destroyed.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  
Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

## Book Orders.

"Book Orders Filled - white" (61 papers)  
"Book Orders Filled - Colored" (29 " )

Books ordered from the secretary of the board of education by principals giving name of school, school & district no., name of principal, address to which books are to be sent, no. of books, title, author and publisher, grade, no. books on hand.

2 spindle file boards. 1939 not kept  
from year to year.

hdw. mimeographed forms.

255

## Current Free Book Fund, 1896-98. 1 vol.

Record of receipts and expenditures from the free book fund; receipts give amount on hand, ~~date and~~ amount received, <sup>date, and</sup> source; expenditures give date, and amount <sup>paid</sup> ~~expended~~, <sup>received</sup> ~~paid~~, <sup>and</sup> purpose, balance. Arr. chron. by date recorded. Haw. 300 pp. (10 used). 16x10 $\frac{1}{2}$ x1 $\frac{1}{2}$ . Register's vault.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.

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

Address of office of custody Court house.  
(Name of building, room number, street address)

1. Title "Current Free Book Fund School Board Worcester Co."  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates Sept. 1896 - Aug. 1898.  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Debit + Credit account. Left hand page shows amount in hands of treasurer giving their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by date, source received from, amount, and balance.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Right hand p. gives date, to whom paid, amount paid, Total. Balances with balance on left hand page.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement chron.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing —  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 16x10 1/2 x 1 1/2. 300 pp. (only 10 pp. used and only a few lines to a page.)  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities on floor in Register of Hills vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)  
Expenses in this vol deal only with books, freight & cartage, hauling, delivering books, making book cases etc.

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

"Current Free Book Fund School Board Worcester Co."

Sept. 1896 - Aug. 1898. 1 vol.

Contents: Dr. & Cr. pages. - Left hand p. shows amount in hands of Treasurers giving date, source received from amount and balance.

Right hand p. shows - date, to whom paid, amount paid, Total. Balances with balance on left hand page.

arr. chron., Ldw.  $16 \times 10\frac{1}{2} \times 1\frac{1}{2}$ , 300 pp. (100<sup>used</sup>)  
on floor in Register of Bills vacant.

256

## Teachers Records

1922--. est 518.

Cards in 2 f.d.

Card record of high and elementary school certificates giving name of teacher, permanent address, date of birth, kind of certificate, how secured, date originally issued, total years of experience, grades taught, schools taught in, no. of years each; high-school certificates give certificate no. subjects experienced to teach. Arr. alph. by name of teacher, H.W. on pta. form.  $6\frac{1}{2} \times 9 \times 9$ . Board's office.

## Teachers' Summer

School Records,

1922--. Est 263

Cards in 2 f.d.

Card record of Teachers' attendance at Summer School giving name of teacher, permanent address, school attended, dates, subjects, credits, grades. Arr. alph. by name of teacher, H.W. on pta. card.  $6\frac{1}{2} \times 9 \times 9$ . Board's office.

Please give no. of cards, for  
each record. How are active  
Summer school records distinguished  
from "Teachers summer school  
record"?

Paul S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Teachers' Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1922 -- not yet (see item 10)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file boxes 1 1/2 (?) (Teachers' Record (active) and Teachers'  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling unlabeled Summer School Record (active) in same  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records file box  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Card record of educational preparation  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

of teachers giving name, birthdate, birthplace,  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
permanent address, nationality, certification,  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
renewals; educational preparation (not including  
summer school) elem., high, normal, college  
& univer., special schools; teaching experience  
in local and outside schools.

6. Contents—continued \_\_\_\_\_

7. Arrangement alph. by name of teacher under index cards a-z  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing h.d.w. ptd. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 6 1/2 X 8 3/4 X 8 3/4 90 active cards 406 retired cards  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
(1/2 box) (1 box.)

11. Location by dates and quantities Office Board of Education.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information 1 box contains records of teachers who have retired, resigned or died. 1 box is file box containing "Teachers' Record" cards & "Summer school Record" cards. (active)  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  
Whether record is known to have been kept earlier than dates shown in item 2)

These records were started in 1922 altho they include teachers who have taught for a longer period of time.

13. (For use in Florida.) Early imprints colored schools use blue forms  
(Author) white (Publisher) " " white "  
(Place of publication) white (Date of publication)

# "Teachers' Record"

1922--

2 file boxes (wooden boxes)

## Contents:

Card record of educational preparation of teachers giving name, birthdate, birthplace, permanent address, nationality, certificates, renewals, educational preparation (not including summer school) includes elem, high, normal, college or univer., special schools, teaching experience in local and outside schools.

arr. alph. by teacher under index cards, A-Z.

hdw. ptd forms.  $6\frac{1}{2} \times 8\frac{3}{4} \times 8\frac{3}{4}$

Mr. Lairg:

Re: "Teachers Record" & "Teachers Summer School Record"

There are three wooden file boxes:

- 1 box contains retired "Teachers Record" 406 cards
- 1 " " retired "Teachers Summer School Record" 157
- 1 box contains both active "Teachers Record" (90 cards) <sup>551</sup>  
and active "Teachers Summer School Record" (112 cards) <sup>1759</sup>

Should this have been made as one form instead of two?

There is no distinction between active and retired cards. When a teacher retires, resigns or dies his card is moved from the active file to the retired file. The only distinction in cards is white teachers have a white card and colored teachers have a blue card.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Courthouse*  
(Name of building, room number, street address)

1. Title *"Teachers' Summer School Record"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1922-- (right)*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 file boxes (1 1/2?) ~~number of cards~~ (see item 10)*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Card record of summer school work of teachers giving name, permanent address, schools attended, date, subjects, credits, grades, remarks.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement alph. by name of teachers under index cards A-Z  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Law. on ptd forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 6 1/2 x 8 3/4 x 8 3/4 112 active cards 151 retired cards.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
(1/2 box) (1 box)

11. Location by dates and quantities Office of Board of Education.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

These records were started in 1922, altho they include teachers for a longer period than that.

Blue forms used for colored teachers  
white " " " white " "

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

(Place of publication)

(Date of publication)

"Teachers' Summer School Record"

1922-- 2 file boxes (wooden) unlabeled.

Contents:

Card record of summer school work of teachers giving name, permanent address, schools attended, date, subjects, credits, grades, remarks.

arr. chron. alph. by name of teacher under index cards. A-Z.

hdw. ptd. forms. Office of Board of Education.

257

Teachers Contracts,  
1932-35. est. 30 papers in file.  
Records <sup>for</sup> 1926 -- in Assignment  
of Teachers entry --

Original contracts between the board of education  
and teachers, giving name of teacher, whether  
elementary or high school, terms of contract, signatures  
of president and secretary of board and teacher.  
Not wr. Hhd. but typed on std. form, 11 x 14 x 1 1/2  
Board's office.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
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THE HISTORICAL RECORDS SURVEY: 1937  
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VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Teachers' Contracts"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1932-33-34  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 folder (in file drawer.)  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records 1935 missing. Beginning  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)  
1936 teachers' contracts are filed with "assignments of teachers" in same folder.

6. Contents Copies of teachers' contracts for term of  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
one year giving name of teacher, name of school, terms of contract, date appointment effective, date contract signed, signatures of president and secretary of county board of education, signature of teacher.

(no oath of office to these contracts).

6. Contents—continued \_\_\_\_\_

7. Arrangement no arr., white & colored teachers separate  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing typed & hdw. on ptd. forms.  
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 11 3/4 x 9 1/2 x 1/4 30 contracts (15 white 15 colored.)  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities office of Board of Education  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information see also "Assignment of Teachers" 1936 --  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

Teachers' Contracts filed with "Assignment of Teachers" 1936 --

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

(Place of publication)

(Date of publication)

*handwritten in folder.*

# Teachers' Contracts.

"Teachers' Contracts 1932-33-34."

1 folder 193-34. (dated) 30 contracts { 15 W.  
15 C.

## Contents:

Copies of teachers' contracts for a term of one year, giving name of teacher, name of school, terms of contract, date appointment effective, date contract signed, signatures of president and secretary of county board of education, signature of teacher.

no arrangement.

typed & hdw. on ptd. forms

258.

(Report on Teachers'  
Salary, Experience and  
Certification) 1923 --  
Est. 143 papers in 1 f. d.

Copies of reports furnished to State board  
showing information as in entry --  
(Teachers' Records) Arr. by school no. within  
districts. Also on pta. form 17x12x24.  
Board's office.

Please give no. of papers.

See Item 10.

You report with a card record of active and retired teachers. What is the purpose of this record?

1871

1872

1873

When records are contained  
in folders and are in  
f.d. please give title of  
f.d. — The f.d. in most all of  
these cases are unlabeled, and so have  
given label of folders. Have given  
both where f.d. is titled.

This file contains  
copies of reports  
sent to State Department  
& Education each  
fall -

This serves same purpose as "card record"

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS  
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VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "Report on Teachers' Salary, Experience & Certification."  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1923--  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 folder in file drawer.  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling no label on f. d. above title is of folder.  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

this is given under item 10

6. Contents Record of salary, certification and teaching experience of teachers, giving county, color, type of school, school no., dist. no., name of teacher, grades or subjects taught, years of experience, grade of certificate, degree, Reg., Prov., class of certificate, annual salary, aver no. att., Bel., Remarks.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

(1 or 2 teacher, graded, elem, high)

7. Arrangement by schools + dists., under type of school  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing h.d.w. ptd. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 9 x 1 1/2 (11 x 17 x 20) 173 papers.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office Bd. of Education.  
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

separate pages used for white + colored schools, but

same colored forms.

13. (For use in Florida.) Early imprints \_\_\_\_\_

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Report on Teachers' Salary, Experience &  
Certification."

1923--

Report of salary, certification and experience of teachers  
giving county, color, type of school, school no.,  
dist. no., name of teacher, grades or subjects  
taught, years of experience, grade of certificate, degree,  
Reg. Prov., class of certificate, annual salary, aver.  
no. att., Bel., Remarks.

1 folder in file drawer  $11\frac{1}{2} \times 9 \times 1\frac{1}{2}$  173 pp.

hdw. on ptd. forms.

arr. by schools and districts under type of school (1 or two-  
teacher, graded, elem. or high.)

office of Board of Education.

260

Assignment of Teachers,  
1936 - -. est. 6.50 papers in  
1 f.d.

Notice of superintendent to teachers that  
they have been assigned as principal or  
assistant to a named school, giving amount  
of salary to be paid, signature of teacher,  
date accepted, Contains Teachers' Contracts,  
1936 - - entry - , Str. Chron. by date filed.  
Hdw. on std. form. 11 x 14 x 1 1/2 Board's office.

1200  
END  
1910

11906

1628  
31200

1931  
53151

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Assignment of Teachers" (with contracts)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantifies or both)
2. Dates 1936--  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 4 folders (in file drawers)  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling dated by years.  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records 1935 contracts missing.  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Mimeographed letters of assignments of teachers for a term of one year giving amount of salary (in case of new teacher) school no, dist. no, terms of assignment, teacher's acceptance or declination, date signed, signature of teacher.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Also contains contracts of new teachers assigned giving name of teacher, name of school, terms of agreement, date effective, signatures of pres. & sec. of county board

6. Contents—continued *of education, oath of office signed by teacher, date sworn or affirmed before a notary public or county superintendent.*

7. Arrangement *chron. by date filed.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *assignments hdw. on mimeographed forms;*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
*Contracts typed & hdw. on ptd. forms.*  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *11 3/4 x 9 1/2 x 1 (over) 160 papers to folder.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of Bd. of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*See also "Teachers' Contracts 1932-34"*

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

(Place of publication)

(Date of publication)

## Assignment of Teachers.

"Assignment of Teachers 1936-37." 162 papers includes assignments, and contracts of new teachers. (white & colored)

"Assignment of Teachers 1937-38" 164 papers, assignments & contracts of new teachers, also contains routine correspondence between Co. Supt. & Teachers.

"Assignment of Teachers 1938-39" 168 papers, assignments and contracts, also correspondence.

"Assignment of Teachers 1939-40" 140 papers assignments and new contracts.

4 folders in file drawer. 1936--

Contents: Mimeographed letters of assignments of teachers for a term of one year giving amount of salary (new teachers) school no., dist. no., terms of assignment, teachers acceptance or declination, date signed, signature of teacher.

also contains contracts of new teachers, giving name of teacher, name of school, terms of agreement, date effective, signature of pres. & sec. of county board

of education, oath of office signed by teacher,  
date sworn or affirmed. before a notary  
public or county supt..

261

(Salary and Retirement  
Fund, Aug. 1928--). In  
Cash Book, Salary Book, School  
Expense Ledger. Record of  
Teachers Salaries, 1888-99,  
1901-28 in Cash Book, entry-

Record of teachers salaries and deductions  
for retirement fund, giving name of teacher,  
school no., district no. gross salary, amount  
deducted, net paid, check no. Arr. chron. by  
month.

Paul S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Warcester State Maryland

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

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Salary and Retirement Fund) In Cash Book  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)  
Salary Book School Expense Report

2. Dates Aug. 1938 - July 1939  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 14 pp. to be placed in Cash Book Salary Book School  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of teachers' salaries and deductions for retirement fund giving school no., dist. no., monthly salary, retirement deductions, to whom, salaries by month includes check no., teachers' salary, retirement funds, check.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *chron.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. ptd. heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *11 1/2 x 17 1/2 x 1/4* *14 dbl. pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In office safe, Bd. of Education*  
(Room, vault, wall—N/E. S. W., section, bin, shelf, cabinet, on floor)

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

*To be incorporated in "Cash Book, Salary Book School Expense Ledger" at end of year.*

*See "Cash Book Salary Book School Expense Ledger"*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Salary + Retirement Fund.

(Salary and Retirement Fund) 1937-1939.

1 vol (?)

Gives school no. district no., monthly salary, retirement deductions, to whom, salary by month includes check no., teacher's salary retirement fund, check.

arr. chron. hdw ptd. leads.  $11\frac{1}{2} \times 17\frac{1}{2} \times \frac{1}{4}$  14d<sup>th</sup> pp.  
Office Bd. Education

262

SALARY BOOK, 1917?-19. 1 vol.

Record of all salaries paid by the board, including school commissioners', superintendents', supervisors', teachers', and clerks' salaries, giving school No.

~~and~~ district no., name of payee, check no., amount of salary, amount for sundries, and total amount. Arr. ~~by school district~~ <sup>chron. by date paid and school no.</sup> Hdw. under pt'd.

head. 150 pp. 16 x 11 x 1. Register's vault.

*Written district*

*Record of salaries paid to teachers giving date, name of teacher, check no., amount of sundries, amount of check; also per diem of school commissioners and salaries of superintendents, clerks and janitors.*

Salary Book, 1917? - 19. 1 vol.

Record

~~Account~~ of all salaries paid by the board, including school commissioners, ~~Superintendents~~<sup>Supervisors</sup>, teachers, and clerks' salaries, giving school and district nos., name of payee, check no., amount of salary, amount for sundries, total amount. Arr. numer. by school district. Hdw. undcriptd. head. 150 pp. 16 x 11 x 1. Register's vault.

*Paul S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)

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

1. Title *"Salary Book Board of Education Worces-  
ter County"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1917(?) - 1919.*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *monthly salaries of teachers giving no.  
of school, district no., to whom (name of teacher)  
check no., salary, sundries.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
*also gives County Supt's, School Commissioners,  
Primary Supervisor's, colored supervisor's,  
and clerk's salaries.*

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *numer. by school districts.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by  
title and identification number)

9. Writing *hds. ptd heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 X 11 X 1. 75 dbl. pp. (p. 1-9 filled 10-69  
blank, 70-71 colored teachers)*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *on floor of Register of Wills  
vault.*  
(Room, vault, wall—E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

(Bd. of Education)

"Salary Book Board of Education Worcester County"

1917(?) - 1919 1 vol.

Contents: monthly salaries of teachers - giving no. of school, district no., to whom (name of teacher) check no., salary, sundries.

Also gives - county Supts., school commissioners, primary supervisors, colored supervisors, and clerk's salaries.

arr. numer. by school district, - hdw. ptd.  
Leads, 16x11x1. 75 dbl. pp. (10 pp. used).  
on floor of Register of Wills vault.

263

Quarterly accounts  
Paid by Board to Teachers,  
1899-1900, 1 Vol. ~~Records for~~  
~~1893-1900 (Minutes) etc.~~

Treasurer's record of quarterly payments  
for teachers salaries and school expenses,  
giving school no., district no., name of teacher,  
no of pupils, <sup>boys and girls</sup> January 1<sup>st</sup>, by grades, no. of books  
issued to schools, no. lost, no. new, condition, amount  
for rent, fuel, and incidentals, cost of books for  
free pupils, amount of salary totals. Arr. Chron.  
by date recorded. Hdw. with ptd. head. 302 pp.  
96 used. Register of Wills Vault

Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

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

1. Title "Quarterly Accounts Paid by Board to Teachers. Worcester Co. Md."  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates no dates in vol. (Dec. 13, 1899 - July 24, 1900)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Rem of accounts paid to teachers  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record)

1st. January in each grade (1st-6th & above 6th)  
no. of books issued to schools, no. lost, no. on hand, new, good, tolerable, total no. of dif. pupils (boys & girls) rent, fuel, repairs, other incidentals; blackboards, stoves, furniture, number over 16, teacher's salaries, totals.

dates OK.  
as per  
minute  
Book,  
1898-pp.  
83-131.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *numer. by schools within districts (white and*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. ~~Indexing~~ *colored teachers on same page)*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. under std. Leads. (all written with pencil)*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *16x12x1 1/2* *151 dbl. pp.* *only 96 pp. used with*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*four notations to a teacher.)*

11. Location by dates and quantities *on floor in Register of Hills*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*vault.*

12. Other information *There are no dates in this vol.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)  
*but it is evidently only for one year as there are only 4 notations to each teacher. Found dates by checking with minute books.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

"Quarterly Accounts Paid by Board to Teachers.  
Horsester Co. Md."

Contents: gives school, dist., name of teacher, no. of pupils on 1st January in each grade (1st-6th & above 6th) no. of books issued to schools, no. lost, no. on hand, new, good, tolerable, total no. of dif. pupils (boys & girls) rent, fuel, repairs, other incidentals, blackboards, stoves, furniture, cost of books for free pupils, teachers salaries, totals.

1 vol. no dates,  $16 \times 12 \times 1\frac{1}{2}$  151 dbl. pp. (96 pp. used)  
arr. numer. by school district, giving both white and colored teachers.

~~The Census; Census, 1924~~ (White & Colored)

~~1000~~ est. 12000 papers  
in 2 titles, 2 manila boxes. (dated)

264

Biennial census of children between 6 and 18 years of age, giving name, sex, date of birth, age September 1st, type of school attended, location district, name of school now attending, grade, physical handicaps if any, reason for non-attendance, name of family physician, residence of family, names of parents or guardian, tenant or renter, occupation, name of enumerator, Fr. Alph. by name of family, within schools and districts.

How. on ptd. form. Fid. 1212x14417  
11x14x15: manila boxes, 11x12x74.  
2 manila boxes, 1974-78, Stoner only  
2td. 1930 - - Board Office.

Please give no. of papers.

15000

This can be approximated  
by the number of children  
enrolled in any given year,  
to strike an average, assuming  
one paper for each family,  
or better count one box.

Ruth S Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Attendance Officer (Bd. of Education)  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Census" (School Census)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1924-- (2364)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 carton boxes, 1924-1928; 2 file drawers 1930--  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling dated for years No. of papers  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents school census of all children in county up to 19 years of age, taken every 2 years, giving their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by enumerator, family physician, name, place of birth, city, county & state, sex, date of birth, age on Sept. 1st, type of school, name of school now attended, handicapped or not, non-school attendant, reason for non-attendance, signature of parent or guardian, citizen or not, birthplace of parent or guardian, occupation  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *home owned, rented or tenant.*

7. Arrangement *by schools within districts + alph. by parents' names.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h.d.w. on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *boxes 11x12x24, files 12 1/2 x 14 x 17 10 1/2 x 14 1/2 x 25.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*2364 papers in file drawer (1938 census)*

11. Location by dates and quantities *1924-28 in storeroom Bd. of Education;*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*1930 -- in office of Bd. of Education.*

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*buff forms used for colored schools  
white " " " white schools.*

*1938 f.d. also contains approx. 800 papers of pupils who have moved away or are over-age. 1926-36.*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

## School Census.

"Census colored & white 1926" (1 carton box. contains census for 1924 & 1926.) (store room Bd. of Education.)

"Census white & col. 1928" 1 carton box (store room " )

1 file drawer labeled "1924 Census blanks" contains school census for 1930-1934.  $12\frac{1}{2} \times 14 \times 17$

1 file drawer unlabeled contains school census for 1938.  $10\frac{1}{2} \times 14\frac{1}{2} \times 25$ .

Contents: <sup>school</sup> census of all children in the county up to 19 years of age, taken every 2 years, giving enumerator, family physician, name, place of birth, city, county & state, sex, date of birth, age on Sept. 1st, type of school, name of school now attended, handicapped or not, now school attendant, reason for now attendance, signature of parent or guardian, citizen or not, birthplace, occupation, home owned, rented or tenant.

hdw. on ptd. forms.

1924-1928 in carton boxes in store room of Bd. of Education.

1930- - in file drawers in office of Bd. of Education.

buff forms for colored schools  
white forms for white schools.

265

Census of Crippled  
Children, 1928 --  
Est. 26 papers in 1 ft.

Records of all physically  
handicapped children in  
the county, giving non-school  
and school attendance, name  
of child, address, birth date,  
grade, distance from school,  
cause and type of disability,  
names of parents, <sup>and</sup> occupation,  
Att. by school no. within  
districts. Typed and kept on  
pta. form, 11 x 14 x 2 1/2  
Board's office.

Please give no. of papers.  
(item 10)

There are 26 papers here. This does not mean 26 children. There are forms printed forms, the rest are <sup>typed</sup> lists of children giving name of child, name of parent, birthdate, and description of defect.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Attendance Officer (Bd. of Education)  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Census of Crippled Children"  
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1928--  
(Earliest and latest dates; missing dates. Show exact date of breaks) (see item 10)

3. Quantity 1 folder in file drawer  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Census of all white and colored physically defective children in Worcester County, including non-school and school attendant children, giving name of child, name of parent, home address, date of birth, description of defect, cause of disability, remarks.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Contains correspondence pertaining to several cases, and summary of legislation enacted 1931, House Bill #373,

chap. 158-159. (typed).

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by schools within districts  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed; hdw. on ptd. forms.  
(Handwritten.) Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 1 folder 11 1/2 x 9 1/2 x 1/4 26 papers  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities File drawer in office of Board of Education  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

This is labeled "Crippled Children" but includes other physically handicapped children also: e.g. deafness, epilepsy, mutes, tuberculosis, mentally defective, nervous, blind, heart, organic trouble, infantile paralysis, asthma.

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

white forms for white schools  
buff " " colored " "

"Census of Crippled Children."

1 folder

1928-1938

11  $\frac{1}{2}$  x 9  $\frac{1}{2}$  x  $\frac{1}{4}$

Contents: Census of white & colored physically defective children, includes non-school and school attendant children giving name of child, name of parent, home address, date of birth, description of defect. (all typed.)

also contains 4 cases. hdw. on ptd. forms, giving county, school no., district, name of child, sex, date of birth, grade in school, disability, cause of disability, parent's name and occupation, Remarks.

contains correspondence pertaining to several cases, and summary of legislation enacted 1931, House Bill #373, Chap. 158-159. (typed).

arr. chron.

typed & hdw. on ptd forms.

File drawer - office of Board of Education.

266  
268  
26

Elementary Graduates  
1926 - - est. 432 papers  
in 1 f.d. (q.f.b. 1931--  
WRC (White and Colored)).

Lists of pupils graduating  
in elementary schools, giving  
name of town, school no.

District No. name of pupils,  
records 1934 - - also includes

list of pupils who received  
certificates for  
perfect attendance records.

Arr. chron. by date filed.

Hdw. and typed 11x14 1/2

Board's office

Age Grade Reports,  
1923-26, 1929 - - est.  
~~500~~ 500 papers in 1 f.d.  
(dated)

Report of pupils in elementary  
and high schools, by age and  
grade, giving date, name of school,  
no. of teachers, name of principal,  
no. of boys, no. of girls, total  
belonging, no. under age, no. normal,  
no. over age, per cent under age,  
per cent normal, per cent over age;  
on reverse side list of pupils  
over age two years or more Arr.  
Chron. within schools and districts.

Hdw. and typed on 1/2. form. 11x14 1/2

Board's office

also contains consolidated  
summary of all age grade papers in  
Board's office

Please give no. of papers for  
1931. What are tabulation  
sheets?

Tabulation sheets are summaries for  
all children in county for over-  
age, under-age, and normal  
children.

Mr. Laing :

The age grade sheet gives the children of each  
school in the county

The tabulation sheet is a summary of all  
children in the county

Is this clear ?

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house.  
(Name of building, room number, street address)

1. Title "Age Grade Reports"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1923--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 folders in file drawer. (see item 10)  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling dated by year.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1927 missing  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Statistical reports of over-age - under-age, & normal children taken every two years giving their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by county, school & dist. no., no. of teachers, age by Sept. 1, grades, totals and percentages for under-age, normal and over-age pupils, and lists of pupils two or more years over-age giving name, grade, birth, no. of years since entrance to grade 1, chief cause of over-age, type of handicap.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued 1931-- also includes tabulation sheets for over-age under-age + normal children.

7. Arrangement Chron. & by schools within districts.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing h.d.w. + typed on ptd. forms  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 9 1/2 x 1/2 80 papers. (over)  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office of Board of Education  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

white forms for white schools  
buff " " colored "

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

(Place of publication)

(Date of publication)

# Age Grade Reports.

"Age grade Reports	1923"	5 pp.
"	"	"
"	1925"	74 "
"	"	"
"	1929"	69 "
"	"	"
"	1931"	Also includes tabu- lation sheets. (60 age grade sheets 47 tab. sheets)
"	"	"
"	1933"	(54 age grade sheets 54 tabu. sheets)
"	"	"
"	1935"	(23 " " " 50 " "
"	"	"
"	1937"	(20 " " " 50 " "

34  
 15  
 49

7 folders 1923-- (1927 missing) dated by year.

Statistical reports of over-age, under-age & normal children taken every two years giving county, school & dist. no., no. of teachers, age on Sept. 1, grades, totals and percentages for under-age, normal, and over-age pupils, and lists of pupils two or more years over-age giving name, grade, birth, no. of years since entrance to grade 1, chief cause of

over age, type of handicap.

1931-- also includes tabulation sheets of over-age, under-age and normal children, by grades.

chron. by schools within districts

Edw. + Typed on pt'd. forms.

Please give No. of papers.

see item 10

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Courthouse*  
(Name of building, room number, street address)

1. Title *"Elementary Graduates"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1926--* *(colored 1931--)*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *13 folders in file drawer* *(over 30 papers)*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *dated by years* *(file drawer not labeled)*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Lists of names of elementary school graduates furnished by teachers to Board of Education for certificates to enter high school.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

*1934 also gives lists of names of pupils to receive perfect attendance certificates.*

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date files.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size of folder 11 3/4 x 9 1/2 x 1/4 aver 30 papers to folder.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Office of Board of Education.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in Item 2)

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

(Place of publication)

(Date of publication)

# Elementary Graduates.

Elementary Graduates	1926	W "	(white)	26 papers
"	"	"	"	27 "
"	1927	W "	"	20 "
"	"	"	"	26 "
"	1929	W "	"	26 "
"	"	"	"	26 "
"	1930	W "	"	26 "
"	"	"	"	26 "
"	1931	W + C	(white & colored)	38 "
"	"	"	"	37 "
"	1932	W "	"	37 "
"	"	"	"	10 "
"	1933	"	"	10 "
"	"	"	"	10 "
"	1934	"	(names for attendance certificates)	- 97
"	"	"	"	31 papers
"	1935	"	"	31 "
"	"	"	"	31 "
"	1936	"	"	31 "
"	"	"	"	35 "
"	1937	"	"	35 "
"	"	"	"	28 "
"	1938	"	"	28 "
"	"	"	"	28 "
"	1939	"	"	26 papers
				432

13 folders <sup>white</sup> 1926 -- <sup>Colored</sup> 1931 -- dated for years.

Names of elementary school graduates furnished by teachers to Bd. of Education.

folders arr. Chron. by date filed.

hdu. + typed

Pupils Record Cards,  
 1922 --, est. 5400  
 cards in 4 f.t. (2 f.d.  
 1936 --, covered schools)

Card record of pupils in  
 elementary grades giving  
 name of pupil, birth date,  
 address, names of parents  
 or guardian, name of  
 school, date admitted, previous  
 residence, school last  
 attended, date of discharge,  
 dates of promotion, age  
 September 1<sup>st</sup>, reason for  
 leaving attendance record,  
 state of health, behavior.  
 Adv. kept by name of pupil,  
 within schools. Hdw. and  
 typed on ptd. form, Board  
 Office.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Attendance Officer (Bd. of Education)  
(Office of custody) (Office which made the record, if different)

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

1. Title "Pupils Record Cards" (Elementary)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both) white

2. Dates 1922 -- (colored 1936 --)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 file drawers (5 steel & 2 wooden f.d.)  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 5 unlabeled - 2 "colored schools"  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Card record of admission discharge & promotion of elementary pupils, both white & colored, giving their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by name of pupil, birthplace, birth date, date of vaccination, name and occupation of parent or guardian, previous residence, school last attended, date of discharge & age, when graduated, age Sept. 1st, reason for leaving school, record of attendance, health, behavior.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *by schools within election districts*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw. & typed on ptd. forms.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *5x7x17. white schools over 800 to f.d.; 402 in one*

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

*colored file, & approx. 900 in other colored file.*

11. Location by dates and quantities *office of Bd. of Education*

(Room, vault, wall—N. E./S. W., section, bin, shelf, cabinet, on floor)

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Pupils Records Cards. (Elementary)

	white	colored
7 file drawers	1922 --	1936 --

2 f. d. labeled "Record Card Colored schools"

5 " unlabeled (white schools)

Card record of admission, discharge & promotion of elementary pupils (white & colored) giving name of pupil, birthplace, birthdate, date of vaccination, name and occupation of parents or guardian, previous residence, school last attended, date of discharge & age, when graduated, age Sept. 1st., reasons for leaving school, attendance record, health, behavior.

arr. by schools within election districts.

hdw. & typed on ptd. forms.

5x7x17 - white schools aver. 800 to f. d.; 402 in one colored file, aprox. 900 in other colored file.

Office of Board of Education.

269

(High School ~~Form~~)

1923 - <sup>whenever in</sup> ~~1~~ 4 f. d.

Education

Keep record of high school  
 pupils, ~~for attendance~~ <sup>withdrawing</sup> giving name of  
 student, name of school, place  
 and date of birth, name and  
 occupation of parents or  
 guardian, age September 15<sup>th</sup>,  
 attendance record, date of discharge,  
 date of graduation, reason if  
 withdrawn before graduation,  
 subjects studied, grade units,  
 periods per week, annual  
 average, if transported. For. app.  
 by name of student within schools. Adv.  
 on pth. form 5x7x14. Board's office

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Attendance Officer (Bd. of Education)  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Pupils' Record Cards (-High School))  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates white pupils 1923-- ; colored 1931--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 file drawers, 3 white; 1 colored. (steel)  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Card record of attendance, discharge and graduation of  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.)

high school students and graduates until they reach  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
the age of 19 years, giving name of pupil, name of  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached  
school, from what school, birthplace, birthdate, year  
vaccinated, parents' or guardians' name & occupation,  
age Sept. 1st, record of attendance, residence; transported  
distance, direction; date of discharge, graduation, honors,  
higher institution entered, reasons for withdrawal,

6. Contents—continued *subjects studied, units earned, no. of weeks, period per wk., length of periods, term aver., annual aver.*

7. Arrangement *by schools within districts*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw. on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *5 x 7 x 17* *aver. 3<sup>200</sup> cards*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *office of Bd. of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*after graduation white & colored pupils cards are filed in same drawer. During school term they are filed separately.*

*salmon cards for graduates; white cards for pupils in school*

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

(Place of publication)

(Date of publication)

## Pupils Record Cards (High School)

white pupils 1923-- colored 1931--

4 file drawers (unlabeled) 3 white, 1 colored.

Card record of attendance, discharge and graduation of high school students and graduates until they reach the age of 19 years, giving name of pupil, name of school, from what school, birthplace, birthdate, years vaccinated, parents' or guardians' name and occupation, Age Sept. 1, attendance record, residence, transported, distance, direction; date of discharge, graduation, honors, higher institution entered, reasons for withdrawal, subjects studied, units earned, no. of weeks, period per wk., length of periods, term aver., annual aver.

arr. by schools within districts.

hdw. ptd. forms. - 5x7x17.

aver. 800 cards to f.d.

27<sup>0</sup><sub>+</sub> (Free Scholarships), 1930--. In Day  
Book (High School Graduates).

List of free scholarships awarded, giving name  
of college, name of scholar, date awarded. Arr.  
chron. by date awarded.

Day Books (High School Graduates), 1920--  
1 vol.

List of graduates of the high schools in the county,  
giving date, name of school, name of graduate,  
course studied. Contains: (Trustees), 1923--.  
(Free Scholarships), 1930--. Arr. alph. by  
name of school within district. Hdw. 300 pp.  
9 1/2 x 8 x 1. Supt.'s office.

(Trustees), 1923--. In Day Book  
(High School Graduates).

List of trustees appointed, giving name of school,  
district no., date appointed, name of trustee, term  
of appointment, <sup>and</sup> remarks. Ans. numer. by school  
district.

"Day Book"

1 vol. 1920--

Contents: List of trustees appointed giving name of school & district number, date of appointment, name of trustee, length of term, date of expiration, remarks. 1923-- arr. by districts.

Free scholarships awarded giving name of college, name of scholar and date awarded. 1930--

List of highschool graduates in county, giving date, name of school, name of pupil, course of study. 1920-- arr. by schools in districts

List of colored high school graduates 1931--

arr. by districts.

9  $\frac{3}{4}$  x 8 x 1 all hdw.

300 pp.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Day Book" (Trustees appointed - High school graduates - Free scholarships 1930--)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both) <sup>1923--</sup> <sup>1920--</sup>

2. Dates 1920--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains lists of trustees appointed giving name of school, district number, date of appointment, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by name of trustee, length of term, date of expiration remarks, 1923--; Free scholarships awarded giving name of college, name of scholar and date awarded, 1930--.  
List of High school graduates in county, giving date, name of school, name of pupil, course

6. Contents—continued *of study, 1920--*  
*List of colored high school graduates 1931--*

7. Arrangement *arr. by districts.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *9 3/4 x 8 x 1* *300 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In safe in Supt's office.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Place of publication) (Author) (Publisher) (Date of publication)

272  
273

Attendance Reports,  
1920 - - - est. 10,000  
papers in 17 d.,  
14 manila boxes,  
(dated) Title varies;  
Monthly and Attendance  
Reports, 1920-Aug. 1938,  
14 manila boxes.

Principals and teachers annual  
reports, giving name and no.  
of school, district no. name of  
principal and teachers,  
Source and kind of enrollment,  
boys, and girls, <sup>and</sup> total; Cause  
of late entrance; Cause of  
withdrawal; no. of parent-teacher  
organizations, no. of meetings  
held; no. of pupils whose  
parents visited schools;  
Attendance items; no. of pupils  
transported at public expense;  
no. not transported; no. of pupils  
in 8<sup>th</sup> and other grades promoted,  
not reported; no. of pupils not  
promoted, reasons; pupils absent  
40 days and cause; enrollment in  
high school by courses and subjects.  
Contains: Principals Monthly Report  
Entered. Att. by separate no. in other list  
and chron. by year, Hds. on pta. form,  
F.d. 12 1/2 x 14 x 17, Manila boxes 12 x 12 x 24.  
14 manila boxes pro-Aug. 1938, stereo - 40 in

Office  
attends office  
1938  
1938

(Principal's Monthly  
Report on Attendance)  
190---. In Attendance  
Reports, entry - .

Gives month, name of principal,  
name of school, no. of teachers,  
attendance figures by grade,  
names of pupils withdrawn  
or absent unlawfully  
during month, days absent,  
names of pupils admitted  
or reentered during  
month; names of teachers  
absent, no. of days, cause,  
days substitute served.  
Also by school no. within district,  
and chron. by month.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Attendance Officer (Office of custody) (Bd. of Education) (Office which made the record, if different)

Address of office of custody Courthouse (Name of building, room number, street address)

1. Title "Attendance Reports" "Annual Reports"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

(Boxes) "Monthly & Attendance Reports"  
or both

2. Dates 1920--  
(Earliest and latest dates; missing dates. Show exact date or breaks)

3. Quantity 17 carton boxes, 1 file drawer, 2 folders on desk.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling dated by school year, folders by letters "W" "C" {white  
(Explain fully: years; numbers; letters; number of records so labeled) colored

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Monthly attendance report of principals & annual reports of principals  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.)  
and teachers  
on attendance, enrollment and promotions. Monthly (prin.)  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
report gives month, principal, school, no., dist., county,  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
no. of teachers, attendance by grades, names of pupils with-  
drawn or absent unlawfully during month, names of  
pupils admitted or re-entered. Annuals report gives  
source & kind of enrollment, cause of late entrance,  
attendance items, possible days of school, attendance by

6. Contents—continued *months, grade pupil promotions & non-promotions, cause of non-promotions, high school enrollment by courses, boys alph. by grade, girls alph. by grade, birthdate, age on Sept. 1, date of entrance and withdrawal, quality of work, promoted, graduated or retained.*

7. Arrangement *Chron. by schools within districts*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h.d.w. & typed on ptd. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *17 boxes 11x12x24* } *file draw 12 1/2 x 14 x 17.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*19 folders - 355 papers (monthly) 21 folders 14 papers white*  
*2 " - 134 papers "annual reports" 17 " Colored.*

11. Location by dates and quantities *1920-1938 (17 boxes) on shelf in store room, Bd. of Education; Sept. 1938-Sept 1939 file drawer (21 folders) office Bd. of Ed.; 2 monthly folders Oct. 1939 attendance officer's desk.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*The monthly reports filed in boxes are "Principals & Teachers' monthly reports" on number of days taught.*  
*On monthly reports white schools use white forms. Colored " " buff forms.*  
*Annual report white forms used for both W. & C.*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Please give no. of papers.

This can be approximated  
by the no. of <sup>or schools</sup> principals (average)  
for the monthly reports and  
total of all <sup>34</sup> teachers (average) for the  
annual reports; or count  
the contents ~~from~~ of one of each.

(Principals' and Teachers' Monthly and annual Reports on Attendance)

"Monthly & Attendance Reports	1920-21	1921-22"	
"	"	"	1922-1923
"	"	"	1923-1924
"	"	"	1924-1925
"	"	"	1925-1926
"	"	"	1926-1927
"	"	"	1927-1928
"	"	"	1928-1929
"	"	"	1929-1930
"	"	"	1930-1931
"	"	"	1931-1932
"	"	"	1932-1933
"	"	"	1933-1934
"	"	"	1934-1935
"	"	"	1935-1936
"	"	"	1936-1937
"	"	"	1937-1938

17 Carton boxes in Board of Education store room. Labeled by years. (Monthly & annual Reports)

"Attendance Reports	September	1938 W"	(white)	14 papers
"	"	1938 C	(colored)	
"	October	1938 W	14	17 "
"	"	1938 C	17	31 principals
"	November	1938 W	14	file 21 folders in
"	"	1938 C	17	
"	December	1938 W	14	of Education, office of Bd.
"	"	1938 C	17	
"	January	1939 W	14	reports.)
"	"	1939 C	17	
"	February	1939 W	14	
"	"	1939 C	17	
"	March	1939 W	14	
"	"	1939 C	17	
"	April	1939 W	14	
"	"	1939 C	17	
"	May	1939 W	14	
"	"	1939 C	17	
"	June	1939 W	14	
"	September	1939 W	13 papers	
"	"	1939 C	16 papers.	
"	October	1939 W	16 papers.	
"	"	1939 C	16 papers.	

on attendance officer's desk.

"Annual Reports	1938-39 W"	} 2 "annual" folders in file drawer.
"	1938-39 C"	

134 papers in annual folders.

Contents: Monthly attendance report of principals, & Annual reports of Principals and teachers on attendance, Enrollment and promotions. Monthly report gives month, principal, school, no., district, county, no. of teachers, attendance by grades, names of pupils withdrawn or absent

unlawfully during month, names of pupils  
admitted or re-entered.

name of teacher & principal, school & dist. no.

Annual report gives, source & kind of enrollment, <sup>cause of withdrawal</sup>  
cause of late entrance, attendance items, possible  
days of school, attendance by months, grade  
pupil promotions & non-promotions, cause of  
non-promotions, high school enrollment by  
courses. - boys alph. by grade - girls alph. by grade,  
birthdate, age on Sept. 1, date of entrance & with-  
drawal, quality of work, promoted, graduated or  
retained.

arr. chron. by schools within districts.

Rdw. on ptd. forms.

17 carton boxes 11 x 12 x 25

1 file drawer 12 1/2 x 14 x 17. (21 folders)

2 folders on attendance officer's desk. (Sept. 1939, W4C)

294

(Reports on Bus Routes)

1930-31, 55 Reports in all.

Summarized reports on cost of transportation by buses, giving total mileage, no of pupils carried, total cost; contracts between owners of buses, and the board of education for the transportation of children, giving amount to be paid, route, schedule of arrival at designated points, type of roads, seating capacity signature president and secretary of board and bus owner; also <sup>liability</sup> insurance policies giving name of company, amount of liability. For Chron. by date filed. How. on ptd. form: 11x14x27 Board's office.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)

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

1. Title *"Reports on Bus Routes"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1930--*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 folder in file drawer*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *drawer unlabeled, folder labeled as above*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Reports on bus routes, transportation of pupils, and insurance on busses. Form A gives summary report on pupils transported at public expense giving type of vehicle, no. of different routes, miles from school, no. of pupils, cost to county & state excluding insurance. Form B gives lists of names and addresses of contractors and drivers. Forms 1A+1C. Transportation of pupils on busses (and private cars) contracted for by Board of Education giving bus no., route*

*letter, starting place, school & dist. to which transported;*

6. Contents—continued *miles from school - Hard surf., dirt, total; seating capacity, no. of pupils, annual cost to county excluding insurance. Form 4A - Report of insurance on school busses giving bus no., amount of insurance carried, annual cost of insurance paid by county, by contractor, company writing insurance.*

7. Arrangement *chron. by date filed.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. on mimeographed forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *11 7/8 x 9 1/2 x 1/4 (folders) 55 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office of Bd. of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

## "Reports on Bus Routes."

1 folder in file drawer 1930--

Reports on bus routes, transportation of pupils, and insurance on busses;

Form A gives summary report on pupils transported at public expense giving type of vehicle, no. of different routes, miles from school, no. of pupils, cost to county + state excluding insurance.

Form B gives list of names and addresses of contractors and drivers

Forms 1A + 1C. Transportation of pupils on Busses (or private cars) contracted for by Board of Education giving bus no., route letter, starting place, school + dist. to which transported; miles from school - hard surf., dirt, total; seating capacity, no. of pupils, annual cost to county excluding insurance.

Form 4A Report of insurance on school busses giving bus no., amount of insurance carried, annual cost of insurance paid by county, by contractor, company writing insurance

arr. chron. by date filed. hds. on mimeographed forms, 55 pp.

office of Board of Education.

215  
27  
271

(Transportation) 1939-  
est. 350 cards in r.f.d.

Weekly post card report of  
bus drivers, giving name and  
no. of school, date, no. of pupils  
transported, time of arrival  
and departure, A.M. and P.M.,  
reports of misconduct of pupils,  
signature of driver. Fr. repn.  
by name of bus driver. H.d.s.  
on sta. form. 5x7x17 Board's  
Office.

Mental Clinic,  
1934-35, 1938, 19 papers  
in r.f.d.

Record of tests made by  
board of health, on mental  
cases, referred by teachers,  
giving names of psychologist  
and psychiatrist, where held,  
date, name and age of  
patient, family background,  
findings and recommendations.  
Not att. Typed. 11x14x27 2  
Board's office.

Please give no. of cards  
(see item 10)

Mr. Laing: The number of cards  
in this file drawer increases weekly.  
at present there are 339 cards.  
(see item 10). By the time you get this  
there will have been more.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)

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

1. Title *(Bus Drivers' Time Schedule.)*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1939*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 file drawer. (wooden file drawer)*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling  *not labeled*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Bus drivers' weekly transportation reports mailed to Bd. of Education giving name & no. of school, week ending, no. of pupils transported, time schedule of arrival & departure, a.m. & p.m., reported misconduct, remarks, driver's signature.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filed out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement alph. by name of bus driver.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw, ptd forms. (U.S. post cards furnished by Bd. of Education)  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 5x7x17 339 pgs (increases weekly)  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities office of Board of Education.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information reports not kept from year to year.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

(Bus Drivers' Time Schedule)

1 f.d. 1939.

Contents:

Bus drivers' weekly transportation reports mailed to Bd. of Education giving name & no. of school, week ending, no. of pupils transported; time schedule, arrival & departure a.m. & p.m., reported misconduct, remarks, driver's signature.

5x7x17 - Ldw. on ptd forms (U.S. post cards furnished by Bd. of Education).

Office of Bd. of Education.

Please give no. of  
papers. To whom does the  
teacher refer the matter?

local Board of Health.

---

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS  
THE HISTORICAL RECORDS SURVEY: 1937  
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VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Attendance Officer (Bd. of Education)  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Mental Clinic"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1934 - 35 - 38  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 folder in file drawer  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of cases referred by teachers for mental tests giving name of psychologist & their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by psychiatrist, place held, date, name and age of patient, problem, family background, findings of study, recommendations.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

(see item 10)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement no arrangement  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

Printed. Photostat. Other. Give months and years covered by each kind of writing)  
10. Size 11 1/2 x 9 1/2 x 1/4 19 papers.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities file drawer in office of Bd. of Education.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Mental Clinic.

Record of cases referred by teachers for mental tests gives name of psychologist & psychiatrist, place held, date, name and age of patient, problems, family background, findings of study, recommendations.

1 folder - 1934-35-38. Typed,  $11\frac{1}{2} \times 9\frac{1}{2} \times \frac{1}{4}$

File drawer in office of Bd. of Education.

277

Report of Board  
of Education, 1917  
1919 -- 22 Vols.  
(dated) Little's Report  
of Public  
Schools, 1 Vol. 1914.

Annual report giving  
No. of bldgs., value, No. of  
teachers, total salaries,  
total receipts, expenditures  
for instructional service,  
maintenance, fixed charges,  
debt service; also contains  
statistics of attendance  
and cost per pupil. Also  
number by school no. within  
districts. How. on qtd form.  
Net. 16 pp. 16 x 14 x 1/4.  
Superintendent's office.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS  
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VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Court House*  
(Name of building, room number, street address)

1. Title *'Report of the Public Schools' 'Report of the Board of Education'*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1917 1919--*  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *22 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *dated annually*  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records *1918 missing*  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Annual report of board of education to State Board of Education giving values of property, teachers' salaries, janitors salaries and supplies, fuel, maintenance of school plant, transportation, Total Current expenses, expenditures and cost per pupil, Capital outlay for buildings and improvements.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *numer. by school districts.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 x 14 x 7/8. 8 dbl. pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In safe in Supt's. office.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Place of publication) (Author) (Publisher) (Date of publication)

Report of the Board of Education.

Report of the Public Schools of Worcester County Maryland for the year ending July 31, 1917.

Report of the Board of Education of Worcester County Maryland for the year ending July 31, 1919.

Report of the Board of Education of Worcester County Maryland for the year ending July 31, 1920

" " " " " " July 31, 1921

" " " " " " July 31, 1922

" " " " " " July 31, 1923

" " " " " " July 31, 1924

" " " " " " July 31, 1925

" " " " " " July 31, 1926

" " " " " " July 31, 1927

" " " " " " July 31, 1928

" " " " " " July 31, 1929

" " " " " " July 31, 1930

" " " " " " July 31, 1931

" " " " " " July 31, 1932

" " " " " " July 31, 1933

" " " " " " July 31, 1934

" " " " " " July 31, 1935

" " " " " " July 31, 1936

" " " " " " July 31, 1937

" " " " " " July 31, 1938

" " " " " " July 31, 1939

22 vols. 1917 1919--

Contents: Annual report of board of education to  
State Board of Education giving value of  
property, teachers' salaries, janitors' salaries  
and supplies, fuel, maintenance of school  
plant, transportation, total current expenses,  
expenditures and cost per pupil, capital outlay  
for buildings + improvements.

arr. numer. by school district.

hdw. on ptd. forms

aver.  $16 \times 14 \times \frac{1}{4}$ . 8 dbl. pp.

In safe in Supt's office.

218

Monthly Reports, 1920-38

est. 4000 papers in

1 fd., 14 manila boxes.

(14 manila boxes,  
dated) Title varies;

Monthly and Attendance  
Reports, 14 manila  
boxes, 1920-38.

Monthly school report of principals  
and teachers, with salary vouchers,  
giving no. of days in month,  
<sup>no. of</sup> teachers meetings, legal holidays,  
annual field day, no. of days  
taught by regular, and no.  
of days <sup>taught</sup> by substitute teacher,  
no. of days absent without  
substitute, total days; causes  
of teachers absence, no. of  
days, reasons, names of substitute  
employed, address, no. of days  
employed; total no. of boys <sup>no. girls</sup>  
enrolled in grades and high school;  
Salary for month, less days lost,  
less retirement dues, total to  
be deducted, amount due  
teacher, check no. inv. check.  
by school no. within district.  
Hdw. on ptk form. 7 1/2 x 11 x 14 x 27 1/2  
boxes, 11 x 12 x 24. 14 boxes 1920-38,  
in storeroom, fd. 1939 --, board's  
office.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Monthly Reports" (Principals' & Teachers')  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1920--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 17 carton boxes 1920-38; 23 folders 1938--  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling boxes labeled "Monthly & Attendance Reports" folders labeled  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records "Monthly Reports"  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Principals' & teachers' monthly report of days  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
taught, (report to be sent to board of education before checks  
are mailed.) Gives name of teacher and school, school  
no. & dist. no., no. of days taught by teacher, no. of  
holidays, no. of days substitute taught, total days,  
cause of teacher's absence, name of substitute,  
enrollment of pupils in elementary grade & high  
school, salary voucher giving amount of salary

(in file drawers)

6. Contents—continued amount deducted for retirement fund and dues, amount due teacher, check no. (Cancelled check attached to each report.)

7. Arrangement <sup>Reports</sup> by type of school in election dists; checks numer. by check no.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)  
9. Writing hds. ptd. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)  
10. Size boxes 11x12x24 file drawers 11x14x27 1/2  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

Boxes contain an aver. of 19 folders } file draw contains 19 folders  
folders aver. 39 } aver. 95 papers W. 39 papers Cl.  
95 papers W. } C.

11. Location by dates and quantities 47 Carton boxes 1920-38 in storeroom;  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

(19 folders) Sept. 1938 - June 1939 in office file drawer; Sept. 1939 -  
in office file drawer. (4 folders)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

"Monthly Reports" (Bd. of Education) and "Attendance Reports"  
and "Annual Reports" (atten. Officer) are filed in carton  
boxes together at end of preceding school year.  
These boxes are all piled high on shelves in store room  
and are tied shut. struck the average by 1938-39 folders

13. (For use in Florida.) Early imprints in office file drawer.  
(Author) (Publisher)

(Place of publication)

(Date of publication)

# "Monthly School Reports."

"Monthly & Attendance Reports		1920-21	1921-22."
"	"	1922-1923	
"	"	1923-1924"	
"	"	1924-1925"	
"	"	1925-1926"	
"	"	1926-1927"	
"	"	1927-1928"	
"	"	1928-1929"	
"	"	1929-1930"	
"	"	1930-1931"	
"	"	1931-1932"	
"	"	1932-1933"	
"	"	1933-1934"	
"	"	1934-1935"	
"	"	1935-1936"	
"	"	1936-1937"	
"	"	1937-1938"	

17 carton boxes  
in store room  
1920-1938  
" 12 x 24.

134  
19  

---

153  
134  

---

46  
13 1/2  

---

38 1/2

"Monthly Reports September 1938 W"		(97 papers, cancelled check attached)
"	"	1938 C" (38 " " "
"	October	1938 W" (97 " " "
"	"	1938 C" (39 " " "
"	November	1938 W" (97 " " "
"	"	1938 C" (40 " " "
"	December	1938 W" (97 " " "
"	"	1938 C" (40 " " "
"	January	1939 W" (97 " " "
"	"	1939 C" (40 " " "
"	February	1939 W" (97 " " "
"	"	1939 C" (40 " " "
"	March	1939 W" (97 " " "
"	"	1939 C" (40 " " "
"	April	1939 W" (97 " " "
"	"	1939 C" (40 " " "
"	May	1939 W" (97 " " "
"	"	1939 C" (40 " " "
"	June	1939 W" (97 " " "

19 folders Sept. 1938-June 1939 in office f.d.  
White and colored.

11 x 14 x 27 1/2 (size of f.d.)

(These will be filed in carton boxes in storeroom at end of school year)

# "Monthly School Reports"

"	Monthly Reports	September	1939 W"	(95 papers, cancelled check attached
"	"	"	1939 C"	(39 " " " "
"	"	October	1939 W"	(95 " " " "
"	"	"	1939 C"	(39 " " " "

4 folders Sept 1939-- in office f. d. (white + colored)

Contents: Principals' and teachers' monthly report of days taught, report must be sent to board of education before checks are mailed. Gives name of teacher & school, school no. + district no., no. of days teacher taught, no. holidays, no. days substitute taught, total no. of days, cause of teacher's absence, name of substitute, enrollment of pupils in elementary grades + high school, salary voucher gives amount of salary, amount deducted for retirement fund and dues, amount due teacher, check no. Cancelled check is attached to report.

Arr. by type of school under districts, (all high schools then all elementary schools.) and numer. by check no.

Kdw. on ptd. forms.      Size of carton boxes 11x12x24  
 " " file drawers 11x14x27 1/2.

*To Bd. of Education.*  
**Monthly School Report, Worcester County, Md.**

M. .... Teacher, P. O. ....

School Name ..... No. .... Election Dist. No. ....

MONTH OF ..... 19 .....

Number of School Days in Month ..... \_\_\_\_\_

(Total number of days in month, minus the number of Saturdays and Sundays)

**DIVIDED AS FOLLOWS:**

Teachers' Meetings ..... \_\_\_\_\_

Legal Holidays ..... \_\_\_\_\_

Annual Field Day ..... \_\_\_\_\_

Number of Days Taught by Regular Teacher ..... \_\_\_\_\_

Number of Days Taught by Substitute ..... \_\_\_\_\_

Number of Days Teacher was Absent without Substitute ..... \_\_\_\_\_

Total ..... \_\_\_\_\_

(Must equal number of school days in month)

**CAUSE OF TEACHER'S ABSENCE:**

Days lost on account of illness of Teacher ..... \_\_\_\_\_

Days lost on account of death in family ..... \_\_\_\_\_

Days lost from other causes ..... \_\_\_\_\_

**SUBSTITUTES EMPLOYED:**

NAME	ADDRESS	No. of Days EMPLOYED
_____	_____	_____
_____	_____	_____

**ENROLLMENT**

GRADE	ELEMENTARY			YEAR	HIGH SCHOOL		TOTAL
	BOYS	GIRLS	TOTAL		BOYS	GIRLS	
1	_____	_____	_____	I	_____	_____	_____
2	_____	_____	_____	II	_____	_____	_____
3	_____	_____	_____	III	_____	_____	_____
4	_____	_____	_____	IV	_____	_____	_____
5	_____	_____	_____				
6	_____	_____	_____				
7	_____	_____	_____				
Total	_____	_____	_____	Total	_____	_____	_____

**SALARY VOUCHER**

Salary for the month of ..... \$ \_\_\_\_\_

Less \_\_\_\_\_ days lost @ \$ \_\_\_\_\_ per day, \$ \_\_\_\_\_

Less \_\_\_\_\_ days lost @ \$ \_\_\_\_\_ per day, \$ \_\_\_\_\_

Less Retirement Dues for month ..... \$ \_\_\_\_\_

Total Amount to be deducted ..... \$ \_\_\_\_\_

Amount Due Teacher ..... \$ \_\_\_\_\_

Check No. ....

This Report should be mailed to the office of the Board of Education on the first of each month. Checks will be mailed as soon as reports are examined.

279

SCHOOL EXPENSE LEDGER, 1901-28, 1938--. 9 vols. (8 vols. not labeled;

1 vol. dated 1915-1916). 1 vol., August 1, 1938--, not titled.

*Records, 1928-July 1938, in Cash Book, Salary Book*  
Ledger account of expenditures for school purposes, giving date, school and

*School Expense  
Budget-2474*

district nos., folio in cash book, name of payee, purpose, costs for school plant,  
*repairs and replacement of equipment, text-books*  
instructional service, auxiliary and capital outlay. Arr. numer. by school no.

within districts. Hdw. under ptd. head. Aver. 400 pp. 17 x 15 x  $\frac{1}{2}$ , 16 $\frac{1}{2}$  x 11 x 2.

8 vols., 1901-28, register's vault; 1 vol., 1938--, office of board.

School Expense Ledger, 1901-28, 1938--.

9 vols. (8 vols. not labeled; 1 vol. dated 1915-1916)

ledger 1 vol., Aug. 1, 1938-- , not titled.

~~Original~~ account of expenditures for school purposes, giving date, school and district nos., folio in cash book, name of payer, purpose, costs for school plant, instructional service, auxiliary and capital outlay. Arr. numer. by school no. within ~~the~~ districts. Hdw. under pd. head. Arr. <sup>400</sup> 329 pp. 17x15x1/2, 16 1/2x11x2. 8 vols., 1901-28, register's mult; 1 vol., 1938-- , office of board

Paul J. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "School Expense Ledger" current vol. has no title.  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1901-28 1938-1939  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 9 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling some dated.  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records missing(?) 1929-1938.  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Account of expenditures for school purposes giving date, school no, dist. no, cash book folio, to whom their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached  
paid, for what, operation of school plant including janitors' wages + supplies, fuel; maintenance of school plant includes repair of bldg. + upkeep of grounds, repair + replacement of equip, instructional service includes salary of teachers, text books, other materials of instruction; auxiliary agencies

6. Contents—continued *include library, transportation; capital outlay includes land, new bldgs. & equip., alterations of old bldgs. & equip., additional equip. old bldgs.*

7. Arrangement *numer. by schools within election districts,*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *3 vols. typed index pasted on inside front cover,*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
*arr. by school no. dist. no., and folio.*

9. Writing *hds. ptd. heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *17x15x1 1/2, 252 pp.; 16 1/2 x 11 x 2, 200 dbl. pp.; 11 1/2 x 14 3/4 x 1,*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*176 pp.*

11. Location by dates and quantities *8 vols. stacked on floor in Register of Mills vault; 1 vol. (current) in office safe, Bd. of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*Also see "Receipts & Disbursements"*

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

(Place of publication)

(Date of publication)

- "School Expense Ledger Board of School Commissioners Worcester County." (1901-1909). 252 pp.  $17 \times 15 \times 1\frac{1}{2}$
- School Expense Ledger School Commissioners Worcester County" (1909-1914) 252 pp.  $17 \times 15 \times 1\frac{1}{2}$ .
- "School Expense Ledger School Commis Worcester County 1915-1916" (1914-16) 252 pp.  $17 \times 15 \times 1\frac{1}{2}$ .
- "School Expense Ledger Board of Education Worcester County" (1917-1920) 201 double pp. (142 pp. used).  $16\frac{1}{4} \times 11 \times 2$
- "School Expense Ledger Board of Education Worcester County" (1920-1922) 201 dbl. pp.  $16\frac{1}{4} \times 11 \times 2$
- School Expense Ledger Board of Education Worcester County" (1922-1924) 200 dbl. pp., typed index pasted to inside front cover giving no. of school, dist., + folio; index for colored schools follows white schools.  $16\frac{1}{4} \times 11 \times 2$
- "School Expense Ledger Board of Education Worcester County" (1924-1926) 203 dbl. pp. index as above.  $16\frac{1}{4} \times 11 \times 2$
- "School Expense Ledger Board of Education Worcester County" (1926-1928) 200<sup>dbl</sup> pp. index as above.  $16\frac{1}{4} \times 11 \times 2$ .
- no title (School Expense Ledger Aug. 1, 1938 - July 31, 1939) 176 pp.  $11\frac{1}{2} \times 14\frac{3}{4} \times 1$ .
- 9 vols. 1901-1928 <sup>aug</sup> 1938- <sup>July</sup> 1939 one vol. dated for years.
- missing(?) 1929-1938.

(forward.)

Contents for 1901-1916: (3 vols) gives school no., dist. no., date, cash book folio, article, fuel, repairs, apparatus and furniture, teachers' salaries, new buildings, sanitary costs, incidentals, kindergarten + manual training, total amount.

arr. numer. by no. of school within election districts, + Chron. by year; colored schools in back of book arr. ditto.

hdw. ptd. heads. In Register of Wills' vault. <sup>252 pp.</sup> size 17x15x1½ (on floor).

Contents for 1917-1928 (5 vols.) <sup>date</sup> gives school no., dist. no., date, cash book folio; instructional service includes salary of teachers, text books, materials of instruction, other costs of instruction; operation of school plant includes janitors' wages, janitors' supplies, fuel, other costs of operation; maintenance of school plant includes repair of buildings and upkeep of grounds, repair and replacement of equipment, other costs of maintenance; auxiliary agencies include library, health service, other auxiliary activities; capital outlay includes land, new buildings and equipment, alteration of old buildings, equipment of old buildings.

same arr. as 1901-1906. 3 have typed index.  
over 200 dbl. pp. hdw. ptd. heads. 16  $\frac{1}{4}$  x 11 x 2.

Contents for 1938-1939 (1 vol.), gives Record of expenses gives date, cash book folio, to whom paid, for what; operation of school plant includes janitors' wages, janitors' supplies, fuel, other costs of  
(forward)

operation; maintenance of school plant includes repair of buildings and upkeep of grounds, repair and replacement of equip., other costs of maintenance; Instructional service includes salary of teachers, text books, materials of instruction, other costs of instruction; Auxiliary agencies include library, transportation, other aux. agencies; Capital outlay includes land, new bldgs. & equipment, alteration of old buildings, additional equip. old buildings.

avr. as above. 176 pp.  $11\frac{1}{2} \times 14\frac{3}{4} \times 1$ .

hdw. ptd. heads.

Cash Book, 1888-99, 1901-28,  
 11 Vols. (8 vols. dated) Title  
 Varies; Current Fund  
 Cash Book, 1888, July 1898, 1 Vol.;  
 Ledger, Aug. 1898-July 1899, 1 Vol.;  
 Receipts and Disbursements  
 1901-14 4 Vols.; Record for  
 Aug. 1918 -- in Cash Book,  
 Salary Book, School Expense  
 Ledger, entry --.

Record of receipts giving source and amount and  
 under expenditures, for schools, gives date, school no., district  
 no., for repairs, apparatus, furniture, teachers salaries,  
 new buildings, sanitary, kindergarten, auxiliary and manual  
 training, ledger folio; under general expense, gives amount,  
 purpose, ledger folio. Haw. 1888-99, Hdq., under PTH. head 1901 --.

West. 250 pp. 16 x 11 x 2. Registrar of Wills v. *Wills*,  
1891.

ST. JOHN'S  
UNIVERSITY  
LIBRARY

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Current Fund Cash Book" "Ledger". (Receipts & Disbursements)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates Oct. 1988 - July 1999  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling labeled as above one dated Oct. 1, '88.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of receipts & disbursements - Left hand p. shows receipts in hand of treasurer giving date, source received from, amount.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Right hand p. shows disbursements giving date, insurance on school bldgs, bills for fuel & lumber, repairs on bldgs, per diem for school commissioners (quarterly) teachers' salaries by districts (quarterly) printing & advertising, freight on books. Receipts

6. Contents—continued and disbursements balance.

7. Arrangement Chron. by date of entry.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

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

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 16 X 10 1/2 X 2, 300 pp. (107 used) 16 X 10 1/2 X 1 1/2 (only pp. 20-37 used)  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities stacked on floor in Register of Mills Vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

<sup>1818-95</sup>  
See also "colored Fund Cash Book" - "Receipts + disbursements" 1901-1917; "Cash Book" 1917-1928; "Cash Book - Salary Book - School Expense Ledger" 1928--

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

(Place of publication)

(Date of publication)

(Receipts + Disbursements)

"Current Fund Cash Book School Board Worcester  
Co. From Oct. 1, '88 (- July 1898) 300 pp. (107 pp. used)  
16 x 10 $\frac{1}{2}$  x 2. Rdw. (white schools only)

"Ledger Board Co. School Commissioners Worcester  
Co." (Aug. 1898 - July 1899) 296 pp. (only pp 20-37 used)  
16 x 10 $\frac{1}{2}$  x 1 $\frac{1}{2}$  hdw. (white + colored)

Contents: Left hand p. shows receipts in hands of Treas-  
urer giving date, source received from, amount.

Right hand p. - disbursements include insurance on  
school bldgs., bills for fuel & lumber, repairs  
on bldgs., per diem for school commissioners,  
(quarterly) teachers' salaries by districts (quarterly)  
printing & advertising, freight on books.

disbursements and receipts balance.

2 vols. 1888-1899. Rdw.

acc. chron. Rdw.

on floor of Register's vault.

Mr. Sainig:

I hope these receipts, + disbursements are all right now.

Please check my forms and see if they run like this:

- "Colored Fund Cash Book" <sup>(you have this)</sup> (Receipts + Dis.) ——— 1 vol. 1888-98.  
"Current Fund Cash Book" "Ledger" (" " " " ) ——— 2 " 1888-99.  
(These 3 vols. have receipts on l. hand p.  
+ disbursements on r. hand p.; pp. balance)
- "Receipts + Disbursements" ——— 4 vols. 1901-1917  
(receipts + disbursements on l. hand p.  
school expenses + general expenses r. hand p.)
- "Cash Book" ——— 5 vols. 1917-1928  
(all receipts in front, followed by dis-  
bursements, giving character of expenses)
- "Cash Book - Salary Book - School Expense Ledger" 11 vols. 1928--  
(receipts in front, followed by dis-  
bursements, school expense ledger,  
salary + retirement fund.)

Should all these volumes have been made up as one form?

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Cash Book"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1917-1928.  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by county. 4 vols. dated 1926-28 not dated  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Receipts & disbursements of School Bd.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

Receipts are in front of vols. giving date, source  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Disbursements give date, check number, voucher  
number, amount of check, to whom paid,  
for what, ledger folio, school no., district  
no., general control, instructional service,  
operation of school plant, maintenance of school

6. Contents—continued *plant, auxiliary agencies, fixed charges, debt service, capital outlay.*

7. Arrangement *Chron.* *(colored schools in back of vols.)*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. ptd. Leads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16X11X2.* *125 dbl. pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Register of Hills vault. (stacked on floor)*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

*This runs chron. with "Receipts and Disbursements" which see.*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

## Cash Books.

- "Cash Book Board of Education Worcester County 1917-1920"  
receipts in front 1-6 pp. 214 dbl. pp. 16x11x2.
- "Cash Book Board of Education Worcester County 1920-1922"  
receipts pp. 1-5 (single pp.) disbursements pp. 1-150 dbl pp.
- "Cash Book Board of Education Worcester County 1922-1924"  
receipts pp. 1-5 (single pp.) disbursements pp. 1-150 dbl pp.
- "Cash Book Board of Education Worcester County 1924-1926"  
receipts pp. 1-5 (single pp.) disbursements pp. 1-151 dbl pp.
- "Cash Book Board of Education Worcester County" (1926-1928)  
receipts pp. 2-9 (single pp) disbursements pp. 1-150 dbl pp.

Contents: Receipts are in front of vols. aver 6 single pps. giving date, source, amount.  
Disbursements give date, check number, voucher number, amount of check, to whom paid, for what, ledger folio, school no., district no., general control, instructional service, operation of school plant, maintenance of school plant, auxiliary agencies, fixed charges, debt service, capital outlay.

5 vols. 1917-1928. Labeled by County & dated. hdw. ptd. Leads.  
125 dbl. pp. 16x11x2.  
arr. chron. colored schools in back of vols.

Reg. of Will. vanc. T.

Rich S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "Receipts and Disbursements School Commissioners"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1901-1917  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 4 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling by County - 3 dated for years 1 undated.  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Receipts and Disbursements and school expenses of Bd. of Ed.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

One left hand p. receipts includes date, source, amount; disbursements include date, check no., amount, to whom drawn, school no., dist. no., rent fuel.

Right hand p.: School expenses includes repairs, apparatus and furniture, teachers' salaries, new buildings, sanitary costs; incidentals, kindergarten, manual training; general expenses includes amount,

6. Contents—continued *purpose, ledgers folios.*

7. Arrangement *arr. chron. by date of entry (col. schools in back of vol.)*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw. ptd. heads*  
(Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *17 X 15 X 1 1/4* *125 dbl. pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities *on floor in Register of Mills vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*See "Cash Book" 1917-1928 "Cash Book, Salary Book, School Expense Ledger" 1928-- These vols. follow chron. with "Receipts & Disbursements"*

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

(Place of publication)

(Date of publication)

## Receipts and Disbursements

- "Receipts and Disbursements Board of School Commissioners  
Worcester Co." (1901-1909) 17x15x1 $\frac{1}{2}$  hdw. ptd. leads 127 dbl. pp.
- Receipts and Disbursements School Commrs. Worcester Co. 1907-12".  
125 dbl. pp. hdw. ptd. leads.
- Receipts and Disbursements School Commissioners Worcester  
Co., 1912-1915" 254 pp (single pp. hdw. ptd. leads.
- Receipts and Disbursements School Commissioners of Worcester  
Co. 1915-1917" 126 dbl. pp. sz. dc.

Contents : L. hand p. Receipts includes date, source, amount,  
Disbursements includes date, check number, amount,  
to whom drawn, school no, dist. no., rent, fuel.  
R. hand p. School Expenses includes repairs, apparatus and  
furniture, teachers' salaries, new buildings,  
sanitary costs, incidentals, kindergarten, manual  
training; General Expenses includes amount,  
purpose, ledger folio.

4 vols. 1901-1917. hdw. ptd. leads over 125  
double pp.

Register of Hills' vault. on floor.

See also "Cash Book" Cash Book, Salary Book, School  
Expense Ledger."

Cash Book, Salary Book,  
 School Expense Ledger  
 1928-- , 11 Vols. <sup>(4 vols. dated)</sup> Title varies;  
 Board of Education, 1933-34,  
 1 Vol. 4 Vols. Not titled.

Contains record of receipts and expenditures,  
 1928-- , entry --; General Ledger, 1928-- , entry --;  
 School Expense Ledger, 1928-July 1938 - entry --;  
 Salary and Retirement Fund 1928-- , entry --.  
 Arr. chron. by date recorded under each type  
 of account. Hdw. under ptd. lead. Av. 500 pp.  
 12 x 18 x 1 1/2. 10 Vols. 1928-July 1928, Register of Wilson  
 Vaucl. 1 Vol. Aug. 1928-- , board's office

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Cash Book, Salary Book, School Expense Ledger"  
(Give present full title in quotes; assigned title if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1928--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 11 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of Receipts & Disbursements, Salaries, Expense Ledger & Retirement Fund. - Receipts in front giving date source, amount, total. Disbursements follow giving date check no., voucher no. (no entries) amount of check, to whom paid, for what, school no., district no., general control, instruction, operation and maintenance, auxiliary agencies, fixed charges, capital outlay, debt service. - School expense ledger gives school no., dist. no., date, cash book folio, to whom paid for what, operation of school plant includes janitors' wages & supplies, fuel; operation of school plant includes repair of bldgs. & upkeep of grounds, repair & replacement of  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

equip., instructional service includes salary of teachers, text books, material of instruction; auxiliary agencies include library.

6. Contents—continued transportation; capital outlay includes land, new bldg + equip, alteration of old bldgs. — Salary & retirement fund gives school, district, monthly salary, retirement deduction, to whom; salaries by month giving check no., salary, retirement fund, janitors' wages.

7. Arrangement Chron. & by schools within districts  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing hdw. ptd. heads  
(Handwritten Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12 x 18 x 1 1/2 aver. 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 10 vols 1928-1938 in Register of Hills vault - 1938-39 in Board of Education office.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

follows chron. with "Receipts + Disbursements" "Cash Book"

after 1928 receipts + disbursements, school expense ledger, general ledgers, salaries and retirement fund are kept in one volume.

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

(Place of publication)

(Date of publication)

# Cash Book, Salary Book, School Expense Ledger.

- "Cash Book Salary Book School Expense Ledger 1928-1929" 12 x 18 x 1 1/2  
"Cash Book Salary Book School Expense Ledger 1929-1930." "  
"Cash Book Salary Book School Expense Ledger 1930-1931" "  
(Cash Book Salary Book School Expense Ledger) "1931-1932" "  
(Cash Book Salary Book School Expense Ledger) "1932-1933" "  
"Board of Education 1933-1934" (Cash Book, Salary Book School Expense Ledger) "  
(Cash Book Salary Book School Expense Ledger) "1934-1935" "  
(Cash Book Salary Book School Expense Ledger) "1935-1936" "  
(Cash Book Salary Book School Expense Ledger) "1936-1937" "  
(Cash Book Salary Book School Expense Ledger) "1937-1938" "  
(Cash Book - Receipts 1938-1939) 11 1/2 x 14 1/2 x 1 1/2 272 pp. (Bd. of Educ. Safe.)
- Vol. 1928-1938  
in Reg. of  
Mills Dist.*

11 vols. 1928-- dated by years.

Contents: Receipts in front of vol. giving date, source, amount, total.

Disbursements gives - date, check number, voucher no. (no entries) amount of check, to whom paid, for what, school number, district number, general control, instruction, operation and maintenance, auxiliary agencies, fixed charges, capital outlay, debt service.

School Expense Ledger gives school no., district no., date, cash book folio, to whom paid, for what; operation of school plant includes janitors wages & supplies, fuel; operation of school plant includes repair of bldgs. & upkeep of grounds, repair & replacement of equip., instructional service includes salary of teachers, text books, materials of instruction; auxiliary agencies include library, transportation; Capital outlay includes land, new bldgs. & equip., alteration of old bldgs.,

arr. chron. and by school no. within districts.

Salary & Retirement Fund gives school, district, monthly  
salary, retirement deduction, to whom; salaries by month  
giving check no., salary, retirement fund, janitor's wages.

arr. chron.

hdw. ptd. heads.

See also "Receipts & Disbursements" "Cash Book"

282

General ledger, 1914-28, 1 Vol.  
Record Aug. 1928 -- in Cash Book,  
Salary Book, School Expense  
ledger, entry -

ledger account of general expenditures giving  
date, folio of cash book, amount expended for  
auxiliary, health, community activities, tuition,  
fixed charges, instructional service, debt service,  
loans and interest, general control, office,  
printing, board <sup>members</sup>, legal expense, supervision, books,  
materials and sundries <sup>and</sup> capital outlay, Arr.  
Chron. by date recorded. <sup>Handwritten pth. book</sup> 48 pp. 16 x 11 x 2.  
Register of Wells Vault.

~~Central Ledger, 1917-29, vol.~~

Where are the General  
Ledger accounts kept  
after 1978?  
The contents of "Cash Book"  
Salary Book - School  
Expense ledger, suggest  
that receipts and disbursements  
School Expense ledger  
General Expense ledger  
Teachers salaries  
are not in  
one volume

(see over)

~~General Ledger  
1917-29~~

Beginning Aug. 1928 "Cash Book -  
Salary Book - School Expense Ledger"  
are in one volume, and includes  
receipts + disbursements, general  
ledger, salary, and retirement  
fund.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "General Ledger"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1917-1928  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents General expenses of schools giving date,  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

cash book folio; general control includes office  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

expenses, printing and advertising, Board members'  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

expenses, legal services; Instructional Service includes

supervision, text books, materials of instruction; Auxiliary

agencies include health service, community activities,

tuition fees; Fixed charges include insurance, con-

tribution and contingencies; Debt service includes

6. Contents—continued *short term loans, interest on short term loans, capital outlay.*

7. Arrangement *Chron. by year - giving white + colored schools each year.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdwr. ptd. heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 1/4 x 11 x 1 3/4. 234 dbl. pp. (97 used).*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *on floor in Register of Wills vault.*  
(Room, vault, wall—N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*Also see "Cash Book - Salary Book, School Expense Ledger" 1928--*

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

(Place of publication)

(Date of publication)

## General Ledger

"General Ledger" (1917-1927) 234 dbl pp. (only 97 used)

Contents: General expenses of schools giving date, cash book folio; general control includes office expenses, printing and advertising, Board members' expenses, legal services; Instructional Service includes supervision, text books, materials of instruction; Auxiliary agencies include Health service, community activities, tuition fees; Fixed charges include insurance, contribution & contingencies; Debt service includes short term loans and interest on short term loans, capital outlay.

arr. chron. by year - giving white and colored schools consecutively each year, (instead of colored schools in the back of book)

Edw. ptd. leads.

16 x 11 x 1 <sup>3</sup>/<sub>4</sub>

234 dbl. pp. (97 used).

Register of Wills vault, on floor.

283

Accounts paid by Board  
of Education Except  
Quarterly accounts Paid to  
Teachers, 1899-1900, 1 Vol.

Treasurer's  
Record of all disbursements, except teachers'  
salaries, giving date, school no., district no.,  
amount for supplies, repairs and equipment,  
and general expenditures for Commissionery,  
Superintendents and office salaries, <sup>1905</sup> buildings,  
fuels and stationery, county institute.  
Arr. chron. by date of entry. Adm. under pt. 1.  
Lead. 302 pp 14 used. 16 \* 12 x 1 1/2. Register of Wills  
Vault.

You probably can  
find the dates by  
checking the quarterly  
accounts, with the  
treasurer's quarterly  
report in the minutes.

Mr. Loring :

I have gone over each page separately in these two volumes and can find no dates whatever. They know nothing about them in the office of the Board of Education. The books are old and date back too far.

Ruth S. Leonard

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

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

- Title "Accounts Paid by Board Except Quarterly Accounts Paid to Teachers. Worcester Co. Md."  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates no date in vol. (Dec. 13, 1899 - July 24 - 1900) <sup>dates OK</sup>  
(Earliest and latest dates; missing dates. Show exact date of breaks) as per minute Book
- Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling 1898 pp. 82-137  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of all accounts except to teachers, Gives school, audit up to whom paid, rent, fuel, repairs, incidentals, blackboards, stove, furniture, office expenses & acct. books, printing and advertising, insurance, interest, per diem of school commissioners, salary of examiners, expenses of board at annual meetings, new buildings, books and stationery, school libraries institute expense and auditing accounts, Totals.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement *according to Minute Book this is arr. chron. by*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *date of entry.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. under ptd heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 x 12 x 1 1/2*      *151 dbl. pp. 6 pp. filled for*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*white schools, 1 p. for colored schools follows*  
*white schools.*

11. Location by dates and quantities *on floor in Register of Will*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*vault.*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*found dates by checking with minute*  
*Books.*

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

(Place of publication)

(Date of publication)

"Accounts Paid by Board Except Quarterly Accounts  
Paid to Teachers. Worcester Co. Md."

1 vol. (absolutely no dates in this vol.)

Contents: Gives school, Dist., to whom paid, rent,  
fuel, repairs, incidentals, blackboards,  
stoves, furniture, office expenses + acct.  
books, printing and advertising, insurance,  
interest, per diem of school commissioners,  
salary of examiner, expenses of board at  
annual meetings, new buildings, books and  
stationery, school libraries, institute expenses  
and auditing accounts, totals.

no cov. hdw. ptd. lead. 16x12x1½ 151 dbl.  
pp. 6 pp. filled for white + 1 p. for colored schools.

On floor in Register of Hills Valet.

284

~~14~~ Bills Paid, 1917 ---  
est. 54000 papers in  
2 f.d. 16 manila boxes.  
(later). Title varies;  
Paid vouchers, 16 manila  
boxes, 1917-38.

Original bills, vouchers and checks in payment  
of all accounts by the board of education,  
except teachers' salaries. Arr. numer. by  
check no. Hand. and typed, some on pt. form.  
f.d. 11 x 14 x 27 1/2, boxes, 10 1/2 x 14 x 25. 2 f.d.  
Sept.  
1938 -- in office, 16 manila boxes, 1917 - July 1939,  
Storage room board of education.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Paid Vouchers" "Bills Paid"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1917 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 16 carton boxes; 2 file drawers.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by year; folders in drawers by year & month.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Original bills and vouchers with cancelled checks attached, of all accounts paid by county board of Education including salary reductions for retirement fund, bus drivers' salaries, janitors' salaries, substitute teachers' pay, salaries and car expenses of attendance officer, Superintendent of schools, and supervisor of elementary schools; does not include teachers' salaries.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement

*numer. by check no.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing

*hdw., typed, hdw. & typed w/ ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *Carton boxes 10 1/2 x 14 1/2 x 25* *file drawers 11 x 14 x 27 1/2*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

*avr. 13 folders to a carton box - 150 bills to a folder.*

11. Location by dates and quantities

*16 carton boxes, 1917-38 in storeroom,*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*2 file drawers, <sup>Aug</sup> 1938-- in office of Board of Education.*

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*Carton boxes in store room are tied shut and are piled high on shelves. Struck the average from the 1938-39 folders in office file drawer. — at the end of the current year the 1938-39 folders in file drawers will be placed in carton box and put on shelf in storeroom. The preceding year is always kept on file until the end*

13. (For use in Florida.) Early imprints

*of current school year - then filed in storeroom.*  
(Author) (Publisher)

(Place of publication)

(Date of publication)

# Vouchers.

- " Paid Vouchers 1917-18, 1918-19, 1919-20, 1920-21 "
- " " " 1921-22, 1922-23."
- " " August 1923 to July 1924."
- " " August 1924 to July 1925."
- " " August 1925 to July 1926."
- " " 1926-27, 1927-28."
- " " 1928-1929."
- " " 1929-1930."
- " " 1930-1931."
- " " 1931-1932."
- " " 1932-1933."
- " " August 31, 1933 to July 31, 1934."
- " " 1934-35."
- Vouchers 1935-36"
- Paid Vouchers From August 1936 to August 1, 1937 "
- " " From Aug. 1937 to July 1938"

16 Carton boxes in  
store room 1917-38.  
11 x 12 x 24

" Bills paid in Aug. & Sept. 1938"	188	papers (with cancelled check
" " " October 1938"	85	"
" " " October "	132	"
" " " November 1938"	282	"
" " " December 1938"	200	"
" " " January 1939	74	"
" " " January 1939	111	"
" " " February 1939	116	"
" " " March 1939	132	"
" " " April 1939	160	"
" " " May 1939	157	"
" " " June 1939	204	"
" " " July 1939	90	"
	<hr/>	
	1931	

in 3 folders in office  
file drawer, Aug. 1939--

" Bills paid in Aug. - 4 Sept. 1939."

" " " October 1939."

1 folder "unpaid bills"

3 folders in file drawer  
Aug. 1939 -- in office.  
11 x 14 x 2 7/2

Contents:

Original bills, with cancelled check attached of all accounts paid by board of education, except teachers' salaries; includes salary reduction for retirement fund, bus drivers' and janitors' salaries, substitute teachers' pay, salaries and car expenses of superintendent of schools, attendance officer, and supervisor of elementary schools.

16 carton boxes 1917-38 in store room.

1 file drawer (13 folders) in office Aug 1938 - July 1939

1 " drawer (3 folders) " " Aug 1939 --

arr. chron. and by number. by check no.

286

School Financial  
Reports, etc. (White  
and Colored) 1937--  
est. 375 papers in 1 fd (det'd)

Principal's annual report  
Receipts and disbursements,  
in extra-curricular activities  
giving type of activity, total  
receipts, total disbursements,  
balance on hand at end  
of year. Str. shown, by date  
filed. Hdw. and typed on std.  
form. 11x14x2 1/4. Board's office.

Please give no. of papers.

Are the reports consolidated  
for each account showing  
gross receipts and expenditures  
or is each itemized? Please  
give a list of <sup>the</sup> accounts.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Board of Education  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "School Financial Reports"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1932 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 folders in file drawer, No. of report  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling dated by years, W+C (white & colored)  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Annual financial reports from principals giving receipts and disbursements from various clubs, class plays, sales of magazines by pupils, cafeteria, P.T.A., etc.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement *chron. by date filed.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. & typed on mimeographed forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *of folder 11 3/4 x 9 1/2 x 1/4* *aver. 45 papers.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Office.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Do not mistake for "Receipts & Disbursements" of Board of Education.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

FINANCIAL REPORT

For School Year ending June 1 1939

Snow Hill <sup>High</sup> Elementary School F. J. Loring Prin.

RECEIPTS

This does not read the same from all schools, just to give you an idea

<u>Sources</u>	<u>Amount</u>
Balance on hand at close of last school year	\$ <u>      </u>
Cafeteria	<u>20</u>
athletic clubs	<u>50</u>
Student Council	<u>50</u>
P.T.A.	<u>00</u>
Library	<u>00</u>
Music	<u>      </u>
Entertainments	<u>      </u>
Total Receipts .....	\$ <u>      </u>

DISBURSEMENTS

<u>For What</u>	<u>Amount</u>
Cafeteria	<u>22</u>
Books	<u>21-</u>
athletic supplies	<u>22-</u>
Duplicator material	<u>22-</u>
awards	<u>21-</u>
Music	<u>25</u>
supplies,	<u>22</u>
Repairs on bicycle shed	<u>22</u>
etc	<u>12</u>
	<u>22</u>
Total Disbursements .....	\$ <u>      </u>
BALANCE ON HAND AT END OF YEAR .....	\$ <u>      </u>

(over)

Mr. Laing -

This is the form that is filled in for this financial report, of course each school varies, there is also a few clubs with itemized accounts attached but this is the average report of schools.

Is this all that is necessary?

R. J. L.

Has nothing to do with receipts and disbursements of Board of Education.

# School Financial Reports

"School Financial Reports W4C	1932"	80 papers
" " " " "	1933"	42 "
" " " " "	1934"	41 "
"Financial Reports From Schools <u>W4C</u>	1935"	47 "
School Financial Reports W4C	1937"	(1936-37) 45"
" " " " "	1938"	62 papers
" " " " "	1939"	58 papers.

7 folders 1932 --

11 3/4 x 9 1/2 x 1/4

ny 1/5

(white + colored)  
Annual financial reports from principals, giving receipts and disbursements from various clubs, class plays, sales of magazines by pupils, cafeteria, P.T.A., etc.

arr. chron. by date filed

hdw. + typed on mimeographed forms.

office of Board of Education.

286  
H.S. Cafeteria Reports  
1938 - - 37 papers in <sup>17 folders</sup> ~~1 folder~~

Monthly report of receipts and expenditures for cafeterias in high-schools, furnished by principals, giving amount received for food and confections and, expenditures for food, confections, equipment, labor and fuel, showing gross receipts and expenditures and, cash balances. Arr. chron. by months. How. on pta form. 12x9x1. In descil of Sept.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Courthouse*  
(Name of building, room number, street address)

1. Title *"H.S. Cafeteria Reports"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *Sept. 1938--*  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1 folder* *37 papers.*  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling *H.S. Cafeteria Reports.*  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *High school principals' monthly reports of receipts and disbursements of cafeterias. Receipts show amount received from sales of food, candy & ice cream, Total receipts. Disbursements show amount spent for groceries, fuel, labor, candy, ice cream, equipment, Total expenditures, balance on hand at end of month.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Chron. by months under each high school.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. on mimeographed forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *11 3/4 x 9 x 1/2* *31 papers.*  
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities *desk drawer in private office of Board of Education.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Cafeteria Reports.

"H. S. Cafeteria Reports" Sept. 1938--

Contents: High school principals' monthly reports of receipts and disbursements of cafeterias. Receipts show amount received from sales of food, candy, ice cream, total receipts. Disbursements show amount spent for groceries, fuel, labor, candy, ice cream, equipment, total expenditures, balance on hand at end of month.

1 folder arr. chron. by month under each high school.

hdw. on mimeographed forms.

desk drawer private office.

37 papers.

287

Colonel Fund  
Cash Book School  
Board Worcester  
Co., 1888-98. 1 Vol.  
(dated)

Record of appropriations  
and expenditures for Colonel  
Schools, giving amount  
appropriated and amount  
expended for teachers  
salaries and incidentals,  
Arr. Chron. by date recorded  
Hdw. 300pp. 45 used 16x10 1/2 x 2  
Register of New York

(6) Is there a special fund for colored schools? What is the general purpose and nature of this record?

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

(b)

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

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

1. Title "Colored Fund Cash Book School Board  
Worcester Co. From Oct. 1 '88." (Receipts & disbursements)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates Oct. 1, 1888 - July 1898.  
(Earliest and/latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of receipts and disbursements of colored schools. Receipts entered on left hand page show amount apportioned from State tax. Disbursements on right hand page show all expenses of colored schools, including teachers salaries paid by school term. Left & right hand pages balance.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement chron.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 16 X 10 1/2 X 2. 300 pp. (45 pp. used.)  
(Of record or container. Height, width, thickness or depth) (Average number of pages or documents)

11. Location by dates and quantities on floor of Register of Wills  
vault.  
(Room, vault, wall, N. E. S. W., section, bin, shelf, cabinet, on floor)

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

This vol. serves the same purpose as  
"Current Fund Cash Book" - 1888-1899. (white)  
(schools)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

"Colored Fund Cash Book School Board  
Worcester Co. From Oct. 1, '88" (July 1898)

1 vol. 1888-1898 16x10x2 300 pp. (45 pp used)

Contents: Record of receipts and disbursements of colored schools. Receipts entered on left hand page show amount apportioned from State tax. disbursements on right hand p. show all expenditures of colored schools, including teachers salaries paid by school term. left & right h. pages balance at end of year

all hdw.

on floor of Register of Wills vault.

Mr. Laing: There is no special fund for colored schools. The white and colored receipts + disbursements were entered in separate volumes 1888-98 and titled "Current Fund Cash Book" & "Colored Fund Cash Book".

Colored funds are always kept separately but entered in the same vol. as white, usually in the back of the vol. (See my forms.)

"The Current Fund Cash Book" form was not returned to me.

R. S. L.

This book was a record of books ordered by teachers. I asked the Sec. retary to the board about it and she destroyed the volume. They are not required to be kept from year to year.

P. S. L.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

5

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Board of Education*  
(Office of custody) (Office which made the record, if different)

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

1. Title *"Board of County School Commissioners Current Fund. Worcester County 1898."*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *Sept. 1899 - Apr. 1900*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *dated by year*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *gives no. of books supplied to (or ordered by) teachers of Worcester Co., giving their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by no. of school, district no., name of teacher, date, kind of book, no. supplied (or ordered), total no.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chron. by year and number. by school dist.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *16 X 12 X 2* *404 pp. (140 pp. used.)*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *on floor of Register of Mills vault.*  
(Room, vault, wall, N. E. S. W. section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Place of publication) (Author) (Publisher) (Date of publication)

"Board of County School Commissioners Current Fund  
Worcester County 1898." (<sup>Sept.</sup>1899-<sup>Apr.</sup>1900)

1 vol. Sept. 1899 - Apr. 1900

Contents: gives no. of books supplied to (or ordered by) teachers of Worcester Co., giving no. of school, dist. no., name of teacher, date, kind of book, no. supplied (or ordered) total no.

n.b. (This is as near as I can make out the contents of this volume.)

arr. chron. by year + number by school dist.

all hdw. 16 x 12 x 2. 404 pp. (140 pp. used.)

(Register of Mills vault)

an only guess at the general purpose and nature of this record. You  
e not supplied it. Is this for free books, or not? Is it a special  
d?

*Volunteer Fire Companies*

*Snod Hill*

MINUTES, 1897-- . 3 vols.

407

Record of the proceedings at meetings of the fire company, giving date, roll call and number present, reports of treasurer and committees, nominations and election of officers, and other business transacted. Arr. chron. by date of recording. Hdw. Aver. 214 pp. 14 x 8 x 1. Office.

408

FIRE REPORTS, 1938--. 1 vol.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance travelled, time departed and returned, estimated damage, value of property saved, name of owner and occupant, and description of buildings and property. Arr. chron. by date of recording. Hdw. on ptd. form. 250 pp. 8 x 6 x 1½. Office.

409 (CASH), 1931--.. 2 vols.

Record of cash receipts and disbursements, giving dates, amount received, source, and amount of expenditure and purpose. Arr. chron. by date of recording. Hdw. Aver. 200 pp. 10 x 8 x 1. Office.

Pocomoke City

410

MINUTES, 1922--. 2 vols.

Record of proceedings at meetings of the fire company, giving date and time of meeting, roll call and members present, reports, motions, nominations and election of officers, and other business transacted. Arr. chron. by date of meeting. Hdw. Aver. 200 pp. 14 x 9 x 1. Office.

497

FIRE REPORTS, 1938--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 250 pp. 8 x 6 x  $1\frac{1}{8}$ .  
Office.

412

(FINANCIAL RECORD), 1922--. 2 vols.

Record of cash receipts and disbursements, giving date, amount, from whom received, to whom paid, and totals. Arr. chron. by date of recording. Hdw. Aver. 190 pp. 14 x 9 x 1. Office.

Berlin

MINUTES, 1910-- . 4 vols.

41D

Record of proceedings at meetings of the fire company, giving date, names of members present, reports of committees and officers, and other business transacted. Arr. chron. by date of meeting. Hdw. Aver. 190 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

414

FIRE REPORT, 1938---. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, name of owner or occupant, and description of building or property. Arr. chron. by date of recording. Typed on ptd. form. Aver. 250 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

415

CASH BOOK, 1933--. 1 vol.

Record of cash receipts and disbursements, giving date, amount received, from whom, amount disbursed, to whom, and total received and disbursed. Arr. chron. by date of recording. Hdw. 200 pp. 8 x 10 x  $\frac{1}{2}$ . Office.

Bear's City

446 MINUTES, 1921-- . 5 vols.

Record of the proceedings at meetings of the fire company, giving date, roll call and members present, motions, report of treasurer, nominations and election of officers, record of fires, and all business transacted.

Arr. chron. by date of meeting. Hdw. Aver. 200 pp. 15 x 10 x 1. Office.

~~B 417~~

417

FIRE REPORTS, 1929--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 150 pp. 8 x 6 x 1½. Office.

418

CASH BOOK, 1929--. 1 vol.

Record of receipts and disbursements, giving date, amount received and disbursed, from whom received, and to whom paid. Arr. chron. by date of recording. Hdw. 200 pp. 8 x 10 x  $\frac{1}{2}$ . Office.

Stoughton

(MINUTES), 1925--. 3 vols.

419

Record of the proceedings at meetings of the fire company, giving date, names of members present, and business transacted. Contains: (Fire Reports), 1925-38, entry . Arr. chron. by date of recording. Hdw. Aver. 200 pp. 12 x 10 x 2. At home of secretary and treasurer.

420

(FIRE REPORTS), 1939--. 1 vol. 1925-38 in  
Minutes, entry .

Copies of fire alarm reports, giving date, time of alarm, fire or service call, location, description and type of fire equipment used, names of firemen responding, distance traveled, times departed and returned, estimated damage, value of property saved, name of owner or occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form.  
250 pp. 12 x 8 x 2. At fire headquarters.

4-21

(CASH BOOK), 1925--. 2 vols.

Record of cash receipts and disbursements, giving date, amount received, source, amount paid, and purpose. Arr. chron. by date of recording. Hdw. Aver. 300 pp. 14 x 10 x 2. At home of secretary and treasurer.

Volunteer Fire Companies  
Snow Hill

Snow Hill

407. MINUTES, 1897--. 3 vols.

Record of the proceedings at meetings of the fire company, giving date, roll call and number present, reports of treasurer and committees, nominations and election of officers, and other business transacted. Arr. chron. by date of recording. Hdw. Aver. 214 pp. 14 x 8 x 1. Office.

408. FIRE REPORTS, 1938--. 1 vol.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance travelled, time departed and returned, estimated damage, value of property saved, name of owner and occupant, and description of buildings and property. Arr. chron. by date of recording. Hdw. on ptd. form. 250 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

409. {CASH}, 1931--. 2 vols.

Record of cash receipts and disbursements, giving dates, amount received, source, and amount of expenditure and purpose. Arr. chron. by date of recording. Hdw. Aver. 200 pp. 10 x 8 x 1. Office.

Pocomoke City

410. MINUTES, 1922--. 2 vols.

Record of proceedings at meetings of the fire company, giving date and time of meeting, roll call and members present, reports, motions, nominations and election of officers, and other business transacted. Arr. chron. by date of meeting. Hdw. A ver. 200 pp. 14 x 9 x 1. Office.

411. FIRE REPORTS, 1938--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 250 pp. 8 $\frac{1}{2}$  x 6 $\frac{1}{2}$  x 1 $\frac{1}{2}$ . Office.

412. (FINANCIAL RECORD), 1922--. 2 vols.

Record of cash receipts and disbursements, giving date, amount, from whom received, to whom paid, and totals. Arr. chron. by date of recording. Hdw. Aver. 190 pp. 14 x 9 x 1. Office.

Berlin

413. MINUTES, 1910--. 4 vols.

Record of proceedings at meetings of the fire company, giving date, names of members present, reports of committees and officers, and other business transacted. Arr. chron. by date of meeting. Hdw. Aver. 190 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

Volunteer Fire Companies

Berlin

414. FIRE REPORT, 1938--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, name of owner or occupant, and description of building or property. Arr. chron. by date of recording. Typed on ptd. form. Aver. 250 pp. 8 x 6 x 1½. Office.

415. CASH BOOK, 1933--. 1 vol.

Record of cash receipts and disbursements, giving date, amount received, from whom, amount disbursed, to whom, and total received and disbursed. Arr. chron. by date of recording. Hdw. 200 pp. 8 x 10 x 1½. Office.

Ocean City

416. MINUTES, 1921--. 5 vols.

Record of the proceedings at meetings of the fire company, giving date, roll call and members present, motions, report of treasurer, nominations and elections of officers, record of fires, and all business transacted. Arr. chron. by date of meeting. Hdw. Aver. 200 pp. 15 x 10 x 1. Office.

417. FIRE REPORTS, 1929--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 150 pp. 8 x 6 x 1½. Office.

418. CASH BOOK, 1929--. 1 vol.

Record of receipts and disbursements, giving date, amount received and disbursed, from whom received, and to whom paid. Arr. chron. by date of recording. Hdw. 200 pp. 8 x 10 x 1½. Office.

Stockton

419. (MINUTES), 1925--. 3 vols.

Record of the proceedings at meetings of the fire company, giving date, names of members present, and business transacted. Contains: (Fire Reports), 1925-38, entry . Arr. chron. by date of recording. Hdw. Aver. 200 pp. 12 x 10 x 2. At home of secretary and treasurer.

420. (FIRE REPORTS), 1939--. 1 vol. 1925-38 in Minutes, entry .

Copies of fire alarm reports, giving date, time of alarm, fire or service call. location, description and type of fire equipment used, names of firemen responding, distance traveled, times departed and returned, estimated damage, value of property saved, name of owner or occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. 250 pp. 12 x 8 x 2. At fire headquarters.

Volunteer Fire Companies

Stockton

421. (CASH BOOK), 1925--. 2 vols.

Record of cash receipts and disbursements, giving date, amount received, source, amount paid, and purpose. Arr. chron. by date of recording. Hdw. Aver. 300 pp. 14 x 10 x 2. At home of secretary and treasurer.

Volunteer Fire Companies  
Snow Hill

Snow Hill

407. MINUTES, 1897---. 3 vols.

Record of the proceedings at meetings of the fire company, giving date, roll call and number present, reports of treasurer and committees, nominations and election of officers, and other business transacted. Arr. chron. by date of recording. Hdw. Aver. 214 pp. 14 x 8 x 1. Office.

408. FIRE REPORTS, 1930---. 1 vol.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance travelled, time departed and returned, estimated damage, value of property saved, name of owner and occupant, and description of buildings and property. Arr. chron. by date of recording. Hdw. on pt'd. form. 250 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

409. (CASH), 1931---. 2 vols.

Record of cash receipts and disbursements, giving dates, amount received, source, and amount of expenditure and purpose. Arr. chron. by date of recording. Hdw. Aver. 200 pp. 10 x 8 x 1. Office.

Pocomoke City

410. MINUTES, 1922---. 2 vols.

Record of proceedings at meetings of the fire company, giving date and time of meeting, roll call and members present, reports, motions, nominations and election of officers, and other business transacted. Arr. chron. by date of meeting. Hdw. A ver. 200 pp. 14 x 9 x 1. Office.

411. FIRE REPORTS, 1938---. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on pt'd. form. Aver. 250 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

412. (FINANCIAL RECORD), 1922---. 2 vols.

Record of cash receipts and disbursements, giving date, amount, from whom received, to whom paid, and totals. Arr. chron. by date of recording. Hdw. Aver. 190 pp. 14 x 9 x 1. Office.

Berlin

413. MINUTES, 1910---. 4 vols.

Record of proceedings at meetings of the fire company, giving date, names of members present, reports of committees and officers, and other business transacted. Arr. chron. by date of meeting. Hdw. Aver. 190 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

## Volunteer Fire Companies

### Berlin

#### 414. FIRE REPORT, 1938--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, name of owner or occupant, and description of building or property. Arr. chron. by date of recording. Typed on ptd. form. Aver. 250 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

#### 415. CASH BOOK, 1933--. 1 vol.

Record of cash receipts and disbursements, giving date, amount received, from whom, amount disbursed, to whom, and total received and disbursed. Arr. chron. by date of recording. Hdw. 200 pp. 8 x 10 x  $\frac{1}{2}$ . Office.

### Ocean City

#### 416. MINUTES, 1921--. 5 vols.

Record of the proceedings at meetings of the fire company, giving date, roll call and members present, motions, report of treasurer, nominations and elections of officers, record of fires, and all business transacted. Arr. chron. by date of meeting. Hdw. Aver. 200 pp. 15 x 10 x 1. Office.

#### 417. FIRE REPORTS, 1929--. 2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 150 pp. 8 x 6 x 1 $\frac{1}{2}$ . Office.

#### 418. CASH BOOK, 1929--. 1 vol.

Record of receipts and disbursements, giving date, amount received and disbursed, from whom received, and to whom paid. Arr. chron. by date of recording. Hdw. 200 pp. 8 x 10 x  $\frac{1}{2}$ . Office.

### Stockton

#### 419. (MINUTES), 1925--. 3 vols.

Record of the proceedings at meetings of the fire company, giving date, names of members present, and business transacted. Contains: (Fire Reports), 1925-33, entry . Arr. chron. by date of recording. Hdw. Aver. 200 pp. 12 x 10 x 2. At home of secretary and treasurer.

#### 420. (FIRE REPORTS), 1939--. 1 vol. 1925-33 in Minutes, entry .

Copies of fire alarm reports, giving date, time of alarm, fire or service call. Location, description and type of fire equipment used, names of firemen responding, distance traveled, times departed and returned, estimated damage, value of property saved, name of owner or occupant, and description of building or property. Arr. chron. by date of recording. Hdw. on ptd. form. 250 pp. 12 x 8 x 2. At fire headquarters.

Volunteer Fire Companies

Stockton

421. (CASH BOOK), 1925--. 2 vols.  
Record of cash receipts and disbursements, giving date, amount received,  
source, amount paid, and purpose. Arr. chron. by date of recording. Hdw.  
Aver. 300 pp. 14 x 10 x 2. At home of secretary and treasurer.

[407]

Louise P. Sexton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Snow Hill  
(Name of building, room number, street address)

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

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

2. Dates 1897- -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Record of meetings of Fire Dept.  
(Purpose and general nature of record. Principal items of information

shown. Summary of forms used in making record, their headings, etc. If a very  
general or miscellaneous record, detailed information as to type of records

transacted, motions and requests  
contained and dates covered by each should be given. Unless contents of these

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

and attached)

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date of meeting  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing \_\_\_\_\_  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 14 X 8 X 1 appr. 214 pp.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In Office of Fire Co. Municipal  
(Room, vault, wall--N.E., S.W., section, bin, shelf,  
Secy.  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Fire Dept.

[407]

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Minutes"

1897--

Chron. by date of meeting

-

Hdwr.

Contents: Record of meeting of fire company, giving date, members present, reports, motions, annual elections, business transacted, motions and requests

In office of Fire Co. Municipal Bldg. Sec 2nd fl.

Total no. of vols. or f.d.'s 3 vols.  
Average no. of pages 214  
Estimated no. of papers         

Size: largest  
smallest

14 X 8 X 1

408

Fire Reports, 1938--

1 Vol.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance travelled, time departed and returned, estimated damage, value of property saved, name of owner and occupant, and description of buildings and property. Arr. chron. by date of recording. Hdw. on pta. form. 250pp. 8x6x1 1/2. office.

*Louise R. Sexton*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Massachusetts*

Name of agency or office *Fire Dept.*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Municipal Bldg. Snow Hill*  
(Name of building, room number, street address)

1. Title *"Fire Reports"*  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates *1938 - -*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents *Duplicate record of fire calls,*  
(Purpose and general nature of record. Principal items of information

*giving date, time, location, nature,*  
shown. Summary of forms used in making record, their headings, etc. If a very

*equipment used, sources reported,*  
general or miscellaneous record, detailed information as to type of records

*mileage travelled, estimated damage,*  
contained and dates covered by each should be given. Unless contents of these

*time sent and returned, sources of*  
records are described by other Forms 12-13HR, such forms should be filled out

*by, value of property, saved, loss*  
and attached)

6. Contents--continued on lly. The original report  
is sent monthly to the County recorder
7. Arrangement Chron. by date of file  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)
9. Writing Hand. on ptd. forms  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.  
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months  
and years covered by each kind of writing)
10. Size 8 x 6 x 1 1/2 app. 250 pp  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)
11. Location by dates and quantities In office of Fire Co.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
Second floor Municipal Bldg.  
cabinet, on floor)
12. Other information  
(Condition of record if not good. Relation to other records.  
Information on prior, subsequent, or similar records. Whether record is known  
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Fire Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Fire Reports"

1938--

Chron. by date of file

Handwritten  
ptd. forms

Contents: Duplicate record of fire calls, giving date, time, location, nature, equipment used, firemen reporting, mileage travelled, estimated damage, time out and returned, owner of bldg., value of property, saved, loss on bldg. The original reports are sent monthly to the County recorder.  
In office of Fire Co. Municipal Bldg.

Total no. of vols. or f.d.'s 1 vol.  
Average no. of pages 250 pp.  
Estimated no. of papers         

Size: largest  
smallest

8 X 6 X 1 1/2

409

Cash

~~(Chronological)~~ 1931--

2 vols.

Records of Cash receipts and disbursements giving dates, amount received, source and amount of expenditure and purpose, Arr. Chron. by date of recording. HRCO. H. V. 1. 200 pp. 10 X 8 X 1. Office.

1925

Louise R. Sinton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Snow Hill  
(Name of building, room number, street address)

1. Title (Cash Book)  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1931 - - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Receipts of cash payments and disbursements  
(Purpose and general nature of record. Principal items of information

given date, amount, how and to whom paid, etc.  
shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records

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

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

and attached)

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date entered  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing \_\_\_\_\_  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 10 X 8 X 3/4 approx. 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In office of Lin Co.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
Municipal Bldg.  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Fire Dept.

All markings on outside, of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Cash Book)

1931--

Chron. by date entered

Hdw.

Contents: Record of cash receipts and disbursements, giving date, amount, from whom rec'd, to whom paid and total.

In office of Fire Co. Municipal Bldg.

Total no. of vols. or f.d.'s 2 vols.  
 Average no. of pages 200  
 Estimated no. of papers         

Size: largest  
 smallest

10 X 8 X  $\frac{3}{4}$

Fire Dept.

Pocomoke City

Fire Department

Pocomoke City

Fire Co. #1 - Pocomoke City

The big tower fire of April 1922 destroyed all old records of the Pocomoke Fire Company when the fire house was burned, but as near as we can learn the Company was organized about 1855 with 25 men and a hand drawn hose cart with about 250 feet of hose and buckets and a few years later about 1895 a hand drawn steam pump was purchased by the town as was some more hose. This steam pump was rebuilt about 1900 and was in actual use until about 1925 - and it is still housed in our old fire house as a relic of bygone days.

(over)

-2-

Shortly after the town fire  
a new 1000 gallon motor was  
purchased by the town also  
about 2000 feet of 2 1/2" hose and  
in 1930 another new 1000 gallon  
pumper was purchased and a  
chemical truck with a 150 gallon  
water tank and a booster  
pump was added to the  
equipment and about 1000 feet  
more of 2 1/2" hose. our membership  
was still 25 men. about 1932  
our membership was increased  
to 35 men. In January 1939  
after several years of work the  
erection of a new modern fire  
house was started and was  
dedicated on Sept 4<sup>th</sup> 1939 (PMA Record)  
Labor day. This new building is  
fully equipped with a very

modern kitchen, large auditorium  
lounge room, ladies & mens rest  
rooms and billiard room.

In February of 1940 The Milk  
purchase a new modern ladder  
truck & pumper of 500 gallon  
capacity. so at the present time  
we are about the best equipped  
Company on the shore, our present  
equipment consists of 2-1000 gallon  
Pumpers, a Combination Chemical  
& Aerial truck and a ladder  
truck and pumper and about  
4500 feet of good 2 1/2 hose and  
a membership of 35 men.

Last year we answered 6 alarms  
30 in the town and 32 calls  
in Worcester, Somerset Counties in  
Massachusetts and from Accomac and  
Northampton Counties in

242

Virginia, with an estimated  
loss in Pocombe of about  
\$5000.<sup>00</sup>.

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Mr. Sainy - This history was  
written by an official of the Pocombe  
fire co. Let me know  
if any other information  
is needed -

R. S. L. —

Pocomoke was burned  
April 17, 1922. —

410

Minutes, 1922--

2 vols.

Record of proceedings at meetings  
of the fire company giving date and  
time of meeting, roll call and members  
present, reports, motions, nominations  
and election of officers and <sup>and</sup> other  
business transacted. Arr. Chron.  
key date of meeting. Hds. Ar. 200 pp.  
14 x 9 x 1. eff. c.

*Louise R. Lupton*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Massachusetts*

Name of agency or office *Fire Co.*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Fire House Beacon*  
(Name of building, room number, street address)

1. Title *"Minutes"*  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates *1922 - -*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents *Records of meetings of fire Co.*  
(Purpose and general nature of record. Principal items of information

*giving time and date of meeting, roll*  
shown. Summary of forms used in making record, their headings, etc. If a very

*call, report of sec. and treasurer, motions,*  
general or miscellaneous record, detailed information as to type of records

*requests, business transacted and*  
contained and dates covered by each should be given. Unless contents of these

*annual elections and appointments.*  
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date of meeting  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 14 X 8 1/2 X 1 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In office of fire co.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
second floor fire house.  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Fire Dept.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
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"Minutes"	1922--	Chron. by date of meeting		Hdw.
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Contents: Record of meetings of fire co., giving time and date of meeting, roll call, reports of sec. and Treasurer, motions, requests, business transacted, and annual elections and appointments.

In office of fire co. second floor fire house.

Total no. of vols. or f.d.'s 2 vols.  
 Average no. of pages 200 pp Size: largest 14 x 8 3/4 x 1  
 Estimated no. of papers \_\_\_\_\_ smallest

STATE OF  
 PENNSYLVANIA  
 FIRE DEPARTMENT

411

Fire Reports,  
1938-- 2 Vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of firemen reporting, distance traveled, time departed and returned, estimated damage, value of property saved, names of owner and occupant, and description of business or property. Arr. Chron. by date of recording.  
H.W. on Sta. form.  
Hav. 250 pgs. 8 x 6 x 1 1/2. Office.

Louise R. Sexton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Fire House Beacon St.  
(Name of building, room number, street address)

1. Title "Fire Reports"  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1938 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Duplicate record of fire calls, giving  
(Purpose and general nature of record. Principal items of information

date, time, location, nature, equipment  
shown. Summary of forms used in making record, their headings, etc. If a very

used. Summary reporting, mileage  
general or miscellaneous record, detailed information as to type of records

travelled, estimated damage, time  
contained and dates covered by each should be given. Unless contents of these

out and returned, return of bldg. value  
records are described by other Forms 12-13HR, such forms should be filled out

of property, saved, loss on bldg.  
and attached)

6. Contents--continued The original report is sent monthly to the County Recorder.
7. Arrangement Chron. by date of fire  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing  
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing Hand. on std. forms  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 8 X 6 X 1 1/2 250 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities In office of fire Co.  
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)  
second floor fire house.
12. Other information  
(Condition of record if not good. Relation to other records.  
Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Fire Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Fire Reports"

1938--

Chron. by date of fire

Adm. rptd forms

Contents: Duplicate record of fire calls giving date, time, location, nature, equipment used, fire news reporting, mileage travelled, estimated damage, time out and returned, names of bldg., value of property, saved, loss on bldg., The original report is sent monthly to the County recorder.

In office of fire Co. second floor fire house.

Total no. of vols. or f.d.'s 2 vols.  
 Average no. of pages 250  
 Estimated no. of papers         

Size: largest  
 smallest

8 X 6 X 1 1/2

412

(Financial Record)

1944 - - . 2 Vols.

Record of cash receipts and disbursements,  
giving date, amount, from whom received,

to whom paid, and totals. Frs. chrs.

by date of recording. Haw. Nov. 1907 p.

14 x 9 x 1. Office

*Harold L. Matthews*  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Fire Dept.*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Fire House 5th St. Pocomoke*  
(Name of building, room number, street address)

1. Title *(Cash Book)*  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates *1922 --*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are  
missing, if possible)

6. Contents *Record of cash receipts and disbursements*  
(Purpose and general nature of record. Principal items of information  
shown. Summary of forms used in making record, their headings, etc. If a very  
*giving date amount, from whom received and*  
*to whom paid, total.*  
general or miscellaneous record, detailed information as to type of records

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

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

6. Contents--continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date of meeting  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing   
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number.)

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

10. Size 14 x 8<sup>3</sup>/<sub>4</sub> x 1 app. 190 pages  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities in fire house on 5th st.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
in Peconick  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Fire Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Cash Book)

1922--

Chron. by date of meeting

✓

Hdw.

Contents:

Record of cash receipts and disbursements giving date, amount, from whom received and to whom paid, total.

Location:

In Fire house on 5th St. at Pecomake.

Total no. of vols. ~~or f.d.'s~~ 2

Average no. of pages 190

Estimated no. of papers           

Size: largest  
smallest

14 X 8  $\frac{3}{4}$  X 1

413

Fire Co

Berlin

413

Minutes, 1910--  
4 vols.

Record of proceedings at meetings of  
the fire company, giving date, names of  
members present, reports of committees  
and officers, nominations and election  
of officers, and other business transacted,  
Arr. Chron. by date of meeting. Hds.  
Hves. 190 pp. 8x6x1 1/2. Office

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Berlin  
(Name of building, room number, street address)

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

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

2. Dates 1910 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Record of meetings of fire dept. giving  
(Purpose and general nature of record. Principal items of information  
date, members present, reports of treasurer,  
shown. Summary of forms used in making record, their headings, etc. If a very  
business transacted, motions and annual  
general or miscellaneous record, detailed information as to type of records

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

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

and attached)

6. Contents--continued \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Arrangement Chron. by date of meetings  
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing   
 (Self-contained--describe what it shows. If separate, fill out a form for it,  
 and place cross reference here to that form by title and identification number)
9. Writing Handw.  
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.  
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months  
 and years covered by each kind of writing)
10. Size 8 X 6 X 1 1/2 Aver. 190 pp.  
 (Of record or container. Height, width, thickness or depth. Average number of  
 pages or documents)
11. Location by dates and quantities In office of Fire Dept.  
 (Room, vault, wall--N.E.S.W., section, bin, shelf,  
2d floor Municipal Bldg.  
 cabinet, on floor)
12. Other information \_\_\_\_\_  
 (Condition of record if not good. Relation to other records.  
 Information on prior, subsequent, or similar records. Whether record is known  
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints \_\_\_\_\_  
 (Author) (Publisher)  
 \_\_\_\_\_  
 (Place of publication) (Date of publication)

# Fire Dept.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Minutes"	1910 --	Known by date of meetings	✓	Hdev.
Contents:				
Record of meetings of fire dept., giving date, members present, reports of treasurer, business transacted, motions and annual elections.				
Location:				
In office of Fire dept. on 2d floor of Municipal Bldg.				

Total no. of vols. or f.d.'s 4  
 Average no. of pages 197  
 Estimated no. of papers           

Size: largest 8 X 6 X 1 1/2  
 smallest

414

Fire Report,  
1938 - - 2 Vols.

Copies of fire reports giving date, time of alarm, location, description and type of fire, equipment used, names of fire man reporting, distance traveled, time departed and returned, estimated damage, value of property saved, name of owner or occupant, description of building or property. Arr. chron. by date of recording. Typed on ptas. form. 250 pp. 8x6x1 1/2. Office.

Louise R. Sutton (Worker's full name)                      (Date)                      (Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Municipal Bldg. Berlin  
(Name of building, room number, street address)

1. Title "Fire Report"  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1938 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records                       
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of fire alarm calls giving date, time, location, nature, equipment used, firemen reporting, miles travelled, estimated damage, time out and returned, amount of loss, value of property, saved, loss on bldg. The  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents--continued Original report is sent  
monthly to the County recorder  
in Ocala City.
7. Arrangement Chron. by date of fire  
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing  
 (Self-contained--describe what it shows. If separate, fill out a form for it,  
 and place cross reference here to that form by title and identification number)
9. Writing typed on ptd. forms  
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.  
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months  
 and years covered by each kind of writing)
10. Size 8 X 4 X 1 1/2 appx. 250pp.  
 (Of record or container. Height, width, thickness or depth. Average number of  
 pages or documents)
11. Location by dates and quantities In Office of Fire Co. Second  
floor of Municipal Bldg.  
 (Room, vault, wall--N.E.S.W., section, bin, shelf,  
 cabinet, on floor)
12. Other information  
 (Condition of record if not good. Relation to other records.  
 Information on prior, subsequent, or similar records. Whether record is known  
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints \_\_\_\_\_  
 (Author) (Publisher)  
 \_\_\_\_\_  
 (Place of publication) (Date of publication)

# Fire Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Fire Report"

1938--

Chon. by date of file

—

typed & dptd. forms

<sup>Duplicates</sup>  
 Contents: Record of fire alarm calls, giving date, time, location, nature, equipment used, firemen reporting, mileage travelled, estimated damage, time out and returned, owner of bldg., value of property saved, loss in bldg.  
 The original report is sent monthly to the County Recorder.  
 In office of Fire Co. Second floor Municipal Bldg.

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

2 vols.

Size: largest  
 smallest

8 x 4 x 1 1/2

413

Cash Book 1933--

1 Vol.

Record of cash receipts and disbursements  
giving date, amount received, from  
whom, amount disbursed, to whom  
and total received and disbursed.  
Ar. chor. by date of recording.  
Hdw. 200 pp. 8x10x1/2. Office.

*Louise R. Syster*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Berlin  
(Name of building, room number, street address)

1. Title "Cash Book"  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1933 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Record of receipts and disbursements  
(Purpose and general nature of record. Principal items of information

giving date, amount rec'd and disbursed,  
shown. Summary of forms used in making record, their headings, etc. If a very

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

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

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

and attached)

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date entered  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 8 x 10 x 1/2  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In office of fire Co, 2nd floor,  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
Municipal Bldg.  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Fire Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Cash Book"

1933 -- Chron by date entered

Hdw.

Contents: Record of receipts and disbursements, giving date, amount rec'd, and disbursed, from whom rec'd or to whom paid, and totals.

In office of Fire Co. Second floor Municipal Bldg.

Total no. of vols. or f.d.'s

1 vol.

Average no. of pages

200

Size: largest smallest

8 X 10 X 1/2

Estimated no. of papers

Fire Dept

Ocean City

for Magistrate's office and jail.

In 1914 a hand drawn chemical engine was procured, which is still in use having been placed on a new Ford chassis.

In 1918 the siren system of alarm was installed.

In 1928 the town provided the new fire Co. building, which is also used for civic functions, the Mayor and Council office and a room for members to sleep. Four members sleep here and are always available at once for night alarms.

In 1928 the fire Co. was incorporated. at present the company owns:

1 Ford chemical

1 M.C. truck and trailer, Hook and ladder wagon

21000 gallon La France pump and hose system

This equipment is valued at \$35,000 and is owned by the fire Co. and is not an asset of the city.

No salaries are paid. The expense of gas, oil and loss is paid by the city.

Capt. J. I. Moore

Archie Davis

Harold Wainwright

Alan Quillix

Herman Parsons

President

Chief

Assistant Chief

Secretary

Treasurer

H16

Minutes, 1921 - -  
5 vols.

Record of the proceedings at meetings of the fire company, giving date, roll call and members present, motions, report of treasurer, nominations and election of officers, records of fires and all business transacted. Arr. Chron. by date of meeting.  
Haw. Arch. 200 pp. 15X10X1. Office

*Louise P. Sexton*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Ocean City  
(Name of building, room number, street address)

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

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

2. Dates 1921 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Record of proceedings at meetings  
(Purpose and general nature of record. Principal items of information

given date, roll call, reports of treasurer,  
shown. Summary of forms used in making record, their headings, etc. If a very

business transacted, motions,  
general or miscellaneous record, detailed information as to type of records

annual motions and fire reports.  
contained and dates covered by each should be given. Unless contents of these

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

and attached)

6. Contents--continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date of meeting  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing \_\_\_\_\_  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 15 x 10 x 1 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In office of Fin. Co.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
Municipal Bldg. Ocean City  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

All markings on outside of  
vols. or fd.

Dates  
covered  
in vol.  
fd.

Arrangement

Indexing

Writing

*Minutes*

*1921-- Chron. by  
date of meeting*

*Hdw.*

*Contents: Record of proceedings at meetings,  
giving date, roll call, report of treasurer,  
business transacted, motions, annual  
elections and fire reports.*

*In office of fire co. second floor Municipal  
Bldg. Ocean City.*

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

*5 vols*

Size: largest  
smallest

*15" x 10 x 1*

STATE  
ARCHIVES

417

Fire Reports, 1929--  
2 vols.

Copies of fire reports, giving date, time of alarm, location, description and type of fire, equipment used, names of fireman reporting, distance traveled, <sup>time departed and returned</sup> estimated damage, value of property saved, names of owner and occupant, <sup>and</sup> description of building or property. Arr. chron. by date of recording. Hds. on ptd. form. Aver. 150 pp. 8x6x1 1/2. Office.

*Louise R. Supton*

(Worker's full name) (Date) (Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg., Worcester City  
(Name of building, room number, street address)

1. Title Fire Reports  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1929--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Report of fire alarms, giving date,  
(Purpose and general nature of record. Principal items of information

time, location, nature, equipment used,  
shown. Summary of forms used in making record, their headings, etc. If a very

fireman reporting, miles travelled,  
general or miscellaneous record, detailed information as to type of records

estimated damage, time out and  
contained and dates covered by each should be given. Unless contents of these

returned, owners of bldg. occupants,  
records are described by other Forms 12-13HR, such forms should be filled out

height and construction of bldg., value,  
and attached)

6. Contents--continued property saved, location, etc.  
The original reports are sent monthly  
to the County records in Ocean City.
7. Arrangement Chron. by date of fire.  
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing  
 (Self-contained--describe what it shows. If separate, fill out a form for it,  
 and place cross reference here to that form by title and identification number)
9. Writing Hdw. on std. form  
 (Handwritten. Handwritten printed form. Handwritten printed head. Typed.  
 Typed printed form. Typed printed head. Printed. Photostat. Other. Give months  
 and years covered by each kind of writing)
10. Size 8 X 6 X 1 1/2  
 (Of record or container. Height, width, thickness or depth. Average number of  
 pages or documents)
11. Location by dates and quantities In office of Fire Co.  
 (Room, vault, wall--N.E.S.W., section, bin, shelf,  
Municipal Bldg.  
 cabinet, on floor)
12. Other information  
 (Condition of record if not good. Relation to other records.  
 Information on prior, subsequent, or similar records. Whether record is known  
 to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints  
 (Author) (Publisher)  
 (Place of publication) (Date of publication)

# Fire Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Fire Reports"

1929-- chos. by date of fire

14 dec. on ptd. form

<sup>Duplicates</sup>  
 Contents: Report of fire alarm, giving date, time, location, nature, equipment used, firemen reporting, mileage travelled, estimated damage, time out and returned, owner of bldg, occupant, height and construction of bldg, value, property insured, loss on bldg. The original reports are sent monthly to the County Recorder in Ocean City. In office of fire co., Municipal Bldg. Ocean City.

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

2 vols.

Size: largest  
 smallest

8 X 6 X 1 1/2

418

Cash Book,  
1929 - - 1 Vol.

Records of receipts and disbursements,  
giving date, amount received and disbursed,  
from whom received, and to whose part.  
Arr. chron. by date of recording. Hdw.

200 pp. 8 x 10 x 1/2, office.

Louise R. Sexton

(Worker's full name) (Date) (Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Fire Dept.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Bldg. Worcester  
(Name of building, room number, street address)

1. Title "Cash Book"  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1929 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of receipts and disbursements, giving date, amount rec'd. and disbursed, from whom rec'd or to whom paid and totals. ✓  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these

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

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date entered  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing \_\_\_\_\_  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 8 x 10 x 1/2 app. 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In office of Fire Co.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
Second floor Municipal Bldg.  
cabinet, on floor) Ocean City.

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Linn Dept. <sup>1929</sup>

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Cash Book"

1929--

Chron. by date extend

—

Hdwd

Contents: Record of receipts and disbursements, giving date, amount paid, and disbursed, from whom paid or to whom paid and totals.

In office of Linn Co. Second floor Municipal bldg. Ocean city.

Total no. of vols. or f.d.'s 1 vol.

Average no. of pages 200

Estimated no. of papers     

Size: largest

smallest

8 X 10 X 1/2

## A Brief History of Stockton Fire Co.

The Stockton Fire Co. was organized in 1924. In 1925 the Co. was incorporated. The fire house was built in May, 1925. It is made of stone blocks & wood.

In 1930 the Co. joined the State Firemen's Association which they belong at present date.

The present charter calls for 25 active members but there are only 22 on active list at present.

The equipment consist of 1 chemical truck and 1 eight hundred gallon pumper.

The present fire chief is H.D. Cutright and Secretary & Treasurer G.E. Dryden.

42 [419]

(Minutes) 1915--  
3 vols.

Record of the proceedings at meetings  
of the fire company giving date,  
names of members present, and business  
transacted. Contains: (Fire Reports) 1915-38,  
entry— Arr. Chron. by date of recording,  
Haw. Rev. 700 pp. 12 x 10 x 2. At home  
of secretary and treasurer.

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Stockton Fire Co.  
(Office of custody) (Office which made the record, if different)

Address of office of custody Stockton, Md.  
(Name of building, room number, street address)

1. Title (Minutes)  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1925 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records   
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are  
missing, if possible)

6. Contents Records of proceedings at meetings  
(Purpose and general nature of record. Principal items of information  
of the fire board, giving date, number  
shown. Summary of forms used in making record, their headings, etc. If a very  
general or miscellaneous record, detailed information as to type of records  
present, business transacted, annual  
elections, fire records.

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

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

and attached)

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date of meeting  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing ✓  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

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

10. Size 12 X 10 X 2 Aver. 200 pages  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities at the home of Secretary &  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
Treasurer in Stockton  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Stockton Fire Co.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
( Minutes )	1925 - 30	Shron. by date of meeting	✓	Hdw.
( Minutes )	1931 - 35	Shron. by date of meeting	✓	Hdw.
( Minutes )	1936 - -	Shron. by date of meeting	✓	Hdw.

*Contents :*

Record of proceedings at meetings of the fire board, giving date, members present, business transacted, annual elections, fire records.

*Location:*

at the home of Secretary & Treasurer in Stockton

Total no. of vols. or fd.'s 3  
 Average no. of pages 200  
 Estimated no. of papers \_\_\_\_\_

Size: largest 12x10x2  
 smallest \_\_\_\_\_

[420]

(Fire Reports) 1939--  
Vol. 1945-38 in  
Minutes, entry —

Copies of fire alarm reports, giving date,  
time of alarm, fire or service call, ~~time~~,  
location, description and type of fire,  
equipment used, <sup>names of firemen responding,</sup> distance traveled, time departed  
and returned, <sup>11</sup> estimated damage, value of property  
saved, name of owner or occupant, <sup>and</sup> description  
of building or property. Hx. chron. by date of  
recording. Hds. on sta. form. 900 pp. 12 X 8 X 2.  
At fire headquarters.

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Stockton Fire Company  
(Office of custody) (Office which made the record, if different)

Address of office of custody Stockton, Md.  
(Name of building, room number, street address)

1. Title (Fire Reports)  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1939 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Reports of fire alarm calls, giving date,  
(Purpose and general nature of record. Principal items of information

whether fire or service call, call no., time  
shown. Summary of forms used in making record, their headings, etc. If a very

of alarm, time company, returned, location,  
general or miscellaneous record, detailed information as to type of records

nature of call, amount of damage,  
contained and dates covered by each should be given. Unless contents of these

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

equipment used, officer in charge,  
and attached)

6. Contents--continued firemen responding remarks
7. Arrangement Chson. by date or time of fire  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing none  
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)
9. Writing Handw. on ptd. forms  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size 12 x 7 3/4 x 2 av. 250 pages  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities At the Fire House in Stockton  
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
12. Other information Report not kept prior to 1939.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Stockton Fire Company

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Fire Reports)

1939 --

Shown by date or time of fire.

✓

Handwritten on pt'd. forms

Contents:

Reports of fire alarm calls, giving date, whether fire or service call, call no., time of alarm, time company returned, location, nature of call, amount of damage, speedometer reading, mileage traveled, equipment used, officer in charge, firemen responding, remarks.

Location:

at the Fire House in Stockton

Total no. of vols. or f.d.'s 1

Average no. of pages 250

Estimated no. of papers         

Size: largest

12x 7 3/4 x 2

smallest

[421]

(Cash Book) 1925--

2 vols.

Record of cash receipts and disbursements,  
giving date, amount received, source,  
amount paid, and purpose. Arr. chron.  
by date of recording. Hrs. 300 pp. 14x10x2  
At home of secretary and treasurer.

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Stockton Fire Co  
(Office of custody) (Office which made the record, if different)

Address of office of custody Stockton, Md.  
(Name of building, room number, street address)

1. Title (Cash Book)  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1925--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are  
missing, if possible)

6. Contents Account of cash receipts and  
(Purpose and general nature of record. Principal items of information

disbursements giving date, amount  
shown. Summary of forms used in making record, their headings, etc. If a very

received or disbursed, from whom received,  
general or miscellaneous record, detailed information as to type of records

or to whom paid.  
contained and dates covered by each should be given. Unless contents of these

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

6. Contents--continued \_\_\_\_\_

7. Arrangement Chron. by date received + paid  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none  
(Self-contained--describe what it shows. If separate, fill out a form for it,

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

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

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

and years covered by each kind of writing)

10. Size 14x10x2 ave. 300 pages  
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities at the Home of Secretary &  
(Room, vault, wall--N.E.S.W., section, bin, shelf,

Treasurer in Stockton  
cabinet, on floor)

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

Information on prior, subsequent, or similar records. Whether record is known

to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Stockton Fire Co.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(Cash Book)	1925-35	Shon. by date received and paid	✓	Hdw.
(Cash Book)	1936 - -	Shon. by date received and paid	✓	Hdw.

**Contents:**

Account of cash receipts and disbursements, giving date, amount received or disbursed, from whom received, or to whom paid.

**Location:**

at the home of secretary & treasurer in Stockton

Total no. of vols. or f.d.'s 2  
 Average no. of pages 300  
 Estimated no. of papers \_\_\_\_\_

Size: largest 14X10X2  
 smallest \_\_\_\_\_

Circuit Court

Court Records

~~37~~ 40

(MINUTES OF COURT PROCEEDINGS), 1769, 1825, 1830-88. 81 vols.  
(loose in Court Docket, entry ). 1769 in Court Proceedings;  
1889--in Court Docket, entry .

Record of proceedings of the circuit court, sitting as a court of justice, 1769, 1825, 1830---, and as the county administrative body 1769, including civil and criminal trials and appeals, appointment of court officials, impaneling of juries, giving court term, names of judges and court officials, plaintiff, jurors and witnesses, nature of case, and verdict or judgment. Arr. chron. by date of session. Hdw. Aver. 50 pp.  $7\frac{1}{2}$  x  $6\frac{1}{2}$  x  $\frac{1}{2}$ . Vault.

41 (COURT PAPERS), 1840-46, 1852--. Est. 100,000 papers in 255 f.d., 3 boxes (dated; 39 f.d. labeled by type of procedure; 183 f.d. by term of court). 3 boxes, scattered dates 1840-1916, not titled.

Original papers in court <sup>all proceedings of the circuit</sup> ~~proceedings, showing information as in entry~~

. Contains: (Return Process), 1873--, entry ; (Venire Facias), 1873--, entry ; (Report of Grand Jury), 1873--, entry ; (School Commissioners), 1879-82, entry . Arr. chron. by court terms. Hdw. and typed; hdw. and typed on ptd. form. F.d. 10 x 5 x 13; box 13 x 12 x 18, 20 x 17 x 14. 3 boxes, 1840-1916 scattered dates, garret; 39 f.d., 1852 --, clerk's vault.

See (Court Proceedings).

Ar . RULES OF THE CIRCUIT COURT, 1859. 1 vol.

Record of rules of court established by the circuit court. Arr. chron.

by date of rule. Hdw. 18 pp. 14 x  $8\frac{1}{2}$  x  $\frac{1}{4}$ . Clerk's office.

43

COURT DOCKET, 1825-27, 1829--. 323 vols. (dated by court term; 217 vols. labeled by liber of clerk).

Record of proceedings in all civil and criminal cases, including appeals from the justices of the peace, giving case no., names of attorney, plf. and def., proceedings in the case, itemized statement of costs, and names of witnesses. Contains: Court Minutes, 1889--, entry ; Miscellaneous Proceedings, 1913--. Arr. numer. by case no. within type of procedure. Indexed alph. by name of plaintiff in civil cases, and alph. by name of defendant in criminal cases. Hdw., index 1936-- typed. Aver. 200 pp. 17 x 11 x 1, 18 x 11 x  $1\frac{1}{2}$ . 47 vols., scattered dates, 1825-58, garret; 276 vols., scattered dates 1829-58 and 1859--, vault.

AK

CRIMINAL INDEX, 1908-- . 2 vols. (dated; O.D.C.; J.E.B.;

Arr. alph. by name of deft., giving name of plf., folio, case no., kind  
of docket, court term, and year. Hdw. under ptd. head. Aver. 200 pp.

18 x 12 x  $1\frac{1}{2}$ .

45

COURT DOCKET (Judge), 1894-1907. 38 vols. (dated by court term).

Record of proceedings in civil and criminal cases, for the use of the judge, giving case no., name of attorney, date, names of plaintiff and defendant, proceedings in the case, and verdict or judgment. Arr. numer. by cas no. within type of procedure. Hdw. Aver. 65 pp. 14 x 8 $\frac{1}{2}$  x  $\frac{1}{2}$ .  
Garret.

46

CRIERS DOCKET, 1895-1906, 1935-38. 9 vols.

Record of proceedings in civil and criminal cases, for use of the court crier, giving case no., name of attorney, date, names of plaintiff and deft., and proceedings in the case. Arr. numer. by case no. within type of procedure. Hdw. Aver. 65 pp.  $14 \times 8\frac{1}{2} \times \frac{1}{2}$ ,  $15\frac{1}{2} \times 10\frac{1}{2} \times 1$ . 8 vols., 1895-1906, garret; 1 vol., 1935-38, vault.

47

STET DOCKET, 1876-- . 3 vols. (numbered and labeled by liber of clerk; 1 vol. also dated).

Record of statted cases, giving court term, names of attorney, plf. and deft., case no., and proceedings in the case. Arr. chron. by date of recording. Indexed alph. by names of plf. and deft., direct and reverse.

Hdw. Aver. 400 pp. 18 x 12 x  $2\frac{1}{2}$ . Vault.

48  
RECOGNIZANCE DOCKET, 1914--. 2 vols. (No. 1, O.D.C.; No. 1.

B.B.). 1742-1913. *in Deed Record, entry 17.*

Record of recognizances before magistrates and in open court, giving name of deft., charge, amount of bond, names of sureties, and date filed. Arr. chron. by date of filing. Indexed alph. by name of deft. Hdw. Aver. 200 pp. 18 x 12 x  $1\frac{1}{2}$ . Clerk's vault.

49

GRAND JURY (Witnesses), 1920--. 2 vols.

Record of witnesses called before grand jury, giving name of juror, days in attendance, mileage, and amount paid. Arr. alph. by name of juror for each term. Hdw. Aver. 130 pp.  $15\frac{1}{2}$  x  $9\frac{1}{2}$  x 1. Clerk's vault.

50 WITNESS DOCKET, 1895-99, 1901-03. 4 vols. (dated; also labeled by court terms).

Lists of witnesses appearing before the grand jury and in court trials, giving names of plf. and def., and case no. Grand jury witnesses arr. alph. by name of witness; others numer. by case no. within type of procedure. Hdw. Aver. 60 pp. 14 x 8 $\frac{1}{2}$  x  $\frac{1}{2}$ . Courthouse attic.

(Miscellaneous Proceedings) 1913--

51

In Court Book, entry #3

Record of Proceedings in miscellaneous court proceedings, including registration appeals, habeas corpus, mandamus and lunacy cases, commitments of habitual drunkards and insane paupers, and exonerations, giving date, names of attorneys, docket no., names of Pet. and Def., dates and nature of proceedings, decision and costs.

52

INDEX TO COURT AND MAGISTRATE'S JUDGMENTS, 1935--. 2 vols.

(A-Z Defendants; A-Z Plaintiff).

Cott key system arr. alph. by name of deft., giving name of plf., docket no., court term, year, liber and folio of court record; in magistrates judgments, vol. no., folio, and date filed for record. Separate vol. for plf. and deft. with a cross index. Aver. 250 pp. 18 x 12 x 3.

Clerk's vault.

53

TRANSCRIPT DOCKET, 1818-24, 1846--. 15 vols. (numbered and labeled by liber of successive clerks; 3 vols., also dated).

Record of unfinished cases transcribed from the Court Docket, entry , giving date, names of plf. and def., court term, case no., type of docket, proceedings in the case, itemized list of costs, and final disposition. Arr. chron. by date of recording within type of procedure. 13 vols., 1846-- indexed alph. by names of plf. and def., direct and reverse. Hdw. Aver. 425 pp. 15 x 11 x 2, 18 x 12 $\frac{1}{2}$  x 3. Vault.

54

GROUP INDEX TO TRANSCRIPT DOCKET, 1910-34.--1 vol. (Defendants).

General index to court judgments recorded in Transcript Docket, entry ,  
arr. alph. by name of deft.; giving name of plf., and liber and folio  
of record. 600 pp.  $11\frac{1}{2}$  x 18 x 4. Clerk's vault.

55

(DOCKET, MUTUAL INSURANCE COMPANY JUDGMENTS), 1868-99. 2 vols.

Brief record of judgments against the policy holders of the Mutual Fire Insurance Company of Somerset and Worcester Counties, giving names of deft. and plf., dates power of attorney filed, summons issued, judgment confessed, amount of judgment, and costs. Hdw. Arr. chron. by date of recording. Aver. 100 pp. 13 x 8 x  $\frac{1}{2}$ . Clerk's vault.

56

COURT PROCEEDINGS, 1769, 1796--. 19 vols. (A.B., 1-15; 3 v  
vols. also labeled by liber of clerk). Title varies: Record  
Book, 2 vols., 1802-12, 1817-26; Docket, 1 vol., 1838-46. 1  
vol., 1812-16, not titled. 1778-79 in liber K, Deed Record.

Transcript of the proceedings in the sale of real and personal property  
in judicials, giving names of plf. and def., copy of narrative, appearan-  
ces in court, amount of judgment and claims, copy of note, agreement of  
counsel as to amount in question, memorandum of judgment, fieri facias,  
description of property seized in sheriff's levy, certificate of publica-  
tion, sheriff's sale, description of land and property sold, sheriff's  
special return, amount of sale, amount paid for fees and taxes, amount  
remaining, and order of court to record proceedings. Contains: Liquor  
Licenses, 1769, 1796-1825, entry ; <sup>land</sup> Boundaries, 1796-1850, entry ; Di-  
visions of Real Estates, 1796-1883, entry ; Tax Sales, 1877-1929, entry ;

Election Returns, 1897-- , entry ; Official Commissions, 1885-- , entry;  
Insolvents, 1812-80, entry ; Naturalization, 1803-1909, entry ; Voters  
Affidavits, 1909-18, entry ; Inquisitions, 1796-1825, entry ; Record  
of Ditches, 1796-1812. Arr. chron. by date of recording. Indexed alph.  
by name of plf. and deft. direct and reverse, in judicials, alph. by name  
of party concerned in other proceedings. Hdw. 1769, 1796-1923; typed 1924  
1924-- . Aver. 540 pp. 17 x 11 x 2½, 18 x 12 x 3. Vault.

57 (TAX SALES), 1877--. 1877+1928 in Court Proceedings, entry . 56

1929--in Chancery Record, entry 64.

Full record of proceedings in tax sales, including treasurer's report citing taxpayer's delinquency and the execution of legally required measures of notification, report of the sale, certificate of publication, order nisi, final order of ratification and order of court to record proceedings.

56 (LAND COMMISSIONS) 1796-1850. In Court Proceedings, entry .56

Record of proceedings of commissioners appointed to establish the boundaries of tracts of land, giving name of petitioner, date, description of land, names of commissioners, terms of commission, qualification of commissioners, commissioners return, deposition of witnesses, signature of clerk of court, and date of recording.

59 (PETITIONS TO DIVIDE REAL ESTATE), 1796-1883. In Court  
Proceedings, entry .

Record of petitions by and for heirs to determine valuations in the division of real estate of deceased persons, giving names of petitioners and commissioners appointed by court, report of the commissioners' appraised value, courses and distances of the divisions agreed upon, name of surveyor, and final ratification by the court.

60

(RETURN PROCESS), 1873--. In Court Papers, entry .

Certificates from clerks of other counties, showing receipt of process served in those counties, returnable in Worcester county, giving names of plaintiff and defendant, case no., court term, nature of process, person served, date returnable, date issued, signature of the clerk of Worcester County, date of receipt of process, and signature of the clerk of the other county.

67 INSOLVENT RECORD, 1881---. 2 vols. (I.T.M. No. 1; F.H.P. No. 2; also dated). Last entry 1936. 1812-1880 in Court Proceedings, entry .

Copies of petitions in insolvency, giving name of insolvent, schedule and description of property, list of debts, affidavits, bonds of preliminary and permanent trustee, exhibits, order of sale, report of sale, clerk's certificate, printer's certificate, order of court in discharge, auditor's report, order nisi, distribution, trustee's deed, and final ratification. Arr. chron. by date of recording. Indexed alph. by name of insolvent. Hdw. Aver. 450 pp. 18 x 12 x 2 $\frac{1}{2}$ .

## Equity Proceedings

CHANCERY DOCKET, 1822---. 16 vols. (labeled by case no. con-

62

tained; 11 vols. also labeled by liber of clerk; 8 vols. also dated).

Brief record of proceedings in equity, giving case no., names of attorneys, date, names of plf. and def., proceedings in the case, and itemized list of costs. Contains: (Adoptions), 1918---. Arr. numer. by case no. Indexed alph. by names of plf. and def., direct or reverse, 1822-1910. Also separate index, 1910---, entry . Hdw. Aver. 250 pp. 18 x 12 x 1, 18 x 13 x 3. Vault.

63 CHANCERY INDEX (Docket), 1910-- . 2 vols. (O.D.C.;B.B.; also  
- labeled by case no. contained).

Index to chancery docket, arr. alph. by names of plf. and def., direct  
and reverse, giving case no., and type of instrument. Hdw. Aver. 200  
pp. 18 x 12 x 1. Vault.

42  
CHANCERY RECORD, 1818--. 92 vols. (1-4 Z; 30 vols. labeled  
64 by liber of clerk).

Full record of proceedings of the circuit court, sittins' as a court of equity, giving bill of complaint, subpoenas and other process, decrees ~~per~~ confesso, answers, pleas, demurrs, and final decree. Contains: (Foreclosures), 1818--, entry ; Divorce Decrees, 1879-1907, entry ; (Receipts and Releases), 1818--, entry ; Personal Audits, 1919--, en- try ; (Tax Sales), 1929--. A rr. numer. by case no. Indexed alph. by names of plf. and def., direct and reverse? 2 vols., 1835-53, not index- ed. Hdw. 1818-95; typed 1896--. Aver. 600 pp. 16 x 12 x 2, 18 x 12 x 3. Vault.

65

(FORECLOSURES), 1818-- . In Chancery Record, entry .

Copies of the papers in the sale of land under foreclosure of mortgages, giving names of plf. and deft., copy of mortgage describing land, amount of mortgage, name of assignee, report of sale, amount of sale less fees and costs, balance for mortgagor, certificate of publisher, order nisi, final order of ratification, and statement of mortgage claim, affidavits, and exhibits.

66 INDEX OF PLAINTIFFS AND DEFENDANTS EQUITY DECREES, 1908--.

1 vol. (O.D.C. No. 1, 1908 to ).

Record of court decree for unpaid balance, after final ratification in foreclosure suits, giving names of deft. and plf., amount of decree, date, and case no. Arr. alph. by name of deft. Hdw. 200 pp. 18 x 12 x 1½.

Clerk's vault.

67 CLAIMS DOCKET, 1886---. 1 vol. (1886 J.W.S.).

Record of claims against estates in equity cases, giving name of deceased, equity case no., name of receiver or trustee, date claim filed, names of claimants, no. of claim, character of claim, and where recorded. Arr. chron. by date of filing within estate. Indexed alph. by name of deceased. Hdw. under ptd. head. 336 pp. 19 x 12 $\frac{1}{2}$  x 2. Vault.

68

(CHANCERY PAPERS), 1824--. Est. 9,800 papers in 193 f.d.

(labeled by case no. contained).

Original papers in Chancery Proceedings, recorded in Chancery Record,  
entry . Arr. numer. by case no. Hdw. and hdw. on ptd. form; typed  
on ptd. form. 10 x 5 x 13. Clerk's vault.

Faint, illegible text, possibly bleed-through from the reverse side of the page.

32

69

(ADOPTIONS), 1918--. In Chancery Docket, entry .

Record of the proceedings in adoptions, giving names of petitioners, date, petition and affidavit, consent statement filed, decree for adoption, and change of name.

70 (RECEIPTS AND RELEASES), 1818---. In Chancery Record, entry .

Copies of receipts and releases from heirs and others for money received, giving names of payee and trustee, amount received, date of release, affidavit before justice of the peace or notary public, and signatures of payee and witness.

71 PERSONAL AUDITS, 1890-1918. 1 vol. (F.H.P. No. 1). 1816-89,  
1919--in Chancery Record, entry . Discontinued.

Copies of auditors' reports filed in equity proceedings, giving names of  
plf. and deft., equity case no., itemized list of receipts from sales or  
creditors, amount of fees, costs, balance for distribution, and date of  
final ratification. Arr. chron. by date of recording. Indexed alph. by  
name of deft. Hdw. 300 pp. 18 x 12 x 2. Clerk's vault.

72 DIVORCE DECREES, 1908--. 2 vols. (dated; No.1, O.D.C.;No. 1.  
J.E.B.). 18~~9~~9-1907 in Chancery Record.

Copies of decrees in divorce proceedings, giving names of complainant and respondent, equity case no., date of decree, terms of decree, costs charged to whom, and signature of judge. Arr. chron. by date of recording. Indexed alph. by names of complainant and respondent, direct and reverse. Typed. Aver. 200 pp. 18 $\frac{1}{2}$  x 12 x 2. Vault.

*Naturalization Proceedings*  
RECORD OF DECLARATION OF INTENTION, March 1910-June 1911.

73 1 vol. Discontinued. 1904-9 in Court Proceedings, entry .  
(1912-- in Federal Court).

Record of declarations of intention to become citizens of the United States, giving name of declarant, address, occupation, age, personal description, race, nationality, place of birth, date of birth, marital status, name of spouse, date and place of marriage, place and date of birth of spouse, date and place of entry, no. of children, date and place of birth and residence of each, date of declaration of intention, court where declared, date of arrival in the United States, port of origin, port of entry, name of vessel and certification of the clerk of court. Arr. chron. by date of declaration. Indexed alph. by name of declarant. Hdw. on ptd. form.

Justice of the Peace Records,

MAGISTRATES JUDGMENTS, 1836-51, 1862-- . 6 vols. (4 vols. numbered and labeled by liber of clerk; 2 vols. also dated). Title varies: Magistrates Record Copies of Judgments. 1 vol. 1836-51. 1 vol. 1862-9, not titled.

Short copies of magistrates judgments, giving names of plf. and def., amount of debt, date def. summoned, constable's return, date of trial, judgment by trial ex parte, amount of judgment and costs, date filed, signature of magistrate, and date satisfied. Arr. numer. by case no. Indexed alph. by names of plf. and def. direct and reverse. Hdw. Aver. 300 pp. 17 $\frac{1}{2}$  x 12 x 22.

75 MAGISTRATES JUDGMENTS RECORDED, 1907--. 1,500 papers in 2 f.d.

Copies of magistrates judgments and releases, recorded in Magistrates  
Judgments, entry . No orderly arrangement. Hdw.; hdw. on ptd. form;  
releases typed. 10 x 5 x 13. Clerk's vault.

76 DOCKET (Justices of the Peace), 1841-- . 178 vols. (dated; labeled variously by name of justices, and type of case included).

Record of civil and criminal proceedings before justices of the peace, giving case no., names of plf. and def., date, proceedings in the case, judgment or verdict, costs, and signature of the justice of the peace. Arr. numer. by case no. Indexed alph. by name of plf. and def., direct and reverse. Hdw. Aver. 250 pp. 7 x 5 x 1, 18 x 12 x 3. Vault.

Real Property

Property Records

DEED RECORD, 1742-1815, 1818--. 187 vols. (37 vols. labeled

77

A-Z except J; A.A.-A.Z except AI (destroyed); 140 vols. numbered and labeled by liber of clerk). 47 vols. 1742-1815, 1818-35, not titled.

Copies of instruments pertaining to real property including deeds, powers of attorney, leases, right-of-ways, articles of agreement, and assignments.

Contains: Mortgages, 1742-1921, entry ; Chattel Mortgages, 1742-1921, entries ; Manumissions, 1784-1865, entry ; Court Proceedings, 1778-79, entry ; Indentures, 1742-1855, entry ; Official Commissions, 1792-1884, entry ; Bond Record, 1742-1901, entry ; Recognizances, 1742-1913, entry ; Bills of Sale, 1792-1921, entry ; Incorporations, 1856-64, entry ; ~~Incorporations, 1856-64, entry~~ ; Certificate of Destruction of Ballots, 1890-1900, entry ; Appraisal of Orphans Property, 1742-75, entry ; (Register of Wills); Plats, 1742-1915, entry ; Oaths of office,

1742-84, entry : Arr. chron. by date of recording. Indexed alph. by name of grantor. 3 vols., 1902-3, not indexed. Separate indexes, entries . Hdw. 1742-April, 1904; typed May 1904--. Aver. 600 pp. 18 x 12 x 3. Vault.

78

INDEX TO LAND RECORD, GRANTEES, 1918--. 8 vols. (A-B, C-D,  
E-F-G, H-I-J-K, L-M, N-O-P-Q-R, S-T, U-V-M-X-Y-Z).

Cott Family System, arr. alph. by name of grantee, giving family and given name of grantee, name of grantor, date of instrument, month, day, year, kind of instrument, land record, liber no., folio, and location. Banks in B Book, churches and cemeteries in C Book, lodges in L Book, and railroads in R Book. Sub-index in front of vols., arr. alph. by family name, giving page no., each name begins in index. Arr. chron. by date of record. Hdw. under ptd. head. Aver. 250 pp. 16 x  $9\frac{1}{2}$  x  $3\frac{1}{2}$ . Clerk's vault.

79 INDEX TO LAND RECORDS, GRANTORS, 1918-- . 8 vols. (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).

Cott Family System, arr. alph. by name of grantor, giving family and given name of grantor, name of grantee, date of instrument, month, day, year, kind of instrument, land record, liber no., folio, and location. Banks in B Book, churches and cemeteries in C Book, lodges in L Book, and railroads in R Book. Sub-index in front of vols., arr. alph. by family name, giving page no. each name begins in index. Arr. chron. by date of record. Hdw. under ptd. head. Aver. 250 pp. 16 x 9 $\frac{1}{2}$  x 3 $\frac{1}{2}$ . Clerk's vault.

80 INDEX TO LAND RECORDS, 1876-1917. 5 vols. (A-B-C, D to H, I to O, P to S, T to Z).

Cott Key system arr alph. by name of grantor, and grantee, direct and reverse, giving date of instrument, day, month, year, surname, given name, to or from, kind of instrument, where recorded, book no., and page. Corporations in T to Z book, p. 367. Firms, p. 507, Building and Loan Associations, p. 519. Arr. chron. by date of recording. Typed under ptd. head. Aver. 250 pp. 18 x 14 x 3. Clerk's vault.

87 GENERAL INDEX DEEDS, 1876-1917. 6 vols. (No. 1-6 dated).

Arr. alph. by name of grantor and grantee, direct and reverse, giving year, month and day, type of instrument, liber no. and folio, where recorded.

Corporations, firms, and building and loan associations arranged separately, rear of each vol. Hdw. under ptd. head. Aver. 650 pp. 18 x 12 x 4.

Clerk's vault.

82 GENERAL ALPHABET INDEX(Grantees), 1742-1876. 3 vols. (No. 4,6).

General index to deeds, arr. alph. by name of grantee, showing name of grantor, type of instrument and liber no, where recorded. Hdw. Aver.

600 pp.  $17\frac{1}{2}$  x 11 x  $3\frac{1}{2}$ . Discontinued. Clerk's vault.

GENERAL ALPHABET INDEX (Grantors), 1742-1876. 3 vols. (No.

83 ~~579~~ (2 vols. numbered).

General index to deeds, arr. alph. by name of grantor, showing information as in entry--. Hdw. Aver. 600 pp.  $17\frac{1}{2}$  x 11 x  $3\frac{1}{2}$ . Clerk's vault.

84

GENERAL ALPHABET INDEX, 1742-1844. 1 vol. (Nos. 1,2.).

Original vol. grantee index, transcribed in entry--. Hdw. 600 pp. 17 $\frac{1}{2}$

x 11 x 3 $\frac{1}{2}$ . Clerk's vault.

85

(RECORDED DEEDS, MORTGAGES, ETC.), 1742---. Est. 48,000 papers in 161 f.d. (dated).

Original instruments recorded in Deed Record, entry . Arr. chron. by date filed. Hdw. 1742-1806; hdw. and hdw. on ptd. form 1807-1879; hdw. and typed on ptd. form 1880--? 10 x 5 x 14. Clerk's vault.

86  
MORTGAGE RECORD, 1921-- . 21 vols. (numbered and labeled  
by liber of successive clerks). 2 vols., 1927-- , subtitled  
Berlin B. & L. Assn.); 1 vol., 1934-- , subtitled Federal Land  
Bank and Land Bank Comr. Mortgs. 1742-1920 in Deed Record, en-  
try .

Copies of instruments relating to land mortgages, giving date, names of  
mortgagor and mortgagee, description of property, amount of mortgage, in-  
terest rate, and dates of assignment, recording, and release. Contains:  
Chattel Mortgages, 1921-35, entry . Arr. chron. by date of recording.  
Indexed alph. by name of mortgagee; also separate indexes, 1914-17, 1921-- ,  
entries . Typed; typed on ptd. form. Aver. 600 pp. 18 x 12 x 3. Vault.

87

INDEX TO MORTGAGES, 1925--. 2 vols. (A-K, L-Z, beginning April 1, 1925). ~~1742-1924 in General Indexes to Land, entries~~ .

Arr. alph. by name of mortgagor and mortgagee, direct and reverse, giving date, type of instrument, ~~liber~~ no., and folio where recorded. Corporations indexed by initial of name. Aver. 500 pp. 12 x 18 x 3.

*For general index to mortgages, 1742-1924,  
See General Indexes to Land Record, entries.*

88  
RELEASED MORTGAGES, 1882--. Est. 4,350 papers in 29 f.d.

Original land mortgages 1882--, chattel mortgages 1921--, and crop liens 1933--, giving names of mortgagor and mortgagee, lienor or lienee, description of land or property, amount of loan, terms of repayment, interest rates, certificate of clerk stating date satisfied, and amount paid. Arr. chron. by date satisfied. Hdw. ; typed; hdw. and typed on ptd. form. 10 x 5 x 13. Vault.

## Personal Property

89

CHATTEL RECORD, 1935--. 4 vols. (3 vols. numbered;  
2 vols. B.B.; J. E. B.). 1742-1920, in Land Record,  
entry ; 1921-34 in Mortgage Record, entry ).

Copies of instruments relating to personal property including bills of sale and chattel mortgages, giving type of instrument, date, name of grantor or mortgagor, grantee or mortgagee, amount of money involved, description of property, signature of grantor or mortgagor, certification of notary, and date of recording and release. Arr. chron. by date of recording. Indexed alph. by names of grantor or mortgagor, grantee or mortgagee, direct and reverse. Typed. Aver. 450 pp. 18 x 12 x 2 $\frac{1}{2}$ . Vault.

90 INDEX TO MORTGAGES AND BILLS OF SALE, 1914-17. 1 vol. (O.D.C.)

1742-1913, 1918-24, in General Index to Land, entries .

Campbell index, arr. alph. by names of grantor and grantee, direct and reverse, giving date, type of instrument, and liber no., and folio where recorded. Hdw. under ptd. head. Aver. 504 pp. 18 x 12 x 3. Clerk's vault.

a1

CONDITIONAL CONTRACT OF SALES DOCKET, 1917-- . 6 vols. (4 vols. numbered; 3 vols. also labeled by liber of clerk).

Record of conveyances of goods and chattels in which the transfer of title is made conditional on a number of deferred payments, giving names of vendor and vendee, date of filing, date of contract, property conveyed, name of witness, amount of money involved, when and how payable, if assigned, remarks, and if discharged. Arr. chron. by date of filing. Indexed alph. by names of vendor and vendee, direct and reverse. Hdw. under ptd. head. Aver. 200 pp. 18 x 12 $\frac{1}{2}$  x 2 $\frac{1}{2}$ . Vault.

92 RELEASED CONDITIONAL SALES CONTRACT, 1921--. 730 papers in 2 f. d.  
Original Conditional Sales Contracts recorded in Conditional Contract off  
Sales Docket, entry 91 . 1 f.d. 1921-37, arr. chron. by date of filing;  
1 f.d. 1931-- , no orderly arrangement. Hdw.; and typed; hdw. and typed  
on ptd. forms. 10 x 5 x 13. Clerk's vault.

liens

93

MECHANICS LIEN RECORD, 1869--- 3 vols. (No.1, O.D .C.; No. 2, F.H.P.). 1 vol., 1869-96, not titled.

Record of claims for money due for labor or materials, giving names of lienor and lienee, amount of claim, description and location of building and material, certification of notary, itemized list of claims, and date of recording. 2 vols. 1897---indexed alph. by names of lienor and lienee, direct and reverse. Hdw. Aver. 225 pp. 13 x  $8\frac{1}{2}$  x 1, 18 x 12 x 2. Vault.

94

MECHANICS LIENS, 1868--. 150 papers in 1 f.d.

Original papers filed in mechanics liens, recorded in Mechanics Lien Record, entry . Contains: (Application for Stallion Licenses), 1910-33, entry ; Boat Liens 1868--, entry . Arr. chron. by date filed. Hdw., hdw. and typed on ptd. form. 10 x 5 x 13. Clerk's vault.

95 BOAT LIEN DOCKET, 1867-- . 2 vols. (1,2). Last entry 1924.

Record of claims for money due for labor or materials, giving names of lienor and lienee, amount of claim, name of boat, new construction or repairs, waters to be used in, description of boat and material, itemized list of claims, and date of recording. Arr. chron. by date of recording.

Hdw. Aver. 80 pp. 13 x 8 x  $\frac{1}{2}$ . Vault.

96 (BOAT LIENS, 1868--). In Mechanics Liens, entry .

Original papers filed in boat liens, recorded in Boat Lien Docket, entry .

AM CROP LIENS RECORDS, 1933--.- 2 vols. (B.B.No. 1-2).

Copies of crop liens for money, seed and fertilizer advanced by federal corporation, corporations and individuals, giving names of lienee, lienor, amount advanced, terms, location and description of chattels and/or crops, assignments, if any, acknowledgments, and releases. Arr. chron. by date filed. Indexed alph. by name of lienee or mortgagee, lienor or mortgagor, direct and reverse. Typed; releases hdw. and typed. Aver. 475 pp. 18 x 12 x 3. Clerk's vault.

98

FEDERAL FARM CREDIT LIEN BOOK, 1935--. 1 vol. (B.B. No. 27).

Copies of crop and chattel mortgages, giving day, month, year, and hour filed, names of mortgagor or lienor, mortgagee or lienee, amount advanced, duration of loan, description and location of chattels and crops, record of assignment if any, and date of release. Arr. chron. by date filed. Indexed alph. by name of lienor and lienee, direct and reverse. Typed on ptd. form; releases hdw. 600 pp. 18 x 12 x 3. Clerk's vault.

99 STALLION LIEN DOCKET, 1908-22. 1 vol. (dated; O.D.C.).

Record of liens filed for services of licensed horse or jack, giving date, license no., name of horse or jack, description of mares, name and address of owner, amount of fee, name of lienee, and date filed. Arr. chron. by date of recording. Hdw. 200 pp. (12 used) 8 x 13 x  $\frac{1}{2}$ . Clerk's vault.

Plats

100 PLAT BOOK, 1916--. 2 vols. (No. 1-2, O.D.C.).

Plats of parcels of land filed with deeds, including subdivisions, farms, roads, and streets. Arr. numer. by plat no. Indexed alph. by name of property. Ptd. Aver. 45 pp.  $22\frac{1}{2}$  x  $18\frac{1}{2}$  x 2, 38 x 30 x 2. Vault.

101

PLAT BOOK STATE ROAD COMMISSION OF MARYLAND, 1932--. 1 vol.

(No. 3, B.B.).

Copies of plats of rights-of-way for roads, filed by state roads commission, giving contract no., plat no., name of road, and scale, date, and name of draftsman. Arr. chron. by date received. Ptd. 44 pp. 15 x 30 x 1 $\frac{1}{2}$ .

103

CHURCH RECORD, 1803-4. 1 vol. (dated) 1856-64 in Deed Record,  
entry ; 1868-- in Incorporation Record, entry .

Copies of articles of incorporation of churches, giving date, names of  
incorporators, names of witnesses, and date of recording. Hdw. 58 pp.  
12 $\frac{1}{2}$  x 8 $\frac{1}{2}$ . Vault.

*Corporations, H.P.*

INCORPORATION RECORD, 1868--. 3 vols. (No. 1-2 F.P.H.; No. 1 S.

M.C.) Title varies: Church Record, 1 vol. 1868-94. 11856-64

102 in Deed Record; 1875-82 in Corporation, Druggist Licenses, entry

entry ; Churches, 1803-4 in Church Record, entry .

Copies of incorporation papers of business units, societies, churches, and fire companies, including articles of incorporation, articles of amendment, stock issuance, statements, articles of dissolution, articles of revival, merger agreements, giving name of corporation, names and addresses of the incorporators, purposes of the corporation, date of incorporation, names of witnesses, certification of notary public, date of receipt and approval by the State Tax Commission 1916--, where recorded in the Charter records of the State Tax Commission, certification by the judge of circuit court 1868-1915, by the State Tax Commission, 1916--, amount of Capital, amount of bonus tax, recording fee and date of recor-

ding by the clerk of the court. Arr. chron. by date of recording. Indexed alph. by name of corporation. Hdw. 1868-1925; typed 1926—. Aver. 230 pp.  $13\frac{1}{2}$  x 8 x  $\frac{1}{2}$ .  $18\frac{1}{2}$  x 12 x 2, Vault.

104

RECORDED ACTS OF INCORPORATION, 1879---. Est. 190 papers in 2

f.d.

Original papers of incorporations recorded in Incorporation Record, *extra*

Arr. chron. by date of filing. Hdw., hdw. on ptd. form; typed. 10 x

5 x 13. Clerk's vault.

Professional

Licenses

REGISTRY OF MIDWIVES, PHYSICIANS & SURGEONS, 1894~~22~~. 1 vol.

105

(dated; No. 1, F.H.P.).

Record licenses or certificates granted to physicians, surgeons, midwives, chiropodists, chiropractors and osteopaths, giving name of licensee, form of application, date of certificate, and remarks. Arr. alph. by name of licensee. Hdw. under ptd. head. 26 pp. 18 x 14 x  $\frac{1}{2}$ . Vault.

106

OPTOMETRY REGISTER, 1914-- . 1 vol. (No.1, O.D.C.)

Last entry 1924.

Record of certificates granted to optometrists, giving name of licensee,  
form of application, date of application, date of certificate, and remarks.

Arr. chron. by date of recording. Hdw. 200 pp. (5 used) <sup>14</sup>19 x 9 x 1.

Vault.

5

107 PHYSICIANS AND SURGEONS APPLICATIONS FOR REGISTRATION, 1894.

Est. 30 papers in 1 bundle.

Original applications for physician's and surgeons registration, recorded in Registry of Midwives, Physicians, & Surgeons, entry . Arr. chron. by date filed. Hdw., hdw. on ptd. form.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x 3. Garret,

109

(APPLICATION FOR TRADER'S LICENSE), 1912-22, 1927-29. Est. 1,840 papers in 7 bundles.

Original applications for traders' and miscellaneous licenses, giving name of business, name of proprietor, name of applicant, applicant's relation to the business, location of place of business, nature of business conducted, amount of stock, tax assessments of applicant, and certification of clerk of the court, justice of the peace, or notary public.

Arr. chron. by date of certification. Hdw. on ptd. form. 3 x 8 $\frac{1}{2}$  x 4.

Garret.

APPLICATIONS FOR FEMALE TRADERS' LICENSES, 1896-99. Est.

110 212 papers in 1 bundle.

Original petitions to the circuit court for an order to the clerk of the court to issue a license to trade as a female trader, giving date, and signature of applicant. Arr. chron. by date filed. Hdw.; hdw. on ptd. form; typed.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x 3. Garret.

III (TRADERS' LICENSES), 1935-37. Est. 2,469 papers in 7 bundles.

Certificates attesting that licenses have been issued, giving name of licensee, address, kind of certificate, cost, clerk's fee, total, and date issued. Arr. numer. by license no. under various types. Typed on ptd. form. 7 x 8 x 2. Garret.

Check against record.

## Traders and Miscellaneous

LICENSE RECORD, 1878--. 12 vols. (dated; 6 vols. numbered and  
108 labeled by liber of clerk). Title varies: Ledger, 1 vol., 1938--.  
9 vols. 1878-1903, not titled. 1874-75, in Corporation Druggist  
Licenses, entry .

Record of traders and miscellaneous licenses issued, giving date of issue,  
name of licensee, location of licensed establishment, amount of stock,  
type of license, and amount of fee. Contains: Liquor Licenses, 1903-8,  
entry ; (Beer and Wine Licenses), 1933--, entry ; (Grabbers License),  
1916--, entry. Arr. chron. by date of issue, within type of license.  
Hdw., hdw. under ptd. head. Aver. 140 pp. 17 x 15 x 1 $\frac{1}{2}$ . Vault.

112  
(BEER AND WINE LICENSES), 1934-- . In License  
Record, (Ledger), entry .

Record of beer and wine licenses of all classes issued, giving date of  
issue, name of licensee, location of licensed establishment, class of  
license, no. of license, and amount of fees.

113

APPLICATIONS FOR BEER LICENSES, March 1936-April 3, 1937. 73 papers in 1 bundle.

Application: for beer and wine licenses, giving name of applicant, address, length of residence in the state, location of licensed establishment, owner of premises, amount of fee and costs, and signature of applicant; also includes notarization, and names of ten endorsers with certifications. Arr. chron. by date of issue. Hdw. on ptd. form.  $8\frac{1}{2}$  x 3 x 4. Garret.

114 LIQUOR LICENSE-PETITION DOCKET, 1906-7. 1 vol.

Brief record of petitions filed by hotel keepers for licenses to sell spirituous liquor, giving case no., name of petitioner, name <sup>and</sup> of location of hotel, date filed, date protest filed, date license granted or refused, names of witnesses, and costs. Arr. chron. by date filed. Hdw. 130 pp. (18 used)  $13\frac{1}{2}$  x 8 x  $\frac{1}{2}$ . Clerk's vault.

115 (LIQUOR LICENSES), 1882-91, 1894-1907. Est. 650 papers in 24 bundles.

Applications for liquor licenses, giving name of applicant, address, length of residence in the state, location of licensed establishment, owner of premises, amount of fee and costs, date, signature of applicant, notarization, and names and addresses of ten endorsers; also includes petitions and papers in the proceedings against issuing license. Arr. numer. by application no. Hdw. on ptd. form.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x  $2\frac{1}{2}$ . Garret.

116 CORPORATIONS-DRUGGIST LICENSES, 1874-75. 1 vol.

Copies of petitions and recommendations for druggist to sell spirituous liquor, giving date filed, name of druggist, location, names of persons recommending, and date license expires. Contains: Incorporations, 1875-82, entry ; 7 pp. Election Returns, 1874, entry .((Voting on Sale of Liquor). Arr. chron. by date filed. Hdw. 120 pp. (50 used)  $13\frac{1}{2}$  x 8 x  $\frac{1}{2}$ .  
Clerk's vault.

117 (HUNTING LICENSES), 1919-20, 1926-29, 1934-35. Est. 7000 stubs  
in 7 bundles.

Stub record of resident and nonresident county and state-wide hunting licenses issued, giving no. of license, type of license, name of licensee, age, occupation, address, county, state, color, color of hair, color of eyes, height, date of issue, and amount of fee. Arr. numer. by license no. Hdw. on ptd. form. 8 x 3 x 5. Garret.

118

(DUCK BLIND LICENSE), 1934-35. 5 vols.

Stub record of duck blind licenses issued, giving license no., amount of fee, name of shore owner, name of licensee, address, exact location of blind, name of body of water, date of issue, and signature of clerk of court. Arr. numer. by license no. Hdw. on ptd. form. Aver. 25 pp. 5 x 7 x  $\frac{1}{4}$ . Garret.

119

(Crabbers Licenses) 1916.-  
In License Record, entry.

Record of licenses issued for the taking  
or catching of crabs, giving date of issue,  
name of licensee, no. of license, residence,  
and amount of fee.

120

( APPLICATION FOR STALLION AND JACK LICENSES AND LIENS), 1910-33.

In Mechanics Liens, entry . ~~1894-1914~~ ~~secret~~.

Applications for licenses for stallion and jack, giving name of owner or agent, age, pedigree and description of horse or jack, and fees for services; also liens giving name of owner and description of mare served, and amount of fees owing.

121

(APPLICATION FOR STALLION LICENSES), 1894-1914. Est. 150 papers

in 1 bundle. 1910-33 in Mechanics Liens, entry .

Original applications for stallion licenses, <sup>recorded in</sup> application for Stallion and

Jack Licenses and Liens, entry . Arr. chron. by date filed. Hdw.; ty-

ped. 10 x 4 x 4½.

## Vital Statistics

144 RECORD OF MARRIAGE LICENSES, 1795--. 7 vols. (dated; 6 vols. 1-6;  
4 vols. also labeled by liber of clerk).

Record of marriages, giving date of license, name, age, color, marital condition of both parties, if related, residence of male, date of marriage, name of minister, place, and date certificate returned. 1 vol., 1795-1866, gives date, names of male and female, and ~~liber~~<sup>color</sup>. 1 vol., 1795-1866 arr. chron. by date license issued; 6 vols., 1866--., arr. alph. by name of male. Aver: 250 pp. 18 x 13 x 4, 19 x 13 x 3½.

124 MARRIAGE LICENSES, 1795-1866. 1 vol.

Certified transcription of 1 vol., 1795-1819, and part of vol., 1820-71, (1820-1866) of original record, showing information as in entry . Arr. chron. by date of recording. Typed. 232 pp. (116 used) 13 x 9 x 1. Register's vault.

125

RECORD OF MARRIAGES, 1865-91. 1 vol. (No. 1, dated 1866-86).

Transcription of part of one vol., 1866-71, and all of vol., 1870-90,  
original record, showing information as in entry . Arr. alph. by name  
of male. Hdw. under ptd. head. 400 pp. 18 x 13 x 4. Clerk's vault.

123

APPLICATION FOR MARRIAGE LICENSE, 1886--. 20 vols. (a-

ted; labeled by liber of clerk; 1 vol. also numbered).

Original applications for marriage licenses, giving date, names of applicants, address, age, color, marital status, relationship, and signature of clerk or applicant: 1938--, gives date and hour license applied for, and date and hour license issued. Arr. chron. by date of application. Hdw. on ptd. form, 1886-1937; typed on ptd. form, 1938--. Aver. 480 pp. 19 x 9 x 2, 14 x 12 x 2. Vault.

126 MARRIAGE CERTIFICATES, 1895-1908, 1919-22. Est. 3,375 papers  
in 13 bundles.

Original marriage applications and ministers' returns; applications give date, name, age, color, marital condition, residence, and degree of consanguinity of male and female, signature of applicant, and signature of clerk or his deputy; ministers' returns give date and place of ceremony, names, residence, age, color, nativity, and occupation of male and female, and signature, official character and address of minister. Arr. chron. by date of marriage. Hdw. and typed on ptd. form.  $4\frac{1}{2}$  x 11 x 2,  $6\frac{1}{2}$  x 11 x  $6\frac{1}{2}$ . Garret.

129

MARRIAGE LICENSES, 1935-37. Est. 1,043 papers in 2 bundles.

Auditor's copies of applications for marriage licenses, showing information as in entry . Arr. numer. by license no. Typed on ptd. form.

7 x 8 x 2 $\frac{1}{2}$ . Garret.

128 RECORD OF BIRTHS, 1865-89. 1 vol.

Record of births, giving date of birth, place, name, sex, color, names of parents, occupation, and date of recording. Arr. alph. by name of child. Hdw. under ptd. head. 400 pp. 16 x 11 x 2.

129

REGISTER OF BIRTHS, 1898-1906, 1 vol.

Record of births, giving name of child, place of birth, sex, if legitimate, names of parents, address, color or race, age last birthday, occupation, total other children of mother, no. now living, no., dead and no. born dead, and name of midwife or physician attending. Arr. chron. by date of recording. Hdw. on ptd. form. 200 pp. 16 x 10 $\frac{1}{2}$  x 1. Vault.

130 RECORD OF DEATHS, 1865-66. 1 vol.

Record of deaths, giving date, name, sex, color, condition, age, residence, occupation, place of death, place of birth, names and residence of parents, cause of death, place of burial, and date of recording. Arr. alph. by name of decedent. Hdw. under ptd. head. 400 pp. 5 entries, 17 x 14 $\frac{1}{2}$  x 2. Clerk's vault.

131

REGISTER OF DEATHS, 1898-1906. 2 vols.

Record of deaths, giving name of deceased, place of death, color or race, marital status, date of birth, age, occupation, birthplace, name of informant, name of local registrar, physician's certificate, showing cause, place of burial, date, and name of undertaker, and address. Arr. chron. by date of death. Hdw. on ptd. form. Aver. 200 pp. 16 x 10 $\frac{1}{2}$  x 1. *Vauet*

132

Voters and Elections  
(Election Returns) 1897 -- In  
Desk Record, entry.

Record of statements of election returns  
made by the board of canvassers of  
the county, giving name of candidate,  
date of election, office, no. of votes cast  
for each candidate, and names of  
chairman and secretary of the board  
of canvassers.

133

ELECTION PAPERS, 1910--. Est. 870 papers in 3 f.d.

Original papers concerning primary and general elections, filed by law with the clerk of court, including appointment of election officials, election results, statements of expenditures by candidates and political committees and agents, bonds of trust, and certificates of candidacy. Contains: (Game Wardens), 1922-, entry . 2 f.d., 1910-37, no orderly arrangement, 1 f.d., 1938--arr. chron, by date filed. Hdw.; hdw. and typed on ptd. form. 10 x 5 x 13. Vault.

134

VOTERS INTENT RECORD, 1900--: 2 vols. (F.H.P.; No. 2, B.E.).

Record of persons who have arrived in the county and indicated their intent to become citizens and residents of the state, giving date, name of voter, age, color, residence, and occupation. Arr. alph. by name of voter.

Hdw. under ptd. head. Aver. 150 pp. 19 x 13 x 1. Vault.

135

VOTERS' AFFIDAVITS, 1919--. 1 vol. (No. 1,0.D.C.) 1904-18 in  
Court Proceedings, entry 56.

Copies of affidavits of voters that their contemplated absence from the state will be only temporary, filed with the clerk of the court in order to retain voting residence in the state, giving date, name of voter, election district, date of removal, foreign residence, oath of intention to retain residence, signature of the clerk, and seal of the court. Arr. chron. by date of recording. Indexed alph. by name of voter. Hdw. on ptd. form. 232 pp. (27 used) 18 x 12 x 1½. Vault.

136

AFFIDAVITS, 1904--. 590 papers in 1 f.d.

Original affidavits of voters temporary absence from state, recorded in  
Voters' Affidavits, entry . Arr. chron. by date filed. Hdw. on ptd.  
form. 10 x 5 x 13. Clerk's vault.

*Public Officials*

139 (COMMISSIONS), ~~1885~~ <sup>1742-- 1815--</sup> In Court Proceedings, entry . 1742-  
1884 in Deed Record, entry .

Record of commissions issued to all county officials, giving date of commission, name of official, name of office, term of office, date of expiration, signatures of Governor and Secretary of State, and date recorded.

138

(COMMISSIONS), 1882-93. Est. 79 papers in 1 bundle.

Original commissions issued by the governor, recorded in Court Proceedings,

entry . Arr. chron. by date filed. Hdw. on ptd. form.  $10\frac{1}{2}$  x 4 x 4.

Garret.

139 TEST BOOK, 1848--. 3 vols. (2 vols. dated). 1 vol. 1848, March  
7, 1848-February 16, 1853, not titled.

Record of oaths taken by county officials, attorneys and notaries public,  
giving date, name of office, and signature of official or attorney.. Arr.  
chron. by date of oath. Hdw. Aver. 300 pp. 14 x 9 x 2. Vault.

140 BOND RECORD, 1902--. 5 vols. (numbered and labeled by liber  
of clerk). 1792-1901 in Deeds, entry .

Copies of bonds executed by county officials, giving name of official,  
official position, name of surety, amount of bond, date of bond, length  
of officials term, condition of bond, signature of witness, principal  
and surety, and date of approval; filing and recording. Contains: Court  
Bonds, 1902--, entry . Arr. chron. by date of filing. Indexed alph.  
by name of principal. Hdw. 1902-September 1930; typed October 1930--.  
Aver. 600 pp. 18 x 12 x 3. Vault.

141

(COURT BONDS), 1902-- . In Bond Record, entry .

Copies of all bonds filed in court cases, giving date, names of principal and sureties, amount of bond, conditions of bond, ~~names of principal and sureties, amount of bond,~~ signatures of principal, sureties and witnesses, approval of the clerk of court, and date of approval, filing and recording.

142 BONDS, 1902--. Est. 3500 papers in 7 f.d. (dated; 1-7).

Original bonds filed by county officials, recorded in Bond Record, entry .

143 (COURT BONDS), 1902--. In Bonds, entry .

Original bonds filed in court cases recorded in Bond Record, entry .

*967010*

144 (LIST OF VOTERS), 1870. 1 bundle (dated and labeled by districts).

List of qualified voters in Worcester County, giving name, district, and certification by election board. Arr. alph. by name of voter within districts. Hdw. 9 x 4 x 1. Garret.

145

(VENIRE FACIAS), 1873-- . In Court Papers, entry-- .

Original lists of persons summoned for jury duty, giving name, and district number.

*Miscellaneous*

146

(GRAND JURY REPORTS), 1873--. In Court Papers.

Reports of committees appointed by grand jury, giving number of institutions visited, condition found, and recommendations.

147

MANUMISSIONS, 1742-1865. In Deed Record, entry .

Record of manumission of slaves, giving date, name of owner, name of slave, age, sex, physical description, and certification by the clerk of the court.

148  
(INDENTURES) 1742-1855 In Deed Record, entry . 1769 in Court

Proceedings, entry .

Copies of contracts binding minors to apprenticeship, giving date, if bound before justice of the peace, names of minor, master and witnesses, age of minor, terms of apprenticeship, and signatures of contracting parties.

149

(CORONERS' INQUISITIONS), 1796-1825. In Court Proceedings,  
entry ; 1826-- in Court Papers, not recorded.

Record and reports of coroners' inquests, giving date, name of coroner,  
hour called, name of deceased, cause of death, list of jurors, and ver-  
dict.

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150

RECORD OF DITCHES, 1858-60. 1 vol. 1796-1812 in Court Proceedings, entry .

Copies of petitions for construction of drainage ditches, giving date, district, names of petitioners, description and location of land, estimated expenditures, and plats. Arr. chron. per date of recording. Hdw. 200 pp. (36 used) 18 x 13 x 2. Vault.

151

DESTRUCTION OF BALLOTS, 1890-1900. In Deed Record, entry .

Record of certification by the judges of the orphans' court of the destruction of the ballots for the last election, giving date of election, date destroyed, and signatures of the judges of the orphans court; also test by the clerk of the court as to filing and recording.

152 (GAME WARDENS), 1922--. In Election Papers, entry .

Notification of appointment and resignation of deputy state game wardens, giving date, name of warden, no. of badge, and signature of state game warden.

153

(SCHOOL COMMISSIONERS), 1879-82.

Original papers in appointment of school commissioners by Circuit Court  
Justices, giving date, names of commissioners and years to serve.

154 (CENSUS), 1850. 369 papers in 2 bundles.

Census schedules for Worcester County listing no. of free inhabitants, no. of slave inhabitants, no. of deaths for year, production of agriculture and industry, and social statistics. No orderly arrangement. Hdw. on ptd. form. 18 x 13 x 1. Clerk's vault.

155

MAP OF WORCESTER COUNTY, 1935.

Political map showing topography and election districts of Worcester County, published by Edward Bennett Mathews, state geologist, W.C. Mendenhall, U. S. Geological Survey. Scale: 1 inch, 1 mile or 1/62500 of scale. Print.  $42\frac{1}{2}$  x  $40\frac{1}{2}$ . On Wall of clerk's office.

156

INDEX NAMES OF LAND, 1742-1776. No. 1.

Arr. alph. by name of land, giving liber and folio in deed record. Hdw. 300 pp.

16 x 10 x 2. Clerk's vault.

~~Not a record. Compiled by a former register and left with clerk of court.~~

157

(CORRESPONDENCE), 1870-94. 9 bundles.

Routine correspondence of the clerk of the court. Arr. chron. by date  
filed. Hdw.  $9\frac{1}{2}$  x 15 x 9. Garret.

Check for prior.

158

*Finances*

(RECEIPTS AND DISBURSEMENTS), 1935--. 2 vols.

Record of receipts and disbursements of the clerk of the court, giving under receipts, date, name of payer, total paid, and amount charged to various accounts; under disbursements, the withdrawals from bank, name of payee, check no., amount of check, amount and type of expenditure, and amount sent to state treasury. Arr. chron. by date of recording.

Hdw. under ptd. head. Aver. 200 pp. 12 x 17 x 2. 1 vol., 1935-36, Garret; 1 vol., 1936--, clerk's vault.

CASH BOOK, 1906-11, 1913-35. 15 vols. (5 vols. labeled by liber  
of clerk) 6 vols. 1906011, not titled.

Record of cash receipts for recording instruments, court and equity fees,  
issuing licenses, tax commissions, and advertising beer licenses 1933--,  
giving name of payer, amount, and monthly total. Arr. chron. by date of  
recording. Hdw. 1906-11, hdw. under ptd. head, 1913-35. Aver. 150 pp.  
10 x 8 x  $\frac{1}{2}$ , 16 x  $13\frac{1}{2}$  x 2. Vault.

CASH BOOK, 1906-11, 1913-35. 15 vols. (1 vol. O.D.C.; 4 vols. B.B. 1925-35).

6 vols., 1906-11, not titled.

Record of cash receipts for law and chancery fees, marriage licenses, for issuing  
anglers, hunting, duck blind licenses, and fees on civil commissions, giving type  
of license, and total fees; also amount received for beer advertising 1933--. Arr.  
chron. by date<sup>of</sup> recorded. 6 vols., 1906-11 hdw.; 9 vols., 1913-35 hdw. under ptd. head.  
6 vols. aver. 125 pp. 10 x 8 x  $\frac{1}{2}$ ; 9 vols. aver. 170 pp. 16 x  $13\frac{1}{2}$  x 2. Clerk's vault.

Cash Book, 1906-11, 1913-35,  
150 pgs. (5 vols. labeled  
by liber of accy) 6 vols.  
1906-11 not titled.

Record of cash receipts for recording  
instruments, court and equity fees, ~~and~~  
issuing licenses, tax on commissions  
and advertising beer licenses 1933 - -  
giving name of payer, amount, and  
monthly total. Arr. Chron. by date of recording.  
Hds. 1906-11, hds. under pts, hds, 1913-35.  
B.S.N. 150 pp. 10x8x $\frac{1}{2}$ , 16x13 $\frac{1}{2}$ x2, Vaucl.

150 LEDGER (Fee Book), 1890-92, 1894-1907. 2 vols. (1 vol. dated and labeled by name of clerk).

Record of fees for recording instruments, giving date, type of instrument, name of payee, and amount of fee. Arr. chron. by date of recording. Indexed alph. by name of payee. Hdw. Aver. 240 pp. 12 x  $7\frac{1}{2}$  x  $\frac{1}{2}$ , 14 x 9 x 2. Courthouse attic.

160

(RECEIPT BOOK), 1933-37. 20-vols.

Carbon copies of receipts for payment of fees for recording all instruments, giving date, receipt no., amount of fee, name of payer, type of instrument, and signature of clerk. Arr. numer. by receipt no. Hdw. on ptd. form. 10 x 4 x 1. Garret.

161 (CHECK STUBS), 1934-37. 2 vols.

Stubs os checks issued by the clerk of the court, giving date, no., amount, name of payee, purpose, and balance. Arr. numer. by check no. Hdw. on ptd. form. Aver. 125 pp.  $4\frac{1}{2}$  x 9 x  $1\frac{1}{2}$ .

162

(CANCELLED CHECKS), 1935-36. Est. 1000 papers in 3 bundles.

Returned canceled checks of the clerk of court. Arr. chron. by date  
issued. Hdw. on ptd. form. 3 x 8 x 2. Garret.

163

Copies of Monthly Report, 1929--. Est. 150 papers in 2 f.d.

1 bundle. (Bessie Bowen, clerk; Joseph E. Brimer, clerk).

1 bundle 1929-34, not titled.

Copies of monthly report of the clerk of the court to the State Comptroller, giving no., and character of licenses issued, period for which issued, capital, value, and amount; recapitulation shows amount of cash received, character of license, gross less five percent, net, and totals; statement of whole account for each month, gives debtor to licensee on hand cash report, licenses received, tax on civil commissions fines, and total; creditor by cash this report, less five percent commission, two-thirds for tongs, one-tenth for crabbers, value of licenses returned, licenses on hand, and total; also contains copies of annual report, summary and recapitulation of monthly reports. Contains: Revenue Stamps, 1934--., entry . Arr. chron. by date filed. Hdw., hdw. and typed on ptd. form.

10 x 15 x 13. Bundles, October 1929--October 1934, garret; f.d., November  
1934-- , vault.

164

(REVENUE STAMPS), 1934--. In Copies of Monthly Report, entry .

Copies of monthly report of the clerk of the court to the State Comptroller of revenue stamps, giving amount of each denomination on hand, number purchased, number sold, and balance on hand.

Old volumes listed by Register  
in office. - all checked as to  
date and contents.

J.W. 1	Bonds	1742-1753
J.W. 2	Wills	1742-1759
J.W. 3	Wills	1759-1769
J.W. 4	Wills	1769-1783
J.W. 5	Bonds	1753-1763
J.W. 6	Bonds	1762-1771
J.W. 7	Bonds	1771-1777
J.W. 8	Inventories	1742-1763
J.W. 9	Inventories	1762-1783
(J.W. 10)	(?)	(none)
J.W. 11	Inventories	1783-1790
J.W. 12	Bonds	1777-1786
J.W. 13	Wills	1783-1790
J.W. 14	Bonds	1667-1742 (Somerset Co.)
J.W. 15	Inventories	1688-1742 (also accounts Somer. Co.)
J.W. 16	Bonds	1786-1793
J.W. 17	Gdn. Accounts	1787-1796
J.W. 18	Wills	1790-1799
J.W. 19	Court Proceedings	1782-1789.
(J.W. 20)	(?)	(none)
J.W. 21	Court Proceedings	1789-1791.

gdn. Bonds  
for Wa. Co.  
1777-82

L.H. 1	accounts	1792-1796
L.H. 2	Inventories	1792-1795
L.H. 3	Court Proceedings	1792-1797
L.H. 4	Bonds	1793-1797
L.H. 5	Accounts	1796-1799

(none)

Inventories 1796-1799  
Proceedings 1797-1799 (also gdn. Acts & adu. bonds.)

1805-1812

1806-1808

1687-1741

1806-1813

1807-1814

(m. H. 6)

(none)

Court Proceedings

1806-1809

Interiors

1808-1810

Interiors

1810-1812

Plate

1813-1822

Books

1814-1819

Accounts

1808-1817

Interiors

1811-1814

Interiors

1814-1816

Court Proceedings

1809-1812

Interiors

1816-1818

Court Proceedings

1812-1816

Interiors

1818-1820

Accounts

1818-1822

Books, etc.

1820-1825

Interiors

1820-1822

Interiors

1822-1824

Court Proceedings

1816-1820

Court Proceedings

1820-1823

Accounts

1822-1827

Interiors

1824-1826

Plate

1822-1833

Court Proceedings

1823-1825

m. H. 23

m. H. 27

m. H. 26

m. H. 25

m. H. 24

m. H. 23

m. H. 22

m. H. 21

m. H. 20

m. H. 19

m. H. 18

m. H. 17

m. H. 16

m. H. 15

m. H. 14

m. H. 13

m. H. 12

m. H. 11

m. H. 10

m. H. 9

m. H. 8

m. H. 7

m. H. 6

OFFICE MEMORANDUM

FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Feb. 8-1940

TO Mrs. Ruth S. Leonard FROM Francis T. Hainig

BE BRIEF

It will not be necessary for you to check all of the entries of the clerk of the court since the editor, when it comes to publishing the catalog, must check all entries. Your forms were very good and most entries are standard. I have completed the Board of education and clerk of court and filed away. However there are probably court papers in the garret particularly the Colonial papers 1742-63, 1763-67 and 1768-78 mentioned by Scisco in historical magazine.

Mr. Laing: Re: Colonial papers you mention  
on other side. Please check my forms &  
see if these have not been sent. These  
papers are land records - not court  
papers, and include deeds, bills of sale, and bonds.  
f.d 1764-67 also contains constable's bonds for 1822-31.

Please send me your entry of Chattel Mtg.  
or if you prefer my form & all papers  
connected with it. - If I remember right I first  
reported 4(?) vols. - then told you to change it to 3(?)  
vols. I would like to OK this before it goes to the  
editor. The first no. I reported was right, overlooked  
one vol. in rechecking. R. S. L.

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE

TO

FROM

BE BRIEF

Which I believe I mentioned before and whatever other papers there are prior to 1873. In a final check there are no reports on fishing and hunting licenses or for duck blinds. Ch. 381, Sec. 18-19, 1922, required the clerk to keep a docket styled Agency Record, to give the names of the real owners of businesses operating under a trade name. Is there such a record in Worcester Co.?

There is no "Agency Record" that you mention on other side. The "License Record" gives "name of firm" & "name of partners,"

Re: Hunting & Fishing licenses & duck blinds  
Hunting & fishing licenses are issued but no record made of same. Duck blinds (?)  
Clerk is not in office today and deputy does not know. Please repeat this query and I'll answer it after asking clerk.

do not know whether issued or not.

June 20, 1939.

Mr. Laing:

Please make a note of this on my "Voter's affidavit" form: For prior entries see "Court Proceedings"; and on "Court Proceedings" form where contents mention "affidavits" it refers to "Voter's affidavits." (with intention to return to vote)

In re Recognizances you asked if they were all issued by justices of the peace or by open court. How do I ascertain this? The records say nothing of J. P.'s. Here is how the majority of them read:

State of Maryland

vs.

John Doe

+ surety

See separate entry

Recognizance of John Doe & Richard Roe, his surety, each in the sum of \$ — (\$ —) for the personal appearance of John Doe, at the Cir. Court for Wor. Co., date - Term

Filed — date —

Re dates of election returns in "Corp. - Drug Licenses."

"Returns of Judges of Elections for several Districts of Worcester County, held the 1st day of April, 1874, upon an Act of the General Assembly of Maryland passed at its January Session 1874, entitled 'Sales of Spirituous or Fermented

Liquors: " Recorded April 12, 1874.

This was returns of Judges of Elections in regards to voting for or against the sale of spirituous or fermented liquors.

R. S. L.

There are no minute "Books" in the clerk's office. Minutes of the Court are contained in the back of Court docket.

Mr. Laing :

In reading over the Court Proceedings I came across this Order of Court and thought it might help explain why the chancery papers, chancery docketts and chancery records do not correspond.

May Term 1828

Ordered that the clerk of this court make up and complete his records of all decrees and final proceedings rendered and made on the chancery side of this court since the 28<sup>th</sup> day of January 1815 and previous to November Term 1825 and required by law to be by him recorded and which now remain unrecorded by the first day of the next November Term of this Court.

That he complete and make up his records of all other proceedings and matters required by law to be by him recorded and which now remain unrecorded by the first day of November Term next.

Court Proceedings No. 3, fol. 7

Ruth S. Leonard  
Horsester County  
Snow Hill, Md.

Historical Records Survey  
34th & Frisby Sts.

May 27, 1940

Mrs. Ruth S. Leonard  
Snow Hill, Maryland

Dear Mrs. Leonard:

Your note received this morning. In a letter mailed Friday, May 24th, I gave an outline of the unfinished work and corrections to be made. At Ocean City a correct report of the criminal docket of the trial magistrate, and a history of the fire company. At Berlin nothing unless a trial magistrate has been appointed, which I doubt. You have quite a few forms to be corrected, which please return as soon as possible so that I can complete writing the entries.

In reporting the linear feet of records please report the contents of each room in the court house. To measure the linear feet of volumes on steel racks, or otherwise filed, measure the length of each row, whether laying or standing the total length will be linear feet. Volumes not filed, such as the garret, measure the width (back) of the average volume and multiply by no. of volumes.

To obtain the linear feet of papers in file boxes or file drawers, measure the depth of each container and multiply by no. of containers and reduce to feet. Bundles, measure the depth as in file boxes to obtain the linear measurement.

If this is not clear ask again.

Sincerely,

---

Francis J. Laing

Mr. Sainq -

Check

In re "Court Proceedings": Addenda sheet showing same are "Court Proceedings" and not "Minutes". The only Minutes Books kept are those included in "Court docket". These at first were kept in a small loose vol. and inserted in Court Dockets, later (1899) these were written in the back of the vols. I am checking these now.

I doubt if I can explain two vols. of Chancery Docket, but I will try.

Vol. 1822 1833 to 1876 is three old vols. rebound under one binding. Attached to the inside front is a small paper back vol. containing Nov. Term 1822, May & Nov. Terms 1823-24-25 and part of May Term 1826. The large vol. begins with case no. 1 and ends with case no. 680 and the papers in the file boxes correspond with these case numbers. The court terms in the vol. are not dated, and the first date on case #1 is 1822, Case #2, 1833; case #4, 1849.

I can find no cross reference for the beginning of Chancery Docket & Chancery Records, and do not think all docket entries were recorded. A few early cases are marked recorded, but none before 1841.

147 5  
1-25

June 28, 1939.

14 vols.	1821--	Transcript book
3 "	1910--	Transcript book
4 "	1891--	Marginalia judgments
1 "	1908--	Index of Ref. + det. Eg. Reg.
71 "	1894--	Marginalia books
1 "	1908--	Criminal Index
1 "	1935-1938 man. ext.	Cases book
15 "	1906-35. 1939	Cash Book
2 "	1920--	Grand Jury (minutes)
1 "	1932--	Plat Book (State Roads)
2 "	1916--	Plat Book
1 "	1942	Doctors notes
1 "	1814 Acc. <sup>publ.</sup>	Newspaper file (private property)
1	1935	Map.

This includes the found volumes.

Included is also a list of Clerks of Circuit Court of Worcester County 1742--

File boxes checked 30 - (Form not out).

Bonds & Letters Liber P.J. No. 4 (1923-1928 Self-con. index. 500p. hdw. 18x12x3)

Bonds & Letters Liber P.J. No. 13. (1928-1933. Self-con. index. 499 pp. hdw.

Bonds & Letters Liber P.J. No. 19 (1933-1937. self con. index 500 pp. hdw.

Bonds & Letters Liber P.J. No. 27 (1937-- self con. index hdw.

24 Vols. (Two vol. \* are counted with Wills.)

\* Wills for 1804-1805 are found in Liber J.B.R. no. 6. Written in with Bonds.

Contents: Adms. Bonds - Testamentary Bonds. -  
Renunciations. Letters of Adms. - Letters  
Testamentary.

Few colonial volumes in poor condition.  
Others excellent.

Leather binding until 1923 then white canvas.

Size varies until 1850-1860. Remainder all  
size 18x12x3. Aver. no. pp old vols. 400 - new  
vol. 500.

Few vols. have no index. Some front loose vol. ind.  
Later vols. self-contained index. Index arr.  
Alph. by name of deceased and p. no.

Register of Wills Vault. Open steel  
shelves on sides of room.

\* Index for this volume includes both Wills & Bonds  
all one index, Wills & Bonds not separate.

Gives name of deceased in both Wills & Bonds & p. no.

Bonds & Letters

No. 14 Bonds 1667-1743. (Some vol. index 474 pp. / f.dur. 13x8 1/2 x 2)  
(This is a binder of Co. Records.)

J.W. 1. Bonds. 1742-1753. (Some vol. index 296 pp. f.dur. 12x8 1/2 x 2) (Bonds)

Western County Records

J.W. No. 5. Bonds & Letters 1753-1763 (Some vol. index. 455 pp. f.dur. 13x8 1/2 x 2)

J.W. No. 6. Bonds 1762-1771 (Some vol. index. 422 pp. f.dur. 13x8 1/2 x 2)  
made when incomplete

J.W. 7 Bonds 1771-1777 (Some vol. index 390 pp. f.dur. 13x8 1/2 x 2)

J.W. No. 12 Bonds 1777-1786 (Some vol. index. 367 pp. f.dur. 13x7 1/2 x 2)

J.W. No. 16 Bonds 1786-1793 (Some vol. index 265 pp. f.dur. 15x9 1/2 x 2)

L.H. No. 4 Bonds 1793-1799 (Some vol. index 388 pp. f.dur. 13x8 1/2 x 2)

\* (Bonds for 1799-1803 are in Misc Book J.B.R. #1 written among Wills. f.d.)

(Bonds for 1803-1806 are found in Cilen J.B.R. No. 6 - written among Wills.)

M.H. No. 5. Bonds (1807-1814. no index. 463 pp. f.dur. 13x8 1/2 x 2)

(Vol. not labeled. Bonds 1814-1819. no index. 399 pp. f.dur. 13x8 1/2 x 2)

M.H. No. 20 Bonds etc. (1820-1825. Some vol. index. 356 pp. f.dur. 13x9 1/2 x 2)

Cilen L.P.S. No. 2. 1825-1833 (Bonds & Letters) (Some vol. index. 372 pp. f.dur. 16 1/4 x 10 1/2 x 1 1/2)

16 1/4 x 10 1/2 x 1 1/2

Cilen L.P.S. No. 12. Bonds, Letters etc. (1833-1850. Some vol. index. 449 pp. f.dur. 17 1/2 x 12 x 2 1/2)

17 1/2 x 12 x 2 1/2

Cilen T.I. No. 7 Bonds, Letters etc. (1850-1860. Self-contained index. 624 pp. f.dur. 18x12x3)

18x12x3

Bonds, Letters etc. Cilen T.P.P. No. 4. (1860-1874. Some vol. index. 628 pp. f.dur. 18x12x3)

18x12x3

Bonds & Letters Cilen J.T.B. No. 2. (1875-1887. Self-contained index. 502 f.dur. 18x12x3 (all following vols. are 18x12x3)

Bonds & Letters Cilen T.D.P. No. 5 (1887-1900. Some vol. index. 499 pp. f.dur. 18x12x3)

Bonds & Letters Cilen E.R.D. No. 3 (1900-1909. Some vol. index. 496 pp. f.dur. 18x12x3)

Bonds & Letters Cilen E.R.D. No. 11 (1909-1917. Some vol. index. 494 pp. f.dur. 18x12x3)

Bonds & Letters No. 3. Cilen A.C.R. (1917-1923. Some vol. index. 497 pp. f.dur. 18x12x3)

Bonds & Letters No. 3. Cilen A.C.R. (1917-1923. Some vol. index. 497 pp. f.dur. 18x12x3)

- J.B.R. 1 Wills 1799-1803 (also Bonds)
- J.B.R. 2 Inventory 1799-1801 (also accounts)
- J.B.R. 3 Court Proceedings 1800-1802
- J.B.R. 4 Inventories 1801-1802 (also accounts 1801)
- J.B.R. 5 Inventories 1802-1805 (also accounts)
- J.B.R. 6 Wills 1803-1806 (also Bonds)
- J.B.R. 7 Inventories 1804-1806.
- J.B.R. (?) Court Proceedings 1799-1800 (also Guardian Accounts)
- J.B.R. 9 Court Proceedings 1802-1804
- J.B.R. (?) Court Proceedings 1804-1805

N. B. "Wills" are listed here with other volumes  
but are placed by themselves in the files.

June 19, 1939.

Mr. Laing:

I have had several days off - hence the delay in my checking.

In re audits, see Audits form & addenda.

In re Crop Lien see Crop Lien form & addenda.

Could find no annulment proceedings in "Divorce Records" so inquired about them. They are entered in Chancery Records, but I could find none recorded there. They are very few, and was informed they have had only one or two cases.

In re first license of Chiropractors in Registry of Midwives etc., only two are entered and they give

}	date of application	June 19, 1922;	date of certificate	
	"	Mar. 23, 1922	"	Apr. 9, 1920
	"	"	"	July 15, 1920

she latter was revoked in 1925.  
This says nothing about date of license. (Ldw. under ptd. Lead.)

June 13, 1939.

Mr. Laing,

Enclosed is list of Forms sent, also forms and addenda sheets.

In checking file boxes should I check each file box separately or take them collectively? That is in chancery files (there are 188 boxes) should I check each file box separately or just about ten and make a form for the total on those checked? Please instruct me in this, I would like to do it correctly.

There are three colonial file boxes, how must these be checked?

Very truly,

Ruth S. Leonard

Snow Hill, Md.

July 6-1939.

Mr. Laing-

When I returned to work yesterday I had a memorandum from Mr. Meyer in re newspapers. I have already sent a form in for this but did not include some information needed. I am enclosing this.

These are all the newspapers I have found.

Very truly

Ruth S. Leonard

Federal & Bay Sts

Snow Hill, Md.

~~All checked~~

JUNE 14, 1939.

Dear Mrs. Leonard:

Your inquiry re file boxes; please make addenda sheet and form for each record, and an approximation of the total number of papers for each. You can arrive at the number by counting the papers in a few odd boxes. If the colonial papers are not too numerous, please give dates and number of each type and details of any of interest. You may find some signatures of people of note.

Your report of deeds; you show records of incorporation to 1895. Separate record forms show "church records" 1803-34, and church and incorporations, 1868--. Since the first vol. is titled "Church Record No. 1, it may be that corporation record was continued in land record. The first vol. titled "Incorporation Record" is dated 1896.

Please check.

Also check "divorce decrees" for any annulment <sup>and</sup> proceedings, in chancery records.

Recognizance Records, please advise if they <sup>are</sup> all issued by justices of the peace or if some are given in open court.

Marriage licenses, you report arr. aeph.

Please advise if the arrangement is by name of male or female? You also report 2 vols. 1820-1871, 1871-90 and a complete record 1866--. The 2 vols. contain names and dates and suggest a duplication 1866-90. Please advise.

check

$$\begin{array}{r} 120 \\ 100 \\ \hline 220 \\ 140 \end{array}$$

Is there no general <sup>2.</sup> index to marriages? <sup>sent</sup> ✓  
 Please advise date of first license issued <sup>sent</sup> ✓  
 to chiropractors in Registry of Midwives etc.  
 Where are the Boak <sup>sent</sup> ✓  
 Records continued? ✓  
 Your forms are excellent.

Sincerely

Francis F. Laing

(only 2 contained in vol.)  
 Chiropractor

date of application	date of certificate
June 19, 1922	Apr. 9, 1920
Mar. 23, 1922	July 15, 1920 (Revoked 1925)

Does not state date of license  
 just states name { form of application } date of application { date of certificate }

Forms Finished (not sent)

Deed Records (rechecked) (10 colonial)	187 vols.	1742--
Index to Deeds	34 "	1742--
Mortgage Records	21 "	1921--
Court Proceedings	15 "	1817--
Chattel Records	4 "	1933--
Conditional Contracts of Sales Docket	6 "	1917--
Chancery Records	41 "	1818--
Chancery Docket	16 "	1822--
Chancery Index (Chan. dock. index)	2 "	1910--
Stet Docket	3 "	1876--
Claims Docket	1 "	1886--
Insolvent Record	2 "	1881--
Incorporation Record	3 "	1868--
Recognizance Docket	2 "	1914--
License Record (Trader's)	7 "	1903--
Registry of Midwives, Physicians & Surgeons (Profess.)	1 "	1894--
Record of Marriage Licenses	10 "	1795--
Application for Marriage Licenses	20 "	1886--
Divorce Decrees	2 "	1908--
Mechanics Lien Record (OK'd by Mr. Meyer)	2 "	1898--
Boat Lien Docket (discontinued)	2 "	1876-1924
Lien Book (Fed. Crop Lien)	1 "	1935--
Crop Lien Record	2 "	1933--
Optometry Register	"	1914-1924
Transcript Docket (1824-1846) <sup>Dec. May</sup> <sub>missing</sub> 160 vols.	14 "	1821--
Transcript Index - Index to Court & Magis. Judg.	3 "	1910--

4 vols	1891--	Magistrate Judgments
5 "	1902--	Board Record (with some papers)
2 "	1853--	Text Book
1 "	1803-1834	Church Record
1 "	1906-1907 Nov. Oct	Legis. Science - Political Section
1 "	1874-1875 Mar. Sept	Corporations - Shreveport & Bienville
1 "	1858-1860	Records of Ditch - (Lumberton)
1 "	1742-1869	Records of Banks, (not used)
1 "	1865-1866	" " " " " " " "
1 "	1900--	Water Rent Record
1 "	1919--	Water Affidavits
1 "	1908--	Books of Plaintiffs & Defendants in Equity Brg.
1 "	1908--	Quinine Books
1 "	1935-1938 Oct. Mar.	Quinine Books
1 "	1910-1911	Order - Names of Bank (Papers) <del>Not recorded</del>
1 "	1910-1911	Records of Resolution of Auction (Papers)
15 "	1913-1935	Bank Book
1 "	1890-1916	Personal Books (divers)
3 "	1920--	Grand Jury (minutes)
2 "	1916--	Plat Book
1 "	1932--	Plat Book (Old P. Comm.)
1	1935-	Map

Mr. Loring -

Last week I sent you a form  
for 1 vol. "Minute Book" of County Commr's  
1869-75. Please see if this is located in  
the Commr's vault. - This was in the  
attic and I told the clerk about it and  
she wanted it in the vault. Please  
see if this is entered thus. R. S. L.

Mr. Laing:

Please add 2 vols. to "Justice of  
Peace Docket" Form. years 1878 and  
1881. (In clerk's vault, removed from other)

Would it be possible for me to check the  
entries you have made before the editor  
rechecks them? I would like to do this,  
it would save time and work for the <sup>Batts</sup> office.

Mr. Francis J. Laing.

Mr. Loring:

Re. Board of Health.

The principal office of the Board of Health is in Racine and possibly all the records you refer to are located there. However Mr. Meyer suggested that we finish local records before going out of town.

Are you going to send all entries you write to me for a reflecting as you did "Court Proceedings" of the clerk's office? Have been looking for them.

Very truly,

Ruth S. Leonard

Feb. 5, 1940

Dear Mrs. Leonard!

Thanks for your help on Register of Wives, I believe we can complete now, subject to final check up.

Re, Board of Health The reason I asked was because of the few records reported. There <sup>are</sup> no register of births or deaths after 1906 and those for 1898-1906 are in the office of the Clerk of Court.

No vital statistic reports - card reports of County registers.

No Dental Clinic

No Communicable Diseases records

No Typhoid case histories

~~No Child Hygiene and Procedures~~

No Orthopedic Clinics and histories

No Correspondence

Except Family History 1930 -- and Active Tuberculosis records 1935 --, the other records date from 1938 and 39. When was the local office established?

Or is there another local office?

will ascertain when checking Pasomake records  
R. S. L. -

Sincerely

Francis F. Loring

Mr. Francis J. Laing.

WORCESTER COUNTY

The first courthouse of Worcester County was built in 1742 and destroyed by fire in 1834, four vols. of deeds in the office of the clerk of court were destroyed at this time. <sup>(See Deed Record entry)</sup> Rebuilt in 1835 and again destroyed by fire in 1893. All records of County Commissioners except two minute books were destroyed. Present courthouse and jail, built of red brick, were erected in 1894 at a cost of \$37,449.87. Jackson C. Gott, Baltimore, architect; Lankford & Slemmons, Wicomico County, contractors.

All records except those of the Bd. of Education, Election Supervisors and those in attic are kept in fire-proff vaults.

Indeterminate number of vols. from Register of Wills vault missing that cannot be accounted for. <sup>2</sup>

REGISTER

TROJAN BOND

MADE IN U.S.A.

"Act of General Assembly, Jan. Session, 1882,  
an act to provide for repairing and making  
additions to the Court house in Worcester,  
County x x x County Commissioners will  
borrow the sum of \$7,000. for the purpose  
of making such repairs & additions - x x x  
and issue bonds, rate of 5%" Journal 1869, p. 561.

— also \$1,000 was levied for court house bldg.  
in 1883. Journal 1869, p. 582. (above \$7,000 not sufficient)

— also \$530 levied in 1884 "toward completing  
courthouse". Journal 1869, p. 599.

Courthouse and jail destroyed by fire, Aug.  
23, 1893.

Insurance on Courthouse and jail amounted  
to \$10,000.

After the fire in 1893 the Co. Commrs. met in  
high school bldg. until suitable shack could  
be built.

The County Commissioners of Worcester County  
purchased two law offices, in 1894, for

The use of the Co. Commissioners, Treasurer,  
clerk of court and Register of Wills for the  
sum of \$1,000.00.

---

"Act of Assembly 1894 January session,  
chap. 250, an act for the building a  
new courthouse and jail in War-  
cester County - - - County commis-  
sioners to borrow \$25,000. for same."

When convenient please get  
a history of the courthouse fire  
in 1893. The two chief sources  
of information will be the  
minutes of the county commissioners  
and newspaper files. Please  
note if mention is made  
of what records were destroyed,  
Also see if mention is made  
in the minutes of the court and  
the register of wills.

Mr. Sainig:

I have spent several days trying to find about the history of the courthouse fire and can find absolutely nothing.

There are no newspaper files for 1893.

Minutes of the Register of Wills just makes a note of the date of the fire.

County Commissioner's minutes makes a note of the date of the fire and gives proof of loss to insurance companies. There is no mention any place of loss of records that I can find, and nobody seems to know anything about them, with the exception of the few volumes of Deeds of Conveyances that are mentioned on my forms.

I have inquired of several people who I thought might know something and they said they were under the impression that practically all of the records in the clerk of the circuit court and Register of Wills office were saved. - The clerk to the commissioner said their records were destroyed.

Can you suggest any other way I can find out? The Register's office would like a list of all volumes destroyed or missing from their shelves, but I've no way of finding them.

Ruth A. Leonard.

Court Records

1778-79

*HR*  
*1769*  
*[43, 51]*

40. (MINUTES OF COURT PROCEEDINGS), 1769, 1825, 1830-88. 81 vols. (loose in Court Docket, entry ). 1769 in Court Proceedings; 1889-in Court Docket, entry .  
Record of proceedings of the circuit court, sitting as a court of justice, 1769, 1825, 1830--., and as the county administrative body 1769, including civil and criminal trials and appeals, appointment of court officials, impaneling of juries, giving court term, names of judges and court officials, plaintiff, jurors and witnesses, nature of case, and verdict or judgment. Arr. chron. by date of session. Hdw. Aver. 50 pp. 7 1/2 x 6 1/2 x 1/2. Vault.

*[60]*

41. (COURT PAPERS), 1840-46, 1852--. Est. 100,000 papers in 255 f.d., 3 boxes (dated; 39 f.d. labeled by type of procedure; 183 f.d. by term of court). 3 boxes, scattered dates 1840-1916, not titled.

Original papers in all proceedings of the circuit court. Contains: (Return Process), 1873--., entry ; (Venire Facias), 1873--., entry ; (Report of Grand Jury), 1873--., entry ; (School Commissioners), 1879-82, entry . Arr. chron. by court terms. Hdw. and typed; hdw. and typed on ptd. form. F.d. 10 x 5 x 13; box 13 x 12 x 18, 20 x 17 x 14. 3 boxes, 1840-1916 scattered dates, garret; 39 f.d., 1852--., clerk's vault.

42. RULES OF THE CIRCUIT COURT, 1859. 1 vol.  
Record of rules of court established by the circuit court. Arr. chron. by date of rule. Hdw. 18 pp. 14 x 9 1/2 x 1/2. Clerk's office.

*HR*  
*1825-1200*  
*[May 1827,*  
*1828, 1842,*  
*May 1843]*  
*[40, 51]*

43. COURT DOCKET, 1825-27, 1829--. 323 vols. (dated by court term; 217 vols. labeled by liber of clerk).  
Record of proceedings in all civil and criminal cases, including appeals from the justices of the peace, giving case no., names of attorney, plf. and deft., proceedings in the case, itemized statement of costs, and names of witnesses. Contains: Court Minutes, 1889--., entry ; Miscellaneous Proceedings, 1913--.. Arr. numer. by case no. within type of procedure. Indexed alph. by name of plaintiff in civil cases, and alph. by name of defendant in criminal cases. Hdw., index 1936--typed. Aver. 200 pp. 17 x 11 x 1, 18 x 11 x 1 1/2. 47 vols., scattered dates, 1825-58, garret; 276 vols., scattered dates 1829-58 and 1859--., vault.

44. CRIMINAL INDEX, 1908--. 2 vols. (dated; O.D.C.; J.E.B.;)  
Arr. alph. by name of deft., giving name of plf.; folio, case no., kind of docket, court term, and year. Hdw. under ptd. head. Aver. 200 pp. 18 x 12 x 1 1/2.

*HR*  
*1886, 1894-1907*

45. COURT DOCKET (Judge), 1894-1907. 38 vols. (dated by court term).  
Record of proceedings in civil and criminal cases, for the use of the judge, giving case no., name of attorney, date, names of plaintiff and defendant, proceedings in the case, and verdict or judgment. Arr. numer. by case no. within type of procedure. Hdw. Aver. 65 pp. 14 x 8 1/2 x 1/2. Garret.

46. CRIMERS DOCKET, 1895-1906, 1935-38. 9 vols.

Record of proceedings in civil and criminal cases, for use of the court crier, giving case no., name of attorney, date, names of plaintiff and deft., and proceedings in the case. Arr. numer. by case no. within type of procedure. Hdw. Aver. 65 pp. 14 x 8 $\frac{1}{2}$  x  $\frac{1}{2}$ , 15 $\frac{1}{2}$  x 10 $\frac{1}{2}$  x 1. 8 vols., 1895-1906, garret; 1 vol., 1935-38, vault.

47. STET DOCKET, 1876---. 3 vols. (numbered and labeled by liber of clerk; 1 vol. also dated).

Record of statted cases, giving court term, names of attorney, plf. and deft., case no., and proceedings in the case. Arr. chron. by date of recording. Indexed alph. by names of plf. and deft., direct and reverse. Hdw. Aver. 400 pp. 18 x 12 x 2 $\frac{1}{2}$ . Vault.

48. RECOGNIZANCE DOCKET, 1914---. 2 vols. (No. 1, O.D.C.; No. 1, B.B.). 1742-1913 in Deed Record, entry .

Record of recognizances before magistrates and in open court, giving name of deft., charge, amount of bond, names of sureties, and date filed. Arr. chron. by date of filing. Indexed alph. by name of deft. Hdw. Aver. 200 pp. 18 x 12 x 1 $\frac{1}{2}$ . Clerk's vault.

49. GRAND JURY (Witnesses), 1920---. 2 vols.

Record of witnesses called before grand jury, giving name of juror, days in attendance, mileage, and amount paid. Arr. alph. by name of juror for each term. Hdw. Aver. 130 pp. 15 $\frac{1}{2}$  x 9 $\frac{1}{2}$  x 1. Clerk's vault.

50. WITNESS DOCKET, 1895-99, 1901-03. 4 vols. (dated; also labeled by court terms).

Lists of witnesses appearing before the grand jury and in court trials, giving names of plf. and deft., and case no. Grand jury witnesses arr. alph. by name of witness; others numer. by case no. within type of procedure. Hdw. Aver. 60 pp. 14 x 8 $\frac{1}{2}$  x  $\frac{1}{2}$ . Courthouse attic.

51. (MISCELLANEOUS PROCEEDINGS), 1913---. In Court Docket, entry .

Record of proceedings in miscellaneous court proceedings, including registration appeals, habeas corpus, mandamus and lunacy cases, commitments of habitual drunkards and insane paupers, and remonstrances, giving date, names of attorneys, docket no., names of plf. and deft., dates and nature of proceedings, decision and costs.

52. INDEX TO COURT AND MAGISTRATE'S JUDGMENTS, 1935---. 2 vols. (A-Z Defendants; A-Z Plaintiff).

Cott key system arr. alph. by name of deft., giving name of plf., docket no., court term, year, liber and folio of court record; in magistrates judgments, vol. no., folio, and date filed for record. Separate vol. for plf. and deft. with a cross index. Aver. 250 pp. 18 x 12 x 3. Clerk's vault.

53. TRANSCRIPT DOCKET, 1818-24, 1846---. 15 vols. (numbered and labeled by liber of successive clerks; 3 vols. also dated).

Record of unfinished cases transcribed from the Court Docket, entry , giving date, names of plf. and deft., court term, case no., type of do-

HR  
1895-1906

HR  
1895-1903  
[1900]

[40, 43]

[54]

Clerk of the Circuit Court

cket, proceedings in the case, itemized list of costs, and final disposition. Arr. chron. by date of recording within type of procedure. 13 vols., 1846--indexed alph. by names of plf. and def., direct and reverse. Hdw. Aver. 425 pp. 15 x 11 x 2, 18 x 12½ x 3. Vault.

[52]

54. GROUP INDEX TO TRANSCRIPT DOCKET, 1910-34. 1 vol. (Defendants). General index to court judgments recorded in Transcript Docket, entry , arr. alph. by name of def., giving name of plf., and liber and folio of record. 600 pp. 11½ x 18 x 4. Clerk's vault.

55. (DOCKET, MUTUAL INSURANCE COMPANY JUDGMENTS), 1868-99. 2 vols. Brief record of judgments against the policy holders of the Mutual Fire Insurance Company of Somerset and Worcester Counties, giving names of def. and plf., dates power of attorney filed, summons issued, judgment confessed, amount of judgment, and costs. Hdw. Arr. chron. by date of recording. Aver. 100 pp. 13 x 8 x ½. Clerk's vault.

HR  
1769, 1778-79

56. COURT PROCEEDINGS, 1769, 1796--. 19 vols. (A.B., 1-15; 3 vols. also labeled by liber of clerk). Title varies: Record Book, 2 vols., 1802-12, 1817-26; Docket, 1 vol., 1838-46. 1 vol., 1812-16, not titled. 1778-79 in liber K, Deed Record.

In Land  
Record  
Liber K

Transcript of the proceedings in the sale of real and personal property in judicials, giving names of plf. and def., copy of narrative, appearances in court, amount of judgment and claims, copy of note, agreement of counsel as to amount in question, memorandum of judgment, fieri facias, description of property seized in sheriff's levy, certificate of publication, sheriff's sale, description of land and property sold, sheriff's special return, amount of sale, amount paid for fees and taxes, amount remaining, and order of court to record proceedings. Contains: Liquor Licenses, 1769, 1796-1825, entry ; Boundaries, 1796-1850, entry ; Divisions of Real Estates, 1796-1883, entry ; Tax Sales, 1877-1929, entry ; Election Returns, 1897-- , entry ; Official Commissions, 1885-- , entry ; Insolvents, 1812-80, entry ; Naturalization, 1803-1909, entry ; Voters Affidavits, 1909-18, entry ; Inquisitions, 1796-1825, entry ; Record of Ditches, 1796-1812. Arr. chron. by date of recording. Indexed alph. by name of plf. and def. direct and reverse, in judicials, alph. by name of party concerned in other proceedings. Hdw. 1769, 1796-1923; typed 1924--. Aver. 540 pp. 17 x 11 x 2½, 18 x 12 x 3. Vault.

[57-59,  
137, 149]

57. (TAX SALES), 1877--. 1877-1928 in Court Proceedings, entry . 1929--in Chancery Record, entry .

Full record of proceedings in tax sales, including treasurer's report citing taxpayer's delinquency and the execution of legally required measures of notification, report of the sale, certificate of publication, order nisi, final order of ratification and order of court to record proceedings.

58. (LAND COMMISSIONS) 1796-1850. In Court Proceedings, entry . Record of proceedings of commissioners appointed to establish the boundaries of tracts of land, giving name of petitioner, date, description of land, names of commissioners, terms of commission, qualification of commissioners, commissioners return, deposition of witnesses, signature of clerk of court, and date of recording.

59. (PETITIONS TO DIVIDE REAL ESTATE), 1796-1883. In Court Proceedings, entry . Record of petitions by and for heirs to determine valuations in the division of real estate of deceased persons, giving names of petitioners and commissioners appointed by court, report of the commissioners' appraised value, courses and distances of the divisions agreed upon, name of surveyor, and final ratification by the court.

[41] 60. (RETURN PROCESS), 1873--. In Court Papers, entry . Certificates from clerks of other counties, showing receipt of process served in those counties, returnable in Worcester county, giving names of plaintiff and defendant, case no., court term, nature of process, person served, date returnable, date issued, signature of the clerk of Worcester County, date of receipt of process, and signature of the clerk of the other county.

61. INSOLVENT RECORD, 1881--. 2 vols. (I.T.M. No.1; P.H.P. No. 2; also dated). Last entry 1936. 1812-1880 in Court Proceedings, entry . Copies of petitions in insolvency, giving name of insolvent, schedule and description of property, list of debts, affidavits, bonds of preliminary and permanent trustee, exhibits, order of sale, report of sale, clerk's certificate, printer's certificate, order of court in discharge, auditor's report, order nisi, distribution, trustee's deed, and final ratification. Arr. chron. by date of recording. Indexed alph. by name of insolvent. Hdw. Aver. 450 pp. 18 x 12 x 2½.

#### Equity Proceedings

62. CHANCERY DOCKET, 1822--. 16 vols. (labeled by case no. contained; 11 vols. also labeled by liber of clerk; 8 vols. also dated). Brief record of proceedings in equity, giving case no., names of attorneys, date, names of plf. and def., proceedings in the case, and itemized list of costs. Contains: (Adoptions), 1918--. Arr. numer. by case no. Indexed alph. by names of plf. and def., direct and reverse, 1822-1910. Also separate index, 1910--., entry . Hdw. Aver. 250 pp. 18 x 12 x 1, 18 x 13 x 3. Vault.

63. CHANCERY INDEX (Docket), 1910--. 2 vols. (O.D.C.;B.B.; also labeled by case no. contained). Index to chancery docket, arr. alph. by names of plf. and def., direct and reverse, giving case no., and type of instrument. Hdw. Aver. 200 pp. 18 x 12 x 1. Vault.

64. CHANCERY RECORD, 1818--. 42 vols. (1-42; 30 vols. labeled by liber of clerk).

[63, 65, 70] Full record of proceedings of the circuit court, sitting as a court of equity, giving bill of complaint, subpoenas and other process, decrees pro confesso, answers, pleas, demurrers, and final decree. Contains: (Foreclosures), 1818--; entry ; Divorce Decrees, 1879-1907, entry ; (Receipts and Releases), 1818--; entry ; Personal Audits, 1919--; entry ; (Tax Sales), 1929--; Arr. numer. by case no. Indexed alph. by names of plf. and def., direct and reverse? 2 vols., 1835-53, not indexed. Hdw. 1818-95; typed 1896--. Aver. 600 pp. 16 x 12 x 2, 18 x 12 x 3. Vault.

65. (FORECLOSURES), 1818--. In Chancery Record, entry . Copies of the papers in the sale of land under foreclosure of mortgages, giving names of plf. and def., copy of mortgage describing land, amount of mortgage, name of assignee, report of sale, amount of sale less fees and costs, balance for mortgagor, certificate of publisher, order nisi, final order of ratification, and statement of mortgage claim, affidavits, and exhibits.

66. INDEX OF PLAINTIFFS AND DEFENDANTS EQUITY DECREES, 1908--. 1 vol. (C.D.C. No. 1, 1908 to ). Record of court decree for unpaid balance, after final ratification in foreclosure suits, giving names of def. and plf., amount of decree, date, and case no. Arr. alph. by name of def. Hdw. 200 pp. 18 x 12 x 1 1/2.

67. CLAIMS DOCKET, 1886--. 1 vol. (1886 J.W.S.). Record of claims against estates in equity cases, giving name of deceased, equity case no., name of receiver or trustee, date claim filed, names of claimants, no. of claim, character of claim, and where recorded. Arr. chron. by date of filing within estate. Indexed alph. by name of deceased. Hdw. under ptd. head. 336 pp. 19 x 12 1/2 x 2. Vault.

68. (CHANCERY PAPERS), 1824--. Est. 9,800 papers in 193 f.d. (labeled by case no. contained). Original papers in Chancery Proceedings, recorded in Chancery Record, entry . Arr. numer. by case no. Hdw. and hdw. on ptd. form; typed on ptd. form. 10 x 5 x 13. Clerk's vault.

69. (ADOPTIONS), 1918--. In Chancery Docket, entry . Record of proceedings in adoptions, giving names of petitioners, date, petition and affidavit, consent statement filed, decree for adoption, and change of name.

70. (RECEIPTS AND RELEASES), 1818--. In Chancery Record, entry . Copies of receipts and releases from heirs and others for money received, giving names of payee and trustee, amount received, date of release, affidavit before justice of the peace or notary public, and signature of payee and witness.

Clerk of the Circuit Court

71. PERSONAL AUDITS, 1890-1918. 1 vol. (F.H.P.No.1). 1816-89, 1919--in Chancery Record, entry . Discontinued.  
Copies of auditors' reports filed in equity proceedings, giving names of plf. and def., equity case no., itemized list of receipts from sales or creditors, amount of fees, costs, balance for distribution, and date of final ratification. Arr. chron. by date of recording. Indexed alph. by name of def. Hdw. 300 pp. 18 x 12 x 2. Clerk's vault.

72. DIVORCE DECREES, 1908--. 2 vols. (dated; No. 1, C.D.C.No.1. J.E.B.). 1879-1907 in Chancery Record.  
Copies of decrees in divorce proceedings, giving names of complainant and respondent, equity case no., date of decree, terms of decree, costs charged to whom, and signature of judge. Arr. chron. by date of recording. Indexed alph. by names of complainant and respondent, direct and reverse. Typed. Aver. 200 pp. 18½ x 12 x 2. Vault.

Naturalization Proceedings

73. RECORD OF DECLARATION OF INTENTION, March 1910-June 1911.  
1 vol. Discontinued. 1804-9 in Court Proceedings, entry .  
(1912--in Federal Court)  
Record of declarations of intention to become citizens of the United States, giving name of declarant, address, occupation, age, personal description, race, nationality, place of birth, date of birth, marital status, name of spouse, date and place of marriage, place and date of birth of spouse, date and place of entry, no. of children, date and place of birth and residence of each, date of declaration of intention, court where declared, date of arrival in the United States, port of origin, port of entry, name of vessel and certification of the clerk of court. Arr. chron. by date of declaration. Indexed alph. by name of declarant. Hdw. on ptd. form.

Justice of the Peace Records

74. MAGISTRATES JUDGMENTS, 1836-51, 1862--. 6 vols. (4 vols. numbered and labeled by liber of clerk; 2 vols. also dated).  
Title varies: Magistrates Record Copies of Judgments. 1 vol. 1836-51. 1 vol. 1862-9, not titled.  
Short copies of magistrates judgments, giving names of plf. and def., amount of debt, date def. summoned, constable's return, date of trial, judgment by trial ex parte, amount of judgment and costs, date filed, signature of magistrate, and date satisfied. Arr. numer. by case no. Indexed alph. by names of plf. and def. direct and reverse. Hdw. Aver. 300 pp. 17½ x 12 x 2.

75. MAGISTRATES JUDGMENTS RECORDED, 1907--. 1,500 papers in 2 f.d.  
Copies of magistrates judgments and releases, recorded in Magistrates Judgments, entry . No orderly arrangement. Hdw.; hdw. on ptd. form; releases typed. 10 x 5 x 13. Clerk's vault.

Clerk of the Circuit Court

HR  
1888-96  
1899-1900

76. DOCKET (Justices of the Peace), 1841--. 178 vols. (dated; labeled variously by name of justices, and type of case included).

Record of civil and criminal proceedings before justices of the peace, giving case no., names of plf. and deft., date, proceedings in the case, judgment or verdict, costs, and signature of the justice of the peace. Arr. numer. by case no. Indexed alph. by name of plf. and deft., direct and reverse. Hdw. Aver. 250 pp. 7 x 5 x 1, 18 x 12 x 3. Vault.

Property Records

Real Property

HR  
1742-1789

77. DEED RECORD, 1742-1815, 1818--. 187 vols. (37 vols. labeled A-Z except J; A.A.A.-A.Z. except AI (destroyed); 140 vols. numbered and labeled by liber of clerk). 47 vols. 1742-1815, 1818-35, not titled.

Copies of instruments pertaining to real property including deeds, powers of attorney, leases, right-of-ways, articles of agreement, and assignments. Contains: Mortgages, 1742-1921, entry ; Chattel Mortgages, 1742-1921, entries ; Manumissions, 1784-1865, entry ; Court Proceedings, 1778-79, entry ; Indentures, 1742-1855, entry ; Official Commissions, 1792-1884, entry ; Bond Record, 1742-1901, entry ; Recognizances, 1742-1913, entry ; Bills of Sale, 1792-1921, entry ; Incorporations, 1856-64, entry ; Certificate of Destruction of Ballots, 1890-1900, entry ; Appraisal of Orphans Property, 1742-75, entry ; (Register of Wills); Plats, 1742-1915, entry ; Oaths of Office, 1742-84, entry . Arr. chron. by date of recording. Indexed alph. by name of grantor. 3 vols., 1902-3, not indexed. Separate indexes, entries . Hdw. 1742-April, 1904; typed May 1904--. Aver. 600 pp. 18 x 12 x 3. Vault.

[132, 147, 148]

[79]

78. INDEX TO LAND RECORD, GRANTEES, 1918--. 8 vols. (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).

Cott Family System, arr. alph. by name of grantee, giving family and given name of grantee, name of grantor, date of instrument, month, day, year, kind of instrument, land record, liber no., folio, and location. Banks in B Book, churches and cemeteries in C Book, lodges in L Book, and railroads in R Book. Sub-index in front of vols., arr. alph. by family name, giving page no. each name begins in index. Arr. chron. by date of record. Hdw. under ptd. head. Aver. 250 pp. 16 x 9½ x 3½. Clerk's vault.

[78]

79. INDEX TO LAND RECORDS, GRANTORS, 1918--. 8 vols. (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).

Cott Family System, arr. alph. by name of grantor, giving family and given name of grantor, name of grantee, date of instrument, month, day, year, kind of instrument, land record, liber no., folio, and location. Banks in B Book, churches and cemeteries in C Book, lodges in L Book, and railroads in R Book. Sub-index in front of vols., arr. alph. by family name, giving page no. each name begins in index. Arr. chron. by date of record. Hdw. under ptd. head. Aver. 250 pp. 16 x 9½ x 3½. Clerk's vault.

Clerk of the Circuit Court

80. INDEX TO LAND RECORDS, 1876-1917. 5 vols. (A-B-C, D to H, I to O, P to S, T to Z).

Cott Key system arr. alph. by name of grantor, and grantee, direct and reverse, giving date of instrument, day, month, year, surname, given name, to or from, kind of instrument, where recorded, book no., and page. Corporations in T to Z book, p. 367. Firms, p. 507. Building and Loan Associations, p. 519. Arr. chron. by date of recording. Typed under ptd. head. Aver. 250 pp. 18 x 14 x 3. Clerk's vault.

81. GENERAL INDEX DEEDS, 1876-1917. 6 vols. (No. 1-6 dated).

Arr. alph. by name of grantor and grantee, direct and reverse, giving year, month and day, type of instrument, liber no. and folio, where recorded. Corporations, firms, and building associations arranged separately, rear of each vol. Hdw. under ptd. head. Aver. 650 pp. 18 x 12 x 4. Clerk's vault.

82. GENERAL ALPHABET INDEX, (Grantees), 1742-1876. 3 vols. (No. 4, 6).

General index to deeds, arr. alph. by name of grantee, showing name of grantor, type of instrument and liber no, where recorded. Hdw. Aver. 600 pp. 17½ x 11 x 3½. Discontinued. Clerk's vault.

83. GENERAL ALPHABET INDEX (Grantors), 1742-1876. 3 vols. (2 vols. numbered).

General index to deeds, arr. alph. by name of grantor, showing information as in entry . Hdw. Aver. 600 pp. 17½ x 11 x 3½. Clerk's vault.

84. GENERAL ALPHABET INDEX, 1742-1844. 1 vol. (Nos. 1, 2).

Original vol. grantee index, transcribed in entry . Hdw. 600 pp. 17½ x 11 x 3½. Clerk's vault.

85. (RECORDED DEEDS, MORTGAGES, ETC.), 1742--. Est. 48,000 papers in 161 f.d. (dated).

Original instruments recorded in Deed Record, entry . Arr. chron. by date filed. Hdw. 1742-1806; hdw. and hdw. on ptd. form 1807-1879; hdw. and typed on ptd. form 1880--? 10 x 5 x 14. Clerk's vault.

86. MORTGAGE RECORD, 1921--. 21 vols. (numbered and labeled by liber of successive clerks). 2 vols. 1927--, subtitled Berlin B. & L. Assn.); ; vol., 1934--, subtitled Federal Land Bank and Land Bank Comr. Mortgs. 1742-1920 in Deed Record, entry .

Copies of instruments relating to land mortgages, giving date, names of mortgagor and mortgagee, description of property, amount of mortgage, interest rate, and dates of assignment, recording, and release. Contains: Chattel Mortgages, 1921-35, entry . Arr. chron. by date of recording. Indexed alph. by name of mortgagee; also separate indexes, 1914-17, 1921--, entries . Typed; typed on ptd. form. Aver. 600 pp. 18 x 12 x 3. Vault.

HR [83]  
1742-1844  
HR  
1742-1844  
[83]

Clerk of the Circuit Court

87. INDEX TO MORTGAGES, 1925---. 2 vols. (A-K, L-Z, beginning April 1, 1925).

Arr. alph. by name of mortgagor and mortgages, direct and reverse, giving date, type of instrument, liber no., and folio where recorded. Corporations indexed by initial of name. Aver. 500 pp. 12 x 18 x 3.

For general index to mortgages, 1742-1924, see General Indexes to Land Record, entries .

88. RELEASED MORTGAGES, 1882---. Est. 4,350 papers in 29 f.d. Original land mortgages 1882---, chattel mortgages 1921---, and crop liens 1933---, giving names of mortgagor and mortgagee, lienor or lienee, description of land or property, amount of loan, terms of repayment, interest rates, certificate of clerk stating date satisfied, and amount paid. Arr. chron. by date satisfied. Hdw.; typed; hdw. and typed on ptd. form. 10 x 5 x 13. Vault.

Personal Property

89. CHATTEL RECORD, 1935---. 4 vols. (3 vols. numbered; 2 vols. B. B.; J.E.B.). 1742-1920, in Land record, entry ; 1921-34 in Mortgage Record, entry ).

Copies of instruments relating to personal property including bills of sale and chattel mortgages, giving type of instrument, date, name of grantor or mortgagor, grantee or mortgagee, amount of money involved, description of property, signature of grantor or mortgagor, certification of notary, and date of recording and release. Arr. chron. by date of recording. Indexed alph. by names of grantor or mortgagor, grantee or mortgagee, direct and reverse. Typed. Aver. 450 pp. 18 x 12 x 2½. Vault.

90. INDEX TO MORTGAGES AND BILLS OF SALE, 1914-17. 1 vol. (O.D.C.) 1742-1913, 1918-24, in General Index to Land, entries .

Campbell index, arr. alph. by names of grantor and grantee, direct and reverse, giving date, type of instrument, and liber no., and folio where recorded. Hdw. under ptd. head. Aver. 504 pp. 18 x 12 x 3. Clerk's vault.

91. CONDITIONAL CONTRACT OF SALES DOCKET, 1917---. 6 vols. (4 vols. numbered; 3 vols. also labeled by liber of clerk).

Record of conveyances of goods and chattels in which the transfer of title is made conditional on a number of deferred payments, giving names of vendor and vendee, date of filing, date of contract, property conveyed, name of witness, amount of money involved, when and how payable, if assigned, remarks, and if discharged. Arr. chron. by date of filing. Indexed alph. by names of vendor and vendee, direct and reverse. Hdw. under ptd. head. Aver. 200 pp. 18 x 12½ x 2½. Vault.

92. RELEASED CONDITIONAL SALES CONTRACT, 1921---. 730 papers in 2 f.d.

Original Conditional Sales Contracts recorded in Conditional Contract of Sales Docket, entry . 1 f.d. 1921-37, arr. chron. by date of filing; 1 f.d. 1931---, no orderly arrangement. Hdw.; and typed; hdw. and typed on ptd. forms. 10 x 5 x 13. Clerk's vault.

Liens

93. MECHANICS LIEN RECORD, 1869--. 3 vols. (No.1, O.D.C.: No. 2, F.H.R.). 1 vol., 1869-96, not titled.  
Record of claims for money due for labor or materials, giving names of lienor and lienee, amount of claim, description and location of building and material, certification of notary, itemized list of claims, and date of recording. 2 vols. 1897--indexed alph. by names of lienor and lienee, direct and reverse. Hdw. Aver. 225 pp. 13 x 8 $\frac{1}{2}$  x 1, 18 x 12 x 2. Vault.
- [96, 120] 94. MECHANICS LIENS, 1868--. 150 papers in 1 f.d.  
Original papers filed in mechanics liens, recorded in Mechanics Lien Record, entry . Contains: (Application for Stallion Licenses), 1910-33, entry : Boat Liens, 1868--, entry . Arr. chron. by date filed. Hdw., hdw. and typed on ptd. form. 10 x 5 x 13. Clerk's vault.
95. BOAT LIEN DOCKET, 1867--. 2 vols. (1,2). Last entry 1924.  
Record of claims for money due for labor or materials, giving names of lienor and lienee, amount of claim, name of boat, new construction or repairs, waters to be used in, description of boat and material, itemized list of claims, and date of recording. Arr. chron. by date of recording. Hdw. Aver. 80 pp. 13 x 8 x  $\frac{1}{2}$ . Vault.
- [94, 120] 96. (BOAT LIENS, 1868--). In Mechanics Liens, entry .  
Original papers filed in boat liens, recorded in Boat Lien Docket, entry .
97. CROP LIENS RECORDS, 1933--. 2 vols. (B.B.No. 1-2).  
Copies of crop liens for money, seed, and fertilizer advanced by federal corporation, corporations and individuals, giving names of lienee, lienor, amount advanced, terms, location and description of chattels and/or crops, assignments, if any, acknowledgments, and releases. Arr. chron. by date filed. Indexed alph. by name of lienee or mortgagee, lienor or mortgagor, direct and reverse. Typed; releases hdw. and typed. Aver. 475 pp. 18 x 12 x 3. Clerk's vault.
98. FEDERAL FARM CREDIT LIEN BOOK, 1935--. 1 vol. (B.B. No. 27).  
Copies of crop and chattel mortgages, giving day, month, year, and hour filed, names of mortgagor or lienor, mortgagee or lienee, amount advanced, duration of loan, description and location of chattels and crops, record of assignment if any, and date of release. Arr. chron. by date filed. Indexed alph. by name of lienor and lienee, direct and reverse. Typed on ptd. form; releases hdw. 600 pp. 18 x 12 x 3. Clerk's vault.
99. STALLION LIEN DOCKET, 1908-22. 1 vol. (dated; O.D.C.).  
Record of liens filed for services of licensed horse or jack, giving date, license no., name of horse or jack, description of mares, name and address of owner, amount of fee, name of lienee, and date filed. Arr. chron. by date of recording. Hdw. 200 pp. (12 used) 8 x 13 x  $\frac{1}{2}$ . Clerk's vault.

Plats

100. PLAT BOOK, 1916--. 2 vols. (No.1-2, D.D.C.).  
Plats of parcels of land filed with deeds, including subdivisions, farms, roads, and streets. Arr. numer. by plat no. Indexed alph. by name of property. Ptd. Aver. 45 pp. 22½ x 18½ x 2, 38 x 30 x 2. Vault.

101. PLAT BOOK STATE ROAD COMMISSION OF MARYLAND, 1932--. 1 vol. (No. 3, B.B.).  
Copies of plats of rights-of-way for roads, filed by state roads commission, giving contract no., plat no., name of road, and scale, date, and name of draftsman. Arr. chron. by date received. Ptd. 44 pp. 15 x 30 x 1½.

Corporations

102. INCORPORATION RECORD, 1868--. 3 vols. (No.1-2, F.P.H.; No.1, S.M.C.). Title varies: Church Record, 1 vol. 1868-94. 1856-64 in Deed Record; 1875-82 in Corporation, Druggist Licenses, entry ; Churches, 1803-4, in Church Record, entry .  
Copies of incorporation papers of business units, societies, churches, and fire companies, including articles of incorporation, articles of amendment, stock issuance, statements, articles of dissolution, articles of revival, merger agreements, giving name of corporation, names and addresses of the incorporators, purposes of the corporation, date of incorporation, names of witnesses, certification of notary public, date of receipt and approval by the State Tax Commission 1916--, where recorded in the Charter, records of the State Tax Commission, certification by the judge of circuit court 1868-1915. by the State Tax Commission, 1916--amount of Capital, amount of bonus tax, recording fee and date of recording by the clerk of the court. Arr. chron. by date of recording. Indexed alph. by name of corporation. Hdw. 1868-1925; typed 1926--. Aver. 230 pp. 13½ x 8 x ½, 16½ x 12 x 2, Vault.

103. CHURCH RECORD, 1803-4. 1 vol. (dated) 1856-64 in Deed Record, entry ; 1868--in Incorporation Record, entry .  
Copies of articles of incorporation of churches, giving date, names of incorporators, names of witnesses, and date of recording. Hdw. 58 pp. 12½ x 8½. Vault.

104. RECORDED ACTS OF INCORPORATION, 1879--. Est. 190 papers in 2 f.d.  
Original papers of incorporations recorded in Incorporation Record, entry . Arr. chron. by date of filing. Hdw., hdw. on ptd. form; typed. 10 x 5 x ½. Clerk's vault.

Licenses

Professional

105. REGISTRY OF MIDWIVES, PHYSICIANS & SURGEONS, 1894--. 1 vol. (dated; No. 1, F.H.P.).  
Record licenses or certificates granted to physicians, surgeons, midwives, chiropedists, chiropractors and osteopaths, giving name of li-

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licensee, form of application, date of certificate, and remarks. Arr. alph. by name of licensee. Hdw. under ptd. head. 26 pp. 18 x 14 x  $\frac{1}{2}$ . Vault.

106. OPTOMETRY REGISTER, 1914--. 1 vol. (No.1, O.D.C.) Last entry 1924.

Record of certificates granted to optometrists, giving name of licensee, form of application, date of application, date of certificate, and remarks. Arr. chron. by date of recording. Hdw. 200 pp. (5 used) 19 x 9 x 1.

107. PHYSICIANS AND SURGEONS APPLICATIONS FOR REGISTRATION, 1894. Est. 30 papers in 1 bundle.

Original applications for physician's and surgeons registration, recorded in Registry of Midwives, Physicians, & Surgeons, entry . Arr. chron. by date filed. Hdw., hdw. on ptd. form.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x 3. Garret.

Traders and Miscellaneous

- [1197] 108. LICENSE RECORD, 1878--. 12 vols. (dated; 6 vols. numbered and labeled by liber of clerk). Title varies: Ledger, 1 vol., 1938--. 9 vols. 1878-1903, not titled. 1874-75, in Corporation Drug-gist Licenses, entry .

Record of traders and miscellaneous licenses issued, giving date of issue, name of licensee, location of licensed establishment, amount of stock, type of license, and amount of fee. Contains: Liquor Licenses, 1903-8, entry ; (Beer and Wine Licenses), 1933--, entry : : (Grabbers License), 1916--, entry . Arr. chron. by date of issue, within type of license. Hdw., hdw. under ptd. head. Aver. 140 pp. 17 x 15 x  $1\frac{1}{2}$ . Vault.

- [1111] 109. (APPLICATION FOR TRADER'S LICENSE), 1912-22, 1927-29. Est. 1,840 papers in 7 bundles.

Original applications for traders' and miscellaneous licenses, giving name of business, name of proprietor, name of applicant, applicant's relation to the business, location of place of business, nature of business conducted, amount of stock, tax assessments of applicant, and certification of clerk of the court, justice of the peace, or notary public. Arr. chron. by date of certification. Hdw. on ptd. form. 3 x  $8\frac{1}{2}$  x 4. Garret.

110. APPLICATIONS FOR FEMALE TRADERS' LICENSES, 1896-99. Est. 212 papers in 1 bundle.

Original petitions to the circuit court for an order to the clerk of the court to issue a license to trade as a female trader, giving date, and signature of applicant. Arr. chron. by date filed. Hdw.; hdw. on ptd. form; typed.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x 3. Garret.

- [1109] 111. (TRADERS' LICENSES), 1935-37. Est. 2,469 papers in 7 bundles.

Certificates attesting that licenses have been issued, giving name of licensee, address, kind of certificate, cost, clerk's fee, total, and date issued. Arr. numer. by license no. under various types. Typed on ptd. form. 7 x 8 x 2. Garret.

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112. (BEER AND WINE LICENSES), 1934--. In License Record, (Ledger), entry .

Record of beer and wine of all classes issued, giving date of issue, name of license, location of licensed establishment, class of license, no. of license, and amount of fees.

113. APPLICATIONS FOR BEER LICENSES, March 1936-April 5, 1937. 73 papers in 1 bundle.

Application for beer and wine licenses, giving name of applicant, address, length of residence in the state, location of licensed establishment, owner of premises, amount of fee and costs, and signature of applicant; also includes notarization, and names of ten endorsers with certifications. Arr. chron. by date of issue. Hdw. on ptd. form. 8½ x 3 x 4. Garret.

114. LIQUOR LICENSE-PETITION DOCKET, 1906-7. 1 vol.

Brief record of petitions filed by hotel keepers for licenses to sell spirituous liquor, giving case no, name of petitioner, name and location of hotel, date filed, date protest filed, date license granted or refused, names of witnesses, and costs. Arr. chron. by date filed. Hdw. 130 pp. (18 used) 13½ x 8 x ½. Clerk's vault.

115. (LIQUOR LICENSES), 1882-91, 1894-1907. Est. 650 papers in 24 bundles.

Applications for liquor licenses, giving name of applicant, address, length of residence in the state, location of licensed establishment, owner of premises, amount of fee and costs, date, signature of applicant, notarization, and names and addresses of ten endorsers; also includes petitions and papers in the proceedings against issuing license. Arr. numer. by application no. Hdw. on ptd. form. 8½ x 3½ x 2½. Garret.

116. CORPORATIONS-DRUGGIST LICENSES, 1874-75. 1 vol.

Copies of petitions and recommendations for druggist, to sell spirituous liquor, giving date filed, name of druggist, location, names of persons recommending, and date license expires. Contains: Incorporations, 1875-82, entry . 7 pp. Election Returns, 1874, entry . (Voting on Sale of Liquor). Arr. chron. by date filed. Hdw. 120 pp. (50 used) 13½ x 8 x ½. Clerk's vault.

117. (HUNTING LICENSES), 1919-20, 1926-29, 1934-35. Est. 7000 stubs in 7 bundles.

Stub record of resident and nonresident county and state-wide hunting licenses issued, giving no., of license, type of license, name of licensee, age, occupation, address, county, state, color, color of hair, color of eyes, height, date of issue, and amount of fee. Arr. numer. by license no. Hdw. on ptd. form. 8 x 3 x 5. Garret.

118. (DUCK BLIND LICENSE), 1934-35. 5 vols.

Stub record of duck blind licenses issued, giving license no., amount of fee, name of shore owner, name of licensee, address, exact location of blind, name of body of water, date of issue, and signature of clerk of court. Arr. numer. by license no. Hdw. on ptd. form. Aver. 25 pp. 5 x 7 x  $\frac{1}{4}$ . Garret.

[108] 119. (CRABBERS LICENSES), 1916--. In License Record, entry . Record of licenses issued for the taking or catching of crabs, giving date of issue, name of licensee, no. of license, residence, and amount of fee.

[94, 96, 120] 120. (APPLICATION FOR STALLION AND JACK LICENSES AND LIENS), 1910-33. In Mechanics Liens, entry . Applications for licenses for stallion and jack, giving name of owner or agent, age, pedigree and description of horse or jack, and fees for services; also liens giving name of owner and description of mare served, and amount of fees owing.

121. (APPLICATION FOR STALLION LICENSES), 1894-1914. Est. 150 papers in 1 bundle. 1910-33 in Mechanics Liens, entry . Original applications for stallion licenses, recorded in application for Stallion and Jack Licenses and Liens, entry . Arr. chron. by date filed. Hdw.; typed. 10 x 4 x  $\frac{1}{2}$ .

122. RECORD OF MARRIAGE VITAL Statistics

[124] 122. RECORD OF MARRIAGE LICENSES, 1795--. 7 vols. (dated; 6 vols. 1-6; 4 vols. also labeled by liber of clerk). Record of marriages, giving date of license, name, age, color, marital condition of both parties, if related, residence of male, date of marriage, name of minister, place, and date certificate returned. 1 vol., 1795-1866, gives date, names of male and female, and color. 1 vol., 1795-1866 arr. chron. by date license issued; 6 vols., 1866--., arr. alph. by name of male. Aver. 250 pp. 18 x 13 x 4, 19 x 13 x  $\frac{3}{8}$ .

[4R 1886-1900] 123. APPLICATIONS FOR MARRIAGE LICENSE, 1866--. 20 vols. (dated; labeled by liber of clerk; 1 vol. also numbered). Original applications for marriage licenses, giving date, names of applicants, address, age, color, marital status, relationship, and signature of clerk or applicant; 1938--., gives date and hour license applied for, and date and hour license issued. Arr. chron. by date of application. Hdw. on ptd. form, 1886-1937; typed on ptd. form, 1938--. Aver. 480 pp. 19 x 9 x 2, 14 x 12 x 2. Vault.

[122] 124. MARRIAGE LICENSES, 1795-1866. 1 vol. Certified transcription of 1 vol., 1795-1819, and part of vol., 1820-71, (1820-1866) of original record, showing information as in entry . Arr. chron. by date of recording. Typed. 232 pp. (116 used) 13 x 9 x 1. Register's vault.

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125. RECORD OF MARRIAGES, 1865-91. 1 vol. (No.1, dated 1866-86).  
Transcription of part of one vol., 1866-71, and all of vol. 1870-90,  
original record, showing information as in entry . Arr. alph. by name  
of male. Hdw. under ptd. head. 400 pp. 18 x 13 x 4. Clerk's vault.

126. MARRIAGE CERTIFICATES, 1895-1908, 1919-22. Est. 5,375 papers  
in 77 bundles. <sup>1936-7000</sup>

Original marriage applications and ministers' returns; applications give  
date, name, age, color, marital condition, residence, and degree of con-  
sanguinity of male and female, signature of applicant, and signature of  
clerk or his deputy; ministers' returns give date and place of ceremony,  
names, residence, age, color, nativity, and occupation of male and fe-  
male, and signature, official character and address of minister. Arr.  
chron. by date of marriage. Hdw. and typed on ptd. form. 4½ x 11 x 2,  
6½ x 11 x 6½. Garret.

127. MARRIAGE LICENSES, 1935-37. Est. 1,043 papers in 2 bundles.  
Auditor's copies of applications for marriage licenses, showing informa-  
tion as in entry . Arr. numer. by license no. Typed on ptd. form.  
7 x 8 x 2½. Garret.

128. RECORD OF BIRTHS, 1865-89. 1 vol.  
Record of births, giving date of birth, place, name, sex, color, names  
of parents, occupation, and date of recording. Arr. alph. by name of  
child. Hdw. under ptd. head. 400 pp. 16 x 11 x 2.

129. REGISTER OF BIRTHS, 1898-1906. 1 vol.  
Record of births, giving name of child, place of birth, sex, if legitimate,  
names of parents, address, color or race, age last birthday, occupation;  
total other children of mother, no. now living, no., dead and no. born  
dead, and name of midwife or physician attending. Arr. chron. by date  
of recording. Hdw. on ptd. form. 200 pp. 16 x 10½ x 1. Vault.

130. RECORD OF DEATHS, 1865-66. 1 vol.  
Record of deaths, giving date, name, sex, color, condition, age, resi-  
dence, occupation, place of death, place of birth, names and residence  
of parents, cause of death, place of burial, and date of recording. Arr.  
alph. by name of decedent. Hdw. under ptd. head. 400 pp. 5 entries,  
17 x 14½ x 2. Clerk's vault.

131. REGISTER OF DEATHS, 1898-1906. 2 vols.  
Record of deaths, giving name of deceased, place of death, color or race,  
marital status, date of birth, age, occupation, birthplace, name of in-  
formant, name of local registrar, physician's certificate, showing cause,  
place of burial, date, and name of undertaker, and address. Arr. chron  
by date of death. Hdw. on ptd. form. Aver. 200 pp. 16 x 10½ x 1.

HR  
1886-1900

Voters and Elections

132. (ELECTION RETURNS), 1897--. In Deed Record, entry .  
Record of statements of election returns made by the board of canvassers of the county, giving name of candidate, date of election, office, no. of votes cast for each candidate, and names of chairman and secretary of the board of canvassers.

133. ELECTION PAPERS, 1910--. Est. 870 papers in 3 f.d.  
Original papers concerning primary and general elections, filed by law with the clerk of court, including appointment of election officials, election results, statements of expenditures by candidates and political committees and agents, bonds of trust, and certificates of candidacy. Contains: (Game Wardens), 1922--., entry . 2 f.d., 1910-37, no orderly arrangement, 1 f.d., 1938--arr. chron. by date filed. Hdw.; hdw. and typed on ptd. form. 10 x 5 x 13. Vault.

134. VOTERS INTENT RECORD, 1900--. 2 vols. (F.H.P.; No. 2, B.B.).  
Record of persons who have arrived in the county and indicated their intent to become citizens and residents of the state, giving date, name of voter, age, color, residence, and occupation. Arr. alph. by name of voter. Hdw. under ptd. head. Aver. 150 pp. 19 x 13 x 1. Vault.

135. VOTERS' AFFIDAVITS, 1919--. 1 vol. (No. 1, O.D.C.) 1904-18  
in Court Proceedings, entry .  
Copies of affidavits of voters that their contemplated absence from the state will be only temporary, filed with the clerk of the court in order to retain voting residence in the state, giving date, name of voter, election district, date of removal, foreign residence, oath of intention to retain residence, signature of the clerk, and seal of the court. Arr. chron. by date of recording. Indexed alph. by name of voter. Hdw. on ptd. form. 232 pp. (27 used) 18 x 12 x 1½. Vault.

136. AFFIDAVITS, 1904--. 590 papers in 1 f.d.  
Original affidavits of voters temporary absence from state, recorded in Voters' Affidavits, entry . Arr. chron. by date filed. Hdw. on ptd. form. 10 x 5 x 13. Clerk(s) vault.

Public Officials

137. (COMMISSIONS), 1742--. 1885--In Court Proceedings, entry .  
1742-1884 in Deed Record, entry .  
Record of commissions issued to all county officials, giving date of commission, name of official, name of office, term of office, date of expiration, signatures of Governor and Secretary of State, and date recorded.

138. (COMMISSIONS), 1882-93. Est. 79 papers in 1 bundle.  
Original commissions issued by the governor, recorded in Court Proceedings, entry . Arr. chron. by date filed. Hdw. on ptd. form. 10½ x 4 x 4. Garret.

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H R  
Nov 1856  
May 1884

Clerk of the Circuit Court

139. TEST BOOK, 1848--. 3 vols. (2 vols. dated). 1 vol. 1848, March 7, 1848-February 16, 1853, not titled.  
Record of oaths taken by county officials, attorneys and notaries public, giving date, name of office, and signature of official or attorney. Arr. chron. by date of oath, Hdw. Aver. 300 pp. 14 x 9 x 2. Vault.

[141, 143] 140. BOND RECORD, 1902--. 5 vols. (numbered and labeled by liber of clerk). 1792-1901 in Deeds, entry .  
Copies of bonds executed by county officials, giving name of official, official position, name of surety, amount of bond, date of bond, length of officials term, condition of bond, signature of witness, principal and surety, and date of approval, filing and recording. Contains: Court Bonds, 1902--, entry . Arr. chron. by date of filing. Indexed alph. by name of principal. Hdw. 1902-September 1930; typed October 1930--. Aver. 600 pp. 18 x 12 x 3. Vault.

[140, 143] 141. (COURT BONDS), 1902--. In Bond Record, entry .  
Copies of all bonds filed in court cases, giving date, names of principal and sureties, amount of bond, conditions of bond, signatures of principal, sureties and witnesses, approval of the clerk of court, and date of approval, filing and recording.

142. BONDS, 1902--. Est. 3,500 papers in 7 f.d. (dated; 1-7).  
Original bonds filed by county officials, recorded in Bond Record, entry .

[140, 141] 143. (COURT BONDS), 1902--. In Bonds, entry .  
Original bonds filed in court cases recorded in Bond Record, entry .

Jurors

144. (LIST OF VOTERS), 1870. 1 bundle (dated and labeled by districts).  
List of qualified voters in Worcester County, giving name, district, and certification by election board. Arr. alph. by name of voter within districts. Hdw. 9 x 4 x 1. Garret.

145. (VENIRE FACIAS), 1873--. In Court Papers, entry .  
Original lists of persons summoned for jury duty, giving name, and district number.

Miscellaneous

146. (GRAND JURY REPORTS), 1873--. In Court Papers.  
Reports of committees appointed by grand jury, giving number of institutions visited, condition found, and recommendation.

147. MANUMISSIONS, 1742-1865. In Deed Record, entry .  
Record of manumission of slaves, giving date, name of owner, name of slave, age, sex, physical description, and certification by the clerk of the court.

Clerk of the Circuit Court

148. (INDENTURES), 1742-1855. In Deed Record, entry . 1769 in Court Proceedings, entry .  
Copies of contracts binding minors to apprenticeship, giving date, if bound before justice of the peace, names of minor, master and witnesses, age of minor, terms of apprenticeship, and signatures of contracting parties.
149. (CORONERS' INQUISITIONS), 1796-1825. In Court Proceedings, entry ; 1826--in Court Papers, not recorded.  
Record and reports of coroners' inquests, giving date, name of coroner, hour called, name of deceased, cause of death, list of jurors, and verdict.
150. RECORD OF DITCHES, 1852-60. 1 vol. 1796-1812 in Court Proceedings, entry .  
Copies of petitions for construction of drainage ditches, giving date, district, names of petitioners, description and location of land, estimated expenditures, and plats. Arr. chron. per date of recording. Hdw. 200 pp. (36 used) 18 x 13 x 2. Vault.
151. DESTRUCTION OF BALLOTS, 1890-1900. In Deed Record, entry .  
Record of certification by the judges of the orphans' court of the destruction of the ballots for the last election, giving date of election, date destroyed, and signatures of the judges of the orphans court; also test by the clerk of the court as to filing and recording.
- [132] 152. (GAME WARDENS), 1922--. In Election Papers, entry .  
Notification of appointment and resignation of deputy state game wardens, giving date, name of warden, no. of badge, and signature of state game warden.
153. (SCHOOL COMMISSIONERS), 1879-82.  
Original papers in appointment of school commissioners by Circuit Court Justices, giving date, names of commissioners and years to serve.
154. (CENSUS), 1850. 369 papers in 2 bundles.  
Census schedules for Worcester County listing no. of free inhabitants no. of slave inhabitants, no. of deaths for year, production of agriculture and industry, and social statistics. No orderly arrangement. Hdw. on ptd. form. 18 x 13 x 1. Clerk's vault.
155. MAP OF WORCESTER COUNTY, 1935.  
Political map, showing topography and election districts of Worcester County, published by Edward Bennett Mathews, state geologist, W.C. Mendenhall, U.S. Geological Survey. Scale: 1 inch, 1 mile or 1/62500 of scale. Print. 42½ x 40½. On Wall of clerk's office.
156. INDEX NAMES OF LAND, 1742-1776. No. 1.  
Arr. alph. by name of land, giving liber and folio in deed record. Hdw. 300 pp. 16 x 10 x 2. Clerk's vault.

Clerk of the Circuit Court

157. (CORRESPONDENCE), 1870-94. 9 bundles.  
Routine correspondence of the clerk of the court. Arr. chron. by date  
filed. Hdw.  $9\frac{1}{2}$  x 15 x 9. Garret.

Finances

158. (RECEIPTS AND DISBURSEMENTS), 1935--. 2 vols.  
Record of receipts and disbursements of the clerk of the court, giving  
under receipts, date, name of payer, total paid, and amount charged to  
various accounts; under disbursements, the withdrawals from bank, name  
of payee, check no., amount of check, amount and type of expenditure,  
and amount sent to state treasury. Arr. chron. by date of recording.  
Hdw. under ptd. head. Aver. 200 pp. 12 x 17 x 2. 1 vol., 1935-36, gar-  
ret; 1 vol., 1936--, clerk's vault.

HR  
1890-92  
159. LEDGER (Fee Book), 1890-92, 1894-1907. 2 vols. (1 vol. dated  
and labeled by name of clerk).  
Record of fees for recording instruments, giving date, type of instrument,  
name of payee, and amount of fee. Arr. chron. by date of recording. In-  
dexed alph. by name of payee. Hdw. Aver. 240 pp. 12 x  $7\frac{1}{2}$  x  $\frac{1}{2}$ , 14 x 9  
x 2. Courthouse attic.

160. (RECEIPT BOOK), 1933-37. 20 vols.  
Carbon copies of receipts for payment of fees for recording all instruments,  
giving date, receipt no., amount of fee, name of payer, type of instrument,  
and signature of clerk. Arr. numer. by receipt no. Hdw. on ptd. form.  
10 x 4 x 1. Garret.

161. (CHECK STUBS), 1934-37. 2 vols.  
Stubs of checks issued by the clerk of the court, giving date, no., amount,  
name of payee, purpose, and balance. Arr. numer. by check no. Hdw. on  
ptd. form. Aver. 125 pp.  $4\frac{1}{2}$  x 9 x  $1\frac{1}{2}$ .

162. (CANCELLED CHECKS), 1935-36. Est. 1,000 papers in 3 bun-  
dles. Returned canceled checks of the clerk of court. Arr.  
chron. by date issued. Hdw. on ptd. form. 3 x 8 x 2. Garret.

[164]  
163. COPIES OF MONTHLY REPORT, 1929--. Est. 150 papers in 2 f.d.  
1 bundle. (Bessie Bowen, clerk; Joseph E. Brimer, clerk).  
1 bundle 1929-34, not titled.  
Copies of monthly report of the clerk of the court to the State Compt-  
roller, giving no., and character of licenses issued, period for which  
issued, capital, value, and amount; recapitulation shows amount of cash  
received, character of license, gross less five percent, net, and totals;  
statement of whole account for each month, gives debtor to licensee on  
hand cash report, licenses received, tax on civil commissions fines, and  
total; creditor by cash this report, less five percent commission, two-  
thirds for tongs, one-tenth for crabbers, value of licenses returned, li-  
censes on hand, and total; also contains copies of annual report, summary  
and recapitulation of monthly reports. Contains: Revenue Stamps, 1934--,  
entry . Arr. chron. by date filed. Hdw., hdw. and typed on ptd. form.  
10 x 15 x 13. Bundles, October 1929--October 1934, garret; f.d. November  
1934--, vault.

Clerk of the Circuit Court

[163] 164. (REVENUE STAMPS), 1934--. In Copies of Monthly Report, entry .

Copies of monthly report of the clerk of the court to the State Comptroller of revenue stamps, giving amount of each denomination on hand, number purchased, number sold, and balance on hand.

W. W. W. W.

Clerk of the Circuit Court

Court Records

- 40. (MINUTES OF COURT PROCEEDINGS), 1769, 1825, 1830-88. 81 vols. (loose in Court Docket, entry 43). 1769 in Court Proceedings; 56 1889-in Court Docket, entry 42

Record of proceedings of the circuit court, sitting as a court of justice, 1769, 1825, 1830--, and as the county administrative body 1769, including civil and criminal trials and appeals, appointment of court officials, impaneling of juries, giving court term, names of judges and court officials, plaintiff, jurors and witnesses, nature of case, and verdict or judgment. Arr. chron. by date of session. Hdw. Aver. 50 pp. 7 1/2 x 6 1/2 x 1/2. Vault.

- 41. (COURT PAPERS), 1840-46, 1852--. Est. 100,000 papers in 255 f.d., 3 boxes (dated; 39 f.d. labeled by type of procedure; 183 f.d. by term of court). 3 boxes, scattered dates 1840-1916, not titled.

Original papers in all proceedings of the circuit court. Contains: (Return Process), 1873--, entry 60; (Venire Facias), 1873-45, entry ; (Report of Grand Jury), 1873--, entry 146; (School Commissioners), 1879-82, entry 153. Arr. chron. by court terms. Hdw. and typed; hdw. and typed on ptd. form. F.d. 10 x 5 x 13; box 13 x 12 x 18, 20 x 17 x 14. 3 boxes, 1840-1916 scattered dates, garret; 39 f.d., 1852--, clerk's vault.

*33 f.d., 1852-78, 1881-96, jury room; 322 f.d., 1873; clerk's vault*

- 42. RULES OF THE CIRCUIT COURT, 1859. 1 vol.

Record of rules of court established by the circuit court. Arr. chron. by date of rule. Hdw. 18 pp. 14 x 8 1/2 x 1/4. Clerk's office.

- 43. COURT DOCKET, 1825-27, 1829--. 323 vols. (dated by court term; 217 vols. labeled by liber of clerk).

Record of proceedings in all civil and criminal cases, including appeals from the justices of the peace, giving case no., names of attorney, plf. and deft., proceedings in the case, itemized statement of costs, and names of witnesses. Contains: Court Minutes, 1889--, entry 40; Miscellaneous Proceedings, 1913--. Arr. numer. by case no. within type of procedure. Indexed alph. by name of plaintiff in civil cases, and alph. by name of defendant in criminal cases. Hdw., index 1936--typed. Aver. 200 pp. 17 x 11 x 1, 18 x 11 x 1 1/2. 47 vols., scattered dates, 1825-58, garret; 276 vols., scattered dates 1829-58 and 1859--, vault.

- 44. CRIMINAL INDEX, 1908--. 2 vols. (dated; O.D.C.; J.E.B.;

Arr. alph. by name of deft., giving name of plf.; folio, case no., kind of docket, court term, and year. Hdw. under ptd. head. Aver. 200 pp. 18 x 12 x 1 1/2.

- 45. COURT DOCKET (Judge), 1894-1907. 38 vols. (dated by court term).

Record of proceedings in civil and criminal cases, for the use of the judge, giving case no., name of attorney, date, names of plaintiff and defendant, proceedings in the case, and verdict or judgment. Arr. numer. by case no. within type of procedure. Hdw. Aver. 65 pp. 14 x 8 1/2 x 1/2. Garret.

46. **CRIERS DOCKET**, 1895-1906, 1935-38. 9 vols.  
Record of proceedings in civil and criminal cases, for use of the court crier, giving case no., name of attorney, date, names of plaintiff and deft., and proceedings in the case. Arr. numer. by case no. within type of procedure. Hdw. Aver. 65 pp. 14 x 8 $\frac{1}{2}$  x 1 $\frac{1}{2}$ . 15 $\frac{1}{2}$  x 10 $\frac{1}{2}$  x 1. 8 vols., 1895-1906, garret; 1 vol., 1935-38, vault.
47. **STET DOCKET**, 1876--. 3 vols. (numbered and labeled by liber of clerk; 1 vol. also dated).  
Record of statted cases, giving court term, names of attorney, plf. and deft., case no., and proceedings in the case. Arr. chron. by date of recording. Indexed alph. by names of plf. and deft., direct and reverse. Hdw. Aver. 400 pp. 18 x 12 x 2 $\frac{1}{2}$ . Vault.
48. **RECOGNIZANCE DOCKET**, 1914--. 2 vols. (No. 1, O.D.C.; No. 1, B.B.). 1742-1913 in Deed Record, entry 77.  
Record of recognizances before magistrates and in open court, giving name of deft., charge, amount of bond, names of sureties, and date filed. Arr. chron. by date of filing. Indexed alph. by name of deft. Hdw. Aver. 200 pp. 18 x 12 x 1 $\frac{1}{2}$ . Clerk's vault.
49. **GRAND JURY (Witnesses)**, 1920--. 2 vols.  
Record of witnesses called before grand jury, giving name of juror, days in attendance, mileage, and amount paid. Arr. alph. by name of juror for each term. Hdw. Aver. 130 pp. 15 $\frac{1}{2}$  x 9 $\frac{1}{2}$  x 1. Clerk's vault.
50. **WITNESS DOCKET**, 1895-99, 1901-03. 4 vols. (dated; also labeled by court terms).  
Lists of witnesses appearing before the grand jury and in court trials, giving names of plf. and deft., and case no. Grand jury witnesses arr. alph. by name of witness; others numer. by case no. within type of procedure. Hdw. Aver. 60 pp. 14 x 8 $\frac{1}{2}$  x 1 $\frac{1}{2}$ . Courthouse attic.
51. **(MISCELLANEOUS PROCEEDINGS)**, 1913--. In Court Docket, entry 43  
Record of proceedings in miscellaneous court proceedings, including registration appeals, habeas corpus, mandamus and lunacy cases, commitments of habitual drunkards and insane paupers, and remonstrances, giving date, names of attorneys, docket no., names of plf. and deft., dates and nature of proceedings, decision and costs.
52. **INDEX TO COURT AND MAGISTRATE'S JUDGMENTS**, 1935--. 2 vols. (A-Z Defendants; A-Z Plaintiff).  
Cott key system arr. alph. by name of deft., giving name of plf., docket no., court term, year, liber and folio of court record; in magistrates judgments, vol. no., folio, and date filed for record. Separate vol. for plf. and deft. with a cross index. Aver. 250 pp. 18 x 12 x 3. Clerk's vault.
53. **TRANSCRIPT DOCKET**, 1818-24, 1846--. 15 vols. (numbered and labeled by liber of successive clerks; 3 vols. also dated).  
Record of unfinished cases transcribed from the Court Docket, entry , giving date, names of plf. and deft., court term, case no., type of do-

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cket, proceedings in the case, itemized list of costs, and final disposition. Arr. chron. by date of recording within type of procedure. 13 vols., 1846--indexed alph. by names of plf. and def., direct and reverse. Hdw. Aver. 425 pp. 15 x 11 x 2, 18 x 12 $\frac{1}{2}$  x 3. Vault.

54. GROUP INDEX TO TRANSCRIPT DOCKET, 1910-34. 1 vol. (Defendants). General index to court judgments recorded in Transcript Docket, entry 53 arr. alph. by name of def., giving name of plf., and liber and folio of record. 600 pp. 11 $\frac{1}{2}$  x 18 x 4. Clerk's vault.

55. (DOCKET, MUTUAL INSURANCE COMPANY JUDGMENTS), 1868-99. 2 vols. Brief record of judgments against the policy holders of the Mutual Fire Insurance Company of Somerset and Worcester Counties, giving names of def. and plf., dates power of attorney filed, summons issued, judgment confessed, amount of judgment, and costs. Hdw. Arr. chron. by date of recording. Aver. 100 pp. 13 x 8 x  $\frac{1}{2}$ . Clerk's vault.

56. COURT PROCEEDINGS, 1769, 1796--. 19 vols. (A.B., 1-15; 3 vols. also labeled by liber of clerk). Title varies: Record Book, 2 vols., 1802-12, 1817-26; Docket, 1 vol., 1838-46. 1 vol., 1812-16, not titled. 1778-79 in liber K, Deed Record. 79  
*(Judicial Sales)*  
Transcript of the proceedings in the sale of real and personal property in judicials, giving names of plf. and def., copy of narrative, appearances in court, amount of judgment and claims, copy of note, agreement of counsel as to amount in question, memorandum of judgment, fieri facias, description of property seized in sheriff's levy, certificate of publication, sheriff's sale, description of land and property sold, sheriff's special return, amount of sale, amount paid for fees and taxes, amount remaining, and order of court to record proceedings. Contains: Liquor Licenses, 1769, 1796-1825, entry 115; Boundaries, 1796-1850, entry 58; Divisions of Real Estates, 1796-1883, entry 59; Tax Sales, 1877-1929, entry 57; Election Returns, 1897-1932, entry ; Official Commissions, 1885--, entry ; Insolvents, 1812-80, entry 61; Naturalization, 1803-1909, entry ; Voters Affidavits, 1909-18, entry 36; Inquisitions, 1796-1825, entry 73; Record of Ditches, 1796-1812, 50 Arr. chron. by date of recording. Indexed alph. by name of plf. and def. direct and reverse, in judicials, alph. by name of party concerned in other proceedings. Hdw. 1769, 1796-1923; typed 1924--. Aver. 540 pp. 17 x 11 x 2 $\frac{1}{2}$ , 18 x 12 x 3. Vault.

57. (TAX SALES), 1877--. 1877-1928 in Court Proceedings, entry 56. 1929--in Chancery Record, entry 64.  
Full record of proceedings in tax sales, including treasurer's report citing taxpayer's delinquency and the execution of legally required measures of notification, report of the sale, certificate of publication, order nisi, final order of ratification and order of court to record proceedings.

58. (*Boundaries*) (LAND-COMMISSIONS) 1796-1850. In Court Proceedings, entry 56  
Record of proceedings of commissioners appointed to establish the boundaries of tracts of land, giving name of petitioner, date, description of land, names of commissioners, terms of commission, qualification of commissioners, commissioners return, deposition of witnesses, signature of clerk of court, and date of recording.

59. (PETITIONS TO DIVIDE REAL ESTATE), 1796-1883. In Court Proceedings, entry 56.  
Record of petitions by and for heirs to determine valuations in the division of real estate of deceased persons, giving names of petitioners and commissioners appointed by court, report of the commissioners' appraised value, courses and distances of the divisions agreed upon, name of surveyor, and final ratification by the court.

60. (RETURN PROCESS), 1873--. In Court Papers, entry 41  
Certificates from clerks of other counties, showing receipt of process served in those counties, returnable in Worcester county, giving names of plaintiff and defendant, case no., court term, nature of process, person served, date returnable, date issued, signature of the clerk of Worcester County, date of receipt of process, and signature of the clerk of the other county.

61. INSOLVENT RECORD, 1881--. 2 vols. (I.T.M. No.1; F.H.P. No. 2; also dated). Last entry 1936. 1812-1880 in Court Proceedings, entry 56  
Copies of petitions in insolvency, giving name of insolvent, schedule and description of property, list of debts, affidavits, bonds of preliminary and permanent trustee, exhibits, order of sale, report of sale, clerk's certificate, printer's certificate, order of court in discharge, auditor's report, order nisi, distribution, trustee's deed, and final ratification. Arr. chron. by date of recording. Indexed alph. by name of insolvent. Hdw. Aver. 450 pp. 18 x 12 x 2½.

#### Equity Proceedings

62. CHANCERY DOCKET, 1822--. 16 vols. (labeled by case no. contained; 11 vols. also labeled by liber of clerk; 8 vols. also dated).  
Brief record of proceedings in equity, giving case no., names of attorneys, date, names of plf. and def., proceedings in the case, and itemized list of costs. Contains: (Adoptions), 1918--<sup>69</sup> Arr. numer. by case no. Indexed alph. by names of plf. and def., direct and reverse, 1822-1910. Also separate index, 1910--, entry . Hdw. Aver. 250 pp. 18 x 12 x 1, 18 x 13 x 3. Vault.

63. CHANCERY INDEX (Docket), 1910--. 2 vols. (O.D.C.; B.B.; also labeled by case no. contained).  
Index to chancery docket, arr. alph. by names of plf. and def., direct and reverse, giving case no., and type of instrument. Hdw. Aver. 200 pp. 18 x 12 x 1. Vault.

64. CHANCERY RECORD, 1818--. 42 vols. (1-4 2; 30 vols. labeled by liber of clerk).

Full record of proceedings of the circuit court, sitting as a court of equity, giving bill of complaint, subpoenas and other process, decrees pro confesso, answers, pleas, demurrers, and final decree. Contains: (Foreclosures), 1818--, entry 65; Divorce Decrees, 1879-1907, entry ; 72 (Receipts and Releases), 1818--, entry 70; Personal Audits, 1919--, entry 71; (Tax Sales), 1929-57. Arr. numer. by case no. Indexed alph. by names of plf. and def., direct and reverse? 2 vols., 1835-53, not indexed. Hdw. 1818-95; typed 1896--. Aver. 600 pp. 16 x 12 x 2, 18 x 12 x 3. Vault.

65. (FORECLOSURES), 1818--. In Chancery Record, entry 64. Copies of the papers in the sale of land under foreclosure of mortgages, giving names of plf. and def., copy of mortgage describing land, amount of mortgage, name of assignee, report of sale, amount of sale less fees and costs, balance for mortgagor, certificate of publisher, order nisi, final order of ratification, and statement of mortgage claim, affidavits, and exhibits.

66. INDEX OF PLAINTIFFS AND DEFENDANTS EQUITY DECREES, 1908--. 1 vol. (O.D.C. No. 1, 1908 to ). Record of court decree for unpaid balance, after final ratification in foreclosure suits, giving names of def. and plf., amount of decree, date, and case no. Arr. alph. by name of def. Hdw. 200 pp. 18 x 12 x 1 1/2.

67. CLAIMS DOCKET, 1886--. 1 vol. (1886 J.W.S.). Record of claims against estates in equity cases, giving name of deceased, equity case no., name of receiver or trustee, date claim filed, names of claimants, no. of claim, character of claim, and where recorded. Arr. chron. by date of filing within estate. Indexed alph. by name of deceased. Hdw. under ptd. head. 336 pp. 19 x 12 1/2 x 2. Vault.

68. (CHANCERY PAPERS), 1824--. Est. 9,800 papers in 193 f.d. (labeled by case no. contained). Original papers in Chancery Proceedings, recorded in Chancery Record, entry 64. Arr. numer. by case no. Hdw. and hdw. on ptd. form; typed on ptd. form. 10 x 5 x 13. Clerk's vault.

69. (ADOPTIONS), 1918--. In Chancery Docket, entry 62. Record of proceedings in adoptions, giving names of petitioners, date, petition and affidavit, consent statement filed, decree for adoption, and change of name.

70. (RECEIPTS AND RELEASES), 1818--. In Chancery Record, entry 64. Copies of receipts and releases from heirs and others for money received, giving names of payee and trustee, amount received, date of release, affidavit before justice of the peace or notary public, and signature of payee and witness.

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71. PERSONAL AUDITS, 1890-1918. 1 vol. (F.H.P.No.1). 1816-89, 1919--in Chancery Record, entry 64. Discontinued. Copies of auditors' reports filed in equity proceedings, giving names of plf. and deft., equity case no., itemized list of receipts from sales or creditors, amount of fees, costs, balance for distribution, and date of final ratification. Arr. chron. by date of recording. Indexed alph. by name of deft. Hdw. 300 pp. 18 x 12 x 2. Clerk's vault.

72. DIVORCE DECREES, 1908--. 2 vols. (dated; No. 1, O.D.C.No.1. J.E.B.). 1879-1907 in Chancery Record. 64. Copies of decrees in divorce proceedings, giving names of complainant and respondent, equity case no., date of decree, terms of decree, costs charged to whom, and signature of judge. Arr. chron. by date of recording. Indexed alph. by names of complainant and respondent, direct and reverse. Typed. Aver. 200 pp. 18½ x 12 x 2. Vault.

Naturalization Proceedings

73. RECORD OF DECLARATION OF INTENTION, March 1910-June 1911. 1 vol. Discontinued. 1904-9 in Court Proceedings, entry 56. (1912--in Federal Court). 1803-1909. Record of declarations of intention to become citizens of the United States, giving name of declarant, address, occupation, age, personal description, race, nationality, place of birth, date of birth, marital status, name of spouse, date and place of marriage, place and date of birth of spouse, date and place of entry, no. of children, date and place of birth and residence of each, date of declaration of intention, court where declared, date of arrival in the United States, port of origin, port of entry, name of vessel and certification of the clerk of court. Arr. chron. by date of declaration. Indexed alph. by name of declarant. Hdw. on ptd. form.

Justice of the Peace Records

74. MAGISTRATES JUDGMENTS, 1836-51, 1862--. 6 vols. (4 vols. numbered and labeled by liber of clerk; 2 vols. also dated). Title varies: Magistrates Record Copies of Judgments. 1 vol. 1836-51. 1 vol. 1862-9, not titled. Short copies of magistrates judgments, giving names of plf. and deft., amount of debt, date deft. summoned, constable's return, date of trial, judgment by trial ex parte, amount of judgment and costs, date filed, signature of magistrate, and date satisfied. Arr. numer. by case no. Indexed alph. by names of plf. and deft. direct and reverse. Hdw. Aver. 300 pp. 17½ x 12 x 2.

75. MAGISTRATES JUDGMENTS RECORDED, 1907--. 1,500 papers in 2 f.d. Copies of magistrates judgments and releases, recorded in Magistrates Judgments, entry 74. No orderly arrangement. Hdw.; hdw. on ptd. form; releases typed. 10 x 5 x 13. Clerk's vault.

76. DOCKET (Justices of the Peace), 1841--. 178 vols. (dated; labeled variously by name of justices, and type of case included).

Record of civil and criminal proceedings before justices of the peace, giving case no., names of plf. and def., date, proceedings in the case, judgment or verdict, costs, and signature of the justice of the peace. Arr. numer. by case no. Indexed alph. by name of plf. and def., direct and reverse. Hdw. Aver. 250 pp. 7 x 5 x 1, 18 x 12 x 3. Vault.

Property Records

Real Property

(Aa-az except A.F.A.) AF-

77. DEED RECORD, 1742-1815, 1818--. 187 vols. (37 vols. labeled A-Z except J; A.A. - A.Z. except AI (destroyed); 140 vols. numbered and labeled by liber of clerk). 47 vols. 1742-1815, 1818-35, not titled.

Copies of instruments pertaining to real property including deeds, powers of attorney, leases, right-of-ways, articles of agreement, and assignments. Contains: Mortgages, 1742-1921, entry 86; Chattel Mortgages, 1742-1921, entries 89; Manumissions, 1784-1865, entry 147; Court Proceedings, 1778-79, entry 56; Indentures, 1742-1855, entry 148; Official Commissions, 1792-1884, entry ; Bond Record, 1742-1901, entry 140; Recognizances, 1742-1913, entry 48; Bills of Sale, 1792-1921, entry 90; Incorporations, 1856-64, entry 102; Certificate of Destruction of Ballots, 1890-1900, entry 51; Appraisal of Orphans Property, 1742-75, entry ; (Register of Wills); Plats, 1742-1915, entry ; Oaths of Office, 1742-84, entry . Arr. chron. by date of recording. Indexed alph. by name of grantor. 3 vols., 1902-3, not indexed. Separate indexed, entries . Hdw. 1742-April, 1904; typed May 1904--. Aver. 600 pp. 18 x 12 x 3. Vault.

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78. INDEX TO LAND RECORD, GRANTEES, 1918--. 8 vols. (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).  
Cott Family System, arr. alph. by name of grantee, giving family and given name of grantee, name of grantor, date of instrument, month, day, year, kind of instrument, land record, liber no., folio, and location. Banks in B Book, churches and cemeteries in C Book, lodges in L Book, and railroads in R Book. Sub-index in front of vols., arr. alph. by family name, giving page no. each name begins in index. Arr. chron. by date of record. Hdw. under ptd. head. Aver. 250 pp. 16 x 9 $\frac{1}{2}$  x 3 $\frac{1}{2}$ . Clerk's vault.

79. INDEX TO LAND RECORDS, GRANTORS, 1918--. 8 vols. (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).  
Cott Family System, arr. alph. by name of grantor, giving family and given name of grantor, name of grantee, date of instrument, month, day, year, kind of instrument, land record, liber no., folio, and location. Banks in B Book, churches and cemeteries in C Book, lodges in L Book, and railroads in R Book. Sub-index in front of vols., arr. alph. by family name, giving page no. each name begins in index. Arr. chron. by date of record. Hdw. under ptd. head. Aver. 250 pp. 16 x 9 $\frac{1}{2}$  x 3 $\frac{1}{2}$ . Clerk's vault.

80. INDEX TO LAND RECORDS, 1876-1917. 5 vols. (A-B-C, D to H, I to O, P to S, T to Z).

Cott Key system arr. alph. by name of grantor, and grantee, direct and reverse, giving date of instrument, day, month, year, surname, given name, to or from, kind of instrument, where recorded, book no., and page. Corporations in T to Z book, p. 367. Firms, p. 507, Building and Loan Associations, p. 519. Arr. chron. by date of recording. Typed under ptd. head. Aver. 250 pp. 18 x 14 x 3. Clerk's vault.

81. GENERAL INDEX DEEDS, 1876-1917. 6 vols. (No. 1-6 dated).

Arr. alph. by name of grantor and grantee, direct and reverse, giving year, month and day, type of instrument, liber no. and folio, where recorded. Corporations, firms, and building associations arranged separately, rear of each vol. Hdw. under ptd. head. Aver. 650 pp. 18 x 12 x 4. Clerk's vault.

82. GENERAL ALPHABET INDEX, (Grantees), 1742-1876. 3 vols. (No. 4, 6).

General index to deeds, arr. alph. by name of grantee, showing name of grantor, type of instrument and liber no, where recorded. Hdw. Aver. 600 pp. 17½ x 11 x 3½. Discontinued. Clerk's vault.

83. GENERAL ALPHABET INDEX (Grantors), 1742-1876. 3 vols. (2 vols. numbered).

General index to deeds, arr. alph. by name of grantor, showing information as in entry . Hdw. Aver. 600 pp. 17½ x 11 x 3½. Clerk's vault.

84. GENERAL ALPHABET INDEX, 1742-1844. 1 vol. (Nos. 1, 2).

Original vol. grantee index, transcribed in entry . Hdw. 600 pp. 17½ x 11 x 3½. Clerk's vault.

85. (RECORDED DEEDS, MORTGAGES, ETC.), 1742--. Est. 48,000 papers in 161 f.d. (dated).

Original instruments recorded in Deed Record, entry 77. Arr. chron. by date filed. Hdw. 1742-1806; hdw. and hdw. on ptd. form 1807-1879; hdw. and typed on ptd. form 1880--? 10 x 5 x 14. Clerk's vault.

86. MORTGAGE RECORD, 1921--. 21 vols. (numbered and labeled by liber of successive clerks). 2 vols. 1927--, subtitled Berlin B. & L. Assn.); ; vol., 1934--, subtitled Federal Land Bank and Land Bank Comr. Mortgs. 1742-1920 in Deed Record, entry 77.

Copies of instruments relating to land mortgages, giving date, names of mortgagor and mortgagee, description of property, amount of mortgage, interest rate, and dates of assignment, recording, and release. Contains: Chattel Mortgages, 1921-35, entry 89. Arr. chron. by date of recording. Indexed alph. by name of mortgagee; also separate indexes, 1914-17, 1921--, entries . Typed; typed on ptd. form. Aver. 600 pp. 18 x 12 x 3. Vault.

87. INDEX TO MORTGAGES, 1925---. 2 vols. (A-K, L-Z, beginning April 1, 1925).

Arr. alph. by name of mortgagor and mortgagee, direct and reverse, giving date, type of instrument, liber no., and folio where recorded. Corporations indexed by initial of name. Aver. 500 pp. 12 x 18 x 3.

For general index to mortgages, 1742-1924, see General Indexes to Land Record, entries .

88. RELEASED MORTGAGES, 1882---. Est. 4,350 papers in 29 f.d.

Original land mortgages 1882--, chattel mortgages 1921--, and crop liens 1933--, giving names of mortgagor and mortgagee, lienor or lienee, description of land or property, amount of loan, terms of repayment, interest rates, certificate of clerk stating date satisfied, and amount paid. Arr. chron. by date satisfied. Hdw.; typed; hdw. and typed on ptd. form. 10 x 5 x 13. Vault.

### Personal Property

89. CHATTEL RECORD, 1935---. 4 vols. (3 vols. numbered; 2 vols. B. B.; J.E.B.). 1742-1920, in Land record, entry ; 1921-34 in Mortgage Record, entry 86).

Copies of instruments relating to personal property including bills of sale and chattel mortgages, giving type of instrument, date, name of grantor or mortgagor, grantee or mortgagee, amount of money involved, description of property, signature of grantor or mortgagor, certification of notary, and date of recording and release. Arr. chron. by date of recording. Indexed alph. by names of grantor or mortgagor, grantee or mortgagee, direct and reverse. Typed. Aver. 450 pp. 18 x 12 x 2½. Vault.

90. INDEX TO MORTGAGES AND BILLS OF SALE, 1914-17. 1 vol. (O.D.C.) 1742-1913, 1918-24, in General Index to Land, entries . 80

Campbell index, arr. alph. by names of grantor and grantee, direct and reverse, giving date, type of instrument, and liber no., and folio where recorded. Hdw. under ptd. head. Aver. 504 pp. 18 x 12 x 3. Clerk's vault.

91. CONDITIONAL CONTRACT OF SALES DOCKET, 1917---. 6 vols. (4 vols. numbered; 3 vols. also labeled by liber of clerk).

Record of conveyances of goods and chattels in which the transfer of title is made conditional on a number of deferred payments, giving names of vendor and vendee, date of filing, date of contract, property conveyed, name of witness, amount of money involved, when and how payable, if assigned, remarks, and if discharged. Arr. chron. by date of filing. Indexed alph. by names of vendor and vendee, direct and reverse. Hdw. under ptd. head. Aver. 200 pp. 18 x 12½ x 2½. Vault.

92. RELEASED CONDITIONAL SALES CONTRACT, 1921---. 730 papers in 2 f.d.

Original Conditional Sales Contracts recorded in Conditional Contract of Sales Docket, entry . 1 f.d. 1921-37, arr. chron. by date of filing; 1 f.d. 1931--, no orderly arrangement. Hdw.; and typed; hdw. and typed on ptd. forms. 10 x 5 x 13. Clerk's vault.

Liens

93. MECHANICS LIEN RECORD, 1869--. 3 vols. (No.1, O.D.C.: No. 2, F.H.3.). 1 vol., 1869-96, not titled. Record of claims for money due for labor or materials, giving names of lienor and lienee, amount of claim, description and location of building and material, certification of notary, itemized list of claims, and date of recording. 2 vols. 1897--indexed alph. by names of lienor and lienee, direct and reverse. Hdw. Aver. 225 pp. 13 x 8 $\frac{1}{2}$  x 1, 18 x 12 x 2. Vault.
94. MECHANICS LIENS, 1868--. 150 papers in 1 f.d. Original papers filed in mechanics liens, recorded in Mechanics Lien Record, entry 93. Contains: (Application for Stallion Licenses), 1910-33, entry 20: Boat Liens, 1868--, entry 96. Arr. chron. by date filed. Hdw., hdw. and typed on ptd. form. 10 x 5 x 13. Clerk's vault.
95. BOAT LIEN DOCKET, 1867--. 2 vols. (1,2). Last entry 1924. Record of claims for money due for labor or materials, giving names of lienor and lienee, amount of claim, name of boat, new construction or repairs, waters to be used in, description of boat and material, itemized list of claims, and date of recording. Arr. chron. by date of recording. Hdw. Aver. 80 pp. 13 x 8 x  $\frac{1}{2}$ . Vault.
96. (BOAT LIENS, 1868--). In Mechanics Liens, entry . 94 Original papers filed in boat liens, recorded in Boat Lien Docket, entry 95.
97. CROP LIENS RECORDS, 1933--. 2 vols. (B.B.No. 1-2). Copies of crop liens for money, seed, and fertilizer advanced by federal corporation, corporations and individuals, giving names of lienee, lienor, amount advanced, terms, location and description of chattels and/or crops, assignments, if any, acknowledgments, and releases. Arr. chron. by date filed. Indexed alph. by name of lienee or mortgagee, lienor or mortgagor, direct and reverse. Typed; releases hdw. and typed. Aver. 475 pp. 18 x 12 x 3. Clerk's vault.
98. FEDERAL FARM CREDIT LIEN BOOK, 1935--. 1 vol. (B.B. No. 27). Copies of crop and chattel mortgages, giving day, month, year, and hour filed, names of mortgagor or lienor, mortgagee or lienee, amount advanced, duration of loan, description and location of chattels and crops, record of assignment if any, and date of release. Arr. chron. by date filed. Indexed alph. by name of lienor and lienee, direct and reverse. Typed on ptd. form; releases hdw. 600 pp. 18 x 12 x 3. Clerk's vault.
99. STALLION LIEN DOCKET, 1908-22. 1 vol. (dated; O.D.C.). Record of liens filed for services of licensed horse or jack, giving date, license no., name of horse or jack, description of mares, name and address of owner, amount of fee, name of lienee, and date filed. Arr. chron. by date of recording. Hdw. 200 pp. (12 used) 8 x 13 x  $\frac{1}{2}$ . Clerk's vault.

Plats

100. PLAT BOOK, 1916--. 2 vols. (No.1-2, O.D.C.).  
Plats of parcels of land filed with deeds, including subdivisions, farms, roads, and streets. Arr. numer. by plat no. Indexed alph. by name of property. Ptd. Aver. 45 pp. 22 $\frac{1}{2}$  x 18 $\frac{1}{2}$  x 2, 38 x 30 x 2. Vault.

101. PLAT BOOK STATE ROAD COMMISSION OF MARYLAND, 1932--. 1 vol. (No. 3, B.B.).  
Copies of plats of right-of-way for roads, filed by state roads commission, giving contract no., plat no., name of road and scale, date, and name of draftsman. Arr. chron. by date received. Ptd. 44 pp. 15 x 30 x 1 $\frac{1}{2}$ .

INCORPORATION RECORDS

102. INCORPORATION RECORD, 1868--. 3 vols. (No.1-2, F.P.H.; No.1, S.M.C.). Title varies: Church Record, 1 vol. 1868-94. 1856-64 in Deed Record; 1875-82 in Corporation, Druggist Licenses, entry 116; Churches, 1803-4, in Church Record, entry 103  
Copies of incorporation papers of business units, societies, churches, and fire companies, including articles of incorporation, articles of amendment, stock issuance, statements, articles of dissolution, articles of revival, merger agreements, giving name of corporation, names and addresses of the incorporators, purposes of the corporation, date of incorporation, names of witnesses, certification of notary public, date of receipt and approval by the State Tax Commission 1916--, where recorded in the Charter, records of the State Tax Commission, certification by the judge of circuit court 1868-1915. by the State Tax Commission, 1916--amount of Capital, amount of bonus tax, recording fee and date of recording by the clerk of the court. Arr. chron. by date of recording. Indexed alph. by name of corporation. Hdw, 1868-1925; typed 1926--. Aver. 230 pp. 13 $\frac{1}{2}$  x 8 x  $\frac{1}{2}$ , 18 $\frac{1}{2}$  x 12 x 2, Vault.

103. CHURCH RECORD, 1803-<sup>34</sup>. 1 vol. (dated) 1856-64 in Deed Record, entry 77; 1868--in Incorporation Record, entry 102.  
Copies of articles of incorporation of churches, giving date, names of incorporators, names of witnesses, and date of recording. Hdw. 58 pp. 12 $\frac{1}{2}$  x 8 $\frac{1}{2}$ . Vault.

104. RECORDED ACTS OF INCORPORATION, 1879--. Est. 190 papers in 2 f.d.  
Original papers of incorporations recorded in Incorporation Record, entry 102. Arr. chron. by date of filing. Hdw., hdw. on ptd. form; typed. 10 x 5 x 13. Clerk's vault.

Licenses

Professional

105. REGISTRY OF MIDWIVES, PHYSICIANS & SURGEONS, 1894--. 1 vol. (dated; No. 1, F.H.P.).  
Record licenses or certificates granted to physicians, surgeons, midwives, chiropradists, chiropractors and osteopaths, giving name of li-

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censee, form of application, date of certificate, and remarks. Arr. alph. by name of licensee. Hdw. under ptd. head. 26 pp. 18 x 14 x  $\frac{1}{2}$ . Vault.

106. OPTOMETRY REGISTER, 1914--. 1 vol. (No.1, O.D.C.) Last entry 1924.

Record of certificates granted to optometrists, giving name of licensee, form of application, date of application, date of certificate, and remarks. Arr. chron. by date of recording. Hdw. 200 pp. (5 used) ~~8~~ x 9 x 1. 14

107. PHYSICIANS AND SURGEONS APPLICATIONS FOR REGISTRATION, 1894.

Est. 30 papers in 1 bundle.

Original applications for physician's and surgeons registration, recorded in Registry of Midwives, Physicians, & Surgeons, entry . Arr. chron. by date filed. Hdw., hdw. on ptd. form.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x 3. Garret.

Traders and Miscellaneous

108. LICENSE RECORD, 1878--. 12 vols. (dated; 6 vols. numbered and labeled by liber of clerk). Title varies: Ledger, 1 vol., 1938--. ~~9~~ vols. 1878-1903, not titled. 1874-75, in Corporation Druggist Licenses, entry 116.

Record of traders and miscellaneous licenses issued, giving date of issue, name of licensee, location of licensed establishment, amount of stock, type of license, and amount of fee. Contains: Liquor Licenses, 1903-8, entry ; (Beer and Wine Licenses), 1933--, entry 112; (Crabbers License), 1916--, entry 119. Arr. chron. by date of issue, within type of license. Hdw.; hdw. under ptd. head. Aver. 140 pp. 17 x 15 x  $1\frac{1}{2}$ . Vault.

- × 109. (APPLICATION FOR TRADER'S LICENSE), 1912-22, 1927-29. Est. 1,840 papers in 7 bundles.

Original applications for traders' and miscellaneous licenses, giving name of business, name of proprietor, name of applicant, applicant's relation to the business, location of place of business, nature of business conducted, amount of stock, tax assessments of applicant, and certification of clerk of the court, justice of the peace, or notary public. Arr. chron. by date of certification. Hdw. on ptd. form. 3 x  $8\frac{1}{2}$  x 4. Garret.

110. APPLICATIONS FOR FEMALE TRADERS' LICENSES, 1896-99. Est. 212 papers in 1 bundle.

Original petitions to the circuit court for an order to the clerk of the court to issue a license to trade as a female trader, giving date, and signature of applicant. Arr. chron. by date filed. Hdw.; hdw. on ptd. form; typed.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x 3. Garret.

111. (TRADERS' LICENSES), 1935-37. Est. 2,469 papers in 7 bundles.

Certificates attesting that licenses have been issued, giving name of licensee, address, kind of certificate, cost, clerk's fee, total, and date issued. Arr. numer. by license no. under various types.? Typed on ptd. form. 7 x 8 x 2. Garret.

112. (BEER AND WINE LICENSES), 1934--. In License Record, (Ledger), entry /08.  
Record of beer and wine of all classes issued, giving date of issue, name of license, location of licensed establishment, class of license, no. of license, and amount of fees.
113. APPLICATIONS FOR BEER LICENSES, March 1936-April 3, 1937. 73 papers in 1 bundle.  
Application for beer and wine licenses, giving name of applicant, address, length of residence in the state, location of licensed establishment, owner of premises, amount of fee and costs, and signature of applicant; also includes notarization, and names of ten endorsers with certifications. Arr. chron. by date of issue. Hdw. on ptd. form.  $8\frac{1}{2}$  x 3 x 4. Garret.
114. LIQUOR LICENSE#PETITION DOCKET, 1906-7. 1 vol.  
Brief record of petitions filed by hotel keepers for licenses to sell spirituous liquor, giving case no, name of petitioner, name and location of hotel, date filed, date protest filed, date license granted or refused, names of witnesses, and costs. Arr. chron. by date filed. Hdw. 130 pp. (18 used)  $13\frac{1}{2}$  x 8 x  $\frac{1}{2}$ . Clerk's vault.
115. (LIQUOR LICENSES), 1882-91, 1894-1907. Est. 650 papers in 24 bundles.  
Applications for liquor licenses, giving name of applicant, address, length of residence in the state, location of licensed establishment, owner of premises, amount of fee and costs, date, signature of applicant, notarization, and names and addresses of ten endorsers; also includes petitions and papers in the proceedings against issuing license. Arr. numer. by application no. Hdw. on ptd. form.  $8\frac{1}{2}$  x  $3\frac{1}{2}$  x  $2\frac{1}{2}$ . Garret.
116. CORPORATIONS#DRUGGIST LICENSES, 1874-75. 1 vol.  
Copies of petitions and recommendations for druggist, to sell spirituous liquor, giving date filed, name of druggist, location, names of persons recommending, and date license expires. Contains: Incorporations, 1875-82, entry /02. 7 pp. Election Returns, 1874, entry /32. (Voting on Sale of Liquor). Arr. chron. by date filed. Hdw. 120 pp. (50 used)  $13\frac{1}{2}$  x 8 x  $\frac{1}{2}$ . Clerk's vault.
117. (HUNTING LICENSES), 1919-20, 1926-29, 1934-35. Est. 7000 stubs in 7 bundles.  
Stub record of resident and nonresident county and state-wide hunting licenses issued, giving no., of license, type of license, name of licensee, age, occupation, address, county, state, color, color of hair, color of eyes, height, date of issue, and amount of fee. Arr. numer. by license no. Hdw. on ptd. form. 8 x 3 x 5. Garret.

118. (DUCK BLIND LICENSE), 1934-35. 5 vols.  
Stub record of duck blind licenses issued, giving license no., amount of fee, name of shore owner, name of licensee, address, exact location of blind, name of body of water, date of issue, and signature of clerk of court. Arr. numer. by license no. Hdw. on ptd. form. Aver. 25 pp. 5 x 7 x  $\frac{1}{4}$ . Garret.

119. (CRABBERS LICENSES), 1916--. In License Record, entry 108.  
Record of licenses issued for the taking or catching of crabs, giving date of issue, name of licensee, no. of license, residence, and amount of fee.

120. (APPLICATION FOR STALLION AND JACK LICENSES AND LIENS), 1910-33. In Mechanics Liens, entry 94.  
Applications for licenses for stallion and jack, giving name of owner or agent, age, pedigree and description of horse or jack, and fees for services; also liens giving name of owner and description of mare served, and amount of fees owing.

121. (APPLICATION FOR STALLION LICENSES), 1894-1914. Est. 150 papers in 1 bundle. 1910-33 in Mechanics Liens, entry 94.  
Original applications for stallion licenses, recorded in application for Stallion and Jack Licenses and Liens, entry 120. Arr. chron. by date filed. Hdw.; typed. 10 x 4 x  $4\frac{1}{2}$ . Garret

122. RECORD OF MARRIAGE Vital Statistics

122. RECORD OF MARRIAGE LICENSES, 1795--. 7 vols. (dated; 6 vols. 1-6; 4 vols. also labeled by liber of clerk).  
Record of marriages, giving date of license, name, age, color, marital condition of both parties, if related, residence of male, date of marriage, name of minister, place, and date certificate returned. 1 vol., 1795-1866, gives date, names of male and female, and color. 1 vol., 1795-1866 arr. chron. by date license issued; 6 vols., 1866--., arr. alph. by name of male. Aver. 250 pp. 18 x 13 x 4, 19 x 13 x  $3\frac{1}{2}$ .

123. APPLICATIONS FOR MARRIAGE LICENSE, 1866--. 20 vols. (dated; labeled by liber of clerk; 1 vol. also numbered).  
Original applications for marriage licenses, giving date, names of applicants, address, age, color, marital status, relationship, and signature of clerk ~~and~~ applicant; 1938--., gives date and hour license applied for, and date and hour license issued. Arr. chron. by date of application. Hdw. on ptd. form, 1886-1937; typed on ptd. form, 1938--. Aver. 480 pp. ~~19~~<sub>14</sub> x 9 x ~~2~~<sub>14</sub>, 14 x 12 x 2. Vault.

124. MARRIAGE LICENSES, 1795-1866. 1 vol.  
Certified transcription of 1 vol., 1795-1819, and part of vol., 1820-71, (1820-1866) of original record, showing information as in entry 122. Arr. chron. by date of recording. Typed. 232 pp. (116 used) 13 x 9 x 1. Register's vault.

125. RECORD OF MARRIAGES, 1865-91. 1 vol. (No.1, dated 1866-86). Transcription of part of one vol., 1866-71, and all of vol. 1870-90, original record, showing information as in entry <sup>1936</sup> Arr. alph. by name of male. Hdw. under ptd. head. 400 pp. 18 x 13 x 4. Clerk's vault.

126. MARRIAGE CERTIFICATES, 1895-1908, 1919-22, Est. <sup>1936</sup> ~~3,575~~ <sup>7,000</sup> papers in ~~45~~ <sup>77</sup> bundles.

Original marriage applications and ministers' returns; applications give date, name, age, color, marital condition, residence, and degree of consanguinity of male and female, signature of applicant, and signature of clerk or his deputy; ministers' returns give date and place of ceremony, names, residence, age, color, nativity, and occupation of male and female, and signature, official character and address of minister. Arr. chron. by date of marriage. Hdw. and typed on ptd. form.  $4\frac{1}{2}$  x 11 x 2,  $6\frac{1}{2}$  x 11 x  $6\frac{1}{2}$ . Garret. 13 bundles, 1895-1908, 1919-22, garret; 64 bundles, 1936--; clerk's vault.

127. MARRIAGE LICENSES, 1935-37. Est. 1,043 papers in 2 bundles. Auditor's copies of applications for marriage licenses, showing information as in entry . Arr. numer. by license no. Typed on ptd. form. 7 x 8 x  $2\frac{1}{2}$ . Garret.

128. RECORD OF BIRTHS, 1865-89. 1 vol. Record of births, giving date of birth, place, name, sex, color, names of parents, occupation, and date of recording. Arr. alph. by name of child. Hdw. under ptd. head. 400 pp. 16 x 11 x 2.

129. REGISTER OF BIRTHS, 1898-1906. 1 vol. Record of births, giving name of child, place of birth, sex, if legitimate, names of parents, address, color or race, age last birthday, occupation; total other children of mother, no. now living, no., dead and no. born dead, and name of midwife or physician attending. Arr. chron. by date of recording. Hdw. on ptd. form. 200 pp. 16 x  $10\frac{1}{2}$  x 1. Vault.

130. RECORD OD DEATHS, 1865-66. 1 vol. Record of deaths, giving date, name, sex, color, condition, age, residence, occupation, place of death, place of birth, names and residence of parents, cause of death, place of burial, and date of recording. Arr. alph. by name of decedent. Hdw. under ptd. head. 400 pp. 5 entries, 17 x  $14\frac{1}{2}$  x 2. Clerk's vault.

131. REGISTER OF DEATHS, 1898-1906. 2 vols. Record of deaths, giving name of deceased, place of death, color or race, marital status, date of birth, age, occupation, birthplace, name of informant, name of local registrar, physician's certificate, showing cause, place of burial, date, and name of undertaker, and address. Arr. chron by date of death. Hdw. on ptd. form. Aver. 200 pp. 16 x  $10\frac{1}{2}$  x 1. Vault

Voters and Elections

132. (ELECTION RETURNS), 1897--. In Deed Record, entry 77. Record of statements of election returns made by the board of canvassers of the county, giving name of candidate, date of election, office, no. of votes cast for each candidate, and names of chairman and secretary of the board of canvassers.

133. ELECTION PAPERS, 1910--. Est. 870 papers in 3 f.d. Original papers concerning primary and general elections, filed by law with the clerk of court, including appointment of election officials, election results, statements of expenditures by candidates and political committees and agents, bonds of trust, and certificates of candidacy. Contains: (Game Wardens), 1922--, entry 52. 2 f.d., 1910-37, no orderly arrangement, 1 f.d., 1938--arr. chron. by date filed. Hdw.; hdw. and typed on ptd. form. 10 x 5 x 13. Vault.

134. VOTERS INTENT RECORD, 1900--. 2 vols. (F.H.P.; No. 2, B.B.). Record of persons who have arrived in the county and indicated their intent to become citizens and residents of the state, giving date, name of voter, age, color, residence, and occupation. Arr. alph. by name of voter. Hdw. under ptd. head. Aver. 150 pp. 19 x 13 x 1. Vault.

135. VOTERS' AFFIDAVITS, 1919--. 1 vol. (No. 1, O.D.C.) 1904-18 in Court Proceedings, entry 56. Copies of affidavits of voters that their contemplated absence from the state will be only temporary, filed with the clerk of the court in order to retain voting residence in the state, giving date, name of voter, election district, date of removal, foreign residence, oath of intention to retain residence, signature of the clerk, and seal of the court. Arr. chron. by date of recording. Indexed alph. by name of voter. Hdw. on ptd. form. 232 pp. (27 used) 18 x 12 x 1½. Vault.

136. AFFIDAVITS, 1904--. 590 papers in 1 f.d. Original affidavits of voters temporary absence from state, recorded in Voters' Affidavits, entry 55. Arr. chron. by date filed. Hdw. on ptd. form. 10 x 5 x 13. Clerk's vault.

Public Officials

137. (COMMISSIONS), 1742--. 1885--In Court Proceedings, entry 56. 1742-1884 in Deed Record, entry 77. Record of commissions issued to all county officials, giving date of commission, name of official, name of office, term of office, date of expiration, signatures of Governor and Secretary of State, and date recorded.

138. (COMMISSIONS), 1882-93. Est. 79 papers in 1 bundle. Original commissions issued by the governor, recorded in Court Proceedings, entry 56. Arr. chron. by date filed. Hdw. on ptd. form. 10½ x 4 x 4. Garret.

Clerk of the Circuit Court

139. TEST BOOK, 1848--. 3 vols. (2 vols. dated). 1 vol. 1848, March 7, 1848-February 16, 1853, not titled.  
Record of oaths taken by county officials, attorneys and notaries public, giving date, name of office, and signature of official or attorney. Arr. chron. by date of oath. Hdw. Aver. 300 pp. 14-x-9 x 2. Vault.

140. BOND RECORD, 1902--. 5 vols. (numbered and labeled by liber of clerk). 1792-1901 in Deeds, entry 77.  
Copies of bonds executed by county officials, giving name of official, official position, name of surety, amount of bond, date of bond, length of officials term, condition of bond, signature of witness, principal and surety, and date of approval, filing and recording. Contains: Court Bonds, 1902--, entry 77. Arr. chron. by date of filing. Indexed alph. by name of principal. Hdw. 1902-September 1930; typed October 1930--. Aver. 600 pp. 18 x 12 x 3. Vault.

141. (COURT BONDS), 1902--. In Bond Record, entry . 140  
Copies of all bonds filed in court cases, giving date, names of principal and sureties, amount of bond, conditions of bond, signatures of principal, sureties and witnesses, approval of the clerk of court, and date of approval, filing and recording.

142. BONDS, 1902--. Est. 3,500 papers in 7 f.d. (dated; 1-7).  
Original bonds filed by county officials, recorded in Bond Record, entry . 140

143. (COURT BONDS), 1902--. In Bonds, entry . 140  
Original bonds filed in court cases recorded in Bond Record, entry .

Jurors

144. (LIST OF VOTERS), 1870. 1 bundle (dated and labeled by districts).  
List of qualified voters in Worcester County, giving name, district, and certification by election board. Arr. alph. by name of voter within districts. Hdw. 9 x 4 x 1. Garret.

145. (VENIRE FACIAS), 1873--. In Court Papers, entry 46  
Original lists of persons summoned for jury duty, giving name, and district number.

Miscellaneous

146. (GRAND JURY REPORTS), 1873--. In Court Papers. 41  
Reports of committees appointed by grand jury, giving number of institutions visited, condition found, and recommendation.

147. MANUMISSIONS, 1742-1865. In Deed Record, entry 77  
Record of manumission of slaves, giving date, name of owner, name of slave, age, sex, physical description, and certification by the clerk of the court.

Clerk of the Circuit Court

148. (INDENTURES), 1742-1855. In Deed Record, entry 77. 1769 in Court Proceedings, entry 56  
Copies of contracts binding minors to apprenticeship, giving date, if bound before justice of the peace, names of minor, master and witnesses, age of minor, terms of apprenticeship, and signatures of contracting parties.
149. (CORONERS' INQUISITIONS), 1796-1825. In Court Proceedings, 56 entry ; 1826--in Court Papers, not recorded. 41  
Record and reports of coroners' inquests, giving date, name of coroner, hour called, name of deceased, cause of death, list of jurors, and verdict.
150. RECORD OF DITCHES, 1858-60. 1 vol. 1796-1812 in Court Proceedings, entry 56.  
Copies of petitions for construction of drainage ditches, giving date, district, names of petitioners, description and location of land, estimated expenditures, and plats. Arr. chron. per date of recording. Hdw. 200 pp. (36 used) 18 x 13 x 2. Vault.
151. DESTRUCTION OF BALLOTS, 1890-1900. In Deed Record, entry .77  
Record of certification by the judges of the orphans' court of the destruction of the ballots for the last election, giving date of election, date destroyed, and signatures of the judges of the orphans court; also test by the clerk of the court as to filing and recording.
152. (GAME WARDENS), 1922--. In Election Papers, entry .133  
Notification of appointment and resignation of deputy state game wardens, giving date, name of warden, no. of badge, and signature of state game warden.
153. (SCHOOL COMMISSIONERS), 1879-82.  
Original papers in appointment of school commissioners by Circuit Court Justices, giving date, names of commissioners and years to serve.
154. (CENSUS), 1850. 369 papers in 2 bundles.  
Census schedules for Worcester County listing no. of free inhabitants no. of slave inhabitants, no. of deaths for year, production of agriculture and industry, and social statistics. No orderly arrangement. Hdw. on ptd. form. 18 x 13 x 1. Clerk's vault.
155. MAP OF WORCESTER COUNTY, 1935.  
Political map, showing topography and election districts of Worcester County, published by Edward Bennett Mathews, state geologist, W.C. Mendenhall, U.S. Geological Survey. Scale: 1 inch, 1 mile or 1/62500 of scale. Print. 42½ x 40½. On Wall of clerk's office.
156. INDEX NAMES OF LAND, 1742-1776. No. 1.  
Arr. alph. by name of land, giving liber and folio in deed record. Hdw. 300 pp. 16 x 10 x 2. Clerk's vault.

Clerk of the Circuit Court

157. (CORRESPONDENCE), 1870-94. 9 bundles.  
Routine correspondence of the clerk of the court. Arr. chron. by date filed. Hdw.  $9\frac{1}{2}$  x 15 x 9. Garret.

Finances

158. (RECEIPTS AND DISBURSEMENTS), 1935--. 2 vols.  
Record of receipts and disbursements of the clerk of the court, giving under receipts, date, name of payer, total paid, and amount charged to various accounts; under disbursements, the withdrawals from bank, name of payee, check no., amount of check, amount and type of expenditure, and amount sent to state treasury. Arr. chron. by date of recording. Hdw. under ptd. head. Aver. 200 pp. 12 x 17 x 2. 1 vol., 1935-36, garret; 1 vol., 1936--, clerk's vault.

159. LEDGER (Fee Book), 1890-92, 1894-1907. 2 vols. (1 vol. dated and labeled by name of clerk).  
Record of fees for recording instruments, giving date, type of instrument, name of payee, and amount of fee. Arr. chron. by date of recording. Indexed alph. by name of payee. Hdw. Aver. 240 pp. 12 x  $7\frac{1}{2}$  x  $\frac{1}{2}$ , 14 x 9 x 2. Courthouse attic.

160. (RECEIPT BOOK), 1933-37. 20 vols.  
Carbon copies of receipts for payment of fees for recording all instruments, giving date, receipt no., amount of fee, name of payer, type of instrument, and signature of clerk. Arr. numer. by receipt no. Hdw. on ptd. form. 10 x ~~4~~ x 1. Garret.

161. (CHECK STUBS), 1934-37. 2 vols.  
Stubs of checks issued by the clerk of the court, giving date, no., amount, name of payee, purpose, and balance. Arr. numer. by check no. Hdw. on ptd. form. Aver. 125 pp.  $4\frac{1}{2}$  x 9 x  $1\frac{1}{2}$ . Garret.

162. (CANCELLED CHECKS), 1935-36. Est. 1,000 papers in 3 bundles. Returned canceled checks of the clerk of court. Arr. chron. by date issued. Hdw. on ptd. form. 3 x 8 x 2. Garret.

163. COPIES OF MONTHLY REPORT, 1929--. Est. 150 papers in 2 f.d. 1 bundle. (Bessie Bowen, clerk; Joseph E. Brimer, clerk). 1 bundle 1929-34, not titled.  
Copies of monthly report of the clerk of the court to the State Comptroller, giving no., and character of licenses issued, period for which issued, capital, value, and amount; recapitulation shows amount of cash received, character of license, gross less five percent, net, and totals; statement of whole account for each month, gives debtor to licensee on hand cash report, licenses received, tax on civil commissions fines, and total; creditor by cash this report, less five percent commission, two-thirds for tongs, one-tenth for crabbers, value of licenses returned, licenses on hand, and total; also contains copies of annual report, summary and recapitulation of monthly reports. Contains: Revenue Stamps, 1934--, entry 164. Arr. chron. by date filed. Hdw., hdw. and typed on ptd. form. 10 x ~~15~~ x 13. Bundles, October 1929--October 1934, garret; f.d. November 1934--, vault.

Clerk of the Circuit Court

164. (REVENUE STAMPS), 1934-- In Copies of Monthly Report, entry .163

Copies of monthly report of the clerk of the court to the State Comptroller, of revenue stamps, giving amount of each denomination on hand, number purchased, number sold, and balance on hand.

40  
+ 3  
43 + 51

(MINUTES OF COURT PROCEEDINGS), 1825, 1830-88, 80 vols. loose in  
Court Docket; 1769 in Court Proceedings; 1889-- in Court Docket.

Record of proceedings at sessions of the court, giving names of judges and court officers present, names of grand and petit jurors, days in attendance and mileage and fees paid civil and criminal trials with names of attorney, deft., plf., jurors and witnesses, verdict, sentence or amount of fine, and amount of judgment. Arr. chron. by court terms. Aver. 50 pp.  $7\frac{1}{2}$  x  $6\frac{1}{2}$  x  $\frac{1}{2}$ . *Vault*

~~Record.~~  
~~1769~~ contains; Appointment of constables,  
~~Tobacco inspectors~~, levy for poor, Road Petitions,  
entry - (Minutes County Commissioners)

[40]

(Minutes of Court

Proceedings 1825-1830-38,  
80 vols. <sup>covering the court decer.</sup> 1469 in court

Proceedings 1889 -- in

Record of proceedings at <sup>court clerks</sup> sessions of the court,  
giving names of judges and court officers  
present, names of grand and petit jurors,  
days in attendance and mileage and fees  
paid civil and criminal trials with names  
of <sup>attorneys</sup> deft, pet, tutors and witnesses, verdict,  
sentence or amount of fine, <sup>and</sup> amount of  
judgment. Arr. Chron. by court terms. Grav.  
50 pp. 7 1/2 x 6 1/2 x 1/8 =

COURT DOCKET, 1825-27, 1829-- , 323 vols. (200 vols., 1889--  
labeled by libers of successive clerks; also by court terms and  
dated).

Concise record of all criminal and civil proceedings including appeals,  
appearances, presentments, trials, judicials, giving case no., names of plf.  
and deft., dates writs filed, names of witnesses and jurors. Contains: Court  
Minutes, 1889-- , entry--; Miscellaneous Proceedings ~~including habeas corpus,  
condemnation, insolvents and registration disputes~~, 1913-- , entry-- . Arr.  
numer. by case no. under type of procedure in each term. 234 vols., 1825-27,  
1929-1872, 1879, 1889-- indexed alph. by name of plf. in civil cases and alph.  
by name of deft. in criminal cases. Hdw., index 1936--; typed. Aver. 150 pp.  
17 x 11 x 1, 250 pp. 18 x 11 x 1½. 47 vols., 1825-58 scattered dates in  
garret, 276 vols., 1829-58 scattered dates and 1859-- clerk's vault.

Court Docket, 1825-27,  
1829 - -, 323 vols. (200 vols  
1889 - - labeled by Libers  
of successive clerks; also  
by court terms and dates).

Concise record of all criminal and civil  
proceedings including appeals, appearances,  
presentments, trials, judicials, giving <sup>case no.</sup> notice of  
plea and date, dates writs filed, names of witnesses  
and jurors. Contains: Court minutes 1899 - - entry -;  
Miscellaneous Proceedings including habeas corpus,  
condemnation, insolvents and registration <sup>in 1831 -</sup>  
entry - Arr. names, by case no. under type of procedure,  
1<sup>st</sup> each term 234 vols. 1825-27, 1829-1842, 1844, 1889 - - indexed  
alph. by name of pef. in civil cases and alph. by name of deft <sup>Arr.</sup>

In Criminal Cases. How, index 1936 -- typed.

Av. 150 pp. 14 x 11 x 1, 250 pp. 18 x 11 x 1 1/2. 49 vols.

1845-58 scattered dates in garuch, 276 vols. 1829-58

scattered dates and 1859 -- clerical records.

(Miscellaneous Proceedings) 1913 --  
In Court Docket entry --

Record of proceedings in miscellaneous  
court cases including registration appeals,  
habeas corpus, mandamus and lunacy  
cases, removals, <sup>and condemnation of land,</sup> giving date, name of  
attorneys, docket no. names of pet and deft.  
dates and nature of proceedings, decision  
and costs.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

9 imp

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Docket" "Court Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1829--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 276 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by Court term and dated, some have clerk's initials.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records undetermined number  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

missing from 1829-1858.  
none missing from 1858--

6. Contents Records of proceedings of Court, including  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

appearances, criminal and civil appeals, miscellaneous, Judicials, Trials and Presentments; giving name of plf., deft., case no., record of proceedings and costs. Presentment gives names of witnesses. Contains loose vol. minute book until 1899. From 1899-- minutes of Court are self-con in back of book, also names of grand & petit jurors with

6. Contents—continued *days served, miles<sup>traveled</sup>, and amount paid each; witnesses to grand jury also given in some vols.*

*1871-1935 have no index. Dockets of 1936 and Jan., July and Oct. terms of 1937 have typed index to civil docket attached to front giving name of plf., def., & case no., arr. number. by case no. under type of case.*

7. Arrangement *Chron.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *index contained in minute book until 1871, arr. alph. by plf. & def. & case no. under type of case.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h. dist.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18 X 11 1/2 X 1* *250 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vaults.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Cannot determine just how many early vols. are missing, owing to the way they were recorded. Some vols. contained only one term of court, others contained two and three terms. From 1850-89 there are two terms to a vol. 1899-- only 1 term to a vol.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house  
(Name of building, room number, street address)

1. Title "Court Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1825-  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 47 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. ~~Discontinued~~ and missing records May Term 1827, all of 1828, May Term 1829, all of 1842, May Term 1843, May Term 1844, Nov. Terms 1845, all of 1847, all of 1848, Nov. 1849, all of 1850, all of 1854 (See item 12.)  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

The contents of these volumes are the same as on the form sent previously for Circuit Court Docket, Please refer to that.

6. Contents—continued \_\_\_\_\_

7. Arrangement *arr. number, by Docket number.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *self.-con. & loose vol., direct, arr. alph. by category of cases.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *size varies (see addenda) aver. 150 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities *1825-1858 in attic of courthouse.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Some of the records listed as missing here may be on addenda sheet previously sent in of records kept in the vault of clerk of circuit court.*  
(Condition of records if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

- "May Term 1841 Court Docket" loose vol. minute book, loose vol. index.  $17 \times 11 \times \frac{3}{4}$ .
- "Court Docket November Term 1841" loose vol. minute book & index combined  $17 \times 11 \frac{1}{2} \times \frac{3}{4}$
- "Court Docket" (Nov. Term 1843) loose minute book & index combined  $16 \frac{1}{2} \times 11 \times 1$
- " " " " " " " " " " "  $17 \times 11 \times 1$
- " " " " " " " " " " "  $17 \times 11 \times 1$
- " " " " " " " " " " "  $17 \times 11 \times 1$
- " " " " " " " " " " "  $17 \times 11 \frac{1}{2} \times \frac{3}{4}$
- " " " " " " " " " " "  $17 \times 12 \times 1$
- " " " " " " " " " " "  $17 \times 11 \frac{1}{2} \times 1$
- " " " " " " " " " " "  $17 \frac{1}{2} \times 11 \frac{1}{2} \times 1$
- " " " " " " " " " " "  $17 \frac{1}{2} \times 11 \frac{3}{4} \times 1$
- " " " " " " " " " " "  $17 \frac{1}{2} \times 11 \frac{1}{2} \times 1$
- "Docket November 1851" " " " " " " " " " "  $17 \frac{1}{2} \times 11 \frac{3}{4} \times 1$
- "Circuit Court May Term 1852" " " " " " " " " " "  $17 \frac{1}{2} \times 11 \frac{1}{2} \times 1$
- "Court Docket Aug. Term 1852" " " " " " " " " " " "
- "Nov. Term 1852 Court Docket." self-con. index and minute book in back of volume.  $12 \frac{3}{4} \times 8 \times 1$
- "Court Docket Aug. Term 1853 to Nov. Term 1853" loose vol. min. book & index combined  $17 \frac{1}{2} \times 11 \frac{3}{4} \times 1$ .
- Court Docket May Term 1855 - Aug. Term 1855" loose vol. minute book & index combined  $17 \frac{1}{2} \times 11 \frac{1}{2} \times 1$  (damaged by water).
- "Court Docket May & Aug. Term 1856" loose vol. minute book & index combined  $18 \times 11 \frac{1}{2} \times 1$
- "Oct. T. 1856 & Jan. T. 1857" ~~no~~ index, no minute book  $16 \times 10 \frac{1}{2} \times 1$
- "May T. 1857 & July T. 1857" loose minute book & index combined  $16 \times 10 \frac{1}{2} \times 1$
- "Oct. T. 1857 & Jan. T. 1858" " " " " " " " " " "  $15 \frac{1}{2} \times 11 \frac{1}{2} \times 1$ .
- (Court Docket Feb. 1858) self-con. index & minute book in back.  $13 \times 8 \times \frac{1}{2}$ .

47 vols. 1825 - 1858

vols. missing May Term 1827, ~~May~~ <sup>all</sup> 1828, May 1829, all 1842, May 1843, May 1844, Nov. 1845, all 1847, all 1848, Nov. 1849, all 1850, all 1854. (Some of these vols.

page 4.

may be in the clerk's vault, as the records did not run consecutively. Please see.)

Contents. The contents of these court dockets are the same as on the other form sent in.

Indexing is self-contained in back and loose vol. direct, giving name of pef. + deft. + docket no.

all hdw. size varies.

Located in attic of courthouse.

- "May Term Docket 1825" self-con. direct index in back arr. alph. by category of cases, giving name of plf. & def. & docket no., limp canvas binding, very poor condition. loose vol. minute book, no folios, approx 170 pp. hdw. ✓  
 $16\frac{1}{2} \times 11\frac{3}{4} \times \frac{1}{2}$ .
- "Nov. Term Docket 1825" self-con. index in back, no minute book, very poor condition, limp canvas binding, 172 pp.
- "May Term Docket 1826" self-con. index, loose vol. minute book, size & condition same as above.
- "November Term Docket 1826" self-con. index in back, loose vol. minute book, size & condition as above. ✓
- "November Term Docket 1827" self-con. index in back, no minute book, size etc as above. ✓
- (Nov. Term 1829 & May Term 1830) loose vols. minute books, and index for both terms, arr. as above. heavy cardboard binding ✓  
 $14\frac{1}{2} \times 9\frac{1}{2} \times \frac{1}{2}$
- (November Term 1830) loose vol. minute book, loose vol. index. ✓  
 $15\frac{1}{2} \times 10\frac{1}{2} \times 1$ . arr as above.
- (May Term, Docket 1831) loose minute book & loose index ✓  
 $15\frac{1}{2} \times 10\frac{1}{2} \times \frac{1}{2}$
- (November Term Docket 1831) no index, loose vol. minute book ✓  
 $15\frac{1}{2} \times 10\frac{3}{4} \times \frac{1}{2}$
- (May Term Docket 1832) self-con. index in back; loose vol. minute book. ✓  
 $16 \times 11 \times \frac{1}{2}$ .
- (November Term Docket 1832.) loose vol. minute book, loose vol. index. ✓  
 $16 \times 11 \times \frac{1}{2}$
- (May Term Docket 1833) self-con. back index, no minute book ✓  
 $16 \times 11 \times \frac{1}{2}$
- "Docket November Term 1833" loose vol. index, loose vol. minute book. ✓  
 $15\frac{1}{2} \times 11 \times \frac{1}{2}$ .

"May Term Docket A.D. 1834" loose vol. index; loose minute book.  $15\frac{1}{4} \times 10\frac{1}{2} \times \frac{1}{2}$ .

(November Term Docket 1834) loose vol. minute book; self-con. index in back,  $16 \times 11\frac{1}{2} \times 1$

"May Term 1835 Docket" loose vol. minute book; self-con. index in back,  $17 \times 10\frac{1}{2} \times \frac{1}{4}$

(November Term Docket 1835) loose vol. minute book, self-con. index in back.  $15 \times 11\frac{1}{2} \times \frac{3}{4}$

(May Term Docket 1836) loose vol. minute book; self-contained index in back,  $15 \times 10\frac{1}{2} \times 1$ .

(November Term Docket 1836) loose vol. minute book; self-con. index  $15 \times 10\frac{1}{2} \times 1$

(May Term Docket 1837) loose vol. minute book, loose vol. index,  $15 \times 10 \times \frac{1}{2}$

"November Term 1837 Court Docket" loose vol. minute book; self-con. index in back.  $15 \times 10 \times 1$

"Court Docket" (May Term 1838) loose vol. minute book; self-con. index in back.  $17 \times 11\frac{1}{2} \times \frac{1}{2}$ .

(November Term Docket 1838) loose vol. minute book; loose vol. index.  $20 \times 12 \times \frac{1}{2}$

(May Term Docket 1839) no minute book, no index  $17\frac{1}{2} \times 11\frac{1}{2} \times \frac{1}{2}$

"Court Docket November Term 1839" loose vol. minute book; self-contained index in front.  $17 \times 11 \times \frac{1}{4}$ .

"May Term 1840 Court Docket" loose vol. minute book and index combined.  $17 \times 11 \times \frac{3}{4}$ .

"Court Docket November Term 1840" loose vol. minute book; loose vol. index  $17 \times 11 \times \frac{3}{4}$ .

Please give date of  
first miscellaneous record  
contained in Court docket,  
and last date of insolvent  
record.

Insolvent records  
miscellaneous records

Miscellaneous - insolvents  
 Habeas corpus  
 Condemnation proceedings  
 Registrations of disputes

I see nothing of importance. (besides I don't know what it is).

Insanity proceedings in Chancery Records

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE June 21-1939

TO Mrs. Ruth S. Leonard

FROM Francis T. Loring

BE BRIEF

The court docket report seems to be correct, except that originals and imbalances are not noted in the proceedings. Early records usually contained them, but is possible they were not used in this court.

You quote miscellaneous. Is that miscellaneous proceedings? if so please give earliest date and where prior, (usually Chancery) Ordinarily it is proceedings in lunacy, habemus corpus, registration disputes, tax sales etc. Some courts have a separate record. The missing records may be

see over

is correct. That will come later.

# Court Docket.

- (Docket, May Term 1829) contains loose vol. minute book giving record of proceedings, constables sworn to grand jury, grand jurors, petit jurors; also contains loose vol. index arr. alph. by plf. + def. + case nos under type of case. also contains witness to grand jury.
- May 1842 November 1842 + May 1843 Letter Book (no minute or index book)
- Court Docket May Term 1844 (contains loose minute + index book, one vol. for both.)
- Court Docket Nov. Term 1845. ( loose vol. minute + index book ) ✓
- Court " May " 1847. ( " " " " " " ) ✓
- " " Nov. " 1847 ( " " " " " " ) ✓
- " " May " 1848 ( " " " " " " ) ✓
- " " Nov. " 1848 ( " " " " " " ) ✓
- " " Nov. " 1849 ( " " " " " " ) ✓
- " " May " 1850 ( " " " " " " ) ✓
- " " Nov. " 1850 ( " " " " " " ) ✓
- " " Feb. Term 1853 and May Term 1853 ( " " " " " " ) ✓
- Docket Feb. " 1854 + " " 1854 ( " " " " " " ) ✓
- Court Docket Aug. Term 1854 + Nov. Term 1854 ( " " " " " " ) ✓
- " " Nov. T. 1855 + Feb. T. 1856. ( " " " " " " ) ✓
- May + July Term 1858 ( " " " " " " ) ✓
- Court Docket October Term 1858 ( " " " " " " ) ✓
- " " Jan. + May 1859 ( " " " " " " ) ✓
- July + October Term 1859 ( " " " " " " ) ✓
- Court Docket January + May Term 1860 ( " " " " " " ) ✓
- July + Oct. Term 1860 ( " " " " " " ) ✓
- Docket Jan. + May Terms 1861 ( " " " " " " ) ✓
- Court Docket, Worcester County, July + Oct. R. 1861 (also Jan. + May Term 1862 contains minute + index for both Terms.) ✓

July + Oct. Tenn 1862 (minute + index book, re. Tenn. Tenn. & Co.)  
 Pocket Jan. + May Tenn 1863. ("")  
 July + Oct. Tenn 1863 ("")  
 Jan. + May " 1864 ("")  
 July + October Tenn 1864 ("")  
 Jan. + May " 1865 ("")  
 July + Oct " 1865 ("")  
 Jan. + May " 1866 ("")  
 July + Oct. Tenn 1866 ("")  
 Jan. + May Tenn 1867 ("")  
 July + Oct. Tenn 1867 ("")  
 Jan. + May Tenn 1868 ("")  
 July + Oct. " 1868 ("")  
 Jan. + May " 1869 ("")  
 July + Oct. " 1869 ("")  
 Jan. + July (month) " 1870 ("")  
 July + Oct. " 1870 ("")  
 Jan. + May " 1871 ("")  
 July + Oct. " 1871 ("")  
 Jan. + May Tenn 1871 (no minute or index book)  
 Jan. + May Tenn 1872 (minute + index vol. damaged. print +  
 July + Oct. " 1872 (no minute + index book)  
 Jan. + May " 1873 (minute book but no index)  
 July + Oct. 1873 G.T.M. ("")  
 Jan. + May Tenn 1874 ("")  
 July + Oct. " 1874 G.T.M. ("")  
 Jan. + May " 1875 (minute book - no index)  
 July + Oct. " 1875 ("")  
 Jan. + May Tenn 1876 ("")

damaged by water

*Louise R. Sexton*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title "Court docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1894-1907  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 38 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by term of Court dated by year.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records discontinued as Judged docket,  
(If record discontinued, give reason and state whether same information shown in another  
judged now use regular Court docket.  
record. Explain why records are missing, if possible)

6. Contents A docket of Court cases used by the  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  
judges as distinguished from regular  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
Court docket under appearances, petitions,  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
trials, crim. appearances, crim. continuances, names  
of plaintiff and defendant, judicials.

6. Contents—continued \_\_\_\_\_

7. Arrangement *numer. by docket no. under category of cases.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *all. Ldw.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *13 3/4 x 8 1/2 x 1/2* *appx. 65 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In attic of Court House*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(To remain in attic.)*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in Item 2)

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

(Place of publication)

(Date of publication)

Clerk of Circuit Court

"Court docket 1894-1907 38 vols.  
arr. numer. by docket no. under category of  
cases.

"Court docket act. term 1894"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Docket Geo. W. Pounds Esq., Oct. term 1895"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket July term 1895"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket March term 1895"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket act. term 1896"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket May term 1896"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket Jan. term 1896"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket oct. term 1897"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket May term 1897"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket Jan. term 1897, oct. term 1897, May term 1897"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket oct. term 1898"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket May term 1898"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket Jan. term 1898"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket July term 1899"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

"Court docket March term 1899"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

appr. 65 pp.

(Court docket 1899-1900)

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Oct. term 1899"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Jan. term 1900"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Oct. term 1900"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket July term 1900"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Jan. term 1901"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Oct. term 1901"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Oct. term 1902"

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket March term 1902"

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket Oct. term 1903"

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket May term 1904"

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket Jan. term 1904"

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Court docket July term 1904"

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

indexed by cases under index tabs.

"Court docket Oct. term 1904"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

indexed by Cassander index tabs.

"Court docket Oct. term 1905"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket July term 1905"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket May term 1905"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Jan. term 1905"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket July term 1906"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket oct. term 1906"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket Jan. term 1906"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket May term 1907"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

"Court docket July term 1907"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 65 pp.

Contents: a docket of court cases used by the judges as distinguished from regular court docket, giving appearances, petitions, trials, crim. appearances, crim continuances, names of plaintiff and defendant, judicials.

July term 1904, Oct. term 1904 are indexed by cases under index tabs.

In office of court house. (not to be returned to clerk's vault)

Docket July & Oct. Term 1876 (Minute book - no index)  
 " Jan. & May " 1877 ( " " " " )  
 " July & Oct. " 1877 D.T.M. (no minute book or index)  
 " Jan'y. & May " 1878. D.T.M. (minute book - no index)  
 " July & Oct. Term 1878 D.T.M. ( " " " " )  
 Jan & May " 1879 D.T.M. ( " " " " )  
 Docket July & Oct. " 1879 D.T.M. ( " " " " )  
 " Jan & May " 1880 D.T.M.  
 " July & Oct " 1880 D.T.M.  
 " Jan & May " 1881 J + M  
 " July & Oct " 1881 D.T.M.  
 " Jan & May " 1882  
 " July & Oct " 1882  
 " Jan & May " 1883 D.T.M.  
 " July & Oct. " 1883 D.T.M. ( " " " " )  
 " Jan & May " 1884  
 " July & Oct. " 1884  
 " Jan & May " 1885  
 " July & Oct " 1885  
 " Jan & May " 1886 JWS  
 " July & Oct " 1886 JWS ( " " " " )  
 " Jan & May " 1887 JWS  
 " July & Oct. " 1887 JWS  
 " Jan & May " 1888 JWS  
 " July & Oct. " 1888 JWS ( " " " " )

Beginning Jan 1889 -- There are 4 vols. to a year,  
 one for each term of court, labeled  
 "Docket Term - date - and initials of clerk."  
 Making 200 additional vols. to the above.

From May Term 1899 all vols. have self-con.  
 minutes, also list of names of grand and  
 petit jurors, days served, miles traveled and  
 amount paid each.

40  
 100

18 x 11 1/2 x 1

folders.

250 pp.

All of 1936 dockets and Jan. 1937 + Oct. Terms of

1937 have typed index to civil docket attached  
to front giving name of pt., deft. and case no.  
as in manner by case no. under type of case.

Contents: Records of proceedings of court, including

appearances, criminal and civil appeals, mo-  
del answers, judgments, trials, and Presentments;

giving name of pt., deft., case no., record of

proceeding and case. Presentments give names

of witnesses. Contains loose vol. minute book

until 1899. 1899--minutes of Court are

written in back of vol., also names of grand-  
jury jurors with days served, mileage, and

amount paid each.

Indexed till 1871 in minute books, 1871-1935-

no index - 1936 - Jan. July + Oct. Terms of 1937 typed

index attached to front.

41 X Term  
60 - 145  
146  
see form  
garret records

(Court Papers) 1873 --  
est. 20,000 papers in  
222 f.d. (39 f.d. labeled  
by type of procedure,  
183 f.d. by term of court;  
dated).

Original papers in court proceedings showing  
information as in entry <sup>(court proceedings)</sup> ~~(court proceedings)~~ (Return  
Process) 1873 -- entry --; (Veritas Facias) 1873 -- entry --;  
(Report of Grand Jury) 1873 -- entry --; <sup>(School Commissioners) 1879-82, entry --</sup> ~~(School Commissioners) 1879-82, entry --~~  
by court terms. Has + typed, has and typed on  
pta. form. 10x5x13. Clerks' Vault.

(School Commissioners)

1879-82

Original papers in appointment of School Commissioners by Circuit Court Justices, giving date, names of Commissioners and years to serve.

(Grand Jury Reports)

1873 -- Jay Court Papers,

Report of Committee appointed by grand jury  
giving number of institutions visited, and  
condition found and recommendations.

(Tenison Facias) 1873-...  
In Court papers, entry--

Original lists of persons summoned for jury  
duty giving name, district number.

(Return Process) 1873 --

In Court Papers, entry -

Original summonses issued by the Clerk of Worcester County and sent to Clerks of other counties to have certain persons appear before the grand jury giving name of deft and certificate of Clerk of other county giving date summons completed; also request for transcript of record of cases removed to Lowell & Co and date forwarded.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title (Court Papers)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates July 1873 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 222 file drawers est. 8,000 papers  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by year & court term. some boxes  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains all court papers. Includes  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

Petitions, Criminal, Criminal appearances  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Crim. presentments, criminal continuances, presentments, recognizances, Civil appeals, Rough bundle, Filings, miscellaneous (1913--), Return process 1873--

labeled by cases

6. Contents—continued

7. Arrangement *f.d. arr. Chron. by year & ct. terms.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *h.d.w., h.d.w. on ptd. forms. Typing begins 1886.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)  
*Then h.d.w. typed, h.d.w. & typed on ptd. forms.*  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10x5x13* *aver. ?*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vaults.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*Approx. 2 Court terms to one drawer until 1912.  
1913-- contains 1 term to f.d., altho  
some terms require 2 f.d.*

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

(Place of publication)

(Date of publication)

Mr. Loring :

Am sending a new form for  
"Record of Ditches". Please check and  
see if you do not have one already.  
This seems to me to be the same  
as "petition to drain lands" that is  
in "Court Proceedings". Please check.

Re: Court papers.

39	f.d. labeled by type of procedure
183	" " by year & term
<hr/>	
222	total f.d. in Court papers.

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Jan. 15, 1940

TO Mrs. Ruth S. Leonard

FROM Francis F. Hainig

BE BRIEF

I am again returning the form for Court papers ✓  
to ascertain if there are any papers prior to  
1843, none in vaults - some in attic.  
Also do the list of (venue facias) <sup>yes</sup> jurors <sup>yes</sup> run thru  
the entire record? Reports of grand <sup>yes</sup> jury? Do  
they give the no. of witnesses heard, true bills found ✓  
in ~~an~~ addition to suggestions for law enforcement  
and the state of county property and throughout records.  
What are the lunacy papers and do they run to  
date? I imagine proceedings in miscellaneous  
to be adjudged insane. <sup>all</sup>  
What is the jail report? Alms house? <sup>✓</sup> made by grand jury? <sup>✓</sup>

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE

TO

FROM

BE BRIEF

list of traders and oyster licenses, perhaps to grant <sup>no mention to g.</sup>  
perm. Do they run to date? <sup>no</sup>

In March 1939 f. b. you show receipts, (return  
process) does that run throughout record? <sup>yes</sup>

Are all papers in judicial proceedings filed <sup>yes</sup>  
with court papers? If so please give an outline  
of papers, since there is no judicial record and  
this is a transfer of land. <sup>no enclosure</sup>

Also give an outline report of all the papers,  
for each record, in this query. Also condemnation  
of land, purpose and dates.

Re: Court Papers.

Contains list of names place in jury box

List of "withdrawn from" "

List of jurors summoned (venire facias) runs through entire record.

Report of grand jury is a report of a committee from the grand jury to the court on the condition of the jail and court house, and recommendations for same. Ahus-house report was contained in this as long as there was one. Report does not give witnesses heard or true bills found. True Bills are filed separately --. "Order for witnesses" is filed, also "witnesses summoned before grand jury" filed, both separately, throughout record.

Coroner's inquisitions are filed to date  
Recorded in Court Proceedings 1796-1825

All papers in Judicial Proceedings are filed with Court papers and recorded in Court Proceedings. All Judicials are *fi fa* proceedings.

Lunacy papers are miscellaneous proceedings to be adjudged insane, filed to date.

(Sale of land of lunatic recorded in Chancery Records.)

List of Trader's & Oyster Licenses (fd. 1885) is simply a list of licenses issued by the clerk of court for that date, not to grand jury as you suggest, and are not recorded.

Condemnations of land are miscellaneous proceedings and runs to date.

# Outline of Fieri facias

(change to sheriff)

Sheriff's return

schedule (by sheriff)

Special return

Copy of advertisement

Statement of receipts and  
disbursements.

Condemnation of lands includes  
State Roads Com. — for road  
Mayor + Council of Snow Hill, For pub. Park  
R. R. company — for extension of lines

Outline of Condemnation Pro-  
ceedings. — (Mayor + Council)  
for Park,

Petition for Condemnation.  
Order of Court for summons  
Order of Publication  
Summons  
Sheriff's return  
Answer + demurrer of deft.,  
Plaintiffs " to "  
Petition of Plf. for order of court setting  
case for trial.  
Order of court thereon  
Inquisition.  
Order Nisi  
Judgment absolute on verdict and  
inquisition.  
Petition for leave to pay amount of  
judgment into court  
Order of court

July 31, 1939

Dear Mrs. Leonard!

I was in Salisbury all of last week hence the delay in answering your inquiry re chancery papers. I have the ~~papers~~ report and it seems to be correct.

I am returning the form on court papers to have dates if possible, for petitions for naturalization, appointment of school commissioners, <sup>by circuit court</sup> Alms house reports, jail report, <sup>papers in mech. ~~files~~</sup> stallion <sup>license</sup>. The cash three may be included throughout the records. <sup>separable record.</sup> Recognizances, names of jurors, venire list, reports of grand jury, inquisitions by coroners, insolvency, lunacy proceedings are likely continued throughout records. Separate dummy entries have to be written for each record not germane to the original record that is why the query list of traders and oyster licenses in f.d. 1885. Were they furnished to the grand jury and any furnished since? Any records of tax sales prior to 1895? Insolvent Record <sup>no</sup> is the only <sup>Recognizances also sep. vol. records.</sup> separate record of those quoted above. You can probably answer all of the questions by reading the court proceedings vols.

Speed or quantity of reports is not essential; correctness of reports is. You are doing fine and to check over 400 file drawers is a good job in any mans town, sincerely  
Francis F. Loring

Court Papers.

July 1873 --

222 file boxes.

Box #1

1873 July and Oct. - Contains Judicials, Criminal Presentments, Criminal appearances, Subpoenas, Appearances, Recognizances, Appeals, Criminal continuances, Trials, Rough bundle - (Rough bundle consists of: names of jurors placed in box, list of jurors, Report of grand jury, orders of court, Appointment by court of School Commr's., Venire facias, certificate of qualification as attorney, <sup>(on body)</sup> inquisitions, registration appeal to have name reentered on registry list,) Tithings (Tithings consist of: orders for witnesses, fi fa, copias, & attachment.) 387 papers in box hdw., hdw on ptd forms.

1874 - Jan and May - same as above. approx 500 papers.

1884 - Jan & May. - Petitions include petition for naturalization, insolvency, lunacy, approx. 400 papers hdw., hdw. on ptd forms

1884 - July & Oct - same as above. " " "

1885 - Jan, May, July & Oct. - Also contains "List of Trader's Licenses (June - Oct., arr. chron. giving date, name location, description of license) List of Oyster Licenses (Sept., gives name only, arr. alph. under letters of alph.) hdw., hdw. on ptd forms. approx. 1000 papers

1886. Jan & May - contents as above (no licenses)  
Typing begins here. approx. 1000 papers.

1891 January - Petitions contain insolvents & lunacy approx 200 pag.

1893 - Jan. and May - Rough bundle includes Jail and  
almshouse report (report on condition of same)  
lists of voters (1883-1884) by districts, Personal  
Audits (P.A. Record #1) approx. 400 papers.

1894 Jan & May - (nothing new) approx 1000

1895 July & Oct. - Petitions contain report of tax sales.  
approx. 500

1895 Jan & May (nothing new) approx 1000

1896 July & Oct. - Rough bundle contains claim for  
service of stallion, inquisition, jail, courthouse  
and almshouse report (condition of) approx. 400

1897 January. - Petitions contain insolvents, lunacy -  
petition & orders of court, inquisitions & returns.  
naturalization. -

1898 Oct. ditto (typing) approx. 200 papers

1900 Jan and May. ditto ( " )

Court Papers.

- 1905 July & Oct. - ditto. approx 500
- 1909. Jan " 200
- 1913 Jan. Petitions contain registration appeal to have name re-entered on registration list. approx 200
- 1915. Mar. Miscellaneous. Rough bundle contains Recorded Magistrates judgments. (2 papers) approx 200
- 1920 Jan. Misc. approx 100 papers
- 1922 Jan. - (nothing new) approx 600 "
- 1924 - March - Petitions for condemnation of land - approx 100 papers
- 1931 - Jan - (nothing new) approx. 1000 papers
- 1933 Oct. Coroner's return (inquisitions above). 500 pp pp
- 1938 July Insolvents included in Miscellaneous. approx 300 papers
- 1938 Mar. Term. (nothing new) "
- 1939 March Term - Rough bundle contains receipts (this is receipt from clerk of another court showing he has served summons) writ of execution, Coroner's return (Coroner's returns were "inquisitions on body" above) Jail and court to ... approx 100 papers

Approx. 2 court terms to one box until  
1912. 1913-- contains 1 term to a  
box, although some terms require  
2 boxes.

1873	July and Oct.	1874	Jan and May	1874	July and Oct.	1875	Jan and May	1875	July and Oct.	1876	Jan and May	1876	July and Oct.	1877	Jan and May	1877	July and Oct.	1878	July and Oct.	1878	Jan and May	1879	Jan and May
1879	May	1879	July and Oct.	1880	Jan and May	1880	July and Oct.	1880	Jan and May	1881	July and Oct.	1881	Jan and May	1882	July and Oct.	1882	Jan and May	1883	July and Oct.	1884	Jan and May	1884	July and Oct.
1885	Jan and May	1886	Jan and May	1887	Jan and May	1887	July and Oct.	1887	Jan and May	1888	Jan and May	1888	July and Oct.	1889	Jan and May	1889	Jan and May	1889	July and Oct.	1890	Jan and May	1890	July and Oct.
1891	Summary	1891	May	1892	Jan and May	1892	July and Oct.	1892	Jan and May	1893	Jan and May	1893	July and Oct.	1894	Jan and May	1894	Jan and May	1895	July and Oct.	1895	Jan and May	1896	Jan and May

48 file boxes (Court terms) on left hand side of small reaction clerk's office.

Shelves underneath holding volumes. -

128 file boxes on right hand side of vault - (1896-1931) vols. on shelves underneath.

46 " " in main vault. (1931-1939) Total 222 file boxes.

Mr. Lang -

## Re Court Papers:

First date I find in Naturalization is 1803, recorded in Court Proceedings until taken over by Dept. of Labor in 1913.

Stallion Liens (1910-1933) are filed in same file drawer with Mechanics Liens (Form has been sent) I found only one Stallion Lien in Court papers f.d. (1896). There should be a Stallion Lien Record but I cannot find it - the clerk does not know where it is.

Tax Sales of land first recorded in Court Proceedings 1877-1929 (1929-- Chancery Record)

Jail report (and almshouse as long as there was one) included throughout record (f.d.)

Recognizance included throughout record (f.d.) but is separate volume record 1914--.

Coroner's inquisition 1797-- (f.d.)

Insolvency included throughout record<sup>(f.d.)</sup> First recording I find 1812. Act of Assembly, Nov. Session 1805 entitled "An act for the relief of sundry insolvent debtors." (Court Proceedings) Separate vol. record 1881--.

School Commissioners were appointed by Judges of Circuit Court, Dec. 30, 1879 "to serve for a year beginning Jan. 1st, 1880." I find of this.

Names of jurors, Venue list, reports to grand jury included throughout record. (f.d.)

The list of Traders and Oyster's (Singer's) licenses are just that, nothing more. This was in f.d. only. Found no mention of it in Court Proceedings.

N.B.

These file drawers in the clerk's vault just go back to 1873. More <sup>(papers)</sup> are scattered about in the attic of the Court House.

Put S. Leonard  
Snow Hill, Md.  
Worcester Co.

Louise P. Sifton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title (Court Papers)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1840, 1846, 1852-56, 1858-61, 1864, 1868-1916  
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records 1841-45, 1847-51, 1857, 1862-63, 1865-1867.  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Original Papers in proceedings of Circuit Court including Criminal Writs and appeals. Give name of officer, plaintiff and deft., dates, County, State, signature of clerk, and nature of case. Summons; give name of officer, deft. and plaintiff, date and time of trial, plea, date received, and signature of Justice of Peace. Appeals; give County, State, name of defendant  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *plaintiff, offense, time and date of trial, signature of Justice of Peace. Judgments: fine amount, name of plaintiff and deft, date, signature of witnesses!*

7. Arrangement *No arrangement*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *—*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Hand. and Hand. on Pld. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *14 3/4 x 9 1/2 x 18 1/4 - 13 x 12 x 18 1/4 - 19 3/4 x 17 x 14*  
(Of record or container, Height, width, thickness or depth. Average number of pages or documents)  
*approx. 8915 pp.*

11. Location by dates and quantities *In attic of courthouse*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(Court Papers)	1840, 1846, 1852-54, 1858-61, 1864, 1868-1916	No arr.	none	Hdw. & Hdw. on ptd. form

Contents: Original papers in proceedings of Circuit Court including:

- Criminal writs and appeals; gives name of officer, plaintiff, dept., date, County, state, signature of Justice of Peace.
- Summonses; gives name of officer, dept., plaintiff, date and time of trial, plea of, date issued, and sig. of Justice of Peace.
- Appearance; gives County, state, name of defendant, offense, time and date of trial, signature of Justice of Peace.
- Judgments; gives amount, names of plaintiff, dept., date, signature of witness.

Total no. of vols. or f.d.'s 3 boxes      Size: largest 19 <sup>3</sup>/<sub>4</sub> x 17 x 14  
 Average no. of pages \_\_\_\_\_      smallest 14 <sup>3</sup>/<sub>4</sub> x 9 <sup>1</sup>/<sub>2</sub> x 8 <sup>3</sup>/<sub>4</sub>  
 Estimated no. of papers 8915

In office of courthouse,

Mr. Laing:

This is all of the Court papers.  
None before 1852, and in the f.d.s.  
1877-89 + 1890-96 there are just a few  
papers for each year.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Court Papers"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1852-1873 1881-96  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 33 f.d.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling dated by year  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents See contents of form previously sent.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement *by years.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing *h.d.w. & h.d.w. on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10 3/4 x 4 3/4 x 13 3/4.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *1852-73 1881-96 in my room*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, oh floor)  
*2nd floor of courthouse*  
*(removed from attic).*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Clerk of Circuit Court  
(Court Papers)

1852	1852 1853	1853 1854	1854	1855	1856	1856 1857	1857 1858
1858	1859	1859 1860	1860	1861	1861	1862	1862 1863
1863	1864	1865	1866	1866 1867	1867	1868	1868 1869
1869	1869	1870	1870 1871	1871	1872	1873	1881 to 1889
1890 to 1896							Chancery 628 + 780.

33 f.d. court papers.  
1852-1873 + 1881-96.

Worcester County

Liber A, Deeds has 546 pp. of conveyances. The first few pages carry miscellaneous matter and some deeds dated in 1742. From page 11 onward beginning Jan. 22, 1742-43, the recording dates of the entries are put on the record. The last entry of the book is in November 1747.

Liber B has 639 pp. of conveyances from November 1747 to April 1753.

Liber C carries conveyances April 1753-December 1755.

"	D	"	"	Jan. 1756-May 1760.
"	E	"	"	June 1760-Aug. 1763.
"	F	"	"	Aug. 1763-Dec. 1766.
"	G	"	"	Jan. 1767-March 1769.
"	H	"	"	March 1769-Dec. 1771.

Liber marked 1769 - 228 pp. Court Proceedings, June to November 1769.

Liber I carries conveyances January 1772-April 1776.

Liber K, 2 sections. One part 632 pp. deeds April 1776-June 1784. The other part with 120 pp. Court Proceedings March 1778-June 1779.

3 File boxes 1742-63, 1763-67, 1768-1778

Quibus  
de  
am. Chan.  
all. Law.

Contents  
Index

42

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Rules of the Circuit Court"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1859  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copy of the rules of the Circuit Court "for the orderly conduct of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by business in the Circuit Court"  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Also contains "Rules for regulating the practice of the Circuit Court for Worcester County as a court of Equity".

6. Contents—continued \_\_\_\_\_

7. Arrangement numerical, by rules  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

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

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 14 x 8 1/2 x 1/4 18 p.p.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In Clerk's office  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(Removed from attic)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

"Rules of the Circuit Court  
For  
Warcester County."

"Rules of the Circuit Court for Warcester County"

1 vol. 1859 (Oct. Term).

Contents: Copy of the rules of the Circuit  
Court for the orderly conduct of business  
in the Circuit Court" -

Also contains "Rules for regulating the practice  
of the Circuit Court for Warcester County  
as a Court of Equity."

14 x 8  $\frac{1}{2}$  x  $\frac{1}{4}$  - 18 pp. cardboard back frontlet.

all f.d.w.

(Clerk's office)

44 CRIMINAL INDEX, 1908-- , 2 vols (O. D. C. <sup>J.F.B. dated</sup> 1908 to )

Arr. alph. by name of deft., giving name of plf., page no.,  
case no., kind of docket, term and year. Hdw. under ptd.  
head. 200 pp. 18 x 12 x 1 $\frac{1}{2}$ . Clerk's vault.

Criminal Index, 1908--  
1909. (O.D.C. 1908 to)

Arr. kept by name of deft. giving name  
of pet., page no., case no., kind of docket,  
term and year. Also under pet. leaf,  
200 pp. 18x 12x 1 1/2. Clerk's Yacht.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS  
THE HISTORICAL RECORDS SURVEY: 1937  
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VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Criminal Index"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1908 to --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O. D. C. 1908 to  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives p. no., name of defendant, plaintiff, case no., kind of docket, term and year.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *alph. & chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Index to letters of alph. on fly leaf.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by  
*giving letter & p. no.*  
title and identification number)

9. Writing *hds. under ptd head.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18x12x1 1/2* *200 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Criminal Index O. D. C. 1908 to (---)

No. index tabs. Index to alphabet contained on fly leaf.

gives p. no., name of defendant, plf., case no., kind of docket, term and year.

Rdw. under ptd lead.

18 x 12 x 1 $\frac{1}{2}$ .

200 pps.

n. B.

Please add to "Criminal Index" form

"Criminal Index J.E.B. Dec. 31st 1938" (--)

This is a new volume just begun - contents <sup>size</sup> and arrangement same as "Criminal Index O.D.C. 1908 to"

R.S.L.

Mr. Loring -

45

Do not confuse this "Court Docket" with regular "court docket" of Court of circuit court. This was a docket used by the judges at one time then discontinued. Goodness alone knows why it was used.

Very truly  
R. S. L.

46

1895-1906  
CRIERS DOCKET, 1935-38, 2 vols

for temporary use lists of

Copy of court docket, giving appearances, criminal and  
civil appeals, miscellaneous, judicials, trials and present-  
ments, names of deft., plf. case no. Arr. ~~order~~ by case  
no. within type of procedure. Hdw. 15½ x 10½ x 1. Clerk's  
vault.

Clerks Book, 1935-38,  
1 Vol.

Copy of Clerk's book, giving appearance,  
criminal and civil appeals, miscellaneous,  
judicials, trials, and presentments, names  
of dett., pet., case no. Fr. Chron. by  
case no. within type of procedure.  
Haw. 15 1/2 x 10 1/2 x 1. Clerk's vault.

*Paul S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Harceester* State *Maryland*

Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Court house*  
(Name of building, room number, street address)

1. Title "*Criers Docket*"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *Mar. Term 1935 - Oct Term 1938*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *gives names of plf. & def., and case no.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. in categories of cases.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 15 1/2 x 10 1/2 x 3/4 approx 200  
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Criers Docket March Term, 1935; October Term 1935;  
March Term, 1936 (also contains October  
Term, 1936; March Term, 1937; October  
Term, 1937; October Term, 1938).

Contents give names of plf. & deft. and case no.  
entered chron. in categories of cases.

no index no folios.  $15\frac{1}{2} \times 10\frac{1}{2} \times \frac{3}{4}$

1 vol.

Mr. Laing:—

Please see if there is a form  
for this. If I remember correctly there  
is one vol. in clerk's vault.

R. J. L.—

Louise R. Sutton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title "Crim. dockets"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1895-1906  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By Court term, dated by year.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Crim. records of sth. det. administration, dockets, presentments, appeals, trials, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by crim. apprs., crim. conts., judgments.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Numerical by docket no. under category of cases.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing 1 vol. Oct. term 1901 to May term 1903 Typ. and Law. 7 vols.  
all Law.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 13 3/4 x 8 1/2 x 1/2 approx. 65 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In attic of Courthouse  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(to remain in attic)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Clerk of Circuit Court

"Circuit docket act. term 1895, Jan. term 1896,  
May term 1896, July term 1896"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"1899 Circuit docket July and October terms filed  
June 3, 1896."

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Circuit docket act. term 1896"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Wm C. Bratten Esq. Circuit for term 1897, Nov. term  
1897, July term 1897, Oct. term 1897, May term 1898"

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Oct. term 1900 Circuit docket act. term 1898, Jan.  
term 1900, May term 1899, Oct. term 1899, March  
term 1900. Wm C. Bratten Esq."

Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"May term 1903 Circuit docket, May term 1901,  
Oct. term 1901, Jan. term 1902, May term 1902,  
Oct. term 1902."

Ldw. + typed.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Crim docket Wm C. Bratten crim, oct. term 1903,  
May term 1904, oct. term 1904."

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

"Crim docket May term 1905, oct term 1905, May  
term 1906, oct. term 1906."

Ldw.  $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  approx. 65 pp.

Contents: gives names of plaintiff, def., <sup>and</sup> witnesses,  
docket no., presentments, appeals, trials, Crim.  
appeal, Crim. Contes., judicials.

Arr. numbers by docket no. under category  
of cases.

In attic of Courthouse.

Did you intend to return  
this page to me?

R. S. L. —

~~Commissioners~~); Tavern and Ordinary Licenses, entry--. Record 1796-- contains:  
(Liquor and Tavern Licenses) 1796-1825, entry--; (Coroners Inquisitions) 1796-1825,  
entry--; (Petition to Perpetuate Boundaries,) 1796-1850, entry--; (Petition to Divide  
Real Estate, <sup>1796-1883</sup>) entry--; Tax Sales, 1877-1929, entry--; (Election Returns, <sup>1899--</sup>) entry--  
(Election Papers); (Commissions of Officials,) entry--; Insolvents, 1812-1881, entry--;  
(Naturalization,) 1803-1909, entry-- (Declaration of Intention); Voters' Affidavits,  
1904-1918, entry--. <sup>Record of Ditches 1796-1812, entry--</sup> Arr. chron. by date recorded. Indexed alph. by name of official,  
petitioner, orphans, deceased in inquisitions, owner in tax sales, insolvents, voters  
in affidavits, and alph. by name of plf. and def. direct and reverse, in judicials.  
Hdw. 1796-1923; typed 1924--. 12 vols. aver. 512 pp, 17 x 11 x 2½; 7 vols. aver.  
550 pp. 18 x 12 x 3. Clerk's vault.

71  
PERSONAL AUDITS, 1890-1916, 1 vol. (No. 1 F. H. P.)

1818-1889, 1919 - in Chancery Record entry

Copies of auditor's reports filed in foreclosures, partition suits, receiverships and insolvency, gives names of plf. and deft., equity case no., itemized list of receipts from sales or creditors, fees, costs, balance for distribution, date of final ratification. Arr. chron. by date filed. Indexed alph. by name of deft. Hdw. 300 pp. 18 x 12 x 2. Clerk's vault.

For prior and subsequent records, see entry  
(chancery record).

Personal Audits,  
1890-1916, 1 Vol. (No. F.H.P.)

Copies of auditor's reports filed in  
~~Chancery and insolvency proceedings;~~  
foreclosures, partition suits, receiverships  
and insolvency, gives names of plt. & deft.  
equity no. itemised list of receipts from sales  
of creditors, fees, costs, balance for  
distribution, date of final ratification.  
Arr. Chron. by date filed. Indexed alph.  
by name of deft. ~~Std.~~ 300 pp. 18x12x2  
Clerk's vault.

For prior and subsequent records see entry —  
(Chancery records)

Mr. Laing - There are Prior &  
subsequent Auditor's reports in  
Chancery records. I presume  
these are the ones you re-  
fer to. - They are just recorded  
in Chancery records now. None  
have been recorded in "Personal  
Audits since 1916.

R. S. L.

Please note if all cases  
are for sales in partition  
suits or if they also  
include foreclosures.  
Former and records since  
1916 should be in charity  
record. OK, →

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Personal Audits"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1890-1916 (1918)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling No. 1 F. H. P.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

discontinued - Final ratification of last case in this record Mar. 1918.

6. Contents Records of Auditor's reports filed in equity cases, giving names of plf. & def., chancery no., record of distributions, fees, costs, and date of final ratification.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Also includes Auditor's reports on petition in Insolvency, mortgage foreclosure, deed of Trust, receiver - ship, mort. bill of sale foreclosure.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *arr. alph. by name of dept., instr., & p. no.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *18 1/4 x 12 x 2* *300 pp.*  
(Of record or container. Height, width, thickness or depth. \*Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Prior & subsequent records see*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*Chancery Records.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Personal Audits No. 1 F.H.P. (1890-1916) 300 pp. 171 pp.  
filled. Self. con. front index arr. alph. by name  
of deft., type of instr., & p. no. (discontinued)

1 vol. No. 17. H.P.

Contents: Records of auditor's reports filed in equity  
cases, giving names of pef. & deft., chancery  
no., record of distributions, fees, costs, and  
date of final ratification.

Edw

18 $\frac{1}{4}$  x 12 x 2 -

300 pp. 117 filled.

Also includes Petition in insolvency - mortgage  
foreclosure, deed of trust - Receivership -  
Mortgage bill of Sale foreclosure

72  
DIVORCE DECREES, 1908-- , 2 vols. (O. D. C. No. 1,

J. E. B. No. 1, dated). *Prior to 1909 in Chancery*

*decrees*  
Transcript of ~~proceedings~~ *Receipt entry -* in divorce cases, gives name

complainant and respondent, type of divorce, custody of

children, if any, alimony, if any, decree, if granted,

costs and who to pay. *5/9.* Arr. chron. by date filed. Indexed

alph. by name of plf. and deft. direct and reverse. Typed.

Aver. 200 pp. 18 $\frac{1}{2}$  x 12 x 2. Clerk's vault.

For prior records, see entry \_\_\_\_\_ (Chancery)

Divorce Decrees, 1908--  
2 vols. (O. D. C. No. 1, F. E. B. No. 1,  
dated)

Transcript of ~~proceedings~~<sup>decrees</sup> in divorce  
cases, gives name complainant and  
respondent, type of divorce,  
custody of children, if any, alimony  
if any, decree, if granted, costs and  
who to pay. Arr. chron. by date filed.  
Indexed, A-Z by name of Pet. and Resp.  
Direct and reverse. Typed. Aver. 200 pp.

18 1/2 x 12 x 2. Clerk's Vault.

For prior records see entry -- (Chancery)

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Divorce Decrees"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1908--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O.D.C. No. 1 J.E.B. No. 1 also dated for years.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records —  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents gives date decree filed, name of plf. and def., chancery no., custody of children if any, amount of alimony if any, decree if granted, costs, by whom paid, date recorded.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing direct, arr. alph. by plf. & dept. & p. no.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 18 1/2 x 12 x 2. 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Prior to 1908 entered in  
(Condition of record if not wood. Relation to other records. Information on prior, subsequent, or similar records.)  
Chancery sockets.  
(Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Divorce Decrees

Divorce Decrees O. D. C. No. 1 1908 to (1936) <sup>179 pp.</sup>  
Divorce Decrees J. E. B. No. 1 1939 to (1936 - -) <sup>200 pp.</sup>

Index arr. alph by plf. + def. + p. no. typed

gives date decree filed, name of plf. + def., date recorded, chancery no., custody of children if any, amount of alimony if any, decree if granted, costs (by whom pd.)

~~Prise~~ decrees entered in Chancery Dockets.

73

Records of Declaration of  
Intention, Mar. 1910 - June  
1911, 1 vol. Discontinued.

180~~0~~ - 1909 in Court Proceedings  
entry -; 1912 - - Federal Court.

Records of declaration of intention to become  
a citizen of the U.S. giving No., name of applicant,  
age, description, place of birth, birth date,  
present residence, port of emigration, name  
of vessel, last foreign residence, port of  
entry, date of entrance and signature of applicant,  
Att. chosen by date recorded. Indexed alpha  
by name of applicants. Hds. or ptd. form.  
100 pp. 7 used, 14 x 8 1/2 x 1/2. Clerk's vault.

## Re Naturalization.

Certificates of Naturalization contained in "Court Proceedings" prior to "Declaration of Intention" vol. First entry recorded April 10, 1804. -

There are no certificates attached to forms in "Declaration of Intention" there is a letter from the Dept. of Labor pinned in the front stating that forms should be made out in "Duplicate" & "Triplicate". Dup. to be forwarded to the Division of Naturalization, Dept. of Labor, Trip. to be given to declarant and original to be contained in bound vol. kept in office of clerk.

Below is a copy of order of renunciation as pasted in "Declaration of Intention" record: -

"Order of Court  
Renouncing Jurisdiction  
In Naturalization Matters

In the Circuit Court  
for Worcester County,  
in the State of Mary-  
land, October Term, 1913.

Ordered by the Court  
this 17th day of December, 1913, that juris-  
diction in all matters pertaining to natur-  
alization of foreign-born citizens, under the  
naturalization laws of the United States as provided  
by Act of Congress, be and the same is hereby  
renounced, and the Clerk of this Court, is hereby  
required to suspend any further naturalization  
proceedings and to transmit all naturalization  
papers in his keeping to the Dept. of Labor, Bureau  
of Naturalization, Washington, D.C.

Robely D. Jones.

Filed Dec. 17, 1913, and forthwith recorded in  
Court Proceeding No. 12 Folios 457 + 458. "

Test O. D. C., Clk. Ct. Ct.

All unused forms in "Declaration" vol. have  
been marked "canceled" with rubber stamp.

Does this include everything? R. S. L.

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE

*Check*

*June 15<sup>th</sup>*

TO Mrs. Ruth S. Leonard FROM Francis F. Harrig

BE BRIEF

There must be other records of naturalization. Citizenship was granted by the courts since 1749 and such records should be in the minutes, (for which I have no form) until 1906. Since 1906, supervision has been under the department of labor but proceedings could still remain with the circuit court. There should be certificates of citizenship to agree with the declaration of intention on attached form. By renewed,

# OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE

TO

2

FROM

do you mean that <sup>BE BRIEF</sup> since 1913, all proceedings  
are now held in the federal court for  
the district? Please send forms for dockets  
and court minutes. ✓

(Please send a copy of certificates <sup>not checked yet.</sup> of destruction  
of ballots contained in land record, <sup>have made a note of this</sup> note of this. ✓)

Please give dates of election returns  
contained in Corporation, Druggist licenses. ✓

church docket checked. ✓

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Record of Declaration of Intention"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Mar. 1910 - June 1911  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents gives no., name of declarant, age, occupation, description of declarant, birth-place, date of birth, present residence, place of sailing, name of vessel, residence before entering U.S., port of entry, date of entry, signature of declarant.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *Order of Court renouncing Jurisdiction in Naturalization matters passed Dec. 17, 1913 under Naturalization Laws by Act of Congress, all papers were transmitted to Dept. of Labor, Bu. Naturalization, Wash., D.C.*

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *alph. by name of declarant + p. nos.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. on printed forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14x 8 1/2 x 1/2* *100 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*only 7 entries in vol.*

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Form 2202 Department of Commerce and Labor  
Division of Naturalization,  
Record of Declaration of Intentions.

1 vol. Mar. 1910 - June 1911. 7 entries  
hdw. on ptd. forms 100 pps.  $14 \times 8\frac{1}{2} \times \frac{1}{2}$

Dec. 17, 1913 jurisdiction in all matters pertaining  
to naturalization of foreign-born citizens was  
renounced by order of Dept. of Labor in Washington.

Contents gives name of declarant, age, occupation,  
description of declarant, where born, date born,  
present residence, place of sailing, name of  
boat, residence before entering U.S., port of  
entry, ~~the~~ date of entry, signature of declarant

Discontinued - Federal Law

74

1836-57, 1862- -

MAGISTRATES JUDGMENTS, 1831--<sup>No. 1</sup>, 6 vols. (~~No. 1~~)

F. H. P., ~~No. 122~~ O. D. C., ~~No. 1~~, B. B. <sup>No. 122</sup> No. 1).

Short copies of magistrates' judgments filed for record,  
 giving names of plf. and deft., date, amount of judgment,  
 interest date, costs, signature of Justice <sup>names</sup> date satisfied.  
 Arr. numer. by case no. Indexed alph. by name of plf. and  
 deft. direct and reverse. Aver. 300 pp. 17½ x 12 x 2.  
 Clerk's vault.

Title varies: Magistrates Record  
 Copies of judgments, 14 vols.  
 1836-57

Magistrates Judgments,  
1891-- , 4 Vols. (No. 1 F.H.P.,  
No. 1-2 O.D.C., No. 1, B.B.)

Short copies of magistrates judgments  
tiled for record, giving name of pcf.  
and deft, date, amount of judgment,  
interest date, costs, signature of Justice,  
date satisfied, by case no. Indexed repr.  
by name of pcf. and deft, direct and  
reverse. Arct. 300 pp. 17 1/2 x 12 x 2.

Clark's Vault.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)

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

1. Title *"Magistrates Judgments"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1891--*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *4 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *No. 1 F.H.P., Nos. 1, 2 O.D.C., No. 1 B.B.*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Contains copies of judgments in Magis-*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

*trates courts filed in clerk's office for*  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
*record, giving names of plt. & def., date*  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
*court costs and certification.*

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *numer. by case no.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *alph. by name of plf. & dept., direct end*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
*reverse in front of vol., giving p. no. also sep.*

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

10. Size *17½ x 12 x 2* *300 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *clerk's vault*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

*val. index*

# Magistrate's Judgments

Magistrate's Judgments	No. 1.	F.H.P. (1891-1907)	<sup>17 1/2 x 2.</sup> 300 pp.
"	"	No. 1	O.D.C. (1907-1922) 298 pp.
"	"	No. 2	O.D.C. (1922-1938) 300 pp.
"	"	No. 1	B.B. (1938-- 300 pp.

4 vols. 1891--

Contents; copies of judgments in magistrate's courts filed in clerk's office for record, giving names of plf. & deft., date, court costs and certification.

Front index, direct & reverse, arr. alph. giving name of plf. & deft. & p. no. also sep. vol. index

17 1/2 x 12 x 2 -

300 pp.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

- Title "Magistrates Record Copies of Judgments"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)  
(Magistrates' Recorded Judgments)
- Dates 1836-51 1862-91  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling -  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records 1852-1861 missing  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of copies of magistrates' judgments  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
filed for record with clerk of circuit Court  
giving name of pty, debt, amount of  
judgment, costs, date interest begins, date  
satisfied or fifa issued, date recorded.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date recorded  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing 1836-51 self-con. front reverse; 1862-91 self-con.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by  
front, direct & reverse.  
title and identification number)

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

10. Size 1836-51 12 1/4 x 8 x 1 1/4 136 pp.; 1862-91 13 1/2 x 9 x 1 1/2  
(Of record or container. Height, width, thickness, or depth. Average number of pages or documents)  
253 pp.

11. Location by dates and quantities Clerk's vault  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(removed from attic)

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

see also 4 vols. 1891-- previously sent.

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

(Copies of Magistrates Judgments)

"Magistrates Record Copies of Judgments" 1836-51

136 pp.  $12\frac{1}{4} \times 8 \times 1\frac{1}{4}$  self-con. index in front, direct + reverse + p. no.

no title (Magistrates Recorded Judgments) 1862-1891

253 pp.  $13\frac{1}{2} \times 9 \times 1\frac{1}{2}$  self-con. reverse index in front, giving name of plf. + def. + p. no.

Contents: Record of copies of magistrates' judgments filed for record with clerk of circuit court, giving name of plf. + def., date, amount of judgment + costs, date interest starts, date satisfied or fifa issued, date recorded.

arr. chron. by date recorded.

index 1836-51 self-con. front reverse

" 1862-91 " " " direct + reverse

clerk of Cir. Court.

75  
MAGISTRATES JUDGMENTS RECORDED, 1907-- , 1500

papers in 2 f. d.

Copies of magistrates' judgments, showing information as  
in entry \_\_\_\_\_ (Magistrates judgments). Not arr. Hdw. and  
hdw. on ptd. forms, releases typed. 10 x 5 x 13. Clerk's  
vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Magistrates Judgments Recorded"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1907 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file boxes  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Copies of judgments from Magistrates  
(Purpose and general nature of record) Principal items of information shown. Summary of forms used in making record,

dockets filed with the clerk for record, gives  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
name of plf., debt, amount of judgment, date  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
filed and recorded, liber no. and folio. also  
contains orders to mark satisfied.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement no arrangement.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing h.d.w., h.d.w. on ptd. forms. "Orders to mark satisfied" typed.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)  
Printed. Photostat. Other. Give months and years covered by each kind of writing

10. Size 10 X 5 X 13 1 box aprox 1000 - 1 box aprox 500  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Magistrates Judgments Recorded.

1907-- 2 file boxes.

Magistrates Judgments Recorded (1907-1927)

Copies of judgments from magistrate's dockets, giving name of plf. & defr., amount of judgment, date filed & recorded, liber. no. & folio. also orders to mark satisfied.

no arrangement. hdiv., hdiv. on ptd. forms.

orders to mark "satisfied" typed. approx. 1000 papers.

Magistrates Judgments Recorded (1927--)

Contents - same as above.

76

1841-- 148 Vols.

MAGISTRATES DOCKET, ~~1841~~ --. ~~41~~ vols. (most vols. labeled by name of magistrate; also dated).

Record of criminal and civil proceedings and auto violations, giving names of deft. and plf., warrants, trials and verdicts in criminal cases, summonses, trials in judgments, showing amount of judgment, and date interest begins and appeals to circuit court. Arr. numer. by case no. <sup>dash</sup> ~~dash~~ vols. indexed alph. by name of deft. Aver. 250 pp. 7 x 5 x 1, 14 x 9 x 2, 18 x 12 x 3. Clerk's vault.

Arch Ref  
Nixon  
1841-1842

- Magistrates Docket, 1894. --  
41 Vols. (most vols. labeled  
by name of magistrate, <sup>also</sup> ~~and~~  
date) ~~a few vols. not labeled~~)

Record of criminal and civil proceedings  
and auto violations, giving names of deft  
and pct, warrants, trials and verdicts in  
criminal cases, summonses, trials in  
judgments, ~~giving~~ <sup>showing</sup> amount of judgment,  
date interest begins, ~~appeals~~ <sup>appeals</sup> to Circuit  
Court, Att. Numbr, by Case No. A few vols.  
indexed alph. by name of deft. Att. 150 pp.  
7x5x1, 14x9x2, 18x12x3. Clerk's Yard.



THE HENRY L. HARRIS  
MEMORIAL LIBRARY  
STATE OF MISSISSIPPI  
UNIVERSITY MICROFILMS  
SERIALS ACQUISITION  
300 N. ZEEB ROAD  
ANN ARBOR, MI 48106-1500

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

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

Address of office of custody \_\_\_\_\_  
(Name of building, room number, street address)

1. Title "*Magistrates' Docket*"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1894--*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *71 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *some by magistrates' names & dated, some*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *unlabeled.*  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Proceedings in magistrates' courts,*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

*trials, verdicts, warrants, judgments, appeals;*  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
*gives date, names of pty. and def., violation*  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
*and costs.*

6. Contents—continued

7. Arrangement Chron.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size all sizes from small hand book up to 18x12x3  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information These vols. were not kept very  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  
orderly, and it would be impossible to  
Whether record is known to have been kept earlier than dates shown in item 2)  
give an average size as almost every  
magistrate used a different book; there  
is one 7x5x1/2 and several 18x12x3 and all sizes  
in between.

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Magistrates' Dockets.

67 vols.

1894 - 1937. Not all years are included in this.

Some labeled by magistrates' name and dated for years, some unlabeled.

Proceedings in magistrates' courts, trials, verdicts, warrants, judgments, appeals; gives date, names of plf. and def., violation and costs.

Index not uniform -  
size not uniform

Louise R. Sexton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House (Snow Hill)  
(Name of building, room number, street address)

1. Title (Justice of Peace Packet)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1841 - 1912  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 94 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Some labeled by name of justice and date filed. Some unlabelled.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Proceedings in justice courts including Civil and Criminal; given names of ptys. and dest. indictment record of verdicts issued and returnable, judgement and disposition of case.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement arr. Chron. by date

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing indexed alph. by names of pgs. and det. direct

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

and reverse, in front and back of vols. some vols. not indexed  
title and identification number)

9. Writing All Lit.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size aver. 15x8x1/2 vols. aver. 100 pp.

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

11. Location by dates and quantities These vols. have been removed

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

from attic to vault of Clerk of Cir. Court,

12. Other information See form already sent.

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Mr. Laing: Re: "Justice of Peace Books"

Please check this form with the one sent previously. He removed 94 vols. from the attic, and with the 84 vols. already in the vault there is a total of 178 vols.

This total may not tally with the previous form, but some new vols. have been filed since the previous form was made. However 178 vols. is the correct no. of vols. at the present time. 1841--

"Benjamin Livingston Docket from 1841 - 42 - 43 - 44 & 45 filed July 29, 1845"  
11 1/2 x 8 1/2 x 1/4 26 pp. 1841 - 45

No index, all hdw., arr. chron. by date.

(Justice of Peace docket) 1855 - 57  
7 3/4 x 6 1/2 x 3/4 72 pp.

No index, all hdw., arr. chron. by date.

"Henry A. Smith Esq. filed Nov 22<sup>nd</sup> 1875" 1854 - 74  
12 x 7 1/2 x 3/4 102 pp.

No index, all hdw., arr. chron. by date.

"Th. H. Holland's Docket filed June 1<sup>st</sup> 1880" 1861 - 80  
12 5/4 x 8 1/2 x 1/4 179 pp. 164 used

direct index in front arr. alph. giving page no.  
all hdw. arr. chron. by date.

"Danl P. Russell's Docket filed Feb. 1<sup>st</sup> 1868" 1863 - 67  
13 x 8 x 1/2 85 pp.

front index arr. alph. by name of ply. giving page no. (Dyke's name not given)  
all hdw. arr. chron. by date.

"Littleton Russell's Docket, filed April 20<sup>th</sup> 1875" 1863 - 67  
12 1/2 x 7 3/4 x 1/2 64 pp. 36 used

direct index in front arr. alph. giving page no.  
all hdw. arr. chron. by date.

"John R. Coard Esq. docket filed June 6<sup>th</sup> 1873" 1867-68  
13 x 8 x 1/2 53 pp.

direct index in front arr. alph. giving page no.  
all Ldw. arr. Chron. by date.

"Docket of John Corbin P. filed May 8, 1888" 1867-70  
13 x 8 1/4 x 3/4 87 pp.

direct index in front arr. alph. giving page no.  
all Ldw. arr. Chron. by date.

"Docket a No. 5<sup>th</sup> 1867 to Jan. 6<sup>th</sup> 1872" 1867-71  
13 x 8 x 3/4 108 pp.

direct index in front arr. alph. giving page no.  
all Ldw. arr. Chron. by date.

(Justice of Peace Docket) 1867-71  
12 x 8 x 1/4 169 pp.

reverse index in front arr. alph. giving page no.  
all Ldw. arr. Chron. by date.

"Edward Dymock's docket filed May 30<sup>th</sup> 1874" 1867-74  
12 1/2 x 8 x 1/2 41 pp.

lose vol. reverse index arr. alph. by name of deft., giving  
page no.  
all Ldw. arr. Chron. by date.

"Benjamin Carmean's Docket filed Nov. 29<sup>th</sup>, 1879" 1867-79  
 $13\frac{1}{2} \times 8\frac{1}{4} \times \frac{1}{2}$  160 pp. 147 used

direct index in back, arr. alph. giving page no.  
 all Ldw. arr. Chron. by date.

"Bower's Docket" 1868-73  
 $12\frac{1}{2} \times 7\frac{1}{2} \times \frac{1}{4}$  36 pp.

Reverse index in front arr. alph. by name of dept., giving  
 page no.  
 all Ldw. arr. Chron. by date.

"Filed Oct. 25<sup>th</sup>, 1880 per L. Dick's docket No. 1" 1870-73  
 $13 \times 8 \times \frac{3}{4}$  79 pp. 61 used

direct index in front arr. alph., giving docket no.  
 all Ldw. arr. Chron. by date.

"John D. White's docket filed May 30<sup>th</sup>, 1874" 1870-74  
 $12 \times 7\frac{1}{2} \times \frac{1}{2}$  58 pp. 18 used

direct index in front arr. alph. giving page no.  
 all Ldw. arr. Chron. by date.

"Docket June 1<sup>st</sup>, 1870 filed May 25<sup>th</sup>, 1880 Joseph J. Devereaux" 1870-77  
 $13\frac{1}{2} \times 9 \times \frac{3}{4}$  104 pp.

direct index in front arr. alph. giving docket and  
 page no.  
 all Ldw. arr. Chron. by date.

"Docket of John Corbin J.P. filed May 8, 1888" 1870-80  
 13 X 8 X 1 137 pp.

direct index in front arr. alph. giving docket no.  
 all Ldw. arr. Chron. by date.

"J.B. Neek J.P. docket May 29<sup>th</sup> 1871" 1871-74  
 14 X 8  $\frac{1}{4}$  X  $\frac{1}{2}$  61 pp.

loose vol. reverse index arr. alph. by name of dist.,  
 giving page no.  
 all Ldw. arr. Chron. by date.

"J.H. Carey J.P. docket" 1871-84  
 14 X 8  $\frac{1}{2}$  X  $\frac{1}{2}$  20 pp.

direct index in front arr. alph. giving docket no.  
 all Ldw. arr. Chron. by date.

"Docket B. Jan 11<sup>th</sup> 1872 to Jan. 27<sup>th</sup> 1876" 1872-76  
 13 X 7  $\frac{3}{4}$  X  $\frac{1}{2}$  104 pp.

direct index in front arr. alph. giving page no.  
 all Ldw. arr. Chron. by date.

(Justice of Peace docket) 1872-76  
 13 X 8  $\frac{1}{4}$  X  $\frac{1}{4}$  39 pp.

Reverse index in front arr. alph., giving page no.  
 all Ldw. arr. Chron. by date.

"J.P. L. Neek's docket no. 2 filed Oct. 25<sup>th</sup> 1880" 1873-80  
 13  $\frac{3}{4}$  X 8  $\frac{1}{4}$  X  $\frac{3}{4}$  60 pp. 41 used

No index, all Ldw., arr. Chron. by date.

(Justice of Peace docket)

1873-90

 $12 \times 7\frac{1}{2} \times \frac{1}{4}$ 

106 pp. 90 used

direct index in front arr. alph. giving page no.  
 all Ldw. arr. chron. by date.

(Justice of Peace docket)

1875-82

 $12 \times 7\frac{1}{2} \times \frac{1}{2}$ 

96 pp. 77 used

direct index in front arr. alph. giving page no.  
 all Ldw. arr. chron. by date.

"Docket of Jas. S. Messick filed Feb. 1893"

1875-93

 $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ 

55 pp.

No index, all Ldw. arr. chron. by date.

"Docket C from Feb. 9<sup>th</sup> 1876 to Nov. 30<sup>th</sup> 1878" 1876-78 $12\frac{1}{4} \times 8 \times \frac{3}{4}$ 

102 pp.

direct index in front arr. alph. giving page no.  
 all Ldw. arr. chron. by date.

"Docket of Jas. S. Messick, P. filed 27<sup>th</sup> Feb. 1893"

1876-80

 $16 \times 10\frac{1}{2} \times 1$ 

177 pp.

Reverse index in front arr. alph. by name of dept.,  
 giving page no.

all Ldw. arr. chron. by date.

"Daniel P. Russell's docket filed May 8<sup>th</sup> 1883"

1876-82

 $12\frac{1}{7} \times 8 \times \frac{1}{2}$ 

82 pp.

Reverse index in front arr. alph. by name of dept.  
 giving page no.

all Ldw. arr. chron. by date

"Docket D. from Dec 6<sup>th</sup> 1878 to Dec. 31, 1881 Jas Bretingham"  
12½ x 8 x ½ 108 pp. 1878-81

direct index in front arr. alph. giving page no.  
all Ldw. arr. chron. by date.

"H. J. Clayville Docket filed June 1900" 1878-1900  
15<sup>3</sup>/<sub>4</sub> x 8<sup>1</sup>/<sub>4</sub> x ½ 67 pp. 48 used

No index, all Ldw., arr. chron. by date.

(Justice of Peace docket) 1880-84  
14 x 8<sup>3</sup>/<sub>4</sub> x ¼ 18 pp.

No index, all Ldw., arr. chron. by date.

"Criminal Docket" 1880-86  
12 x 7½ x 1 260 pp.

No index, all Ldw., arr. chron. by date.

"Docket of John Corbin J. P. filed May 8, 1888" 1880-87  
12 x 7½ x ½ 202 pp. 121 used

direct index in front arr. alph. giving page no.  
all Ldw., arr. chron. by date.

"Docket C. W. D. Pitts, filed 3<sup>rd</sup> June 1896" 1881-86  
14 x 8½ x ½ 124 pp.

direct index in front arr. alph. giving page no.  
all Ldw. arr. chron. by date.

"Docket no. 1882 Geo. E. Bevan & P. second election district  
of Worcester County, Maryland" 1882

$14 \times 8 \frac{1}{2} \times \frac{1}{2}$

60 pp. 9 used

No index. all Ldw. arr. chron. by date.

"Docket E. Jan 1<sup>st</sup> 1882"

1882-83

$12 \frac{1}{2} \times 7 \frac{3}{4} \times \frac{1}{2}$

82 pp.

direct index in front arr. alph., giving page no.

all Ldw. arr. chron. by date.

"Docket of Jas. S. Thewick J.P. filed 27<sup>th</sup> Feb. 1893"

1882-92

$12 \frac{1}{4} \times 7 \frac{3}{4} \times \frac{1}{2}$

110 pp. 79 used

Reverse index in front arr. alph. by name of dept.,  
giving page no.

all Ldw. arr. chron. by date.

(Justice of Peace Docket)

1884-86

$13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

61 pp. 2 used

No index. all Ldw. arr. chron. by date.

"J. A. Brittingham Docket 7. Jan April 16, 1884 to Jan. 1<sup>st</sup> 1885, 86, 87"

$12 \frac{1}{2} \times 7 \frac{1}{2} \times \frac{1}{2}$

101 pp.

1884-87

Reverse index in front arr. alph. by name of dept.,  
giving page no.

all Ldw. arr. chron. by date.

- "Washington P. Pusey apr. 1884" 1884-95  
 $15\frac{1}{2} \times 6\frac{1}{4} \times \frac{1}{2}$  130 pp. 19 used  
 direct index in front arr. alph., giving page no.  
 all Ldw. arr. Chron. by date.
- "Docket of William W. Quinn J. P. filed Oct 25<sup>th</sup> 1887" 1885-87  
 $12\frac{1}{4} \times 7\frac{3}{4} \times \frac{1}{2}$  192 pp. 53 used  
 No index, all Ldw., arr. Chron. by date.
- "Benj. Carmichael P." 1886-89  
 $12 \times 7\frac{1}{2} \times \frac{1}{2}$  96 pp. 20 used  
 No index, all Ldw., arr. alph. by date.
- "J. S. Jones J. P. filed 20<sup>th</sup> Oct. 1896" 1886-95  
 $13\frac{1}{2} \times 9 \times \frac{1}{2}$  53 pp.  
 No index, all Ldw., arr. Chron. by date.
- "Docket of John M. Dale J. P. filed Dec. 9<sup>th</sup> 1887" 1886-87  
 $12 \times 7\frac{1}{2} \times \frac{1}{2}$  80 pp. 6 used  
 direct index in front arr. alph. giving page no.  
 all Ldw., arr. Chron. by date.
- "Docket H. Oct. 1889" 1887-90  
 $12\frac{1}{2} \times 7\frac{3}{4} \times \frac{1}{2}$  94 pp.  
 Reverse index in front arr. alph. by name of dept.,  
 giving page no.  
 all Ldw., arr. Chron. by date.

"Criminal Docket John B. Mack Esq. filed May 2, 1892"

$14 \times 8 \frac{1}{2} \times 1 \frac{1}{2}$

34 pp. 29 used 1887-92

No index, all lds., arr. chron. by date.

"Docket of J. H. Carey J. P. filed Jan. 8th 1895"

$14 \times 8 \frac{1}{2} \times 1 \frac{1}{2}$

54 pp. 12 used

1887-94

No index, all lds., arr. chron. by date.

"Docket of W. J. S. Clark J. P. filed Aug 12, 1890"

$12 \frac{3}{4} \times 8 \times 1$

366 pp. 64 used

1888-90

direct index in front arr. alph., giving page no.  
all lds. arr. chron. by date.

"James L. Mack J. P. Rec'd Oct. 29, 1895"

1888-91

$12 \frac{1}{2} \times 8 \times 1 \frac{1}{2}$

144 pp.

No index, all lds., arr. chron. by date.

"James L. Mack J. P. Rec'd Oct. 29th 1895"

1888-91

$12 \frac{1}{2} \times 8 \times 1 \frac{1}{2}$

144 pp.

direct index in front arr. alph., giving page no.  
all lds. arr. chron. by date.

"Docket of D. P. Russell, filed May 2, 1892"

1888-92

$12 \frac{1}{2} \times 7 \frac{3}{4} \times 1 \frac{1}{2}$

150 pp.

direct index in front arr. alph., giving page no.  
all lds., arr. chron. by date.

"Benj. S. Parsons" <sup>10-</sup> 1889-96  
12 X 8 X 1 202 pp. 94 used

loose direct index in front arr. alph., giving page no.  
all hdw., arr. chron. by date.

"Civil Docket J. B. Duck, Esq. filed May 2, 1892" 1890-92  
14 X 8  $\frac{3}{4}$  X 1 63 pp. 14 used

Reverse index in front arr. alph. by names of depts.,  
giving page no.  
all hdw. arr. chron. by date.

"W. D. Pitto J. P. filed June 3, 1896" 1890-95  
14 X 8  $\frac{3}{4}$  X 1 154 pp.

direct index in front arr. alph., giving page no.  
all hdw. arr. chron. by date.

"Criminal Docket No. 2 J. D. A. Robinson J. P." 1890-95  
8  $\frac{1}{4}$  X 7 X  $\frac{1}{2}$  132 pp.

direct index in front arr. alph., giving page no.  
all hdw., arr. chron. by date.

"James L. Duck J. P. filed Oct. 29, 1895" 1891-92  
12  $\frac{1}{2}$  X 8  $\frac{1}{4}$  X 1 234 pp. 109 used

direct index in front arr. alph., giving page no.  
all hdw., arr. chron. by date.

(Justice of Peace Docket)

1891-93

 $13 \times 8 \frac{1}{4} \times \frac{1}{2}$ 

118 pp. 48 used

direct index in front arr. alph., giving page no.  
all lds., arr. chron. by date.

"Docket of Justice A. Boston filed 1896"

1891-95

 $14 \times 8 \frac{3}{4} \times 1$ 

115 pp.

front index arr. chron. by page no. giving names  
of both plaintiff and deft.  
all lds., arr. chron. by date.

"Civil Docket filed May 4<sup>th</sup> 1896 Wm a Rowley"

 $14 \times 8 \frac{1}{2} \times \frac{1}{2}$ 

44 pp.

1891-96

No index, all lds., arr. chron. by date.

"Wm a Rowley State Docket filed May 4<sup>th</sup> 1896" 1891-96

 $14 \times 8 \frac{3}{4} \times \frac{1}{2}$ 

49 pp.

No index, all lds., arr. chron. by date.

"Crim. Docket A. H. King, filed May 9<sup>th</sup> 1896" 1892-96

 $12 \frac{1}{2} \times 8 \times \frac{1}{2}$ 

152 pp. 135 used

Reverse index in front arr. alph. by name of deft.,  
giving page no.

all lds., arr. chron. by date.

"Filed May 19, 1894 Civil Docket A. H. King" 1892-96  
14 x 8 1/2 x 1/2 152 pp.

Reverse index in front arr. alph. by name of  
dept., giving page no.  
all l.d.w., arr. chron. by date.

"Charles Parker Docket filed July 22, 1904" 1892-97  
14 x 8 3/4 x 1/2 30 pp.

No index, all l.d.w., arr. chron. by date.

"Charles Parker Criminal Docket returned June 7, 1900, filed  
June 1900" 1892-1900  
13 1/2 x 8 1/2 x 1/2 55 pp. 31 used

No index, all l.d.w., arr. chron. by date.

"James H. Mack J.P. Reid Oct. 29, 1895" 1893-95  
12 3/4 x 8 x 1/2 199 pp. 107 used

direct index in front arr. alph., giving page no.  
all l.d.w. arr. chron. by date.

"Benj Carmean J.P. Docket filed July 5<sup>th</sup> 1899" 1893-98  
14 x 8 1/2 x 1/2 66 pp.

direct index in front arr. alph., giving page no.  
all l.d.w., arr. chron. by date.

"James L. Mackey P. Lic'd Oct. 29, 1895" 1891-95  
 $12 \times 7 \frac{3}{4} \times \frac{1}{2}$  128 pp. 63 used

direct index in front arr. alph. giving page no.  
 all Ldw., arr. Chron. by date.

"Docket entries, L. P. Morris J. P. returned May 29<sup>th</sup> 1900" 1893-1900  
 $14 \times 8 \frac{1}{2} \times \frac{1}{2}$  31 pp.

No index, all Ldw., arr. chron. by date.

"A. S. Brimmer Court docket filed 3<sup>rd</sup> June 1896" 1894-95  
 $14 \times 8 \frac{1}{2} \times \frac{1}{2}$  15 pp. 3 used

No index, all Ldw., arr. chron. by date

"Docket of J. A. Baxton, filed July 2, 1896" 1895-96  
 $14 \times 8 \frac{1}{2} \times \frac{1}{2}$  134 pp. 26 used

direct index in front arr. alph. giving name of deft.  
 and page no.

all Ldw., arr. Chron. by date.

"Wm. D. Pitts Docket, filed June 3<sup>rd</sup> 1896" 1895-96  
 $14 \times 8 \frac{1}{2} \times 1$  136 pp. 38 used

direct index in front arr. alph., giving page no.  
 all Ldw., arr. Chron. by date.

"Docket no. 3" 1895-1900  
 $12 \frac{1}{2} \times 8 \times \frac{1}{2}$  187 pp.

direct index in front arr. alph., giving page no.  
 all Ldw., arr. Chron. by date.

"Ephraim Hillsman Docket"

1896-1906

$9\frac{3}{4} \times 8\frac{3}{4} \times \frac{1}{2}$  153 pp.

direct index in front arr. alph., giving page no.  
all Ldw., arr. chron. by date.

"Jas. Devureau's docket, returned Oct. 26<sup>th</sup> 1898"

$14 \times 8\frac{3}{4} \times \frac{1}{2}$  152 pp. 1896-98

direct index in back arr. alph., giving docket and page no.  
Reverse state index in front, arr. chron. by page no., giving  
docket no.

all Ldw., arr. chron. by date.

"Seth S. Ringler J.P."

1896-98

$13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$  48 pp. 21 used

direct index in front arr. alph., giving page no.  
all Ldw., arr. chron. by date.

"L. S. Davidson J.P. filed Oct. 1901"

1896-99

$12\frac{1}{4} \times 7\frac{1}{4} \times \frac{1}{2}$  150 pp. 29 used

No index, all Ldw., arr. chron. by date.

"Civil Docket, D. A. Mearns, (1896-1900) filed June 14, 1911"

$16 \times 10\frac{3}{4} \times 1$  200 pp. 1896-1900

Direct index in front arr. alph., giving page no.  
all Ldw., arr. chron. by date.

15-

"Alex Brimmer J.P. filed May 16, 1895" 1897-98  
 $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{4}$  37 pp. 1 used  
appr. 90 pp. torn from front of vol.  
No index, all Ldw., arr. chron. by date.

Charles Parker's Civil docket, returned June 7, 1900, filed June 19<sup>th</sup> 00  
 $14 \times 8 \frac{3}{4} \times 1$  152 pp. 94 used 1897-1900  
No index, all Ldw. arr. chron. by date.

Justice of Peace docket 1898-1900  
 $13 \times 8 \times \frac{1}{2}$  84 pp. 32 used  
direct index in front arr. alph. giving name of  
plaintiff and deft., page and docket no.  
all Ldw. arr. chron. by date.

"Docket Purnell and Johnson, filed Dec. 31<sup>st</sup> 1900" 1898-1900  
 $14 \times 8 \frac{1}{2} \times \frac{9}{4}$  65 pp. 56 used  
direct index in front arr. chron. by docket no.  
all Ldw. arr. chron. by date.

William J. Rounds docket" 1898-1906  
 $13 \frac{1}{2} \times 8 \frac{1}{2} \times \frac{1}{2}$  67 pp.  
No index, all Ldw., arr. chron. by date.

"O. J. Lucas Docket" <sup>16 -</sup>

1898

$12 \frac{1}{2} \times 8 \frac{1}{2} \times 1$

266 pp. 3 used

Direct index in front arr. alph., giving page no.  
all hdw. arr. Chron. by date.

"Joseph E. Higgins Docket, filed 25<sup>th</sup> May 1900"

$10 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

200 pp.

1898-1900

Reverse index in front arr. alph. by name of  
dept., giving page and docket no.

all hdw. arr. Chron. by date.

"W. J. Rounds"

1898-1902

$13 \frac{1}{2} \times 8 \frac{1}{2} \times \frac{1}{2}$

67 pp.

Direct index in front arr. Chron. by page no.

first page of index torn out.

all hdw. arr. Chron. by date.

"Ernest P. Downing J. P. 7<sup>th</sup> district"

1899-1902

$13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{3}{4}$

176 pp. 15 used

Direct index in front arr. alph., giving page no.

all hdw., arr. Chron. by date.

"Civil docket no. 1. A. Whittington J. P. filed Dec. 17, 1900"

$12 \times 7 \frac{3}{4} \times \frac{1}{2}$

196 pp. 15 used

1900

Reverse index in front arr. alph. by name  
of dept. giving page no.

all hdw. arr. Chron. by date.

"Civil Docket D. A. Thayer, 1900-1911 June 14, 1911"

17 X 11 X  $1\frac{1}{2}$  298 pp. 6 used 1900-1911

direct index in front arr. alph. giving page no.  
all edw. arr. chron. by date.

"Criminal Docket no. 2. A. Whittington J.P. filed 22 May 1903"

12 X  $7\frac{1}{2}$  X  $\frac{1}{2}$  200 pp. 38 used 1900-1903

Reverse index in front arr. alph. by name of  
dept. giving page no.

all edw. arr. chron. by date.

"Criminal Docket of B. F. Williams J.P." 1904-1906

12 X  $7\frac{1}{2}$  X  $\frac{1}{2}$  204 pp. 47 used

Reverse index in front arr. alph. by name of  
dept., giving page no.

all edw., arr. chron. by date.

"Civil Docket of B. F. Williams J.P." 1904-1906

13 X 8 X 1 134 pp. 27 used

Reverse index in front arr. alph. by name of dept.  
giving page no.

all edw. arr. chron. by date.

"William I. Rounds J.P." 1906

13  $\frac{3}{4}$  X 8 X  $\frac{1}{2}$  64 pp. 2 used

no index, all edw. arr. chron. by date.

"Docket of S. W. Smith P. filed 1908" 1905-1907

16 X  $1\frac{1}{4}$  X  $1\frac{1}{4}$  94 pp. 47 used

no index, all hdw., arr. chron. by date

"Sidney C Jones Docket" 1911-1912

17 X  $1\frac{1}{2}$  X  $1\frac{1}{2}$  150 pp. 24 used

direct index in front arr. alph., giving page no.  
and name of dept.

all hdw. arr. Chron. by date.

34839

BUICK SED. NEW 1776839 1716103 24

11-3-27

ANDREW PALMER,  
SNOW HILL, WOR.CO., MD.

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A-669976

Class A

Printers' Copy, Pneumatic, 1934

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24 Cents per H. P. on and after Apr. 1st.

16 Cents per H. P. on and after July 1st.

8 Cents per H. P. on and after Oct. 1st.

47  
STET DOCKET, 1876-- , 3 vols. (No. 7, 1, 1, I. T.  
M., O. D. C., B. B. 1 vol. 1930--dated).

Record of steted civil and criminal cases in circuit  
court, giving names of plf., deft., docket no., titling.

Arr. chron. by date removed from court docket. Indexed,  
alph. by name of deft. and plf. direct and reverse.

Hdw. Aver. 400 pp. 18 x 12 x 2 $\frac{1}{2}$ . Clerk's vault.

Stet Docket, 1876 --, 3 vols.  
(No. 7, 1, 1, J.T.M., O.D.C., B.B. 1 Vol.  
1930 -- dated.)

Records of statted civil and criminal cases,  
in circuit court, giving names of pct, def, docket  
no. title, Am. charge by date removed  
from court docket. Indexed, alph. by name of  
def. and pct. direct and reverse. Hdwr.  
Aret. 400 pp. 18 x 12 x 2 1/2. Clerk's vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Stet Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1876 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling no. 7 I.T.M. O.D.C. no. 1 B.B. no. 1.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Records of stettled cases in Circuit Court, giving name of plaintiff, defendaut, case no., date and titling. Contains civil and criminal cases.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chrono. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Vol. 7 S.T.M. (1876-1916) alph. by name of dept. & plf. direct,*  
*& p.no.; O.D.C. no. 1 & B.B. no. 1 alph by name of plf & dept & p.no. direct & reverse.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h.d.w.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18 x 12 x 2 1/2* *aver. 400 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Stet Docket

Stet Docket No. 7 J. M. (1876-1916) 414 pp. Index front  
reverse, & p. no.

Stet Docket O. D. C. No. 1 (1911-1930) 403 pp. " front.  
direct & reverse & p. no.

Stet Docket B. B. No. 1 Oct. Term 1930 to 19 (--) 500 pp Index front  
direct & reverse & p. no. 18x12x2½.

1876-- 3 vols.

Contents. Records of statted cases in circuit court, giving  
plf., deft, docket no., date, <sup>and tilting.</sup> Contains civil and criminal  
cases.

Index arr alph. reverse in vol. 7 J. M. name of deft. & p. no.

BB#1000#1 " " direct & reverse all others name of plf.,  
deft., & p. no.

18x12x2½

400 pp. over.

Ldw.

48

RECOGNIZANCE DOCKET, 1914-- , 2 vols. (No. 1, O. D. C., No. 1, B. B.).

*before magistrates and*

Record of recognizances, in open court, showing name of deft., charge, amount, names of sureties, date filed. Arr. chron. by date filed. Indexed alph. by name of deft. Hdw. Aver. 200 pp. 18 x 12 x 1 1/2. Clerk's vault.

Recognizance Tickets,  
1914 --, 2 Vols. (No. 1, O.O.C.,  
No 1, B.B.)

Records of ~~quests of police~~ recognizances,  
in open court  
showing name of deft, charge, amount,  
names of sureties, date filed. Arr.  
Chron. by date filed. Indexed alph. by  
name of deft. Hda. Arr. 200 pp. 18x12x1 1/2  
@ Clark's Vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Recognizance Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1914--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling No. 1 O.D.C. No. 1 B.B.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Recognizances to appear in court, gives names of defendant and surety, amount, date filed, and docket no.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date recorded  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing arr. alph. by deft. and p. no. in front of volume.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 18 x 12 x 1 1/2 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Recognizance Docket

Recognizance Docket No. 1. O.D.E. (1914-1932) 218 pp.  
" " " 1 B.B. (1932 -- 200 pp.

Front index alph. by deft. & pno.

Recognizances to appear in court, gives name of deft & surety, amount and date filed, docket no.

18x12x1½

200 pp. hdw.

49 GRAND JURY (WITNESSES) 1920-- , 2 vols.

Record of witnesses called before grand jury, giving name, amount paid each, includes ~~and~~ mileage and days in attendance.

Arr. alph. by name of juror for each term. Aver. 130 pp.

$15\frac{1}{2}$  x  $9\frac{1}{2}$  x 1. Clerk's vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Horchester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Grand Jury" (Witnesses)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents names of witness to grand jury  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, giving amount paid each.  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

grand jury -  
Local - 4cts per mile, one way + 75¢ per day  
Out of County 3¢ " " each - " \$1.00 " "

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement alph. by court term.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hdw. court terms rubber stamped  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)  
10. Size 15 1/2 x 9 1/2 x 1/2 approx. 130 pps.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 kept in Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
1 kept in Clerk's office.

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Places of publication) (Date of publication)

## Grand Jury (Witnesses)

Grand Jury (Mar. Term 1920 - Oct Term 1935) approx 75 pp.

" " (Mar. " 1936 - -

2 vols.

Arr. alph. by term of court. form of alph.

gives names of witnesses and amount paid each.

$15\frac{1}{2} \times 9\frac{1}{2} \times \frac{1}{2}$  approx. 130 pp.

Grand Jury -

Local - 4 cts per mile, one way, + 75¢ per day

Out of County - 3¢ " " , each way, + \$1.00 per day.

1 in office - 1 in vanets.

Mr. Sainy — Should not "Petition for a Commission  
50 to Drain Lands" take a separate dummy entry?

Thus:

(Petition to Drain Land) 1796-1812 Record of  
petition by landowners to have a ditch dug to  
drain lands giving name of owners, names  
of landowners, <sup>thru</sup> whose land ditch must <sup>run</sup> and  
course; showing drawings of course of ditch  
agreed upon.

Sep. vol. record 1858-60 then discontinued.  
(can find no dates between 1812 - 1858)

Mr. Laing: Have checked over the copy of Court Proceedings entry and made several changes and suggestions. Everything else seems all right.

Earliest date of Condemnation proceedings I find is 1875--in Court Proceedings (not f. d.)-- "Some boxes labeled by cases" means some are labeled "Trials - appearances - Rough bundle. Judicials etc. Some are labeled by year & Term thus "1931- march Term" Is that clear?

Boxes labeled thus <sup>example</sup> →  
all current f.d. labeled by year & term.

1931	1873	1919	1928	Mar Term 1928
mar-term	July & Oct.	appears & Trials Rough Bnd.	January Term Papers	appears & Criminal

There are 222 file drawers of court papers.

Election Papers are filed separately,  
Bonds ~~filed separately~~, sep. vol. record too. } forms sent  
Affidavits filed separately 1904--

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Jan. 24<sup>th</sup> 1940

TO Mrs. Ruth S. Leonard FROM Francis J. Haing

BE BRIEF

I suppose we have gone as <sup>far as</sup> possible on the court papers until we hear from the garnet and they seem to be alright except two items, viz; under labeling you quote "some boxes labeled by cases" ✓  
Please give no. of f. d., it does not appear on the addenda sheet. Also earliest date of condemnation proceedings, the road commission dates from 1908, but I imagine it runs throughout record.

~~Election papers are filed separately~~ } see  
~~Bonds filed separately~~ } forms

Mr. Francis J. Davis

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Jan. 24-1940

TO Mrs. Ruth S. Leonard FROM Francis T. Haring

BE BRIEF

Attached please find copy of entry  
written on Court proceedings and  
daily entries for items for which  
there is no separate entry. Please  
review and criticize and suggest  
anything that has been left out.  
How do like the writing, have had too much.

*Louise R. Lyton*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Courthouse (Snow Hill)*  
(Name of building, room number, street address)

1. Title *"Witness Docket"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1895-99, 1901-03*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *4 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *By Court term and dated for years*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *1900 missing*  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Given names of plf., and det. docket no.,*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
*appeals from Justice of Peace, names of Grand jury witnesses entered alph. Crim. apprs., Crim. Contes, trials, appeals and witnesses*

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement numer. by docket no. under Category of Case.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 13  $\frac{3}{4}$  x 8  $\frac{1}{2}$  x  $\frac{1}{2}$  app. 60 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In attic of Courthouse.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(to remain in attic)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Clerk of Circuit Court

"Witness Docket oct. term 1895, May term 1896"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 60 pp.

"Witness Docket oct. term 1896, May term 1897"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$  appr. 60 pp.

"Witness Docket May term 1898, oct. term 1898,  
May term 1899"  
Ldw.  $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$

"May term 1903 witness docket, May term 1901,  
oct. term 1901, May term 1902, oct. term 1902"

Contents: gives names of plt. and def., docket no.,  
appeals from Justice of Peace, names of grand  
jury witnesses entered a pl., Crim app., Crim.  
contels, trials, appeals and witnesses.

arr. numer. by docket no., under category  
of cases.

In attic of courthouse.

52  
+  
54

Group Index to Transcrip<sup>t</sup>  
Docket, 1910-34 <sup>1400</sup> (Defendants)

General index to court judgments, recorded  
in Transcript Docket, Arr. alph. by name  
of deft giving name of pt., ~~giving~~ liber  
and folio of record. 600 pp. 11 1/2 x 18 x 4  
Clerk's Vault.

Index to Court and  
Magistrate's Judgments,  
1935 - - 2 Vols. (A-Z  
Defendants; A-Z, Plaintiff)

Cott Key System arr. alph. by name of deft.,  
giving name of Petitioner by name of Pet., giving name  
of deft., giving, in court judgments, vol., folio,  
case no., docket and court term and in magistrate  
judgments, vol. no., folio, <sup>and</sup> date filed for record,  
Hrs. 250 pp. 18 x 12 x 3. Cloth. V. net.

OFFICE MEMORANDUM

All finished cases and judgments are transcribed from regular docket to Transcript docket.

The indexes. 1 vol. (1910-1934) is court judgments only -

2 vols. 1935-- all judgments.

Does this straighten this out?

R. S. L.

## OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE *July 18, 1939*

TO *Mrs. Ruth S. Leonard*

FROM *Francis F. Loring*

**BE BRIEF**

The transcript docket and index is still not clear. Please ask the clerk why the record is transcribed from the regular docket. Perhaps they are finished cases, or <sup>judgments</sup> <sub>index</sub> as first suggested. The first 2 vols. of <sup>index</sup> indicate transcript record, but vol. titled "Index to court and magistrates judgments" says nothing about transcript record. Amendments were a special cost, for each civil case, collected by the sheriff, 80% of which was paid directly to the state, usually 30 lbs. tobacco.



6. Contents—continued date of filing. (all judgments)

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw. under ptd. heads.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 1/2 x 18 x 3 3/4 18 x 14 x 3  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Prior to 1910 self contained index  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Index to Court & Magistrates Judgments.

Group Index to Transcript Docket, Defendants, Beginning  
October Term, 1910 Worcester County (1934)  $11\frac{1}{2} \times 18 \times 3\frac{3}{4}$   
(This is an index to Court judgments only, from  
1910-1934.)

Index to Court and Magistrates Judgments A to Z Defendants  
Jan. 1, 1935(--)

Index to Court and Magistrates " " " Plaintiffs  
Jan. 1, 1935(--)

(These two volume are index to all judgments 1935--)

3 vols. 1 Transcript Docket index (defts.) 1910-1934  
2 Court & Mag. judgments def. & deft. 1935-- A-Z.

1 vol. (1910-1934) alph. by name deft., plf., date, p. of transcript,  
(hdw. under ptd. hd.) (Corporations index under  
first initial of name omitting word "The", firms  
under first surname, also individual name.

2 vols (1935--)  
Cott Key system, alph. by name of <sup>def.</sup>defen-  
ant, <sup>deft.</sup>plaintiff; Court judgments, vol. p. case no. &  
docket, Term, year. Magistrates Judgments, vol.  
p. date of filing. (hdw. under ptd. head.  $18 \times 14 \times 3$ )

Index to Court & Magistrate Judgments

Group Index to Transcript Docket, Defendants, Beginning  
October Term, 1910 Worcester County (1934)  
 $11\frac{1}{2} \times 18 \times 3\frac{3}{4}$

Index to Court and Magistrates Judgments A to Z Defendants  
Jan. 1, 1935<sup>-</sup> (--)

Index to Court and " " " Plaintiffs  
Jan. 1, 1935<sup>-</sup> (--)

1910 --

3 Vols. 1 Transcript Index defendants, 1910-1934  
a-z defendants <sup>1935--</sup> a-z Plaintiffs, 1935--

a-z 1935--  
Cott Key system alph. by name of <sup>plaintiff, defendant</sup> defendants, plaintiff  
Court judgments give ~~vol.~~ vol., p., case no. & docket,  
term, year. Magistrates judgments give vol., ~~no.~~,  
p., date of filing. hdw. under ptd head.  
 $18 \times 14 \times 3$

1910-1934 gives <sup>names</sup> of deft., plf., date, p. of transcript, corporations  
indexed under first initial of name omitting word "The", Firms  
under first surname, also individual name.  
 $11\frac{1}{2} \times 17 \times 3\frac{3}{4}$  hdw under ptd head,

Clam of Court - Worcester Co.

Entries complete except

~~and papers prior to 1843~~

~~Part~~ 2 vols Dockets, see

form with entries.

Worcester Co.

---

Clerk of Court complete  
except 2 Dockets

1826-43 - supposed to  
be continuance docket but  
not proven, see form

Mr. Laing: Re: Chancery Scket

I have run up against a blank wall in this matter. I can find nothing in the equity proceedings to indicate they are continued cases from there, tho presumably that is what they are. When I "OK" anything I like to feel positive that my OK is right - with this I can only guess about it. I have asked the clerk and he tells me frankly he knows nothing about it. What now? Can you suggest anything that might help me further? very truly - R.S.L.

Mr. Loring:

Please send me further instructions in regard to this. I am not quite sure I know what you want.

Very truly

Ruth S. Leonard.  
Jan 31/1890

---

If they are continued cases in equity proceedings please so state. This will enable me to finish entries for the clerk of court.

Please check, according to description they are likely continuance dockets that is unfinished cases removed from the <sup>request</sup> docket to be reopened at a future term of court. Check with court docket to see if that is true.

These seem to be a record of continued cases removed from the Court Docket. It so there would be no duplicate papers. Why not check current records. Stet Docket is the

1826" (where paper back book in above vol. leaves off) and includes to May Term 1842. No papers in file boxes for these.

These two vols. should be checked by the Baltimore office, owing to their make-up and condition. They are very confusing.

Very truly  
Mrs. Ruth S. Leonard  
Snow Hill, Md.

(Record)  
First Chancery case dated 1818 is Worcester County.

Can find nothing in regular court docket to correspond with above chancery docket. Court Dockets have nothing to do with Chancery Dockets. Stet Docket are records of unfinished cases from both Court Docket + Chancery Docket.

Net Group 12/1

101

12/1

## Transcript Docket,

1858 ~~18~~ 1-24 1846 -- 15 Vols.

- (No. and labeled under files of successive clerks; 2 vols. also, dated)

Concise record of completed cases transcribed from <sup>the</sup> court docket, in appeals, insolvents, references, appearances, presentments and criminal cases, judgments, trials and amendments 1821-24, giving names of Pet. def. case no., <sup>and</sup> final disposal and costs.

Arr. Chron. by date recorded within type of procedure.  
13 Vols. 1846 --

Indexed alph. by name of Pet. and def. <sup>direct and reverse</sup> <sup>front</sup>

and rear of Vol.; 3 Vols. 1865-72. Within type of procedure.

Adm. 5 Vols. Arr. 400 pp. 15 X 11 X 2. 9 Vols. Arr. 450 pp. 18 X 12 1/2 X 3

Transcript Docket 1821-24,  
1846. --, 14 Vols. (No. and  
labelled by libars of  
successive clerks, 2 vols.  
dated)

Concise records of ~~unfinalized~~ cases,  
transcribed from petitions, appeals, resolvers,  
reference, criminal and continuances,  
presentments, appearance, judicials,  
executions, trials, ~~and amendments~~  
proceedings, <sup>and amendments 1821-24,</sup> in ~~recalled~~ Court Docket,  
giving names of p[er]t. and def[en]d. case no.  
final disposal, costs. Arr. Chron. by  
date recorded. Indexed alph. by def[en]d, alph.  
by p[er]t. 5 vols. Av. 400 pp. 15x11x2, 1 vol. av. 125  
450 pp. 18x12 1/2 x 3 @ 110 Yacht.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Transcript Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both).

2. Dates 1821-24 1846--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 14 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by Liber no. & initials of successive clerks, some dated  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records missing Dec. 1824 to May 1846.  
(If record discontinued give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents gives names of plt. & deft., case no., proceedings, disposal of cases, amount of costs.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

giving names of deft., pef., & p. no. J.T.M. No. 2, F.H.P. No. 3  
have self-con. front index arr. alph., reverse, giving p. no  
names of deft., pef., no., docket, term, year. (hdw, ptd head)

6. Contents—continued

7 vols have both front & back index (O.D.C. 4, 5, 6, 7 S.M.C. 8  
B.B. 9 & 10) Reverse in front, arr. alph by p. no., deft., pef.,  
no., docket, term, year. Direct in back arr. alph. by  
p. no. name of pef. etc. (see addenda for index)

7. Arrangement Chron. by date recorded  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing J.A.P. No. 1, G.H.R. No. 1, J.T.M. No. 1, contain sm. loose vol.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by  
index for each year arr. alph. within categories of cases. Reverse  
title and identification number)

9. Writing hdw. Indexes hdw. under ptd heads.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 5 vols 15 X 11 X 2 approx. 400 pp. 9 vols 18 X 12 1/2 X 3 45 opp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information see also 3 separate vols. index. 1910--  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Transcript Docket.

Transcript Docket no. 2 (1821-24) <sup>no.</sup> no index or folios.

(Dec. 1824 - May 1846 missing)

Transcript Docket No. 1, Liber G.M.H. (1846-57) no index or folios

" " J.A.P. No. 1 (1857-65) for index see over.

" " No. 1 G.H.P. Worcester Co. Md. (1865-72) index over.

" " J.T.M. No 1 (1872-83) 474 pp. " "

" " J.T.M. no 2. (1884-96) 595 pp. <sup>front</sup> Self. index ptd lead. <sup>18x12x3</sup> " "

" " F.H.P. No. 3 (1896-1907) 488 " " " "

" " No. 4 O.D.C. (1908-14) 452 " Index front & back

" " No. 5 O.D.C. (1914-17) 422 " " " "

" " No. 6 O.D.C. (1917-21) 451 " " " "

" " O.D.C. No. 7 1922 to 1925 (441 pp. " " "

" " 1925 to 1930 S.M.C. No. 8 (442 " " "

" " B.B. No. 9 Oct. 1930 to (1935) 456 " "

" " B.B. No. 10 Jan. 1935 to (--) 456 " " "

14 vols. 1821 - - Missing Dec. 1824 to May 1846.

Labeled by Liber no. & initials of successive clerks, some dated for years.

Contents: Gives names of plf. & def., case no., arr. <sup>chron.</sup> within categories of cases, kind of docket, proceedings, disposal of case, amount of costs.

Arr. Chrono. by date recorded

## Indexing:

2 vols. have no index (No. 2 1821-24 G.M.H. No. 1. 1846-57)

J.A.P. No. 1 } contains sm. loose index for each year, arr  
G.H.R. No. 1 } alph. within categories of cases, Reverse, giving  
J.T.M. No. 1 } names of deft., plf., & p. no. hdw.

J.T.M. No. 2 } self-con. front, arr. alph., reverse, giving  
F.H.P. No. 3 } p. no. names of deft., plf., no.; docket  
(kind of) - term, year. (hdw. under ptd. heads.)

Both front and back index to remainder of vols.  
(O.D.C. 4, 5, 6, 7 S.M.C. 8 B.B. 9+10) <sup>Reverse id front</sup> arr. alph. by  
p. no. deft., plf., case no., docket (kind of), term,  
year; direct in back, by page, plf., deft., case no.,  
docket, term, year. (hdw. under ptd. heads.)

also 3 separate vols. index

5 vols. 15x11x2 no folios 9 vols. 18x12½x3 450 pp.  
all hdw. Index hdw. under ptd. heads.

Mr. Saring: As I do not understand this "Amorcements" I am copying it and sending it to you. There are only 3 cases in this vol. (1821-24) and I have seen it in no other vol.

Nov: Term AD 1822

			Costs
JS.	George Bishop use of Bowdoin Robins	DL \$300 Bill shff. amerced \$1 & costs nisi 2 <sup>d</sup> day this term nar.	\$ 5.58 $\frac{1}{3}$
12	vs	November 16 <sup>th</sup> Judgment for debt & costs tax Interest payments if any to be allowed stay of execution till May term next \$134.42 with Interest from December 6, 1822 use of Peter Townsend adm of Tadock as pr order the balance use of Purnell Still as per order	
ps	James W. Taylor.		
AS.	Joseph Fooks	Trespass vi et amis Sheff. amerced as 12.	
	vs		
	George Parsons & George P. Johnson.	<del>off</del> (over)	

# Transcript Docket 1821-1824.

---

Contains Petitions Docket

Appeal "

Insolvent "

Reference "

Criminal "

" Continuances "

Presentments "

Appearance

Judicials

Executions

Trials

Americaments (only 3.) see over.

---

entered under type of case, giving case no., names of plf., + def., proceedings, disposal of case, and amount of costs.

July 17 - 1939

Mr. Laing:

Re: Transcript Dockets.

Transcript dockets are those dockets transcribed from Court dockets. Some cases are statted and entered in "Stet Docket" and others are transcribed and entered in "Transcript Docket." Have compared cross-references as far back as 1846. (Court dockets begin 1829 and Transcript Docket 1821-24.)

"Magistrate's judgments" not recorded before 1891.

Does this tell what you need?

Please send more large envelopes, have only 2 on hand.

Very truly

Ruth S. Leonard

Federal & Bay Streets  
Snow Hill, Md.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Court House*  
(Name of building, room number, street address)

1. Title *"Transcript Docket No. 1"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1818-1821*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Same as contents of vols. previously sent.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *arr. chron. by category of cases.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *self.-con., direct index for each term of court,*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
*giving name of plf., def., & p. no.*

9. Writing *hdiv.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head,

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *17 1/2 x 11 1/2 x 2 1/4* *approx total 350 pp. (each term of court starts new folio).*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(removed from attic)*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)  
*see form previously sent.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Transcript Docket.

"Transcript Docket No. 1" 1818-1821

Contents same as vols. previously sent.

Arr. chron. by category of cases.

Self-con. direct index for each term of court  
giving name of plf., deft. and p. no.

all Adv.

{ in attic of courthouse, but  
will be moved to vault of  
Clerk of Cir. Court.

55 (DOCKET, FIRE INSURANCE CO. JUDGMENTS.) 1868-99,

2 vols.

Concise record of proceedings in judgments, for fire losses,  
against the policy holders of the Mutual Fire Insurance

Company of Somerset and Worcester counties, gives names of  
deft. and plf., <sup>dates power filed, summons issued,</sup> ~~date~~ judgment confessed, amount of judgment,  
<sup>and</sup> costs. Arr. chron. by date filed. <sup>No index</sup> ~~Not indexed~~. Aver. 100

pp. 13 x 8 x  $\frac{1}{2}$ . Clerk's vault.

~~(Docket, Judgments)~~

(Docket, Fire Insurance Co.  
Judgments.) 1868-99, 2 vols.

Concise record of proceedings in  
judgments, for fire losses, against the  
policy holders of The Mutual Fire  
Insurance Company of Somerset  
and Worcester Counties, gives names  
of deft. and plf. date judgment entered,  
amount of judgment, costs, Att. Chron.  
by date filed, Not indexed. Pgs. 100 pp.  
13 x 8 x 1/2. Clerk's Vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title (Fire Company docket)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates June 1868 - Nov. 1899  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling no title - no label.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Docket of The Mutual Fire Insurance Company of Somerset & Worcester Counties.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

gives names of plt. and deft. date judgment confessed, and amount. Beginning July 1893 power no. also given, few cases numbered.  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 13x8x $\frac{1}{2}$  approx. 78 pp. 13 $\frac{1}{2}$ x8 $\frac{1}{2}$ x $\frac{1}{2}$  approx. 100 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

(Fire Company Docket)

2 vols. June 29, 1868 to Nov. 28, 1899.

Docket of "The Mutual Fire Insurance Company of Somerset and Worcester Counties", giving name of plf. & deft., date judgment confessed, and amount. 1890 power no. given, some cases numbered.

no title, no labeling, no index.  
arr. chron. by date of record. hds.

13 x 8 x  $\frac{1}{4}$  28 pp.

13 $\frac{1}{2}$  x 8 $\frac{1}{2}$  x  $\frac{1}{2}$  100 pp.

Clerk's vault.

OFFICE MEMORANDUM

8/24/39

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE Aug 22-1939

TO Miss Sara Cohen

FROM Mrs Rutha Seymour

**BE BRIEF**

History of Worcester County, hope it will be  
of use to some one. I am now working on  
Somerset County, in some of my spare time.

File with reports.

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Jan. 26-1940

TO Mrs. Ruth S. Leonard FROM Francis Shain

BE BRIEF

Thanks for your review on court proceedings. You state there is a separate volume record of "Petition for a commission to drain lands". I cannot find a form for it so please send one along and I can complete the entry. Ferry licenses are not mentioned because they do not appear in the license records, the entry referred to, but liquor licenses do. Not important anyway. Re Court papers please give the number of f.d. labeled by type of procedure, not the dates, just number of f.d.

Colonial Records in Clerk's Office  
comprise 10 vols. conveyances, not titled  
but labeled Liber A to Liber K, excepting J,  
Jan. 14, 1742/3 - June 4, 1784 and 1 Vol. Court  
Proceedings June 6 - Nov. 7, 1769. 1 Vol of  
conveyances, Liber K. contains 120 pp.  
Court proceedings, Mar. 3, 1748 - June 1794.  
3 file boxes of papers, 1742-1778 are said  
to be in the garret of the courthouse.

Fire destroyed the courthouse in  
1834 and in 1893. 9 vols of land records  
1816-17 were destroyed. It is possible  
the missing colonial <sup>court</sup> records were destroyed  
since the clerk of the court reports  
the vols. have been placed in garret.  
In addition to the brief description  
of contents on the addenda sheets,  
an extended description of public  
instruments, seizures and records of  
cargo, <sup>at sea</sup> are filed with admiralty papers  
in Mr. Meyer's possession.

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Jan. 4, 1940

TO Mrs. Ruth S. Leonard FROM Francis F. Haiing

BE BRIEF

Sixes writing to you about the  
courthouse fire I find in some notes  
I made while on one of my trips to Snow Hill,  
that the courthouse was destroyed in  
1834 and 1893 and that 4 vols. of the  
land record 1816-17 were destroyed.  
I do not remember where I got the  
information but presumably from some  
notes in the records of the clerk of court.

56  
57  
58  
59  
137  
149  
COURT PROCEEDINGS, 1769, 1796--. 19 vols. (No. A,B, 1-15, 3 vols.

under libers of clerk). Title varies: Record Book, 2 vols., 1802-12,  
1817-26; Docket, 1 vol., 1838-46; 1 vol., 1812-16 not titled. ~~1870-84~~ 1778-79  
in vol. K (Deed Record).

Copies of the proceedings in the sale of real and personal property in judicials  
1818--, giving names of attorneys, plf., deft. and sheriff, copy of narrative,  
appearances, amount of judgment and claims, copy of note, memorandum of judgment,  
fierii facias by order of court, description of property seized in sheriff's levy,  
certificate of publication, sheriff's sale, description of land and property sold,  
amount of sale, sheriff's special return, amount paid for fees and taxes, amount  
remaining, and final order of ratification. <sup>Records</sup> ~~Vol.~~, 1769 contains: (Views and  
Estimates of Lands and Appointment of Guardians, entries-- (Register of Wills);  
Indentures of Orphans, entry--; Recognizances, entry--; Appointments of Constables  
and Tobacco Inspectors, Levy for Poor, Road Petitions, 1769, entries-- (County

(Continued on next page)

Commissioners); Tavern and Ordinary Licenses, entry--. Record 1796-- contains:

\* Liquor and Tavern Licenses, 1796-1825, entry--; Coroners Inquisitions, 1796-1825, entry--; Petition to Perpetuate Boundaries, 1796-1850, entry--; Petition to Divide Real Estate, <sup>1796-1883</sup> entry--; Tax Sales, 1877-1929, entry--; Election Returns, <sup>1897--</sup> entry-- (Election Papers); Commissions of Officials, <sup>1885--</sup> entry--; Insolvents, 1812-1881, entry--; Naturalization, 1803-1909, entry-- (Declaration of Intention); Voters' Affidavits, 1904-1918, entry--. Arr. chron. by date recorded. Indexed alph. by name of official, petitioner, orphans, deceased in inquisitions, owner in tax sales, insolvents, voters in affidavits, and alph. by name of plf. and def. direct and reverse, in judicials. <sup>see over 2</sup> Edw., 1796-1923; typed 1924--. 12 vols. aver. 512 pp, 17 x 11 x 2½; 7 vols. aver. 550 pp. 18 x 12 x 3. Clerk's vault.

\* ~~what about license to operate ferry along with Tavern & liquor licenses.~~

① Naturalization also includes certificates of naturalization.

②. not all indexes are both direct & reverse. Some are direct, some reverse and some both.

OR  
/

(PETITION TO DIVIDE REAL ESTATE), 1796-1883. In Court Proceedings,  
entry--.

Record of petitions by heirs to review and determine valuations in the division of real estate of deceased persons, giving name of deceased, names of petitioners, names of commissioners appointed by the court, report of commission giving appraised value, bill of expenses, and plats showing courses and distances and the divisions agreed upon.

If land could not be divided then it was to be sold and proceeds divided among heirs.

OK.  
(COMMISSIONS), 1885--. In Court Proceedings, entry--; 1742-1884,  
in Deed Record, entry--.

Record of commissions issued by the governor and county officers, giving name  
of official, type of office, and years to serve.

OK  
(CORONERS' INQUISITIONS), 1796-1825. In Court Proceedings, entry--;

1826-- in Court Papers, not recorded.

Record of coroners' inquests, giving date, name of coroner, hour called, name of deceased, cause of death, list of jurors, and verdict.

OK

(PETITIONS TO PERPETUATE BOUNDARIES), 1796-1850. In Court Proceedings,  
entry--.

Record of proceedings to perpetuate the bounds of land, giving name of petitioner,  
names of commissioners appointed by the court, depositions of witnesses, and com-  
missioners certificate of having given public notice and a list of fees.

[56]

(Coroner's Inquisitions)  
1798-1875, In Court Proceedings  
entry - 1876 - - in court  
papers, not recorded.

Record of coroner's inquests, giving date,  
name of coroner, how called, name of  
deceased, cause of death, list of jurors,  
and verdict.

[56]

(Petition to Divide Real  
Estate) 1796-1883. In  
Court Proceedings, entry -

Records of petitions by heirs to review and  
determine valuations in the division of real  
estate of deceased persons, giving name of decedent,  
names of petitioners, names of commissioners  
appointed by the court, report of commission  
giving appraised value, bill of expenses,  
and plats showing courses and distances  
and the divisions agreed upon.

[56]

(Petitions to perpetuate  
Boundaries), 1796-1850. In

Court Proceedings, entry—

Record of proceedings to perpetuate the  
bounds of land, giving name of petitioner,  
names of commissioners appointed by the  
court, depositions of witnesses, commissioner  
certificate of having given public notice  
and a list of fees.

make carbon copy

[56]

(Commissions) 1885 - - 824

Court proceedings entry - 1742-1884 in

Record of Commissions issued by  
the governor and county officers, giving  
name of officials, type of office, and year  
to serve.

Dist. Record Entry

Various Historical Documents

1885. CHECK BOOK, 1885 to date. Last check book of 500 checks each. Shows account with (State, Official). 8 x 14 vols. 7 1/2. 8 in. on open wooden shelf. Various Office (State, MI). (120)

1886. EXHIBITS VOUCHERS AND RECEIPTS, 1885 - 1886. Filed documents. (State, Official). 8 x 10 loose-leaf books, 18V 1/2. 8 in. in 20 wooden boxes. (State Side, (U). (38)

[56]

Court Proceedings, 1769,  
1796-- , 19 Vols. (No A, B, 1-15  
3 Vols. under Libers of Clark)  
Title varies: Record Book,  
2 Vols., 1802-17, 1817-26; Docket,  
1 Vol., 1838-46; 1 Vol., 1812-16  
not titled; 1776-84<sup>th</sup> Vol. 16  
(Deed Record).

Copies of the proceedings in the sale real and  
personal property in judicials 1818-- , giving  
names of attorneys, Pet. debt and sheriff, copy  
of narrative, appearances, amount of judgment  
and claims; copy of note, memorandum of judgment,  
fieri facias by order of court, description of  
property seized in sheriff's levy, certificate of  
publication, sheriff's sale, description of lands  
and property sold, amount of sale, sheriff's  
special return amount paid for fees and  
taxes, amount remaining, <sup>final</sup> order of  
ratification. Vol. 1769 contains: Views and Estimates  
of Lands and Appointment of guardians, entries  
(Register of Wills); Indentures of apprentices, entry -;  
Recognizances, entry -; Appointments of constables,  
Tobacco inspectors, Levy for poor, road petitions,  
entries <sup>1769</sup> (County commissioners); Tavern and ordinary  
licenses, entry -; Record 1796-- contains: liquor  
and tavern licenses, entry -; <sup>1796-1875</sup> Coroners Inquisitions,  
1796-1875 entry -; Petition to perpetuate boundaries,  
1796-1850 entry -; Petition to divide Real Estate,

entry -; Tax Sales, 1874-1929, entry -; Election  
Returns, entry - (Election Papers); Commissions  
of Officials, entry -; Insolvents, 1812-1881, entry  
-; Naturalization, 1803-1909, entry - (Declaration  
of intention); Voters affidavits, 1904-1918, entry -  
Arr. Chron. by date recorded. Indexed alph.  
by name of official, petitioner, orphans, deceased  
in inquisitions, owner in tax sales, insolvents,  
voters<sup>in</sup> affidavits, and alph. by name of Pet. and  
deft. direct and reverse, in Judicials, Hdq.  
1796-1923; typed, 1944- - - 12 vols. Arr. 512 pp, 17x11x<sup>2 1/2</sup>  
7 vols. arr. 550 pp. 18x12x3, Curtis Vauety;

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Court Proceedings" "Record Book" "Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1796--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 18 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 2 vols. A-B, 1 unlabeled, 15 vols. 1-15 some dated for years.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents License to sell liquor 1796-1825; license to keep tavern 1796-1825; coroner's inquisitions, 1796-1825; petitions to drain lands, lay road, perpetuate boundaries, divide land, petition for a deed, petitions in insolvency Nov. 1812 - Nov. 1819 (also one petition in insolvency in 1867 & 1884) jifa proceedings, election returns, 1897--; Commissions to Public officials, tax sale of lands, certificate of compliance, admission to bar,  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *No. 3 also contains Court Docket for 1824-27 & Rules of Court. Nos. 8 & 9 contain lists of voters for several election districts 1865-67.*

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *self front & back & loose vol. arr. alpha giving title and identification number. Type of instance, and folio. (some are direct & some reverse).*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. until 1924. Typed 1924--*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing).

10. Size *varies until vol. 11 (1904) 5 vols. 18x12x3 500 pp. over.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*(see addenda)*

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *See also "Insolvent Record" 1881--*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Jan. 15-1940

Dear Mrs. Leonard!

Perhaps you can assist me to reduce the court proceedings to an entry basis by answering queries.

First 2 vols. Petitions, Commissions and Depositions. <sup>and Refs.</sup> Is that the whole contents? Please give a full description

Petitions to divide lands. Is that an agreement among heirs to divide land instead of a partition suit? if so give description and dates.

Can you determine why the list of voters in 1865-67? ✓

Petitions to perpetuate boundaries can you give last dates and type of proceedings? ✓

Final proceedings would seem to be a record of <sup>that's right</sup> the sale of land in judicial proceedings, if so please give a list of all proceedings. ✓

You quote "Coroner's inquisitions" 1896-1895, where recorded since? Papers are filed to date in court papers. ✓

Please give an outline of the contents in the current vols. Ordinarily court proceedings as a record ceased about 1776 <sup>(?)</sup> and the records were usually individual for each type.

Sincerely  
Francis F. Loring

Is this date right  
1896(?)

# Court Proceedings.

License to sell liquor 1796-1825  
" " Keep tavern 1796-1825  
Inquisition on body (coroner's jury) 1796-1825

Fafa proceedings 1818--

Petition to mark & bound land } 1796-1850  
(perpetuate boundaries)

Petition to divide real estate 1796-1883

{ Tax sales of land - - - - 1877-1929  
then recorded in chancery records 1929--

election returns 1897--

Commissions to Public officials 1885--

Insolvents 1812-1881 then sep. vol. rec-  
ord 1881--

Naturalization 1803-1913 until taken over  
by Dept. of Labor.

Voter's affidavits 1904-1919 Sep. vol. rec. <sup>nos</sup> 1919--

56  
COURT PROCEEDINGS, 1769, 1796--. 19 vols. (No. A,B, 1-15, 3 vols.  
under libers of clerk). Title varies: Record Book, 2 vols., 1802-12,  
1817-26; Docket, 1 vol., 1838-46; 1 vol., 1812-16 not titled. 1776-84,  
in vol. K (Deed Record).

Copies of the proceedings in the sale of real and personal property in judicials  
1818--, giving names of attorneys, plf., deft. and sheriff, copy of narrative,  
appearances, amount of judgment and claims, copy of note, memorandum of judgment,  
fierii facias by order of court, description of property seized in sheriff's levy,  
certificate of publication, sheriff's sale, description of land and property sold,  
amount of sale, sheriff's special return, amount paid for fees and taxes, amount  
remaining, and final order of ratification. <sup>Record,</sup> Vol., 1769 contains: Views and

<sup>1769</sup> Estimates of Lands and Appointment of Guardians, entries-- (Register of Wills);

Indentures of Orphans, entry--; Recognizances, entry--; Appointments of Constables  
and Tobacco Inspectors, Levy for Poor, Road <sup>P</sup>etitions, 1769, entries-- (County

(Continued on next page)

① 1776-1774 is date of deeds. Court Pro. date Mar. 1778 - June 1779  
in vol K. p. 1-120 reverse (Deed Record)

1769 also contains judgments on sci fa, (This is a plea  
② of debt and paid for in tobacco) and petition  
for a Commission to perpetuate boundaries.

③ Indentures of orphans, appointments of Constables & Tobacco  
Inspectors, Levy for Poor. (These entries are not re-  
corded in Court Proceedings 1769. They are recorded in a  
small loose vol. minute Book in front of volume.)

Mr. Laing - Re. Court Proceedings:

I have made a new addenda sheet that might help you further.

The first 2 vols "Petitions, Commissions & Resolutions" also contain licenses to sell liquor, keep ferry & keep tavern. (These are the contents of first 5 vols.)

Petition to divide land is a petition for a commission to divide land where a person has died intestate. usually 5 men were appointed by the court to serve. 1796-1883 (petition for a division or valuation)

Cannot determine why the list of voters in 1865-67. This is the only time they were recorded. Just a certified list, nothing more.

Petition to mark & bound lands (perpetuate boundaries) is a petition to the court to appoint a commission to mark & bound lands whose boundary is in doubt. 1796-1850.

Fi fa proceedings sales of lands in judicial proceedings (judgments) 1818-- list of proceedings: (charge to sheriff), schedule, special return, certificate of publication of adv. of sale, sheriff's sale of real estate, receipts & disbursement

Colonial

Court Proceedings 1769 (June 6 - Nov 4, 1769)

Contains copies of views and estimates in land appraisals; recognizance bonds; indentures of orphans; applications for and granting of tavern licenses; petitions for land commissions, for roads, to be tax free; admission of attorneys; names of constables appointed; qualifications for sub-sheriffs. Vol. also contains separate vol. "November Court and Don 1769 Minute Book" Nov. 1 - 1769 - Dec. 22 1769, contains names of justices, list of petit jurors, petitions in boundaries, indentures, licenses for taverns, appointment of tobacco inspectors, petitions for roads, appointment of guardians, trials and verdicts, levy for keeping poor, petitions to be tax free, admission of attorneys, appointment of constables, patrollers of hundreds, and docket. Indexed alph. by petrs death in civil suits, by death in criminal and by petitioner, ~~page no.~~ <sup>5 separate</sup> Hds. 229 pp. 15 1/2 x 10 x 3  
Clardi Vault.

# Court Proceedings

Court Proceedings - 1769 - (June 6 to Nov. 7 - 1769)  
(Front loose vol. index. direct. arr. alph. hdw.  
228 pp. used.  $15\frac{1}{2} \times 10 \times 3$ )

Contents: View & Estimate - Recognizance bonds - indentures  
Application for license to keep Tavern - Petition  
for a <sup>grant</sup> Commission - Petition for a road - Petition  
to get tax free - Admission & qualification as an  
attorney - Constables appointed - Qualification of  
Sub-Sheriffs. FNO ex separate, alph by pt vs deft.  
in civil suits, by deft in criminal. by petition. Paper  
Leather bound - binding good - contents in  
fair condition but easily torn. mended.

On the inside front is a small loose vol. labeled  
"November Court Anno Dom. 1769. Minute  
Book." (Nov. 1, 1769 - Dec. 22, 1769).  
Gives names of justices - petit jurors -  
petition re bonds - indentures - license for tavern  
tobacco inspectors. Road petitions, appnt. of  
guardians, trials & verdicts, fees for keeping  
poor, petitions to be tax free, admission as  
attorney, appnt. of constables, petrollers of hundreds,  
docket.

No. A-1796-1804

Record Book

No <sup>13</sup> ~~11~~ 1812-16 -

1804-12

Record Book

1817-26

Docket

1838-46

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 15

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3 Vols  
to be

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# Court Proceedings

- "No. A. 1796 to 1802" (Title on index Petitions Commissions & Depositions) 371 pp.  $15 \times 9\frac{1}{2} \times 1\frac{3}{4}$ . f.d.w. front index.
- "Record Book No. B. 1802 to 1812" (Title on index Petitions Commissions Depositions etc) 556 pp.  $17 \times 11 \times 2\frac{1}{2}$ . front index
- No title (Court Proceedings 1812-1816) 354 pp.  $15 \times 10 \times 2$
- Court Proceedings No. 1. 1818 to 1827 (1823) 274 pp. front index
- Record Book No. 2. 1817 to 1826 (Court Proceedings) " " 423 pp.
- Court Proceedings No. 3 (Contains Court Docket 1824-1827 in front of vol., approx 250 pp.; Court Proceedings 1826-1833 in back of vol. 232 pp. Front index for court Proceedings  $17\frac{1}{2} \times 11 \times 2$ . approx. 550 pp. total.)
- Court Proceedings No. 4 1823 to 1837 No. 4 (This vol. is divided into 3 books. Book No. 1 pp 1-109 contains Court Proceedings 1823-1831, pp. 110-115 Index for Book 1; Book No. 2, pp 1-129, Court Proceedings 1833-1837, pp. 130-155 partial index for Book No. 2; pp. 156-285 blank; Book No. 3 pp. 286-328, Court Proceedings. On last p. is an appendix to the foregoing, viz "Book No. 1 Proceedings on Fife" + folios, "Book No. 2 Commission To value + divide real estate" + folios, "Book No. 3 Proceedings on Fife" + folios.)  $17\frac{1}{2} \times 11 \times 2$ . approx 450 pp.
- Book #1 proceedings in fi fa.  
Book #2 to divide real estate  
Book #3 pro. in fi fa.
- Docket No. 5 (Court Proceedings 1837-46) 547 pp.  $17\frac{1}{2} \times 11 \times 3$  self back index
- Court Proceedings No. 6 Worcester County (1846-53) 434 pp.  $16\frac{1}{2} \times 11 \times 2$  self back index
- Court Proceedings 7 " " (1853-60) 729 pp.  $17\frac{3}{4} \times 12 \times 3\frac{1}{2}$  " " "
- " " 8 (1860-67) 549 pp. self front index Contains <sup>continued</sup> list of voters for several election districts 1865-67.  $17 \times 11 \times 2\frac{1}{2}$  arr. alph. by districts

Court Proceedings No. 9 Worcester County, Md. (1865-74) 549 pp. self back  
 index. Contains list of voters for several districts. 1867. 16x11x2 1/2  
 " " No. 10 Worcester County Md. 1874 (1884) <sup>act</sup> back index 526 pp. 16x11x2 1/2  
 " " No. 11 1885 " " " (1904) 552 pp. <sup>front</sup> " 18x12x3  
 " " No. 12 1904 " " (1915) 550 pp. " " " " "  
 " " No. 13 O.D.C. 1915 (1923) 539 pp. self front " "  
 " " No. 14 O.D.C. 1924 Worcester County (1935) 58 pp self front Typed 18x12x3  
 " " No. 15 B.B. Worcester County (1935-- ) 600 pp " " "  
 18 vols. 1796 --

Contents: License to sell liquor (1796-1825) license to keep  
 tavern (1796-1825) coroner's inquisitions (1796-1825),  
 petition in insolvency (Nov. 1812 - Nov. 1819) <sup>Jan 1824</sup> Fifa proceed-  
 ings, petitions to drain land, lay road, perpetuate boundaries,  
 divide land, election returns, Com. to Pub. officials, <sup>tax sale of</sup> land, 1877-  
 1929  
 No. 3 also contains Court Docket for 1824-27, & Rules of Court.  
 Nos. 8-9 contain lists of voters for 1865-67.

Front & Back index are alph. by name, type of instr.,  
 & p. no.

Ldw. until 1924 then typed.

size varies until vol 11 5 vols 17x12x3 500 pp. aver.

new addenda p 1  
Mr. Loring - Re Court Proceedings

There is one colonial vol. of Court Proceedings  
"Court Proceedings 1769" (June 1769 to Nov. 1769)

"No. A 1796-1802" title on index "Petitions Commissions & Depositions" (Court Proceedings)

Contents: license (granted) to retail liquor, license to keep ferry, license to keep Tavern, petition (for a commission) to drain land, petition (for a com) to mark & bound lands, petition (for a com) to divide lands, petition (for a com) to lay off a road (new), petition (for a com) to turn road (straighten road) Inquisitions on body (coroner's.)

"Record Book No. B. 1802 to 1812" <sup>title</sup> on index "Petitions Commissions & Depositions &c" (Court Proceedings)

Contents of this vol. same as "No A 1796-1802" and also contains 3 certificates of naturalization (1803-)  
Rates of Ferriage (1803) Tavern Rates (1804)

N.B. Naturalizations recorded in Court Proceedings until taken over by Dept of Labor in 1918.

No title (Court Proceedings) 1812-1816 Contents same as above two vols, and also starts "discharge under insolvent laws" (1812-1881) sep. vol. record 1881-- (I found one recording in 1884 in Ct. Pro.)

"Court Proceedings No. 1, 1818 to 1829" (1823) contents ditto starts for proceedings (sale of lands) 1818 & cert. of qual. as officials 1818--  
<sub>Judgments</sub>

"Record Book No. 2 1817-1825" (Court Proceedings) contents ditto, also "orders of court" (1817.)

+  
"Court Proceedings No. 3" (Contains Court Docket 1824-1827 in front of vol., pp 1-250; Court Proceedings 1826-1833 in back of vol. pp. 1-232. Contents for Ct. Pro. contains only Petition for

new addenda p. 2.

a com. to divide real estate, and orders of court.  
(no licenses granted in this vol.) no fifa.

"Court Proceedings No. 4 1823 to 1837 No. 4" (This volume contains only Petitions for Com. to divide real estate and proceedings on Fifa. (see former addenda for arrangement of vol.)

"Docket No. 5" (Court Proceedings 1838-46) contains Com. to divide real estate (& return) fifa proceedings & admission to practice as attorney.

"Court Proceedings No. 6 Worcester County" (1846-53) contents fifa, division of real estate & return, petition for a deed, (after proceedings in fifa) admission to bar,

"Court Proceedings 7 Worcester County" (1853-60) Com. to divide <sup>real</sup> estate also sheriff's <sup>life</sup> sale (1853), petition for a deed.

"Court Proceedings 8" 1860-67 contents ditto

"Court Proceedings No. 9. Worcester County, Md." 1865-74. ditto & one petition in insolvency

"Court Proceedings No. 10. Worcester County, Md 1874" (1884)

Rail road proceedings (this is condemnation pro.)  
tax sale of lands 1877-1929, then recorded  
in Chancery Record 1929-- Recognition (1881-1914) (rep.  
vol. rec. 1914--), insolvency pro, cert. of naturalization, appoint-  
ment of school com. (1877)

"Court Proceedings No. 11 1885 Worcester County" (1904) Tax sales, Com. to public officials, <sup>1885--</sup> naturalization, election returns 1897--

"Court Proceedings No. 12 1904 Worcester County" (1915) affidavits <sup>1904</sup> Com. to officials, fifa, pardons, tax sales, Elec. returns

Court Proceedings 13-14-15 contents as no. 12. (no tax sales after 1929)

Pg. 2.

Re Court Proceedings.

Outline of contents of current records:

commissions to officials, certificate of compliance, sale of land under fifa, election returns, condemnation proceedings (misc. papers) pardons, tax sales until 1929,

Coroner's inquisition are not recorded any more according to the clerk of court.

Tax sales of lands were recorded in Court Proceedings from 1877-1929 Then in Chancery Records 1929-- (you asked about this last week.)

I hope I have answered fully and have made things clear.

Ruth S. Leonard.

Clerk of Circuit Court.

Mr. Loring - There are no papers filed in the clerk's vaults before 1873, however there are other papers in the attic that Mr. Matthews is sorting and arranging now. Please give me instructions on how to proceed with these. He will file them according to instructions of the clerk but outside of dates what other information do you want.

Very truly

Richd S. Leonard.

Mr. F. J. Loring.

[56] Tavern Rates to be attended too by the  
 different Tavern Keepers in Worcester  
 County to wit (1804)

Best Rum Punch with loaf sugar p Quart and so pro rata	3/
Best Rum Toddy with loaf sugar p ditto and so pro rata	1/10 1/2
Best Rum Toddy with brown sugar p ditto and so pro rata	1/3
Common ditto with loaf sugar p ditto and so pro rata	1/3
Best Brandy with loaf <sup>sugar</sup> p ditto and so pro rata	1/10 1/2
Common ditto with loaf sugar p ditto and so pro rata	1/3
Common ditto with brown sugar p ditto and so pro rata	11 <sup>d</sup>
Best Rum p gill and so pro rata	11 <sup>d</sup>
Common ditto p ditto and so pro rata	6 <sup>d</sup>
Best Brandy p ditto and so pro rata	11 <sup>d</sup>
Common ditto p ditto and so pro rata	6 <sup>d</sup>
French Brandy p gill and so pro rata	11 <sup>d</sup>
Best Gin p ditto and so pro rata	11 <sup>d</sup>
Common ditto p ditto and so pro rata	6 <sup>d</sup>
Best French Brandy or Gin Toddy per } Quart & so pro rata	1/10 1/2
Common ditto p ditto & so pro rata	1/3
Sling p pint & so pro rata with loaf } sugar of the best gin Rum or Brandy }	1/10 1/2
Good Madura wine p quart & so pro rata	10 <sup>d</sup>
Claret Port or Sherry wine p ditto & so pro rata	7/6

Other Wines of ditto & so pro rata - - - - -	6/
Best Sangaree of Quart & so pro rata - - -	1/10 1/2
Best Porter of ditto - - - - -	2/6
Common of ditto - - - - -	1/10 2
Strong Beer of ditto & so pro rata - - - - -	1/
Hot Breakfast - - - - -	1/10 2
Hot Dinner - - - - -	3/
Hot Supper - - - - -	1/10 2
Cold breakfast - - - - -	1/6
Cold dinner - - - - -	2/
Cold Supper - - - - -	1/6
Oyster or Terrapin Supper - - - - -	3/
Lodgings of night - - - - -	11 2
Oats of gallon dry measure - - - - -	9 <sup>o</sup>
Corn of ditto ditto - - - - -	1/3
Stableledge of night to stand to Hay or Blades the whole night } - - - - -	1/10 2
Blades of bundle - - - - -	3 <sup>o</sup>

## Rates of Ferriage.

[56]

The following rates of Ferriage were ordered by the Court to be observed at Gibb's Ferry to wit For Strangers for every wheel five pence half penny for a foot Passenger five pence half penny. Man and horse Eleven pence one farthing. Man horse and Chaise one shilling and ten pence half penny. for every cart loaded and Team three shillings and nine pence for ditto light one shilling and ten pence half penny

John C. Handy clk<sup>l</sup>

Record Book No. B. 1802-1812 p. 56<sup>r</sup>  
(Court Proceedings)

61 INSOLVENT RECORD, 1881-- , 2 vols. (~~No. 1~~ I. T. M. 7421

No. 2, F. H. P., <sup>no also</sup> dated). <sup>has</sup> entry 1936.

<sup>1842-1880 in Court proceedings entry</sup>  
Copies of petitions in insolvency, giving name of insolvent, schedule and description of property, list of debts, affidavits, bonds of preliminary and permanent trustee, exhibits, order of sale, report of sale, clerk's certificate, printer's certificate, order of court in discharge, auditor's report, order nisi, distribution, trustee's deed, <sup>and</sup> final ratification. Arr. chron. by date recorded. Indexed alph. by name of insolvent. Hdw. Aver. 450 pp. 18 x 12 x 2½.

~~For prior records, see entry (Court proceedings).~~

~~Last entry case ended 1936.~~

Insolvent Records,  
1881-- 2 Vols. (No. 1 S.T.M.,  
No. 2, F.H.P., dated)

Copies of petitions in insolvency giving  
name of insolvent, schedule and description  
of property, list of debts, affidavits,  
bonds of preliminary and permanent  
trustee, exhibits, order of sale, report  
of sale, clerk's certificate, printer's certificate,  
order of court in discharge, auditor's  
report order nisi, distribution, trustee's  
deed, final ratification. Arr. chron. by  
date recorded. Indexed alph. by name  
of insolvent. Hdw. Rec. 450 pp. 18x12x2 1/2.

For prior records see entry -- (Court proceedings)  
last entry case ended 1936.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Court house.  
(Name of building, room number, street address)

1. Title "Insolvent Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1881--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by initials & nos. of clerks. (No. 1 J.T.M. No. 2 F.H.P.)  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents of insolvent, petition, schedule of property, list of debts, affidavit, bond, and proceedings, order of sale, report of sale, order of court, creditor's report, audit & distribution.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *no. 19 T.M. self-back, no. 2 F.H.P. self front arr.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
*alph. by name of insolvent and p. no.*

9. Writing *h.d.w.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18 x 12 x 2 1/2.* *aver. 450 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Last case entered Feb. 1932 - ended 1936.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*Bankrupt proceedings held in Federal Court  
Insolvency proceedings in Circuit Court.*

*For Prior cases see "Court Proceedings".*

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

(Place of publication)

(Date of publication)

## Insolvent Records.

Insolvent Record No. 1 J.T.M. (1881-91) <sup>hdw - 498 pp.</sup> Index back 18x12x2 1/2  
" " No. 2 F.H.P. (1892 --) Index front 439 pp.

2 vols. 1881--

Index arr. alph. by name of insolvent & p. no.  
1 front index 1 back index.

Contents: gives name of insolvent, petition, schedule of property, list of debts, affidavit, bond of preliminary trustee, bond of permanent trustee, memorandum of proceedings, order of sale, report of sale, order of court, creditor's report, audit & distribution.

last case entered 1932 - ended 1936.

62  
+ 9  
6

CHANCERY DOCKET, 1822-- , 16 vols. (labeled by case  
no. ~~contains 1-4901~~ <sup>also</sup> 11 vols. ~~1850~~ <sup>under</sup> labeled by  
libers of successive clerks; 8 vols. <sup>also</sup> dated).

*Brief*

~~Concise~~ record of proceedings in foreclosure suits,  
partition suits, ~~tax sales~~ <sup>tax sales 1829</sup>, ~~adoptions~~, divorce ~~1822-1868~~,  
~~and entry~~ <sup>and</sup>; lunacy proceedings, <sup>gives</sup> case no., names  
of plf., deft., and trustees, dates petition filed, sub-  
poenas issued, answers, <sup>filed</sup> trustee's bond approved, order of  
sale, order nisi, report of sale, auditor's report, final  
ratification. <sup>contains; adoptions 1918</sup> Arr. numer. by case no. Indexed alph. by  
plf. and deft. direct and reverse. 1 vol. 1910-14 not  
indexed. <sup>Separate entries</sup> ~~and~~ chancery index <sup>entry</sup> ~~entry~~ (1910-?) Hdw. 200 pp. 18  
x 12 x 1. Aver. 600 pp. 18 x 13 x 3. Clerk's vault.

1929 -- entry

Chancery Docket, 1822--

16 Vols. (labeled by case no.

~~Continued~~ 1-490, 11 vols. 1850 -- labeled

by letters of successive

clerks, 8 vols. dated.)

Concise record of proceedings in foreclosure  
suits, partition suits, tax sales, adoptions,  
divorce 1822-1908, see entry --; currency proceedings,  
gives case no. names of Pet, debt, and trustees,  
dates petition filed, subpoenas issued, answers,  
trustee bond approved, order of sale, order nisi,  
report of sale, audited report, final ratification  
Att. executed by case no. Indexed repl. by Pet and  
debt, direct and reverse. 1400. 1910-14 not indexed  
See Chancery index entry --. Hdw. 200 pp.  
18x12x1, Awd. 600 pp. 18x13x3. Clerk's Vault.

(Adoptions) 1918 - - .

In Charge of Department

Record of the proceedings in adoptions,  
giving names of petitioners, dates, petition  
and affidavit, consent statement filed,  
~~and~~ name for adoption, and change of  
name.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Chancery Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1822 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 16 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by case nos. 1-4901 & clerk's initials  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents mortgage foreclosures, tax sale of land, deeds of trust in mortgage foreclosures, lunacy proceedings, adaption proceedings. - gives case no. names of plf. & def., date complaint filed, where recorded, date subpoena issued, date answer filed, date decree filed, date bond approved, date report of sales filed, date sales ratified, date audit ratified and confirmed. Also gives  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued divorces until 1908.

7. Arrangement Chron. by date recorded  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing self. con. until 1910. Then 2 separate vols.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

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

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 18x12x1 200 pp. 1 vol (1822-1876)- 18x13x3 aprox. 600 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Chancery Dockets -

*	Chancery Docket	681 to 1000	(1876-1884)	228 pp.	self index in back - alph by			18x12
	"	1001 " 1274	(1884-90)	198	"	"	"	"
	Chancery Docket	1275 " 1550	1890 to 1895	152 pp.	"	"	"	"
	"	"	1550 " 1825 F.H.P.	1895 to 1900	200 pp.	"	"	"
	"	"	1826 - 2100 F.H.P.	1900 to 1908	200 p.	"	"	"
	"	"	(2349)					
	"	2101 - 2300	"	(1908-1910)	"	"	"	"
	"	2350 - 2625	1910-1914	O.D.C.	193	"	no index	
	"	2626 - 2900	1915-1918	O.D.C.	189	"	sep. vol. index	
	"	2901 - 3300	1918-1922	O.D.C.	277	"	"	
	"	3301 - 3700		O.D.C.	200	"	"	
	"	3701 - 4084		B.B.	"	"	"	
	"	4085 - 4491		"	"	"	"	
	"	4492 - 4900		"	"	"	"	
	"	4901 to		"	"	"	18x12x1	

16 vols. 1822--

self-con index until 1910 then 2 separate vol. index  
hdw.

\* should go above.

Chancery Docket	1826 to 1843	Worcester Co.	self con index in back
"	1822 1833 to 1876	"	"
	(case nos. 1-680)		18x18x3

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Chancery Papers"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1876 & 1879  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 f.d.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by docket no. (#628-780)  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents see form previously sent.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *by docket number*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdu* & *hdu. on std forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *10 3/4 x 4 3/4 x 13 3/4* #*628* *42 papers*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
#*780* *26 papers.*

11. Location by dates and quantities *docket # 628 & 780 in file drawer*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*in jury room (removed from attic)*

12. Other information *There were too many papers of these two docket numbers to file in the f.d. of the clerk's vault, so were placed in jury room in the cabinet of "court papers" under directions of clerk of circuit court. Other chancery papers found in attic were placed in their respective f.d. in clerk's vault.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Clerk of Circuit Court

(Chancery papers.)

1 f. d. 1876 + 1879.

docket # 628 + 780

Contents same as form previously sent.

arr. by docket no. (628 + 780)

all other chancery papers found in attic  
were filed in respective f. d. in  
Clerk's vault.

66

INDEX OF PLAINTIFFS AND DEFENDANTS EQUITY DECREES,  
1908-- , 1 vol. (O. D. C. No. 1 1908 to).

Concise record of court decree for balance owing by deft.  
after final ratification in foreclosure suits, giving names  
of deft. and plf., amount, date, <sup>Chancery</sup> chancery case no. Arr.  
alph. by name of deft. Hdw. 200 pp. 18 x 12 x 1½.  
Clerk's vault.

Index of Plaintiffs  
and Defendants Equity  
Decrees, 1908 --, 1 Vol.  
(O. D. C. No. 1 1908 to)

Concise record of court decrees for  
balance owing by deft. after final ratification  
in foreclosure suits, giving names of  
deft and plt. amount, date, chancery  
case no. Arr. Alph. by name of deft.  
Haw. 200 pp. 18x12x1 1/2. Clark's Vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Index of Plaintiffs and Defendants Equity  
Decrees"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1908--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O. D. C. No. 1 1908 to  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of defendant, plaintiff,  
amount of decree, date and chancery no.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Chron. & alph in form of index, reverse*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. ~~Indexing~~ *giving name of deft. & plf.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *18x12x1 1/2* *200 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

*These decrees are for the amount <sup>owed</sup> owing the plaintiff after mortgage foreclosures.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Index of Plaintiffs and Defendants Equity Decrees. O.D.C.  
No. 1. 1908 to

gives name of defendant - plaintiff, amount of  
decree, date and chancery no.

1 vol. 1908--

vol. serves as an index                      Rdrw.      200 pp.

Very few entries

The purpose of this  
record is still not clear.

The title says "index" but  
there is no record mentioned  
to which it is an index.

Perhaps it is a concise  
record itself, arranged

Alph, in which it is stated  
the amount still owing etc.

Please check again and  
state exact contents.

872

Should "decrees" in title  
be decrees? yes —

Is it for divorce cases  
only? ✓

no divorces — The decree is for  
a deficiency in mortgage foreclosures  
see "other information" on reverse of form.

arr. under  
index tabs.

Mr. Sainq.

I hardly know how to describe this any better, but you have the right idea stated. The volume is an index to itself! It is not related to another record as an index. Foreclosure proceedings are recorded in "Chancery Records" and the amount still owing plaintiff is entered in this volume. An exact entry reads thusly: (all on one line)

Hill F. Burton ats Nolan B. Pilehard Decree for the sum of \$797.<sup>76</sup> Dated Jan. 21, 1924 # 3231 Chancery.

(Hill being defendant + Pilehard, plaintiff.)

There are exactly 15 entries in the whole volume and they all read the same, giving name of debt., pef., amount of decree, date, and chancery no. This is everything that the volume contains.

Have you sent large envelopes? Have only one more.

Ruth S. Leonard  
Snow Hill, Md.

61  
CLAIMS DOCKET, 1886-- , 1 vol. (J. W. S. dated).

Record of claims <sup>against estates,</sup> in equity proceedings, giving equity case  
no., names of plf. ~~and~~ <sup>and</sup> deft., trustee, names of creditors,  
character of claim, amount, <sup>and</sup> ~~date~~-proven and filed. Arr.  
chron. by date filed. Indexed alph. by name of plf. Hdw.  
under ptd. head. 356 pp. 19 x 12 $\frac{1}{2}$  x 2. Clerk's vault.

Claims Docket, 1886--

1 Vol. (T.C.S. dated)  
in equity proceedings  
~~against estates~~ 911749

Record of claims  
equity case no., names of pt. and def.,  
trustee names of creditors, character  
of claim amount, date proved and  
filed. Arr. chron. by date filed. Indexed  
alph. by name of pt. Hdw. under pth  
head. 356 pp. 19 x 17 1/2 x 2, Clerk's vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

THE HISTORICAL RECORDS SURVEY: 1937  
1734 NEW YORK AVE. NW.  
WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House.  
(Name of building, room number, street address)

1. Title "Claims Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1886--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by initials of clerk & dated 1886 J.W.S.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents gives names of plaintiff, defendant, trustee, names of creditors, character of claims, amount, where found (Chancery no.) when filed. (date)  
Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement

*Chron. by date recorded.*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

*front - arr. alph. by name of plaintiff & p. no.*

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing

*hdw. under printed heads.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*19 X 12 1/2 X 2*

*356 pp.*

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

11. Location by dates and quantities

*Clerk's vault.*

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Claims Docket

Claims Docket Worcester County. 1886 J.W.S.

1 vol. 1886--

Contents: gives names of plaintiff, defendant, trustee  
names of creditors, character of claims, amount,  
where found, (Chancery no.) when filed.

Lead under printed Leads.

356 p.p.

Index front. arr. alph. by name of plaintiff & p.no.

19 x 12½ x 2.

(Chancery Papers)

1824 - - est. 9600

papers in 1927. d.

(labeled by case  
no. contained).

Original papers in Chancery Proceedings,  
recorded in Chancery Record, entries -

Arr. numer by case no. Hds. and hds. on  
pta. to many typed and typed on pta forms.

10 x 5 x 13. Clerk's Vault,

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title (Chancery Papers in file boxes.)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1824 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 192 file boxes  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by case no.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records Some papers in early boxes are missing. Impossible to tell just how many.  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains lawyers briefs and all papers in Chancery cases including foreclosures, divorce proceedings, tax sales, in the matter of incompetents, lunacy proceedings; gives names of pef. and deft, chancery no., dates filed and recorded, where recorded.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

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-----  
-----  
-----

7. Arrangement *numer. by case no.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. hdw. on ptd. forms, typed & typed on ptd forms. (no typing before 1884.)*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10x5x13 aver. 500 papers to box*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

## Chancery Papers in file boxes.

192 file boxes                      1824--  
labeled by case number 1-5021

Undetermined number of papers missing  
in early boxes.

Contents - Contains lawyers briefs and all papers  
in chancery cases including foreclosures,  
divorce proceedings, tax sales, in the  
matter of incompetents, and lunatics,  
gives names of plf. & def., chancery no.,  
dates filed and recorded, where record-  
ed.

All hdw. & hdw. on ptd. forms until  
1884. From then on hdw., hdw. on  
ptd. forms, typed & typed on ptd. forms.

10 x 5 x 13

aver. about 500 papers  
to box.

Clerk's vault,

64  
63 x 65  
70

Chancery Records, 1818--  
42 Vols. (No. 1-42, 30 Vols. 1858-61,  
1865-73, 1876, 1880, 1889 -- labeled  
under Libers of successive  
Clarks).

Copies of the proceedings in the sale of land by partition  
suits, <sup>and in the conservator</sup> giving date, bill of complaint description of land  
and reason for sale, copies of subpoenas, petition  
for appointment of guardian ad litem, <sup>appointment of trustees</sup> answers of  
other depts, petition and order to take testimony, examined  
return showing questions and answers in testimony, decree  
for sale of real estate, report of sale describing  
property and amount received, certificates of publishers,  
trustee report of sale, order nisi, final order of ratification,  
note and docket filed showing total receipts and itemized  
account of costs and distribution. Contains: (For closures) (1818-  
1818 entry -; Director. Decrees, 1879-1907, entry -; (Receipts and Releases) 1818.

entry -; (adoptions) 1818 --, entry, -; Tax Salary 1899 -  
entry - Arr. Names, by case no. Indexed acct. by  
Name of defk. 2 vols. 1835-53, not indexed. H.W. 1818-95,  
typset 1896 - - Arr. 600 pp. 16 x 12 x 2, 18 x 12 x 3.

Charles Vanck,

(Foreclosures) 1818--  
In Chartery Record  
entry --.

Copies of the proceedings in the sale of land  
under foreclosure of mortgages, giving names  
of plt and deft, copy of mortgage describing  
land, amount of mortgage, name of assignee,  
report of sale, amount of sale less fees and costs,  
balance for mortgage, certificate of publication,  
order nisi, final order of ratification, statement  
of mortgage claim, <sup>and</sup> affidavits and exhibits.

(Receipts and Releases)

1818-- In Chancery  
Records, entries -

Copies of receipts and releases, from heirs  
and mortgagors to trustees and assignees  
acknowledging receipt of money and  
releasing and discharging from all  
future claims, giving <sup>inter</sup> names of releasors,  
trustees and assignees and affidavit before  
Justice of peace or notary.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Chancery Record"  
(Give present full title in quotes assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1818--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 41 Vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1-41 some labeled by County, some by initials of Clerk  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Copies of bills in Chancery for sale of real estate, Mortgage sale of real estate, Mortgage sale of land, Tax sale of land, sale real estate under deed of trust, bill to foreclose mortgage, petition for a deed, sale of real estate under decree, petition for sale of land of testamentary.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement

*Chron. by date recorded*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

*2 un. loose vol. - 2 no index 13 self con. back index - 24 self con.*

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

*front index. arr. alph. by name, giving type of instr. & folio.*

title and identification number)

9. Writing

*hdw. until 1896 Tipped 1896 - -*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*9 vol. 16x12x2 Balance 18x12x3. aver. no pp. 600.*

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

11. Location by dates and quantities

*Clerk's vault.*

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Chancery Records.

- Chancery Records No. 1 (1818-1827) 353 pp. sep. index <sup>hdw</sup>
- " 2 (1827-1835) 356 pp. " " <sup>partly made</sup>
- " 3 (1836-1839) 342 pp. no index
- " 4 Worcester County (1839-1853) 541 pp. <sup>no index</sup>
- " 5 (1853-56) self con. index back - 451 pp.  
 (1856-61) self con. back
- Chancery Record " 6 G. H. R. Worcester Co. Md. 513 pp.
- " 7 (1861-65) 490 pp. self con. back. -
- " 8. G. H. R. Worcester Co. Md. (1865-68) 479 pp. <sup>index</sup> do.
- " 9. J. T. M. (1868-73) sep. front index 635 pp. <sup>633</sup>
- " 10. Worcester County Md. (1873-75) self back
- " 11. " " (1875-76) 649 pp. index do
- " 12. J. T. M. (1876-80) 606 pp. index do.
- " 13 (1880-82) 601 pp. index do.
- " 14 Worcester County (1883-84) 612 pp. index do.
- no 15 Worcester County (1885-87) 606 pp. <sup>index</sup> do
- " 16 " " (1888-89) 596 pp. " "
- " 17 J. M. R. (1889-90) 599 pp. " "
- " 18 F. H. P. (1890-93) 599 pp. self front index
- " 19 " (1893-96) 599 " " " "
- " 20 " (1896-1902) " " " " <sup>hdw.</sup>
- " 21 " (1896-1901) " " " Typed
- " 22 " (1901-06) 600 pp. " "
- " 23 " (1902-08) 594 " " "
- " 24 C. D. C. (1906-1910) 598 " "
- 25 " (1909-1912) 600 pp. " "
- 26 " (1912-1915) 598 " "
- 27 " (1913-1917) 609 " " "

Contents - Copies of bills in Chancery for sale  
 of real estate - petition for a deed - to fore-  
 close Mtg., Mtg. sale of land - mtg. sale of  
 real estate, top sale of land, sale of real estate  
 under deed of trust, -

41 vols. 1818-- 1-41

Chancery Records	28	C.O.C. (1917-1918) 600 pp.
"	29	" (1918-1922) 598 pp.
"	No. 30	" (1920-24) 600 pp.
"	No. 31	J.M.C. (1924-28) 600 pp.
"	32	B. B. (1924-1928) 600 pp.
"	33	" (1927-1939) 600 pp.
"	34	" (1929-31) 599 "
"	35	" (1930-32) 600 "
"	36	" (1932-34) "
"	37	" (34-35) "
"	38	" (35-36) "
"	39	" (36-37) "
"	40	" (37-38) "
"	41	" (38--)



Mr. Saing :

Re Chancery records:

First recording of tax sales I find in 1929--  
Proceedings in adoption are not recorded  
in Chancery records. Adoption proceedings  
are in Chancery Docket giving docket no.  
name of persons adopting child, date petition  
filed, name of child, order of court, date  
decree filed. 1918--

Sale of land in livery 1850--. This is  
recorded in Chancery Docket and  
Chancery Records.

Re fires in Courthouse:

There was a fire in 1834 and 4  
vols. of land records in Clerk of Cir. Ct's  
vault were destroyed.

The fire of 1893 destroyed the entire  
business district of town and all the

records in the Co. Commissioners  
and Treasurer's office. Outside of  
this I have been unable to find  
anything else. The newspapers  
here had been sent to Baltimore to  
be filed and were destroyed while  
there, by fire. However I still am  
trying to locate someone who  
may know something in regard  
to this. Will let you know.

Ruth S. Leonard.

Mr. Francis J. Laing.

OFFICE MEMORANDUM  
FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
OF MARYLAND

DATE Jan. 11-1940

TO Mrs. Ruth S. Leonard FROM Francis T. Laing

BE BRIEF

Some time in the dim past I asked you to give the date of the first tax sales records, recorded in Chancery record. You may have furnished it by I cannot locate the answer. Also please give copies of <sup>the</sup> proceedings in adoptions and the sale of land in currency conservation. Are receipts and releases also recorded? Our new set up requires a separate entry for each type of procedure. Best wishes.

Receipts & Release  
Tax sale of land

CHANCERY INDEX, 1910--. 2 vols. (labeled by  
✓ case No. <sup>Hmk No.</sup> 2350-- O. D. C. B. B.).

General index to chancery docket, arr. alph. by name of  
plf. and deft. direct and reverse, giving case no. and type  
of instrument. Hdw. Aver. 200 pp. 18 x 12 x 1. Clerk's  
vault.

Chancery Index, 1910 --  
2 vols. (labeled by case  
no. 2350 --, O.D.C. B.B.)

General index to Chancery docket, art.  
alph. by name of pct, and defn, direct and  
reverse, giving case no. and type of instrument.  
Hro. aver. 200 pp. 18x12x1. Clerk's vault.

Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Chancery Index" (This is index for "Chancery  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  
Dockets" - not Chancery Records)

or both)

2. Dates 1910--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by case no. O.D.C. 2350 to 4084 BBH084 to --  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another  
record. Explain why records are missing, if possible)

6. Contents Arr. alph. by plf. & def. and case no.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  
In sales, gives name of mortgagee, instrument  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
and case no.  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Alph. by name of plf. & dft. direct &*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

~~8. Indexing~~ *reverse and case no. O.D.C.-1910-1931*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
*B.B. 1931--*

9. Writing *hdw.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18 X 12 X 1* *aver. 200 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Prior to 1910 index to Chancery Docket*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)  
*was self-contained - 1910 - - separate vol. index.*  
Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Chancery Index.

Chancery Index 2350 to 4084 Beginning July 1910  
O. D. C. (1910-1931)

Chancery Index 4085 to 1931 B. B. (to date)

Arr. Alph. by plf. and deft. and docket no.  
In sales & mortgages alph by mortgagee &  
docket no.

2 vols July 1910 --

Self-contained index in back of volumes from  
1822-1910. 8 vols.

88  
RELEASED MORTGAGES, 1882--4350 papers in 29 f. d.

(dated).

Original and certified copies of <sup>released</sup> mortgages, bills of sale, 1917--<sup>1882--</sup>, Chattel mortgages 1921--<sup>1882--</sup>, Crop Liens 1933--<sup>1882--</sup>, giving names of grantor and grantee, lienor and lienee, description of land, and property, amount and terms of loan, signatures of mortgagee, lienee, name of witnesses, date released; satisfactions of crop liens separate forms. Arr. chron. by date released. Hdw. and typed, hdw. and typed on ptd. forms. 10 x 5 x 13. Clerk's vault.

~~For prior records, see entry (Garrett)~~

Released Mortgages,  
1882-- 4350 papers in 29 vols.  
(dated)

Originals and certified copies of mortgages,  
bills of sale, 1914--; chattel mortgages 1921--;  
crop liens 1933--; giving names of grantor  
and grantee, <sup>liens and liens</sup> description of land, and  
property, amount and terms of loan,  
signatures of mortgagor, lender, name of  
witnesses, date released; satisfactions  
of crop liens separate forms. Str. Chron.  
by date released, H.W. and typed, H.W.  
and typed on pt. forms 10 X 5 X 13  
Clarke's Vault

~~For phot. records see entry (part 2)~~

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house  
(Name of building, room number, street address)

1. Title "Released Mortgages"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1882 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 29 file boxes  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Original and certified copies of mortgages, bills of sale (1917--), Chattel mortgages (1921--), crop liens (1933--), filed with the clerk, giving description of real and personal property mortgaged, name of mortgagee and mortgagor, amount and terms of loan.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

releases are recorded on mortgage deeds giving

6. Contents—continued *date of release, name of witness and date recorded.*  
*also contains separate "satisfactions of crap liens."*

7. Arrangement *Chron. by date recorded*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h.d.w., typed, h.d.w. & typed on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *10x5x13* *aver. 150 papers in box*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *The first box is labeled*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

" Whether record is known to have been kept earlier than dates shown in item 2)  
*"Released Mortgages to 1905"* . The earliest in this box is 1882, only one, however. Dates are of mortgage deed recordings - not release dates.

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Released Mortgages (1882-- 29 file boxes)

Released Mortgages to 1905 (1882-1905)

"	"	1906-1907-1908.
"	"	1909-1910
"	"	1911
"	"	1912
"	"	1913-1914
"	"	1914
"	"	1915
"	"	1915-1916
"	"	1916
"	"	1917 (few Bills of Sale)
"	"	1918 (" " " )
"	"	1919
"	"	1919
"	"	1920
"	"	1920
"	"	1921 (also few Chattel Mortgages)
"	"	1922
"	"	1923
"	"	1924
"	"	1925
"	"	1926
"	"	1927
"	"	1928
"	"	1929-1930
"	"	1931
"	"	1932-1933 (crop lien 1933)
"	"	1934-1935
"	"	1936-1937-1938-1939.

89

CHATTEL RECORD, 1935-- , 4 vols. (26, 36, 1, B. B.,

J. E. B.). 1742-1934 in Land Record entry

Record of chattel mortgages, bills of sale, agreements, deeds of trust, deeds of assignment, releases, giving names of grantor and grantee, description of property, terms of sale;

Containing:

1935--

~~also~~ scattered records of conditional sales, ~~see~~ entry \_\_\_\_\_.

Arr. chron. by date filed. Indexed alph. by name of mortgagor and mortgagee, direct and reverse. Record typed, assignments and releases, hdw. Aver. 450 pp. Aver. 450 pp. 18 x 12 x 2 $\frac{1}{2}$ . Clerk's vault.

For prior records, see entry \_\_\_\_\_ (Deed Record).

Chattel Record, 1935 - --  
4 vols. (26, 36, 1, B.B., & F.B.)

Record of chattel mortgages, bills of sale, agreements, deeds of trust, deeds of assignment, releases, giving names of grantor and grantee, description of property, terms of sale; also scattered records of conditional sales, see entry --  
Arr. chron. by date filed. Indexed alph. by name of mortgagor and mortgagee, direct and reverse. Record typed, assignments and releases, h.d.w.  
Hvet 450 pp. Hvet. 450 pp. 18 x 12 x 2 1/2. Clurk's Yacht.

For prior records see entry -- (Dud Record)

Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Chattel Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates Sept 1935 -- (See notes 172, 173)  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 3 Vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling B.B. 1, 26, 36; J.E.B. 1.  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Chattel mortgages, bills of sale, con. sales contract, mtg. bills of sale, agreements, deeds of trust, deeds of assignment, Personal prop. deed, releases, deeds of bargain & sale,  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement

*Chron. by date recorded.*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

*Self. con. direct & reverse, arr. alph. giving date, name*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

*of mortgagee or mortgagor, from or to, name, instru., & folio*  
(Title and identification number)

9. Writing

*Typed, assignments and releases hdw.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

*index hdw. under printed heads.*

(Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*18x12x2 1/2*

*450 pp.*

(Of record or container. Height, width, thickness or depth. Average number of pages/or documents)

11. Location by dates and quantities

*Clerk's vault.*

(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information

*Prior to 1933 all instruments*

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

*recorded in Chattel Records were recorded*  
*in Deed Records.*  
(Whether record is known to have been kept earlier than dates shown in item 2)

*There are just a few Conditional sales Contract*  
*instruments in these vols. Balance recorded in*  
*Separate vols.*

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Chattel Records.

Chattel Records 1 June 1, 1933 to (Sept. 1935) Liber B.B. 458 pp.  
" " 26 Liber B.B. (1935-1938) 468 pp.  
Chattel Records 36 " B B (Feb. <sup>7th</sup> 1938 - Dec <sup>Dec</sup> 1938) 450 pp.  
" Record 1 " J.E. B. (Dec. 1938 - -)

4 vols. 1933 - -

Contents Chattel mortgages, bills of sale, con. sales contract, mtg. bills of sale, agreements, deeds of trust, deeds of assignment, releases, personal prop. deeds, deeds of bargain & sale.

13 x 12 x 2 1/2

450 pp.

Index self. con. in front alph. by date name of mortgagor or mortgagor, from or to, name of mortgagor or mortgagee, instrument & folio. (direct & reverse)  
Lead and ptd. lead.

90  
INDEX TO MORTGAGES AND BILLS OF SALE, 1914-17, 1

vol. (O. D. C.). 1742-1913, 1918-24 in general  
*indexes to cross entries*

Campbell index, arr. alph. by names of grantor and grantee,  
direct and reverse, giving date, type of instrument, liber  
no. of record folio. Arr. chron. by date filed. Hdw. under  
ptd. head. Aver. 504 pp. 18 x 12 x 3. Clerk's vault.

For prior general index, see entry \_\_\_\_\_ (Index to Land  
Record).

Index to Mortgages and  
Bills of Sale, 1914-17,  
. 1 Vol. (O.D.C.)

Can be used as index, art. acpts, by names of grantor  
and grantee, direct and reverse, giving date,  
type of instrument, liber no., <sup>if record</sup> folio, Art. chrono.  
by date filed, Hdw. under pta. Read. H11550498.  
18 x 12 x 3 Clerk's Vault

For prior general index see entry -- (Index to land Eqs.)

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Horchester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title Index to Mortgages and Bills of Sale  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1914-17  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O.D.C.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Campbell Alph by grantor and  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained, and dates covered by instrument Liber No. Folio  
grantee direct and reverse giving date  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement

*Chrono. by date filed*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing

*Hdw. under printed head.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*18 x 12 x 3*

*504 pp.*

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

11. Location by dates and quantities

*Clerk's Vault.*

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Index to Mortgages Beginning  
April 1<sup>st</sup> 1925

A-K L-Z

Step by family name direct and reverse, giving  
date year and day type of inst. lib. no. folio  
Corporation by first initial of name

12 x 18 x 3 50000

91  
CONDITIONAL CONTRACT OF SALES DOCKET, 1917--.

6 vols. (No. 1, 1-4, 1, O. D. C., B. B., J. E. B.).

Record of conditional sales contracts, giving names of vendor and vendee, description of merchandise, amount payable, terms of payment, date released. Arr. chron. by date filed. Indexed alph. by name of vendor and vendee, direct and reverse. Hdw. under ptd. head. Aver. 200 pp. 18 x 12 $\frac{1}{2}$  x 2 $\frac{1}{2}$ . Clerk's vault.

Conditional Contract of Sales

Docket 1914 - - 6 Vols. (Nos. 1-4, 1,

O.D.C. B.B. F.F.B.)

Records of conditional sales contracts, giving names of vendor and vendee, description of merchandise, amount payable, terms of payment, date released. Arr. chron. by date filed. Indexed rept. by name of vendor and vendee, direct and reverse. Hdw. mid. at ptd. Lead. Hret. 200 pp. 18 x 12 1/2 x 2 1/2 @ Carl's Vault.

Please check this with my original  
addenda sheet. R. S. L.

## Chattel Records.

Chattel Records 26 Liber B.B. (<sup>Sept.</sup> 1935 - 1938)

Chattel Records 36 Liber B.B. (<sup>Feb.</sup> 1938 - <sup>Dec.</sup> 1938)

Chattel Record 1 Liber J. E. B. (<sup>Dec.</sup> 1938 - -)

3 Vols. Sept. 1935 - -

Labeled B.B. 26-36. J. E. B. 1.

Contents: Chattel mortgages, bills of sale,  
mtg. bills of sale, agreements, conditional  
contract of sale, assignments, releases.

NEW

For prior chattel mtg & Bills of sale see

## Deed Records. -

There are just a few conditional contract of sale deeds in these vols. Remainder in separate vols. (which see).

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Conditional Contracts of Sales Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1917--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O.D.C. no. 1; B.B. no. 1, 2, 3, 4; J.E.B. no. 1.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Gives names of vendor, vendee, date, amount, when and how payable, names of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by payee, guarantor and witness, date recorded, description of goods and chattels.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date recorded  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing loose vol. front arr. alph. by vendee, vendor  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw. under printed head.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

*index tabs of each letter*

10. Size 18 x 12 1/2 x 2 1/2 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information see Chattel Record.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

## Conditional Contracts of Sales Docket

Conditional Contracts of Sales Docket O.D.C. No. 1. June 1, 1917 to June 1, 1927  
" " " " " B. B. No 1 1927 June 1 to Jan 1, 1931  
" " " " " B. B. " 2 1931 to 1936  
" " " " " B. B. " 3 1936 to  
" " " " " B. B. No 4 1937 to  
" " " " " J. E. B. No. 1 1939 to --

6 vols. 1917 --

labeled by initials and no. of successive clerks.  
Index arr. alph. by vendee, vendor and p. no. <sup>front</sup> <sup>loose</sup> <sub>vol.</sub>

Contents - gives names of vendor, vendee, date, amount, when and how payable, names of payee guarantor and witness, date recorded, description of goods and chattels.

Hdw. under printed heads.  
Size  $18 \times 12 \frac{1}{2} \times 2 \frac{1}{2}$  200 pp.

(Some Con. Sales Contracts are recorded in Chattel Mtg. Records.)

92  
RELEASED CONDITIONAL SALES CONTRACTS, 1921--.

730 papers in 2 f. d.

Original papers containing information as in entry \_\_\_\_\_.

1 f. d. 1921-37. Arr. chron. by date release filed, 1 f. d.

*No orderly arrangement.*

1931-- ~~not arr.~~ Hdw., typed, hdw. and typed on ptd. forms.

10 x 5 x 13. Clerk's vault.

Released Conditional  
Sales Contracts, 1921 - -  
730 papers in 2 fld.

Original papers containing information as  
in entry - 1 fld. 1921-37 art. chron. by  
date release filed, 1 fld. 1931 - - 720 art.  
Hds., typed, hds. and typed on ptd. forms.  
10x5x13. Entries vault

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Court house.  
(Name of building, room number, street address)

1. Title "Released Conditional Sale Contracts"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1921--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file boxes  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Original documents hdw. and typed  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
on ptd. forms, giving date filed and recorded,  
liber no. and folio. Releases are letters and release  
notices received at clerk's office to be filed, also rubber-  
stamped & hdw., on original documents, giving date  
release filed.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement 1 box (1921-37) arr. Chron. by date of release; 1  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

~~8. Indexing~~ box (1931-- ) no arrangement.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw., typed, hdw. & typed on ptd. forms; rubber-stamped.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10x5x13 1 box 580 papers 1 box approx. 150 papers  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Released Conditional Sale Contracts

1921-- 2 file boxes.

Released Conditional Sale Contracts. (1921-1937) (box 1)

Original doc. hdw. and typed on ptd. forms, giving date filed and recorded, liber no. & folio.

Releases are rubber stamped, typed, hdw., typed and hdw. on ptd. forms, giving date of release.

Originals give name of mortgagor, mortgagor, description of article mortgaged, terms of sale, signature of purchaser.

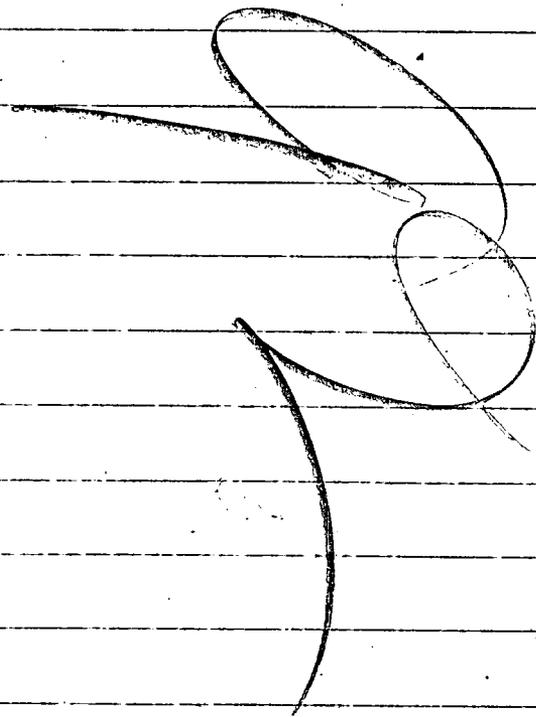
Arr. chron. by date of release. 580 papers.

Released Conditional Sale Contracts. (1931--)(box 2.)

Contents same as above.

No arrangement to this box.

aprox. 150 papers.



93

MECHANICS LIEN RECORD, 1869-- , 3 vols. (No. 2,  
F. H. K., No. 1, O. D. C. 1 vol. 1869-96, not  
titled).

Copies of liens against property for labor and material,  
gives names of lienor, lienee, and attorney, description  
and location of property, hours of labor, list of materials,  
affidavit, payment notes, and final payment. Arr. chron.  
by date filed. Indexed, 2 vols. 1897-- , alph. by names of  
lienor and lienee, direct and reverse. Hdw, 1 vol. 75  
pp. 13 x 8 $\frac{1}{2}$  x 1, 2 vols. <sup>2 vols.</sup> ~~over~~. 300 pp. 18 x 12 x 2.  
Clerk's vault.

O.K.  
by Mr. Meyer  
R. Sh.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester

State Maryland

Name of agency or office

(Office of custody) (Office which made the record, if different)

Address of office of custody

(Name of building, room number, street address)

1. Title "Mechanics Lien Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1869--

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

3. Quantity 3 vols.

(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling No. 2 F.H.P. No. 1 O.D.C. 1 no title (1869-1896)

(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records

(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Contains copies of liens against buildings  
(Purpose and general nature of record. Principal items of information shown) Summary of forms used in making record,

and other structures for unpaid labor and  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
material, giving names of claimant & defendant,  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
list of claims and amount of each, location of structure, name  
of attorney, affidavit.

This record began under Article 61 of the Code of General Laws.

6. Contents—continued

7. Arrangement

*Chron. by date recorded.*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

*1 vol. 1869-96, not indexed; 2 vols. 1897-- indexed alph. by name.*

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

*of pgs. and dpts., direct and reverse, in front of vol.; gives page no.*

(Title and identification number)

9. Writing

*h.w.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*2 vols. 18 x 12 x 2; 1 vol. 13 x 8 1/2 x 1 1/4 1 vol. 75 pp.; 2 vols. 300 pp.*

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

11. Location by dates and quantities

*Clerk's vault.*

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Mechanics Lien Record

(no. title 1869-1896) small cardboard vol. found among "odd vols." no index 75 pp. hdw. 13x8x $\frac{1}{4}$  298 pp. hdw.

Mechanics Lien Record No. 2 F.H.P. (1898-1931)  
" " " No. 1. O.D.C. (1931-- ) hdw.

3 vols

Contents: Copies of liens against buildings and other structures for unpaid labor and material, giving name of claimant & defendant, amount of claim, location of structure, name of attorney.

Index arr. alph. giving names of claimant & deft., direct & reverse in front of vol., & p. no.

2 vols 18x12x2 300 pp.

1 small book 13x8x $\frac{1}{4}$  75 pp.

94-96  
\*  
120

mech liens)

(APPLICATION FOR STALLION AND JACK LICENSES 1868--.

1910-33

In Mechanics Liens, entry 94

Applications for licenses for stallion and jack, giving names of owners, description of horse or jack. Also names of owners and description of mares served and amount of fees owing.

Application for station  
and pack licenses, <sup>1868</sup> 1868  
Mechanics liens, entry -

Applications for licenses for stations  
and pack giving names of owners, description  
of horse or pack. Also names of owners  
and description of mares settled and  
amount of fees owing.

MECHANICS LIENS, 1868-- , 150 papers in 1 f. d.

Original papers filed in mechanics liens, giving names of  
lienor and lienee, description of property, list of materi-  
als, hours of labor, <sup>and</sup> date released. Arr. chron. by date  
filed. Hdw., hdw. on ptd. forms, typed. 10 x 5 x 13.

Clerk's vault.

*and typed on ptd. forms*

(BOAT LIENS, 1868--.) In Mechanics Liens, entry —

Original papers filed in boat liens, giving names of  
lienor and lienee, name of boat, list of materials,  
hours of labor, date released.

Mechanics liens, 1868--

150 papers in 1 fld.

Original papers filed in mechanics liens,  
giving names of lienor and lienee, description  
of property, list of materials, hours of labor, <sup>date released</sup>  
Hrs. Chron. by date filed. Hrs. hrs. on 4th  
folio, typed. 10x5x13, @ Carr's vault

1868--  
Boat liens, in mechanics  
liens entry -

Original papers filed in boat liens, giving  
names of lienor and lienee, name of boat,  
list of materials, hours of labor, date  
released.

Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house  
(Name of building, room number, street address)

1. Title "Mechanic's Liens"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1868-- (last date Feb. 1938)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 file box  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Boat Liens, 1868-1924. original papers in  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

boat liens, giving name of plt. & deft., itemized list of  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
claims held against boat, dates filed & recorded, liber no.  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
and folio. (for work & material) h.d.w., h.d.w. & typed on ptd forms.

Applications for licenses for stallions & jacks. Also lists  
of names of owners of mares bred to stallions, des-  
cription of mare, amount of fee. Printed cardboard  
& cloth circulars adv. <sup>only</sup> stallions & jacks. 1910-1933.

6. Contents—continued *Mechanics lien papers (1907-1938) Original papers in Mechanics lien claims, giving name of plt., deft., and itemized list of claims filed against building, for work & material. Also orders to march "satisfied".* *hdw. + typed.*

7. Arrangement *Arr. Chron. by date filed*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw., hdw. on ptd. forms, and typed.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10x5x13. Boats liens 41 papers, Stallions 20 papers, Mechanics liens, 89 papers. (Total 150 papers.)*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *On several papers regarding stallions it states they were recorded in "Stallion Lien Book O. D. C. fol. 4." I can find no such book, and the clerk does not know where it is.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Mechanics Liens (1868 -- 1 file box.)

### Mechanic Lien file box

Contains Boat liens (1868-1924) original papers in boat liens, giving names of plf. + deflt., itemized list of claims held against boats for work + material used in building same, gives dates filed + recorded, liber no. + folio. hdw., hdw. on ptd. forms + typed. 41 papers. <sup>arr. chron.</sup>

Also contains

applications for licenses for stallions + jacks, lists of names of owners of mares bred to stallions, description of mare and amount of fee. Also printed cardboard + cloth circulars adv. stallions + jacks. 1910-1933 hdw., ptd. forms. <sup>arr. chron.</sup> about 20 papers.

### Mechanics Liens. 1907-1938

Original papers in Mechanics Lien claims giving names of plf., deflt., and itemized list of claims against buildings for labor + material. hdw. + typed.

Also contains typewritten satisfactions against some claims.

arr. chron. by date filed - 79 papers.

10x5x13.

Clerk's vault.

95  
BOAT LIEN DOCKET, 1867-- , 2 vols. (No. 1-2).

Last entry 1924.

Copies of liens against boats for labor and material, gives names of lienor and lienee, name of boat, waters to be used in, hours of labor, list of materials, payment notes, and final payment. Arr. chron. by date filed. Not indexed.

Hdw. Aver. 80 pp. 13 x 8 x  $\frac{1}{2}$ . Clerk's vault.

Boat Hire Booklet 1867--  
2 vols. (No 1-2) last entry  
1924.

Copies of tickets against boats for labor  
and material, gives names of licors and  
licence, name of boat, waters to be used in,  
hours of labor, list of materials,  
payment notes, and final payment.

Arr. chron. by date filed. Not indexed. Haw.

Arcl. 80 pp. 13 x 8 x 1/2. Clark's vault.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Boat Lien Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1867-1924  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols. (small card-board-back books.)  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Nos. 1-2.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records discontinued last date Aug. 1924.  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents give names of plaintiff & defendant, copies of claims against owners of boats for unpaid labor and material used in building boats, amount of claim.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date recorded  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size 12 1/2 x 8 x 1/4 80 pp. 13 1/2 x 8 1/2 x 1/2 28 pp used.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities clerk's vault  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

## Boat Lien Docket.

Boat's Lien Docket No. 1 (1867-1892) 80 pp. no index  
 $12\frac{1}{2} \times 8 \times \frac{1}{4}$  small cardboard vol. found among  
odd vols.

Boat Lien Record No. 2 (1894-1924) 28 pp used.

2 vols - 1867-1924 discontinued - last entry Aug. 1924.

Contents gives names of plaintiff + defendant, copies  
of claims against boats for unpaid labor and  
material used in building boats, amount of  
claim.

no index - hdw.

labeled by no. 142. no index - hdw.

Small cardboard covered vols. found  
among odd vols.

$13\frac{1}{2} \times 8\frac{1}{2} \times \frac{1}{2}$

found in odd vols.

97

CROP LIEN RECORDS, 1933-- , 2 vols. (~~2~~B. B. 76, 1-2)

Copies of crop liens, for money advanced by federal corporation, corporations and individuals, giving names of lienee, lienor, amount advanced, terms, location of crops, assignments, if any, acknowledgements, <sup>and</sup> releases. Loans other than federal, specify type of crop to be raised. Arr. chron. by date filed. Indexed alph. by name of lienee or mortgagee, lienor or mortgagor, direct and reverse. Typed, releases hdw. and typed. Aver. 475 pp. 18 x 12 x 3.

Clerk's vault.

Crop Lien Records,  
1933-- , 2 Vols. (1-2 B, B.)

Copies of Crop Liens, for money advanced  
by federal ~~banks~~ <sup>corporations, private</sup> corporations and individuals,  
giving names of lienee, lienor amount,  
advanced, terms, location of crops,  
assignments, if any, acknowledgements, releases,  
loans other than federal, specify. Type  
of crop to be raised, etc. etc. by date  
filed. Indexed alph. by name of lienee or  
mortgagee, lienor or mortgagor, direct  
and reverse. Typed, releases red, and typed,  
H. et. 475 pp. 18x12x3. Claretto Vault

Mr. Laing:

Loans in these two vols. are made by corporations, individuals and also include Federal loans.

Some liens specifying what crop loan is for - others specify all crops grown in a given year.

There is also a Fed. Farm Lien Book in which is recorded Federal Liens

(over)

received in the office of the clerk  
typed on printed forms, for  
which I sent a form last week.

P.S.L.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house.  
(Name of building, room number, street address)

- Title "Crop Lien Records"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates April 1, 1933--  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 2 Vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling B.B. 1 & 2  
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains copies of crop lien agreements, names of licensee and lienor, terms of agreement, lienor's acknowledgment, licensee's acknowledgment and affidavit, satisfaction of lien.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filed out and attached)

and Federal.  
Loans made by corporations and individuals, some specify the crop lien is for - others are for all crops grown

6. Contents—continued *in a certain year.*

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *self-con, arr. alph. by date, giving year month da,*  
*direct & reverse, giving name of mtgee & mtgee, hdw. under ptd. head.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed. Releases hdw. satisfactions*  
*that are received by mail are typed*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18 x 12 x 3* *475 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *See also "Lien Book - Fed. Farm Credit*  
*Lien Book" 1935--*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

*Granted in accordance with provisions of*  
*Chap. 185, Acts of Gen. Assembly, Session*  
*of 1933.*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Crop Lien Records

Crop Lien Records 1 April 1, 1933 to Liber B.B. (1935) 425 pp.  
" " " 2 Liber B.B. (1935--

2 Vols. 1933--

Labeled 1 & 2 B.B.

Index arr. alph by date, year, mo., da.; direct & reverse, name of mortgagee or mortgagor, from or to, name & folio, hdiv under ptd. Recd.  
Contains copies of Crop <sup>Lien</sup> agreement, name of licensee, lienor and terms of agreement, lienor's acknowledgment, licensee's acknowledgment & affidavit, satisfaction of Lien, (if satisfied)  
typed. releases hdiv.

18x12x3 475 pp.

~~M.B.~~ Certified satisfactions of liens that are sent by mail are typed. Releases & satisfactions brought directly to the office are hdiv. giving name of witnesses and date of release.

98

LIEN BOOK (FEDERAL FARM CREDIT) 1935-- , 1 vol.

(B. B. <sup>No.</sup> 27).

Copies of crop and chattel mortgages, giving day, mo., year, and hour filed, names of mortgagor or lienor, mortgagee or lienee, amount advanced, duration of loan, description and location of chattels and ~~for~~ crops, record of assignment if <sup>any part</sup> made, date of release. Arr. chron. by date filed.

Indexed alph. by name of lienor and lienee, direct and reverse. Typed on ptd. form, releases hdw. 600 pp. 18 x 12 x 3. Clerk's vault.

Index Book (Federal  
Farm Credit) 1935--  
1 Vol. (B. B. 27)

Copies

~~Record~~ of crop and chattel mortgages,  
giving day, mo., year and hour filed, names  
of mortgagor or lienor, mortgagee or donee,  
amount advanced, duration of loan,  
description and location of chattels  
and/or crops, record of assignment  
if made, date of release. Arr. chron. by  
date filed. Indexed alph. by name of  
lienor and donee, direct and reverse.  
Typed on pta forms, releases h.d.w.  
600 pp. 18x12x3. Clarke's Vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Lien Book" Federal Farm Credit Lien Book  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates July 1, 1935--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling B.B. 27  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing; if possible)

6. Contents Gives date received for record, mo. da. year and time, book no., folio, names of mortgagor or lienor, mortgagee or licensee, date of lien, amount advanced, limit, description and location of chattels and/or crops, name and address of assignee, name and address of assignor, date of assignment, amount of debt when assigned, date of assignment,  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

(on front cover)

6. Contents—continued date released.

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Self-con. arr. alph. direct + reverse giving name of licence + licensor, type of instrument + folio, how under pt'd head.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing typed on printed forms. release dates hdiv.  
Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 18 x 12 x 3 600 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Federal Farm Credit Lien Book.

Lien Book 27 Liber B. B.

1 vol July 1, 1935 --

Contents - date received for record, mo. da. year and time, book no, folio, mortgagor or lienor, mortgagee or lienee, date of lien, amount advanced, limit, description and location of chattels and/or crops, name and address of assignee, name and address of assignor, date of assignment, amount of debt when assigned, date of assignment, date released.

Index arr. alph. by name, from or to, name, instrument, folio. (direct & reverse)

18x12 x3.

600 pp.

Typed on printed forms. release dates h.d.w.

Station Lien Docket  
 1908-22  
 Vol. (dated: O.D.C.)

Record of liens filed for services of  
 licensed horse or pack, giving date, license  
 no., name of horse or pack, name and  
 address of owner, description of mares,  
 amount of fee, name of owner, and date filed.  
 Arr. Chron. by date of recording. H.E.C.  
 200 pp., <sup>improved</sup> 8 x 13 x 1/2. Clerk's Trust.

Mr. Meyer -

When I was in the clerk's office I sent  
a form for "Stallion Siens," <sup>(papers)</sup> and reported  
them as being recorded but could find  
no vol. record. This past week while  
searching for early officials we found  
the "Stallion Siens Wicket," and have therefore  
made a form & addenda sheet. Hope it  
is not too late for it.

1910-13  
Ruth S. Leonard.

Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Stallion Lien Docket"  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1908-1922  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by initials of clerk OOC & dated  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records discontinued 1922  
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record of liens for services of  
(Purpose and general nature of record. Principal items of information

licensed horse or Jack giving license  
shown. Summary of forms used in making record, their headings, etc. If a very

no. and name of horse or Jack,  
general or miscellaneous record, detailed information as to type of records

name and address of owner of mare  
contained and dates covered by each should be given. Unless contents of these

bred, number of mares bred, description  
records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued amount of service fee,  
date bred and date of filing.
- 
7. Arrangement chron. by date recorded.  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing none  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)
9. Writing h.d.w.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.  
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months  
and years covered by each kind of writing)
10. Size 8 x 13 x 1/2 approx 200 pp. 12 pp used.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)
11. Location by dates and quantities In clerk's vault.  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
cabinet, on floor)
12. Other information Papers for this record.  
(Condition of record if not good. Relation to other records.  
filed in "Mechanics Lien" f.d.  
Information on prior, subsequent, or similar records. Whether record is known  
form sent previously.  
to have been kept earlier than dates shown in item 2)
13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Stallion Lien Docket

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Stallion Lien Docket  
O. D. C. 1909"

1908-1922  
Chron. by date of entry.

none hdw.

Contents: Record of liens for services of licensed horse or jack, giving license no. and name of horse or jack, name & address of owner of mare bred, no. of mares bred, description, amount of service fee, date bred, date filed.

Total no. of vols. or f.d. 1 vol  
 Average no. of pages 200 pp.  
 Estimated no. of papers 12 pp. used.

Size: largest  
 smallest 8x13x 1/2

Plat Book, 1916 --,  
2 Vols. (O.D.C. No. 1-2).  
1932 -- for roads in Plat  
Book STATE ROADS COMMISSION  
STATE ROADS COMMISSION

Plats of subdivisions,  
and for other property giving location,  
and names of grantor and grantee.  
Arr. chron. by date filed. Indexed on card  
giving name of property and folio. Pict and  
drawings. 20 pp. 38x30x2, 66 pp. 22 1/2 x 18 1/2 x 2.

Chas Van der

Please give first date. That can  
be determined by libar and plat  
of land records. Refer to index  
On front of form you state  
2 vols., on rear, "location" you  
state 3 vols. ?

There are 3 vols. altogether. One  
is State Roads Plat book. Sep. Form for this.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Plat Book" "Plat Book"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates note 1916--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O.D.C. Nos. 1-2.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents O.D.C. #1 contains plats to beach property farms & lands Worcester Co.; O.D.C. No. 2 contains plats of lands, farms, street improvements and State Roads.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

These are tracings & blue prints, one map, filed in connection with deeds; gives date of survey, date of filing indicating Liber and folio of Land Record where recorded.

6. Contents—continued

7. Arrangement

*Numerically by p. no.*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

*Card Index to No. 1 tacked on beside of container gives*

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

*name of property & p. no., typed & hdw. Index to O. D. C. No. 2. tacked to inside front*

(title and identification number)

9. Writing

*cover, giving name of property & p. no., hdw & typed*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*No. 1, 38x30x2, 20 pp.; No. 2, 22½x18½x2, 66 pp.*

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

11. Location by dates and quantities

*Clerk's vault. No. 1 is kept in a*

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

*wooden file case built especially for it at one side of the vault. Nos. 2 & 3 stand on top of file case.*

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*No. 1 is too large to handle.*

*No. 3 is State Roads Commission Plat Book. Separate form sent in for this.*

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

## Plat Books.

Plat Book Worcester County Maryland

O.D.C. No. 1. (card index tacked on side of container (Typed + h.d.w.) gives name of prop. + p.no.) 38x30x2, 20 pp.

Plot Book O.D.C. No. 2 <sup>(typed + h.d.w)</sup> (index tacked to inside of front cover giving name of property + p.no. 22½ x 18½ x 2. 66 pp.) 1916--

Contents — O.D.C. #1 contains Plats of lands, farms and beach property (Too large to handle)

O.D.C. #2 contains plats of lands, farms, street improvement and state roads also contains one map.

Tracings + blue prints, filed in connection with deeds; gives date of survey, date of filing indicating Liber and folio of Land Record wherein recorded.

101  
PLAT BOOK STATE ROADS COMMISSION OF MARYLAND,

1932-- , 1 vol. (B. B. No. 3).

Copies of plats of rights-~~of-way~~ for roads, filed by state roads commission, giving contract no., plat no., name of road, *and* scale. Arr. chron. by date received. Ptd. 44 pp. (1-44 from rear of vol.) 15 x 30 x  $1\frac{1}{2}$ .

Pert Book State Roads  
Commission of Maryland,  
1932-- , 1 vol. (B.S. No. 3)

Copies of plats of rights-of-way for  
roads, filed by state roads commission,  
giving contract No., plat No., name of  
road, scale. Arr. Chron. by date received.

Ptd. 44 pp. (1-44 from rear of vol.) 15 x 30 x 1 1/2

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland.*

Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)

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

1. Title *"Plat Book State Roads Commission of Maryland"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1932 --*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *B.B. No. 3.*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Tracings of rights-of-way, gives contract no., plat no., date revised,*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

\_\_\_\_\_

*Chrono by date received*

7. Arrangement *numer. by p. no. (44-1)*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing \_\_\_\_\_  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *15 X 30 X 1 1/2* *44 pp. (44-1)*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information   
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Plat Book State Roads Commission of Maryland.  
Liber B. B. No. 3 1932 to

1 vol.

Tracings of rights-of-way of State Roads Comm.  
gives plat no., contract no., + date revised.

no index - arr. numer. 44 pp. last p.  
entered in front.

15 x 30 x 1½.

Incorporation Records,  
1868--3 vols. (F.H.P. No. 1-2;  
S.H.C. No. 1). Title varies;

Church Record No. 1, Vol.,  
1868-99. 1974-1869 in Dec. Record  
entry --; 1875-82 in Corporations,  
Denial of Licenses entry --;  
Churches in Church Record, entry  
1803-04.

Record of articles of incorporation of business  
units, societies and churches, agreements and  
dissolution of partnerships, and amended  
certificates, articles of amendment, merger  
agreements, stock issuance statements of  
corporations, by laws of churches and societies,  
giving name of society, church, corporation  
or partnership, purpose, amount of capital,  
affidavits, certification by judge of Circuit Court for  
Choc. by data recorded. Indexed alph. by name of incorporation.

1271. EXPENSE BOOKS AND RECEIPTS, 1928 to date. (Frequently, official.) Various sized loose-leaf books, 7 1/2 ft., in 60 drawers of steel filing cases and on 6 open wooden shelves. Finance Office (Bldg. EE). (123)

1272. CONTRACTS, CONSTRUCTION, 1928 - 1934. Of buildings, improvements, etc. Filed chronologically. (Seldom, official.) 8 x 11 folders, 1 ft. 6 in., on open wooden shelf. Finance Office (Bldg. EE). (118)

1273. ACCOUNT BOOK, ACTIVE, 1933 to date. Record of payroll of Emergency Conservation Work employees, amount paid, hours worked, and time off due to sickness, etc. Filed chronologically. (Older records, rarely; current records, daily, official.) 11 x 18 vols., 1 ft., on open wooden shelf. Finance Office (Bldg. EE). (117)

1274. DAILY RECORD BOOK OF EMERGENCY CONSERVATION WORK, 1933 to date. Daily record of all transactions pertaining to E.C.W., payroll, and names and addresses of employees. Filed chronologically. (Older records, rarely; current records, daily, official.) 10 x 16 vols., 10 in., on open wooden shelf. Finance Office (Bldg. EE). (116)

1275. MONTHLY CASH BOOK, EMERGENCY CONSERVATION WORK, ACTIVE, 1933 to date. Monthly records of expenditures made on E.C.W., payroll, and other transactions. Filed chronologically. (Monthly, official.) 11 x 18 vols., 8 in., on open wooden shelf. Finance Office (Bldg. EE). (119)

Hand. 1868-1925, typed 1926 - - , 2 vols. Mar. 300 pp.  
18 1/2 x 12 x 2, 1400-49 pp. 13 1/2 x 8 x 1/4. Clark's Vault,

OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE June 21-1939

TO Mrs. Ruth S. Leonard FROM Francis J. Laing

BE BRIEF

I am returning the incorporation <sup>record</sup> to have first vol. checked. Does it contain any records of incorporations other than churches, if so, give dates <sup>(1892-94)</sup>. The cross reference in land record showing <sup>the</sup> corporation records to 1895 conflicts, if this first vol. also contains corporation records. Please check carefully and note land records also. The Church Record gives dates (?) 1803-94. Are there any church records between 1804-68?

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Incorporation Record" "Church Record No. 1"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)  
(Church Record No. 1 is also referred to as "Incorporation Record No. 1" in

2. Dates 1868 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling No. 1 No. 2 F.H.P. No. 1 Liber S.M.C.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records ✓  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copies of certificates and articles of incorporation, rules and regulations, articles of amendment, certified copies of articles of dissolution, stock issuance statement, for towns, churches, banks, business establishments, clubs & fire companies, giving name of company, purpose, principal office, name of resident agent, amount of capital  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

recording on inside of vol.

6. Contents—continued stock; par value of stock.

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Church Record No. 1 + F. H. P. No. 2 arr. alph. in front  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
by name of Co., lodge or church + folio. S.M.C. No. 1 front ditto, also gives type of minute.

9. Writing Handwritten till 1925 typed 1925--  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1 vol. 13 1/2 x 8 x 1/4 79 pp. 2 vols. 18 1/2 x 12 x 2 300 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information See also "Corporations - Druggist's Licenses" which also contains 5 entries of incorporations dated 1875-82.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)  
Whether record is known to have been kept earlier than dates shown in item 2)  
see "Church Record - 1803-1834" which contains incorporated churches only.  
See Deed Records 1852-66

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Incorporation Record.

Church Record No. 1 (Incorporation Record No. 1, 1868-1894)  
front index arr. alph. by name of church, company  
lodge or business, and p. no.

Incorporation Record No. 2 F. H. P Worcester County  
(1896-1925). 310 pp. hdw. index do.

Incorporation Record No. 1 Liber S. M. C. (1925--) Typed.  
index do., also gives instr.  
3 vols. 1868--

Contents: contain copies of certificates and  
articles of incorporation, rules & regulations,  
articles of amendment, certified copy of articles  
of dissolution, stock issuance statement, for  
towns, churches, banks, business establishments,  
clubs & fire companies, giving name of company,  
purpose, principal office, name of resident  
agent, amount of capital stock, par value  
of stock.

Index Church Record No. 1 F. H. P. No. 2 arr alph. in  
front by name of church, company, or lodge  
and folio.

No. 1 S. M. C. arr. alph. in front by name of  
church, lodge or company, giving type of inst.  
and folio.

see also "Corporations - Druggists Licenses"  
which contains 5 entries of incorporations dated  
1875-1882.

See "Church Record 1803-1834" (contains only incorporated  
clerk's vauet. } churches

Church Record No. 1 (1862-94) small paper back volume  
found among odd vols., began with recording  
just churches, later included other incor-  
porations. In recordings it was first referred  
to as "Church Record" later recordings it  
is referred to as "Incorporation Record"

1 vol.  $13\frac{1}{2} \times 8 \times \frac{7}{8}$  79 pp. 2 vols.  $18\frac{1}{2} \times 12 \times 2$ . 200 pp.  
hdw. til 1925 then typed.

June 22, 1939

Mr. Laing:

In re Incorporations:

The very first Incorporations I find are those in "Church Record" 1803-34 which contains churches only; 1856-64 Churches <sup>(and others)</sup> are in Deed Records; 1868-94 Churches (and others) are in Church Record No. 1; 1897-- Churches (and others) are in Incorporation Records. There are some gaps between vols. but as recordings are few and far between I feel sure none are missing.

Does this straighten out churches?

First recordings of Incorporations (other than churches) I find in Deed Records, 1852 (Act of General Assembly, 1852, chap. 231, entitled "An Act to provide for the formation of Corporations for Moral, Scientific, Literary, Dramatic, Agricultural or Charitable purposes, and for the incorporation of uniform volunteer companies, fire engine or hose companies, and benevolent, Beneficial and Musical Associations") and again in <sup>(in Deed Records)</sup> 1866. I find no more in Deed Records. 1875-1882, see "Incorporations - Druggists Licenses" (Act of Gen. Assembly, Jan. Session

Gen. Assembly  
(Act of 1868 - Chap. 471 - section 37)

entitled "An Act to repeal... Art. 26 of the Code of Public General Laws, and to enact a substitute therefor"); 1882 - <sup>Nov.</sup>94 see "Church Record No. 1". From May 1896 -- all incorporations are recorded in "Incorporation Records" (F.H.P. #2, S.M.C. #1.)

There is a gap from Nov. 1894 to May 1896 but I feel positive there is none missing because the first entry recorded in F.H.P. No. 2 (1896-1925) was partially entered in "Church Record No. 1 (1868-94) then crossed out and marked "error" and reentered in F.H.P. #2 (1896-1925).

Does this straighten "Incorporations" ?

Will send balance of forms the end of this period.

Very truly

Ruth S. Leonard

Snow Hill, Md.

"Church Record No. 1" (1868-94) should really be titled "Incorporation Record No. 1" because in recording the date of delivery on the inside it is referred to as "Incorporation Record". See Addenda.

M.B. In making form for Church Record (1808-34) I wanted to include it with "Incorporation Records," but Mr. Meyer suggested separate forms.

103

1784-1801, 1805-6, The  
CHURCH RECORD, 1803-04, 1 vol. (dated). Good Records by

1868 -- in Incorporation Record, entry  
Copies of rules and regulations of churches established in  
Worcester County, giving names of trustees, dates certified  
and filed for record. (Acts 1803). Arr. chron. by date  
recorded. Hdw. 58 pp. 12½ x 8 x 1/4. Clerk's vault.

For subsequent church records, see entry

(Incorporation Record).

↙  
1784-1801, 1805-1867, in Good  
Records entry —

Church Record, 1803-04,  
1 Vol. (dated)

Copies of rules and regulations of  
churches established in Dorchester County,  
giving names of trustees, dates certified,  
and filed for record. (Date 1803). Arr.  
chron. by date recorded. Hms. 58 pp. 12 1/2 x 8 x 1/4

Clerk's Vault:

For subsequent church records, see entry --  
(Incorporation Record)

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Church Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1803-1834  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1803-1834  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Contains copies of rules and regulations of certain churches of Worcester County, also gives names of trustees elected to represent each church, date each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached  
electors were certified, date recorded.

Incorporated under Act of Assembly passed January 8, 1803, entitled an Act to incorporate certain persons

Please give a more detailed description of contents.

6. Contents—continued *in every Christian Church or congregation in this State the free white male persons above the twenty one years of age "*

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h. d. w.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *12 1/2 x 8 x 7* *no folios, app. 58 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *for subsequent churches see "Incorporation Records" 1868--*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*paration Records" 1868--*

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

(Place of publication)

(Date of publication)

# Church Record.

Church Record. 1803-1834

1 vol.

Contains copies of <sup>rules &</sup> regulations of certain churches in Worcester County under incorporation laws, passed 1803.

no index no folios (approx 58).

$12\frac{1}{2} \times 8 \times \frac{1}{4}$

for subsequent churches see "Incorporation Record" 1868--

found among odd vols.

This also includes Rules & Regulations of Ebenezer Chapel of Salisbury. (was in Worcester Co. then.)

contains rules & regulations & names of persons <sup>trustees</sup>  
elected to represent each church - ~~gives~~ date  
elections were certified, and date of recording

104

Recorded acts of  
Incorporation, 1849--  
est. 190 papers in 2 f. d.

Original papers of incorporations showing  
information as in entry —. (Incorporation  
Record) Arr. Chron. by date filed, H.W. Kildon  
pta. form. typed. 10 x 5 x 13, Clerk's Vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court
(Office of custody) (Office which made the record, if different)

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

1. Title "Recorded Acts of Incorporation"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1879--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file boxes
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Certificates of incorporation of churches, associations, companies, lodges
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

Gives purpose of incorporation, names of subscribers, where located, amount of capital stock, amount of shares, par value of shares.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement arr. Chron. by date filed  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw., typed, hdw. ptd. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10 X 5 X 13. 1 box 132 papers, 1 box 57 papers.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Place of publication) (Author) (Publisher) (Date of publication)

Recorded Acts of Incorporation.

(1879-- 2 file boxes.)

Recorded Acts of Incorporation (1879-1929) 132 papers

Recorded Acts of Incorporation (1929--)

	57 papers.
	<u>189</u>

Contains certificates of incorporation of churches, associations, companies and lodges.

Gives purpose of incorporation, names of subscribers, where located, amount of capital stock, amount of shares, par value of stock.

Arr. Chron. by date filed.

Clerk's vault.

105  
REGISTRY OF MIDWIVES, PHYSICIANS & SURGEONS, 1894--.

1 vol. (F. H. P. No. 1, dated).

Copies of medical certificates issued by board of examiners to physicians and surgeons, 1894-- , giving certificate no., name of licensee, form of application, date approved, address, and copy of license issued by board of health; certificates of qualification for license of midwife, issued by board of health, 1914-23, gives name and address of midwife, date passed examination or statement that she was engaged in practice before July 1, 1910, <sup>and</sup> date issued. (~~Acts 1910, ch.~~

~~722~~); also a list of midwives, on flyleaf of vol., giving <sup>and</sup> date, name, date of record, Feb. 1925-- (~~Acts of 1924~~);

also contains copies of licenses issued to <sup>1922,</sup> Chiropractors, <sup>entry</sup>

(over)

~~1922, 2 entries.~~ Arr. alph. and chron. thereunder. Hdw.  
under ptd. head and hdw. on ptd. form. 26 pp. 18 x 14 x  
 $\frac{1}{4}$ . Clerk's vault.

Registry of Midwives, Physicians  
& Surgeons, 1894 - - 1 Vol.  
(F.H.P. No. 1, dated)

Copies of medical certificates issued by board  
of examiners to physicians and surgeons,  
1894. - - , giving certificate no. name of licensee,  
form of application, date approved, address,  
and copy of license issued by board of  
health; certificates of qualification for license  
of midwife, <sup>issued by board of health.</sup> 1914-23, gives name and address  
of midwife, date passed examination or  
statement that she was engaged in practice  
before <sup>July 1,</sup> 1910, date issued. (Acts 1910, Ch. 722);  
also a list of midwives, on fly leaf of  
Vol., giving date, name, date of record, Feb. 1895  
- - (acts of 1924); also contains copies of  
licenses issued to chiropractors 1922, 20th Mes.  
Apr. appt. and exon. thereunder, Haw. unscr  
pta. head and hds. on ptd. forms 26 pp. 18x14x1/4  
@ Leroy Yau et al.

(Chiropractic Register)  
<sup>Electric</sup>  
1922. In Registry of Midwives

Physicians & Surgeons,  
entry -

Copies of certificate granted by state board,  
giving name, residence, <sup>and</sup> education and  
signatures of members of board. ~~Two~~

R  
(by Mr. Meyer R.S.L.)

Ruth S. Leonard (Worker's full name) \_\_\_\_\_ (Date) \_\_\_\_\_ (Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house.  
(Name of building, room number, street address)

- 1. Title "Registry of Mid-wives, Physicians & Surgeons  
F. H. P. No. 1. 1894"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- 2. Dates 1894--  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- 3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)
- 4. Labeling by clerk's initials & no. & year. F.H.P. No. 1. 1894  
(Explain fully; years; numbers; letters; number of records so labeled)
- 5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents gives no., name, form of application, date of application, date of certificate, remarks, also contains Chiropractors (revoked licenses, if any.)  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

also contains list of mid-wives on fly leaf, giving date, name, date of record. (1925--)(Required by Act of Assembly 1924)  
Original certificates of qualification for license of midwife issued by Dept. of Health 1914-23

Chapter 722 Acts of General Assembly 1910 are pasted to cover of vol.; give county, name and address of midwife, date passed examination or statement that she was engaged in practice prior to July 1, 1910, date issued,

6. Contents—continued *date filed with clerk, signature of Secretary of Board of Health. (App. 15 licenses)*

7. Arrangement *chron. under each letter of alphabet.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. under ptd. head. Originals are hdw. on ptd. form.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18x14x 1/4* *app. 26 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *There is a sep. vol. for licensing chiropractors in the Clerk's vault but no entries have been made in it.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

*also a vol. for licensing optometrists and contains only 6 entries Sept. 1914 May, 1924 (5 entries 1914 - 1-1924) sep. form for this.*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

## Licenses (Professional)

Registry of mid-wives, Physicians & Surgeons F. H. P. No. 1.  
1894 --

Front p. contains list of mid-wives and date <sup>licensed</sup> (1924--)

<sup>Contents</sup>  
gives no., name, form of application, date of application, date of certificate, remarks. also contains chiropractors (revoked licenses, if any).

1 vol. 1894 -- 18x14x  $\frac{1}{4}$

hdw. under ptd. leads.

Vol. in form of index, arr. alph. & chrono.

1 vol. for chiropractors (no entries)

1 " " optometrist, (6 entries)

106

OPTOMETRY REGISTER, 1914--. 1 vol. (O. D. C. No.

1). Last entry 1924.

Copies of certificates issued by board of examiners, giving no., name and address of licensee, signatures of board members, date recorded. Arr. chron. by date recorded. Hdw. 200 pp. 5 used, 14 x 9 x 1. Clerk's vault.

Optometry Register, 1914--  
1 Vol. (O. O. C. No. 1.) last entry 1927.

Copies of certificates issued by board of examining,  
giving No. Name and address of licensee,  
Signatures of board members, date  
recorded, Arr. chron. by date recorded.  
Hrw. 200 pp. 5 used, 17x9x1. Clerk's Vault.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION  
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS  
THE HISTORICAL RECORDS SURVEY: 1937  
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VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Optometry Register"  
(Give present full title in quotes; assigned titles, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Sept. 1914 - May, 1924.  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling O. D. C. No. 1.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records last entry May 1924.  
(If record discontinued, give reason and state whether same information shown in another

This vol. is not discontinued, but there are not  
record. Explain why records are missing, if possible)

many optometrists in Worcester County.

6. Contents Copies of certificates of registered  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

optometrists, gives registration no., name  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

and address, expiration date, signatures of  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

members of Board of Examiners, date recorded.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? / Numerically—by what? / Alphabetically—by what?)

8. Indexing none  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 14 x 9 x 3/4 200 pp. 5 used.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Optometry Register

Optometry Register O.D.C. No. 1

Sept. 3, 1914 May 23, 1924

only 6 entries. 14 x 9 x 3/4

hdw. no index

Contents; Copies of certificates of registered optometrists gives registration no., name and address, expiration date, signatures of members of Board of Examiners, date recorded.

among  
odd vols.

100  
+  
10

✓

Physicians and Surgeons  
Applications for Registration  
1894. Est. 30 papers in  
1 bundle.

Original applications for physicians and  
surgeons registration, showing information  
as in entry - (Registers of Addresses, Physicians  
& Surgeons.) Hrs. chron. b., data filed.  
Hds; hds on platform, 8 1/2 x 3 1/2 x 3. Garret.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title "Physicians and Surgeon's applications for Registration and Application for Female Traders Licenses"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1894 1896-99  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 bundle  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Applications to the clerk of Circuit court by physicians & surgeon's for registration (act of 1894) gives signature of applicant, sworn before Justice of peace.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Petitions to the circuit court for an order requiring the clerk to issue licenses to trade as Female Traders, giving signature of applicant and date.

6. Contents—continued

7. Arrangement *Phys. & Surgeons appli. Chron. by date filed. Female*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

~~8. Indexing~~ *Trader's application, Chron. by date.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *Phys. & sur. hdw. & hdw. on ptd forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.) Typed printed form. Typed printed head.

*Female trader's appli., hdw., typed, hdw. on ptd forms.*  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *8 1/2 x 3 1/2 x 3.* *Physicians & Surgeons 30 papers*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*Female Traders 212 "*

11. Location by dates and quantities *In attic*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

*(to remain in attic)*

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Clerk of Circuit Court.

"Physicians & Surgeons applications for Registration"

1 bundle      1894      30 papers.

Contents: Application to the Clerk of Circuit Court by physicians & surgeons for registration, shows signature of applicant and sworn to before Justice of peace, date filed.

hdw. & hdw on pth. forms.

arr. chron. by date filed. (see n.B.)

In. Attic.

n.B.: These papers had been filed at one time, they show date filed on front.

Clerk of Circuit Court.

Applications for Female Trader's Licenses

"Applications for Female Trader's Licenses" 1896-99

1 bundle. 212 papers.

Contents: Petitions to the circuit court for an order requiring the clerk to issue licenses to trade as Female Traders, giving signature of applicant and date.

arr. chron. by date of application.

hdw., typed + hdw. on ptd forms.

In att'.

8 1/2 x 3 1/2 x 3.

108  
x  
119

License Record, 1903 - -  
vols. (F. H. P., O. D. C. vols. No. 1-3  
B. B., dated)

Record of traders, female traders, soda water,  
pembet, restaurant, moving pictures,  
cigarette, bowling, billiards, garage, junk  
dealer, cleaning and pressing, chain store  
licenses, in traders listing, <sup>date</sup> inventory value,  
name, location fee, other name, location,  
fee; also contains <sup>of liquor licenses 1903-08,</sup> record, <sup>beer, drink,</sup>  
clam licenses 1934-37, music machine,  
fixball and coal dealers, 1937, - - -  
Art. chron. by date issued 1903-6.

For prior liquor licenses see entries - - -  
(Court proceedings 1769-1826, <sup>1827-28, marriage licenses</sup> Corporation & liquorist  
licensing, 1874-75, petition docket 1906-7)

For prior trader licenses, see entries, - - -  
1822-32, billiard 1822-25, 26-27 (marriage licenses)



THE NEW-YORK PUBLIC ARCHIVE  
RECORDS OF THE CITY OF NEW YORK  
LIBRARY OF THE CITY OF NEW YORK

(Beer Licenses) 1934--  
In License Record  
(Ledger) entry --

Record of beer licenses giving date of let,  
name of applicant, location, license no.,  
amount paid, publication fee, objections  
filed and action taken and date issued.

License Record 1878 - -

12 Vols. (F.H.P; A.D.C; B.B. No. 1-3;

also dated). 5 Vols. not fitted.

Title varies: Ledger, 1 Vol, 1928 - -

1769 and 1495-1826, in Court proceedings  
entry -; 1812-52 in Marriage

licenses entry -; 1874-75 in  
Corporation Druggist

licensing entry -; 1906-07 in  
Petition Book, entry -

Record of Traders' and female Traders' Licenses;  
Liquor Licenses 1903-08;  
Crab and Oyster Licenses 1934 -; music machine,  
pinball and coin dealer 1937 - - giving  
date filed, name of applicant, location, type of  
license, period <sup>and</sup> amount paid. Contains Beer Licenses  
1934 - - entry Arr. Chron. by date issued. 14ws. red hco. under  
ptcr head. Arr. 140 pp 14 x 15 x 1/2. covers 1903-1937.

Cooperation Inquiries

Licenses, 1844-45 - Liquor

800  
Court Proceedings 1769-1876

Tavern Licenses

Marriage Licenses 1795- -

Tavern 1822-32, Saloon 1822-

43, 1846, 27 Liquor, 1827-78 |

Liquor License Petition Books  
1906-07

Sale unlawful after 1908

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "License Record" "Ledger"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates. 1878--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Dated by year and liber of clerk. May 1, 1903 F.H.P., May 1, 1913 O.D.C.,  
(Explain fully; years; numbers; letters; number of records so labeled)

5. ~~Discontinued and missing records~~ May 1st, 1921 to May 1st, 1928 O.D.C., May 1st, 1928  
(If record discontinued, give reason and state whether same information shown in another  
B.B. No. 1, May 1st, 1934 B. B. No. 2, May 1st, 1938  
record. Explain why records are missing, if possible)

B. B. No. 3, Ledger. 5 vols unlabeled 1878-  
1903.

6. Contents Gives date issued, name of firm, names of partners,  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  
location and amount and transfers.

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

Retail liquor licenses 1903-1908; Beer <sup>beer</sup> 1933--; Crab  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

1916--; Chair 1934--; music machine 1934--;

pin ball 1934-38; coal dealers 1936--;

addenda gives all other  
licenses issued.

7: arrangement:

~~Chronologically~~ Arr. chron. by date of issue until 1907, then <sup>1908</sup> alph. each year thru May; from June until fol. May arr. chron. by date of issue. 1934-1937 Beer, Crab, clam, Music Machine, pin ball and coal dealers are in back of vol, arr chron. by date of issue under type of license.

7. Arrangement

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

machine + pin ball are entered in separate vol., and arr. chron. under each type of license.

9. Writing

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 17x15x1 1/2 140 pp. "Ledger" 14x9x1 1/2 276 pp.  
(Of record or container, Height, width, thickness or depth. (Average number of pages or documents))

11. Location by dates and quantities

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

5 vols. (1878-1903) in small vault in bin located under vols. on N. wall. 6 vols. on shelf on N. wall. - 1 vol. in office

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

see "Corporations - Druggists' Licenses" (1874-1875)  
Whether record is known to have been kept earlier than dates shown in item 2)  
see "Court Proceedings" (1795-1826)  
"Record of Marriage Licenses - 1820-1871" (back of vol. contains licenses 1822-1832. Liquor, traders, dry goods, billiard table.)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE Aug. 8, 1939

TO Mrs. Ruth S. Leonard FROM Francis F. Laing

## BE BRIEF

As requested I am returning form on  
license record and typed entry incomplete  
as to arrangement. You state arr. chron  
by date of issue to 1909 then alph. each  
year through May from June until following  
year. <sup>chron by date issued</sup> <sup>This is OK</sup> Something wrong here. When you  
return the form I will write a new entry  
and write separate entry of bus, pike, etc.  
1938 - - Best wishes. I will take my discharge  
either the 15th or 30th.

Mr. Saing: Re Licenses Arrangement.

The arr. of the licenses is thus:

Arr. chron. by date of issue 1878-1907;  
1908-- arr. alph. through the month of  
May, through the balance of the year  
the arr. is chron. by date of issue.

Thus -

1908

May 1st. <sup>A.</sup> Aaron - Sidney.

Aaron - James

May 2nd Abel, Paul

May 1st <sup>B.</sup> Bivans, ---

May 1st <sup>C.</sup> Collins, ---

etc. through alphabet.

1908

June 1st. Handy -

June 1st Aaron

June 10th Wright

June 16th Bunch -

and so on until the end of fiscal license year.

I hope I have made this arrangement  
clear. If not, please let me know.

Ruth S. Leonard

Snow Hill, Md.

over

I have sent one new page  
of Addenda (1878-1903) and changed  
the form accordingly.

The only reason I can see for this arrangement  
is that May is a rush month for licenses  
hence they are recorded alph. The remainder  
of the year they enter them chron. by date of issue.

## License Record.

(License Record) 1878-1881. (no title) cardboard back  
Contains licenses from May 1st, 1878-April 1881.  
gives date, names of firms, names of partners,  
location, amounts, female traders,<sup>6</sup> retail  
liquor licenses,<sup>4</sup> ordinary licenses (amounts) peddlers,  
billiards, exhibition; County licenses - ordinaries,  
stores.  
9 double pages. 18 x 11 $\frac{1}{2}$  x  $\frac{1}{8}$ .

(License Record) May<sup>1st</sup> 1881-Apr. 1883. same as above "

(License Record-) May<sup>1st</sup> 1883-Apr. 1885 " " " 10 double pp.

License Book. May<sup>1st</sup> 1885-Dec. 1885. " " " 5 double pp. "  
above vols. all hdw., no folios, cardboard covers  
in poor condition - contents good. arr. chron. by  
date of issue.

(License Record) Dec. 1885-Apr. 1903. (no title)  
Contents gives - date, name of firm, names of  
partners, location, amounts, Female traders<sup>6</sup>,  
Retail liquor \$18, ordinary licenses - amounts; Pedlars,  
billiards, exhibition, County licenses - ordinary, store.  
Hdw. under ptd. head. arr. chron. by date issued.  
18 x 12 x 1. leather bound vol. in poor con. contents  
good. no folios. approx. 100 double pages.

(The above vols. found in small vault, off main vault  
in file bin under file drawers and volumes on  
shelves.)

## License Record.

License Record May 1, 1903 F.H.P. (1912) - (arr. chron. by date through 1907 then alph. each year thru May, after June 1st. arr. chron. by date. Gives date, name of firm, names of partners, location, amount Female traders, retail liquor (last entry, Jan. 1908) ordinary licenses, Cigarette, exhibition, real estate, billiards.) (hdw. under ptd. lead). 96 pp.

License Record May 1, 1913 O.D.C. (1921) Arr. alph. each year thru May, then chron. by date of entry. Gives date, name of firm, names of partners, location, amount, cigarette, exhibition, real estate, Billiards, 1916 soda water, restaurant, garage, plumber, bowling, junk dealer, moving picture, Crab, Livery, cleaning & <sup>1918</sup> pressing, <sup>1918</sup> check room. 99 pp.

License Record May 1st 1921 to May 1st 1928 O.D.C. (arr. alph. each year thru May, then Chron. by date of entry. Gives date, name of firm, names of partners, location, amount, female, soda water, plumber, restaurant, moving pictures, cigarette, real estate, bowling, billiards, garage, junk, check room, crabber, cleaning & pressing, exhibition, peddlers, oyster <sup>1926</sup> packer, <sup>1926</sup> theatre <sup>1927</sup> shoe shine. 128 pp.



Ledger (1938-- ) Contains Beer - Crab - Clam - Coal dealer -  
music machine Pin Ball (1938). arr. chron.  
by date of issue under each class of license.  
gives date issued, name, address, <sup>and amount of license.</sup> In beer  
license also gives class, (beer - beer + wine) also  
date revoked (if any) all hdw.

Arrangement: arr. chron. by date of issue through 1909,  
then alph. each year thru May; from  
June until fall. may arr. chron. by date of  
issue.

From 1934-1937 Beer, Crab - Clam - Music  
Machine, pin ball, coal dealers, are entered  
in back of vol., arr. chron. by date of  
issue under type of license.

May 1938-- Beer, crab, clam, coal dealer,  
music machine, & pin ball are entered  
in a separate vol. (from License Record)  
and titled "Ledger". hdw.

hdw. under ptd. head with exception of "Ledger"

Size 17x5x1½ - 140 pp.  
5 vols. in file bin in vault  
6 vols. in vault.

Ledger 14x9x1½. 276 pp.

Ledger in office.

109  
x  
111



(Application for  
Trader's license) 1912-22,  
1929-29. Est 1891 papers in  
7 bundles.

Original applications for Trader's licenses giving  
names of business and proprietor, name of applicant,  
location, district or Town, amount of stock,  
affidavit and signature of applicant and official  
taking oath. Fee. Chgo. by years. Hdwr. on  
pta. forms.  $2\frac{1}{2} \times 8\frac{1}{2} \times 4$ ,  $4\frac{1}{2} \times 8\frac{1}{2} \times 4$ . Green.

109



(Transfer Licenses)  
1935-37, Feb 2469  
papers in 7 bundles.

Certificates attesting that licenses have been  
issued giving name of licensee, address,  
Kind of certificate, cost, clerk's fee, Total and  
date issued. Arr. numer. by license no. under  
various types?, Typed on std. form.  
7x8x11, Gannett.

*Louise R. Syster*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Massachusetts*

Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Courthouse (Snow Hill)*  
(Name of building, room number, street address)

1. Title *Applicant for Trades Licenses*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates *1919-22 1927-29*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *7 bundles*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *By name of applicant and date filed*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *1923, 24, 25, 26 missing*  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *applicant for trades licenses*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
*applicant, name of business, address, location, dist., town, amount of stock, signature of applicant and sworn by notary public*

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by years in bundles  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

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

10. Size 2 1/2 x 8 1/2 x 3 3/4 - 4 1/2 x 8 1/2 x 3 3/4  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
appx. 1841 papers

11. Location by dates and quantities In attic of courthouse  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(to remain in attic)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Clerk of Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
(Trader License)	1919	Chron. by years in bundles	none	Hdw. on ptd. forms	56 papers
" "	1920	" "	"	"	197 p.
" "	1921	" "	"	"	324 p.
" "	1922	" "	"	"	286 p.
" "	1927	" "	"	"	332 p.
" "	1928	" "	"	"	320 p.
" "	1929	" "	"	"	326 p.

Contents: Applications for Trader license giving name under which business is conducted, name of proprietor, name of applicant, location, dist., town, amount of stock, signature of applicant, and sworn before notary public.  
 Labelled by name of applicant and date filed.

Total no. of vols. or f.d.'s 7 bundles  
 Average no. of pages \_\_\_\_\_ Size: largest  $4\frac{1}{2} \times 8\frac{1}{2} \times 3\frac{3}{4}$   
 Estimated no. of papers 1841 smallest  $2\frac{1}{2} \times 8\frac{1}{2} \times 3\frac{3}{4}$

These papers have been removed from files and taken to attic.  
 They are to be returned to attic.

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Licenses) (Trader's licenses)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1935-37  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Certificates attesting that licenses have been issued giving kind of certificate, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by name of licensee, address, cost of license, clerk's fee, penalty, total, date issued.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Includes Trader's, female trader, cigarette, clammers, crabbers, plumbers, moving picture machine, chain, garage, restaurant,

6. Contents—continued billiards, soda fountain, pin ball, real estate, music machine.

7. Arrangement Chron. by date issued & numer. by licensee  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing typed on ptd. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 7 1/4 X 8 1/4 X 2 2469 papers.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In attic.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(to remain in attic)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Clerk of Circuit Court.

Licenses

1935-37.

7 bundles.

Certificates attesting that licenses have been issued giving kind of certificate, name of licensee, address, cost of license, clerk's fee, penalty, total, and date issued.

Includes trader's, female traders, cigarette, crabber, clammer, plumbers, moving picture machine, chain, garage, restaurant, billiards, soda fountain, pin ball, real estate, music machine.

arr. Chron. by date issue & numer. by license no.

typed see ptd. forms.

7 1/4 x 8 1/4 x 2.

2469 papers.

in attic.

✓ Application for Female  
 Trader's license, 1896-99.  
 Est. 212 papers in 1 bundle.

Original petitions to the circuit court  
 for an order to <sup>accept</sup> ~~accept~~ of the court, to  
 issue a license to  
 trade, as female trader, giving date, and  
 signature of applicant. Arr. chron. by date  
 filed. Also; hds on pta. forms; typed, 8 1/2 x 3 1/2 x 3  
 quarter.

113

✓

Applications for Beer  
Licenses, Hatch ~~1936~~  
- November 1936, February 16 -  
April 3, 1934. Est. 40 papers in  
1 bundle.

Original applications for beer licenses  
giving name and residence of applicant, class,  
description of applicant, location, amount of  
fee and affidavit; also names of ten  
taxpayers and voters recommending issuance  
of license, taxpayers certified by Clerk of Commission  
Voters by election supervisors. Arr. Chron. by  
date licenses issued. Hdw. on ptd. forms  
8 1/2 x 3 x 4. Gannett

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title Applications for Beer Licenses  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates March 24, 1936 - Nov. 14, 1936 & Feb. 16, Apr. 3, 1937  
(Earliest and latest dates; missing dates. Show exact date of breaks) <sup>(2 papers)</sup>

3. Quantity 1 Bundle 73 papers.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Applications for licenses for the sale of beer, giving name and residence of applicant, class of license, description of applicant, location of proposed place of business, price of license, affidavit of notary public, names of 10 taxpayers and voters, taxpayers certified to by clerk of county Commissioners, voters certified to by clerk to election supervisors.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chron. by date of issue*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdwr. on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *8 1/2 x 3 1/4 x 4* *73 papers.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In attic*  
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(to remain in attic)*

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

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Clerk of Circuit Court.

All markings on outside of vols. or fd.	Dates covered in vol. or fd.	Arrangement	Indexing	Writing
<p>(Applications for Beer Licenses)</p>	<p>Mar., 1936 to Nov., 1936. and Feb. 16, 1937, Apr. 3, 1937, 2 papers</p>	<p>Chron. by date issued.</p>	<p>none</p>	<p>hdw. on ptd. forms.</p>

Total no. of vols. or f.d.'s 1 bundle  
 Average no. of pages \_\_\_\_\_  
 Estimated no. of papers 73

Size: largest \_\_\_\_\_  
 smallest 8 1/2 x 3 1/4 x 4.

114  
LIQUOR LICENSE--PETITION DOCKET, 1906-07, 1 vol.

Concise record of petitions of hotel keepers to secure licenses to sell liquor; gives case no., name of petitioner, name and location of hotel, date filed, date protest filed, date license granted or refused, names of witnesses, costs. Arr. chron. by date filed. Hdw. 130 pp, 18 used, 13 $\frac{1}{2}$  x 8 x  $\frac{1}{2}$ . Clerk's vault.

For other records of liquor licenses, see entry \_\_\_\_\_, (Court proc 1769 and 1795 to 1826); entry \_\_\_\_\_ (Marriage Licenses 1795--); entry \_\_\_\_\_ (Corporations-Druggists 1874-75 Licenses).

Liquor license - Petition

Booklet, 1906-07, 1 vol.

Brief record of petitions of hotel keepers,  
to secure licenses to sell liquor, gives  
Case No., name of petitioner, name and  
location of hotel, date filed, date protest  
filed, date license granted or refused,  
names of witnesses, costs, Arr. chrono. by  
date filed. ~~Not indexed.~~ H.W. 130 pp., 18 used,  
13 1/2 x 8 x 1/2. @Clerk's Vault.

For other records of liquor licenses, see entry -  
(<sup>149 and 1495</sup> Court proc. ~~1475~~ - 1826); entry - - (Marriage licenses.  
~~1795-98~~); entry - - (Corporation - Struggles 1874-75  
licenses.)

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Liquor License - Petition Docket"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Apr. 1906 - Nov. 1907  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copies of Petitions of Hotel Keepers for liquor licenses, gives case no., name of petitioner, name of hotel, where located, date petition filed, date protest filed, (if any) date petition granted or refused, names of petitioner's and protestant's witnesses, amount of costs.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 13 1/2 x 8 1/4 x 1/2 aprox. 130 pp. 18 pp. filled (no folios)  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information See also "Corporation - Druggists Licenses"  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)  
contains copies of licenses permitting druggists to  
Whether record is known to have been kept earlier than dates shown in item 2)  
sell spirituous & fermented liquors. May 1874 - Sept 1875.

See also "Court Proceedings" licenses to sell liquor  
granted 1795-1826

See Record of Marriage License (1820-1871) spirituous liquor  
licenses for 1827-1829.

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Liquor License - Petition Docket

Liquor License Petition Docket (1906-1907) -  
only few entries, no folios. approx. 130  
pp.

no index 18 pp. filled - approx 130 pp.  
 $13\frac{1}{2} \times 8\frac{1}{4} \times \frac{1}{2}$

Apr. 1906 - Nov. 1907

Contents - Petitions of Hotel <sup>Keepers.</sup> for liquor license,  
gives case no., name of petitioner, name of  
hotel, where located, date petition filed, date  
protest filed, date petition granted or refused,  
names of petitioners + Protestants' witnesses  
and costs.

Ldw.

See also "Corporations - Druggists' Licenses"  
contains copies of Licenses permitting Druggists  
to sell spirituous & fermented liquors.

odd vols.

May 1874 - Sept 1875.

also Court Proceedings 1796 - 1825

115



Liquor License Petitions  
1882-91, 1894-1907. Est.  
636 papers in 24 bundles.

Original petitions and applications for  
liquor licenses giving date, name of petitioner,  
location, signatures of tax payers recommending,  
amount of fee, witnesses and <sup>signature</sup> ~~name~~ of justice  
taking oath, signature of applicant and  
bond. Also papers in protests giving names  
of witnesses and courts' decisions. Fr. records  
by petition no. How. on pt. form,  $8\frac{1}{2} \times 3\frac{1}{2} \times 2\frac{1}{2}$ .  
Garrett

Louise R. Sexton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title "Liquor License Petition"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1882-91, 1894-1907  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 24 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By name of applicant, clerk and dated.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1892-93 missing  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Petitions for liquor licenses giving date, name of applicant, location, name of signers, amount paid, witnesses, signed by justice of peace, clerk, applicant and seal of bonding company.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

also protests of citizens, summons for witnesses and decisions of court

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date and petition no.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing Hand. except forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size  $8\frac{1}{2} \times 3\frac{1}{2} \times \frac{1}{2}$  -  $8\frac{1}{2} \times 3\frac{1}{2} \times 3$   
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

636 p.

11. Location by dates and quantities In attic of courthouse  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

These papers have been filed but re-  
moved from files and taken to attic.  
(To be returned to attic)

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

(Place of publication)

(Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Liquor License Petitions	1882-91 1894-1907	Chron. by date and petitions no.	none	Ldw. on ptd. form
--------------------------	----------------------	----------------------------------	------	-------------------

Contents: Petitions for liquor licenses, giving date, name of applicant, location, names of signers, amount paid, witnesses signed by justice of peace, clerk, applicant and seal of bonding company. also protests of citizens, summons for witnesses, and decision of Court.

Labelled by name of applicant, clerk, and date filed.

Total no. of vols. or f.d.'s	24 bundles	Size: largest	$8\frac{1}{2} \times 3\frac{1}{2} \times 3$
Average no. of pages		smallest	$8\frac{1}{2} \times 3\frac{1}{2} \times \frac{1}{2}$
Estimated no. of papers	436		

These papers have been filed but removed from files and taken to attic.  
(To be returned to attic)

116 CORPORATION & DRUGGIST LICENSES, 1874-1875, 1 vol.

Copies of petitions and recommendations for druggists to sell spirituous liquor for sacred and medicinal purposes, give ~~of~~ date filed, name of druggist, location, names of persons recommending, date license expires. ~~Also~~ Contains; 5 entries of incorporations, 1875-82, ~~see~~ entry \_\_\_\_\_; 7 pp. election returns, 1874, ~~see~~ entry \_\_\_\_\_ (Voting on sale of liquor). Arr. chron. by date filed. ~~Not indexed~~ <sup>Not indexed</sup>. Hdw. 120 pp. 50 used.  $13\frac{1}{2}$  x 8 x  $\frac{1}{2}$ . Clerk's vault.

Corporation - Druggish  
Licenses, 1874-1875  
1 Vol.

Copies of petitions and recommendations  
~~for~~ druggists to sell spirituous liquor  
for sacred and medicinal purposes,  
gives date filed, name of druggish, location,  
names of persons recommending, date  
license expires. Arr. chron. by date filed.  
~~Not indexed, Hds. 120 pp., 38 used.~~

~~13 1/2 x 8 1/4 x 1/2 - Clerk's Vault~~

Also contains;

- I. 5 entries of incorporations, 1875-82, Secretary.
- II. 7 pp. election returns, 1877 " "

(Voting on sale of liquor)

Arr. chron. by date filed. Not indexed.

Hds. 120 pp. 50 used. 13 1/2 x 8 x 1/2.

Clerk's Vault.

Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Corporations - Druggists' Licenses"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantiles or both)
2. Dates May 1874 - Sept. 1875  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling \_\_\_\_\_  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copies of petitions and recommendations of Druggists to sell spirituous liquors for their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by sacred and medicinal purposes, gives date each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached filed, name of druggist, location, names of persons recommending same, date of expiration of license.

Also contains 5 entries of incorporations 1875-82.  
Also contains 7 pp. of Election returns under Act of 1874

6. Contents—continued *of Act of Gen. Assembly, entitled "Sales of Spirituous or Fermented Liquors," in back of vol.*

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *13 1/2 x 8 1/4 x 1/2 (no folios) aprox 120 pp. 38 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
*druggists' licenses 10 pp. incorporations. 7 pp. elect. returns in back of vol.*

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

## Corporations - Druggists Licenses

- no index - no folios approx 120 pp.  
 $13\frac{1}{2} \times 8\frac{1}{4} \times \frac{1}{2}$   
arr. chron. by date recorded.

Contents

May	Sept.
1874 -	1875 -

Petitions & recommendations of Druggists to sell  
spirited liquors, <sup>date filed,</sup> gives name of druggist,  
location, names of persons recommending same,  
date of expiration of license

also contains several entries of corporations  
<sup>(5)</sup>  
July 1875-76 & 1880 & 1882

contains 7 pp. Election Returns - 1874.

1

2

3

4



(Hunting licenses)

1917-20, 1926-29, 1934-35

Est. 7000 stubs in 17  
bundles.

Stub record of <sup>resident and non-resident</sup> hunting licenses, ~~resident~~  
~~and non-resident~~ giving, date, name of applicant,  
 age, occupation, residence, postoffice, color and  
 description of applicant, number of  
 non-resident license and amount of fees  
 H.H. Chron. by date of issue. Add. on ptd.  
 total. 8 x 3 x 5. Garnet.

Louise P. Weston

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title (Hunting Licenses)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1919-20, 1926-29  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By name of applicant and date filed.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1921-25 missing  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

This record

6. Contents application for hunting license  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

giving date, name of applicant, age, occupation, residence, post office, County, State, color, color of hair, color of eyes, height, kind of license applied for and amount of fee.

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by years in bundles  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handw. on sth. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 8 1/4 x 3 x 1 1/2 - 8 1/4 x 3 x 7 1/2  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
4404 papers

11. Location by dates and quantities In attic of Courthouse  
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

These papers have been filed but removed from files and taken to attic.  
To be returned to attic.

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
(Hunting License)	1919	chron. by year, in bundles	none	shown on pt'd. forms	741p
" "	1920	" "	"	"	765p
" "	1924	" "	"	"	166p
" "	1927	" "	"	"	890p
" "	1928	" "	"	"	1085p
" "	1929	" "	"	"	757p

Contents: applications for hunting license giving date, name of applicant, age, occupation, residence, post office, county, state, color, color of hair, color of eyes, height, kind of license applied for and amount of fee.  
 Labelled by name of applicant and date filed.

Total no. of vols. or f.d. is 6 bundles  
 Average no. of pages \_\_\_\_\_ Size: largest  $8\frac{1}{4} \times 3 \times 7\frac{1}{2}$   
 Estimated no. of papers 4404 smallest  $8\frac{1}{4} \times 3 \times 1\frac{1}{2}$

These papers have been filed, but removed from file and taken to attic  
 To be returned to attic.

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House (Snow Hill)  
(Name of building, room number, street address)

1. Title (Stub receipt for county resident & non-resident short-term hunting license)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1934 + 35  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity (6 pads) 150 licenses stub issued from each pad  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Stub receipt for county resident & non-resident short-term hunting licenses issued, giving license no., description of license, name, age, occupation, street & no., post office, color, color of hair, color of eyes, height, date issue & license fee collected, sig. of clerk of court  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Also 1 pad of resident state hunting license

6. Contents—continued *stubs 1 & 2 pads of non-resident state hunting license stubs. Approx. 35 stubs*

7. Arrangement *Number by license no. & Chron by date issued*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handwritten on ptd. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size • *4 x 12 x 1/2*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In the attic*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(To remain in attic)*

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

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Clerk of Circuit Court

All markings on outside of <del>volume or</del> <i>fd.</i>	Dates covered in <del>vol.</del> <i>fd.</i>	Arrangement	Indexing	Writing
<p>(Stub receipt for County resident &amp; non-resident short-term hunting license)</p>	<p>1934-35</p>	<p>Number by license no. Chron. by date issued</p>	<p>none</p>	<p>hand-written on <i>ptd</i> forms</p>

Total no. of ~~pages~~ *pages* 16  
 Average no. of ~~pages~~ *pages* 2400  
 Estimated no. of papers           

Size: largest 4x12x 1/2  
 smallest

## Contents:

Stub receipt for county resident & non-resident short-term hunting license issued, giving license no., description of licensee, name, age, occupation, street & no., postoffice, color, color of hair, color of eyes, height, date issued & license fee collected, sig. of clerk of court.

Also 1 pad of resident state hunting license stubs & 2 pads of non-resident state hunting license stubs. Apprx. 35 stubs

Location = In the attic (To remain in ATTIC)

118

(Duck Blind licenses)

1934-35. 5 Valv.

Stub record of duck blind licenses issued,  
giving no. name of shore owner, name of blind  
owner, postoffice, street and no., location of blind,  
waters in which located, date of issue, fee  
paid and signature of clerk of court. H.S.  
number by license no. H.S. or ptd. forms  
H.S. 25 pp. 5 1/4 x 1/4. G. A. ...

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title (Stub receipt for duck blind license)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 4 pads of 1934 - 1 pad of 1935  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 pads 25 license stubs in each pad.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Stub receipt for ducks blind license, giving license no., name of shore owner, name of licensee, Post office, street and no., location of blind, name of water, date of issue, license fee collected, sig. of clerk of court.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

\_\_\_\_\_

7. Arrangement *Themes. by license no. Chron. by date issued*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Red on ptd. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *5 x 7 x 7/8*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In the attic*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(To remain in attic)*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
<p>(Stub receipt for duck blind license)</p>	<p>4 pads 1934 1 pad 1935</p>	<p>Number by license no., shown by date issued.</p>		<p>Handwritten on ptd. forms</p>

Total no. of ~~vols. or fds.~~ <sup>pads</sup> 5  
 Average no. of ~~pages~~ <sup>stubs</sup> 125  
 Estimated no. of papers \_\_\_\_\_

Size: largest 5" x 7"  $\frac{1}{4}$ "  
 smallest \_\_\_\_\_

Contents:-

Stub receipt for duck blind-license, giving license no., name of shore owner, name of license, Post office, street and no., location of blind, name of waters, date of issue, license fee collected, sig. of clerk of court.

Location:

In the attic

(To remain in attic)

121

(Application for Stallion  
licenses) 1894-1914. Est.  
150 papers in 1 bundle.

Original applications for Stallion  
licenses showing information as in  
entry - (Application for stallion and Jack  
licenses and lions) Arr. chron. by date  
filed. Also typed: ptd. 10 x 4 x 4 1/2. Garver

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

*App. for stallion  
licenses  
and blood*

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Application for Stallion Licenses)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1894 - 1914  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 bundle 150 papers  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Applications for licenses for horses and jacks giving name of animal, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by description, pedigree, record, and terms of service.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by description, pedigree, record, and terms of service. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Chron. by date filed (?)*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw., typed, ptd. circulars, ptd. on cloth.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10 X 4 X 4 1/2* *150 papers.*

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

11. Location by dates and quantities *In attic*

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

*(To remain in attic)*

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*Station*  
*Other papers filed in clerk's vault,*  
*form sent.*

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Clerk of Circuit Court.

All markings on outside of <del>vols. or f.d.</del> Bundle.	Dates covered <del>in vols.</del> <del>f.d.</del>	Arrangement	Indexing	Writing
(Applications for Stallions Licenses.)	1894-1914	Chron. by date filed.	none	hds., tipped, printed.

contents: Applications for licenses for horses and Jacks, giving name of animal, description, pedigree, record, terms of service.

Total no. of vols. or f.d.'s 1 bundle  
 Average no. of pages \_\_\_\_\_  
 Estimated no. of papers 150

Size: largest \_\_\_\_\_  
 smallest 10 X 4 X 4 1/2

122  
X  
24

MARRIAGE LICENSES, 1795-1866, 1 vol.

Certified transcription of 1 vol. 1795-1819, and part of  
vol. 1820-71, (1820-1866) of original record, showing  
information as in entry\_\_\_\_\_. Arr. chron. by date of  
record. Not indexed. Typed. 232 pp., 116 used. 13 x 9  
x 1. Register's vault.

Marriage Licenses,  
1795-1866, 1 Vol.

Certified transcription of 2 vols.  
1795-1819, and part of Vol. 1820-41,  
(1820-1866) of original records,  
showing information as in  
entry - Arr. Chron. by date of  
records. Not indexed, Typed.  
232 pp, 116 used. 13x9x1. Registered  
VAULT.

RECORD OF MARRIAGES, 1865-91, 1 vol. (No. 1, dated  
1866-86).

Transcription of part of one vol. 1866-71, and all of vol.  
1871-90, original record, showing information as in entry  
\_\_\_\_\_. Arr. alph. by name of male. Hdw. under ptd. head.  
400 pp. 18 x 13 x 4. Clerk's vault.

Records of Marriages  
1865-91 1 Vol. (No. 1, dated  
1866-86)

Transcription of part of one  
Vol. 1866-71, and all of Vol. 1871-90,  
original records, showing information  
as in entry —. Arr. alph. by name  
of male. HAW. under ptd head. 400 pp.  
18 x 13 x 7. Clerks Vauk.

Record of Marriage Licenses,  
1795 --, 9 vols. (6 vols. ~~1811~~  
no 1-6, 4 <sup>vols</sup> labeled by Liber of  
Successive Clerks; ~~2 vols. not titled~~, 5 vols. also  
dated) 2 vols. not titled

Marriage Licenses with Ministers returns  
and certificates 1866 -- gives date, names  
of male and female, occupation, residence,  
age, color, relationship, if any, marital  
status, signature of applicant, name of  
Minister, address, place of marriage,  
names of persons married, <sup>and</sup> date certificate  
filed. Record 1795-1865, gives date, names  
of persons married, if white or colored.  
~~1820-21~~ <sup>1820-21</sup> contains Fraders Licenses,  
1822-32, ~~billiard table licenses 1822-23,~~  
<sup>liquor licenses, 1827-28,</sup>  
1826-27, ~~5 vols. 1795-1865,~~  
arr. chron. by date filed, 6 vols. 1866 --, arr.  
alph. by name of <sup>male</sup> ~~head~~; 1795-1865, Index. Index  
pta. head 1866 --, 1 vol. 86 pp., 2 vol. aver. 150 pp.  
13 x 8 1/2 x 1, 16 x 7 x 1, 5 vols. aver. 200 pp. 19 x 13 x 2 1/2.  
1 vol. 400 pp. 18 x 13 x 4. Classification.

Marriage Licenses, 1795-1866,  
1 Vol.

Certified transcription of 3 vols. of original  
record 1795-1865, showing information as in  
entry -- (1795-1865). Arr. chron. by date of  
record. Not indexed. ~~232~~ Typed, 232 pp., 116  
leaves. 13 x 9 x 1 Clerk's Vault.

Mr. Loring -

In re Marriage Licenses: There are three small vols. as shown on addenda sent, 1795-1819, 1820-1871, 1871-1890. There is also the Transcribed vol. 1795-1865. I reported this as being transcribed from the 3 above vols. It should have been reported as "transcribed from April 14, 1795 to July 1, 1865." That includes all of vol. 1795-1819 and part of vol. 1820-1871. The balance of 1820-1871 and all of vol. 1871-1890 are duplicated in "Record of Marriages No. 1 1866-86,"<sup>etc.</sup> and are arr. alph. under printed heads.

The arrangement in marriage licenses is alph. by male, giving name of female, & Chron. by date of record.

There is no General Index to Marriage. Does this straighten this out?

There has been no Boat Licenses since 1924. I marked this "discontinued," but if any Boat Licenses should come to the office they would be entered in Boat Lien Docket. The clerk told me they never have any any more.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Record of Marriage Licenses"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1795--  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 12 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling 1 labeled "Marriage Licenses 1795 to 1819", 2 unlabeled, 6 vols.  
(Explain fully; years; numbers; letters; number of records so labeled)
5. ~~Discontinued and missing records~~ labeled 1-6<sup>4</sup> dated by years, some have clerk's initials, Transcribed vol. labeled "Marriage Licenses From 1795-1865"  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
6. Contents 1795-1865 gives year, mo, day, name and if colored. 1866-- gives date license issued, year, mo. & da., their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by to whom issued, residence, age, color, single, married or divorced, names of persons married, date of marriage, year, mo, & day, place of marriage, name of minister, date of filing certificate, year, mo & da., name of applicant for license.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
- One vol. certified copy of names transcribed

6. Contents—continued from 3 small vols. gives year, mo. day and names. All typed on 1 side of p. only. Contains signature of Clerk and date of certification. 1924.

alph. by date recorded

7. Arrangement 1795-1865 Chron. By date recorded. 1866-- Chron. and  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing 1795-1865 no index. 1866-- serve as index under each letter of alph.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing 1795-1865 hdw. 1866-- hdw. under ptd. heads.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)  
Transcribed vol. Typed on one side of page.  
(Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1795-1819, 13x8½x½ 86 pp.; 1820-1871, 16x7x¾, 150 pp.; 1871-90, 13½x8½x½, 164 pp., 82 used; 5 vols, 19x13x2½, 200 pp.; 1 vol. 18x13x4, 400 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
Transcribed vol. 13x8¾x1½, 232 pp. of one side only.

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information 3 small vol. (1795-1865) in poor condition have been transcribed, typed + bound under one volume.  
(Whether record is known to have been kept earlier than dates shown in item 2)

(1820-1871)

One vol. also gives Trader's Licenses 1822-32. see back of addenda sheet.

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Record of Marriage Licenses.

Marriage Licenses 1795 to 1819 Worcester Co. Md.  $13 \times 8 \frac{1}{2} \times \frac{1}{2}$

Record of Marriage Licenses (1820 - May 31st 1871)  $16 \times 7 \times \frac{3}{4}$

(no labeling) (1871-1890)  $13 \frac{1}{2} \times 7 \frac{1}{2} \times \frac{1}{2}$

\* Marriage Licenses from 1795-1866 (Certified copies of names of above 3 vols. typed in 1924.)

Record of Marriages No. 1 1866-86 Worcester County

Record of Marriage Licenses Worcester County, 1886 J.W.B.

" " " " No. 3 1895 to 1905 F.H.P.

" " " " No. 4 1906 " 1917 F.H.P.

Marriage License Record No. 5 1917 to 1936

Record of Marriage Licenses No. 6 1936 to -- B.B.

10 vols. 1795--

3 small vols 1795-1890 give only date and name.

In poor condition. - hdw.

\* one vol. certified names typed from above 3 vols.  $13 \times 8 \frac{3}{4} \times 1 \frac{1}{2}$ . 232 pp. one side only.

Contents Vols. 1-6 gives date license issued, to whom issued, residence, age, color, single, married or divorced, related or not, names of persons married, date of marriage, year, mo. & da., place of marriage, name of minister, date of filing certificate year, mo. & da., name of applicant for license.

Vols. serve as index, arr. alph.

hdw. under printed head.

5 vols  $19 \frac{1}{2} \times 13 \frac{1}{2} \times 2 \frac{1}{2}$  200 pp.

1 vol.  $18 \times 13 \times 4$  400 pp.

(over)

See the back of volume 1820-1871 are about  
18 pp. of Traders Licenses, dated from  
1822-1832

Licenses granted to Retailers of Agricultural Engines  
May 1827 - April 1828. gives date, name,  
expiration date, + amount pd.

Licenses granted to Retailers of Dry Goods Apr. 1822  
Apr. 7, 1828. gives date granted, name, ex-  
piration date, + amount paid.

Traders & Tavern Keepers Licenses July 1828 - Nov. 1832  
gives date.

4 entries of William Talle Licenses

April 1822, Dec. 1823, Dec. 1826 and  
April 1827 - gives date.

123  
APPLICATION FOR MARRIAGE LICENSES, 1886-- , 20 vols.

(1 vol. No. 1, all labeled under liber of successive clerks; ~~not~~ dated).

Applications for marriage licenses, gives no., amount of fee, names of male and female, residence, age, color, degree of relationship, if any, marital status, nativity, occupation, consent of parent or guardian if a minor, signature of applicant, <sup>1938--</sup> date and hour applied for <sup>auth</sup> date and hour license issued. Parent or guardian's signature on separate form.

Arr. chron. by date of application. No index. Hdw. on ptd. form 1886-1937; typed on ptd. forms 1938-- . 15 vols. Aver. 400 pp. 14 x 9 x 2, 5 vols. Aver. 650 pp. 14 x 9x 3, 14 x 12 x 2. Clerk's vault.

Application for Marriage  
Licenses, 1886 - --, 20 vols.  
(1 vol. no. 1, all labeled under  
liber of successive clerks,  
dated.)

~~Original~~ Applications <sup>for marriage license</sup> gives no. amount  
of fee, names of male and female, residence  
age, color, degree of relationship, if any,  
marital status, nativity, occupation,  
consent of parent or guardian if a  
minor, signature of applicant, date  
and hour applied for, date and hour  
license issued. Parent or guardian  
signature on separate forms. Arr. chron. by  
date of application. Not indexed. H.W. on  
pta. form 1886-1934, typed on pta. forms  
1938 - --, 15 vols. aver. 400 pp. 14x9x2, 5 vols.  
aver 650 pp. 14x9x3, 14x12x2. Clerk's Vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Application for Marriage Licenses"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1886 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 20 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling by years & initials of successive clerks.  
(Explain fully; years; numbers; letters; number of records/so labeled)
5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents for vols 1886-1937; gives full name of both male & female, residence, age, color, single, married or divorced, related or not, signature of applicant and date.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Contents for vol. 1938-J.E.B.No.1 - gives application no., license no., fee, names of bride and groom, residence, age, color, nativity, occupation,

6. Contents—continued *single, married or divorced, name of parent or guardian if minor, related or not, signature of applicant, date & hour application filed, date & hour license issued.*

*Parent's signatures on sep. forms. Hdw. on printed forms.*

7. Arrangement *Chron. by date recorded.*

8. Indexing *none*

9. Writing *1886-1937 hdw. on printed forms. 1938-- typed on printed forms.*

10. Size *1886-1925 14x9x2 approx. 400 pp; 1925-37 14x 9 1/2 x 3 . aver pp. 650. 1938-- 14x12x2, approx. 600 pp.*

11. Location by dates and quantities *19 vols. Clerk's vault. 1938' vol in clerk's office.*

12. Other information

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Application for Marriage Licences.

Application for Marriage Licences	Worcester County	1886	J. W. S.
"	"	1889	J. M. R.
"	"	1892	F. H. P.
"	"	1895	"
"	"	1898	"
"	"	1900	"
"	"	1903	"
"	"	1905	"
"	"	1906	"
"	"	1907	O. S. E.
"	"	1909	"
"	"	1912	"
"	"	1916	"
"	"	1919	"
"	"	1921	"
"	"	1925	"
"	"	1930	B. B.
"	"	1934	"
"	"	1937	"
"	"	1938	J. E. B. No. 1

20 vols. Dated by years & clerks initials 1886--  
Contents for vols 1886-1937: gives full name of both  
 male & female, residence, age, color, single, mar-  
 ried or divorced, related or not, signature of applicant  
 and date.

no index. Ldw. on printed forms.

app. until 1925 14x9x2. app. 400 pp.  
age 1925-27 14x9 1/2 x 3 over no. pp. 650.

Contents for vol. 1938:- gives application no., license no., fee, names of birds & groom, residence age, color, nativity, occupation, single, married or divorced, name of parent or guardian if minors, related or not, signature of applicant, date & hour application filed, date & hour license issued

1938 Typed on printed forms. 14x12x2. kept in clerk's office

126

Marriage Certificates

1895-1908 1919-22 1936--

4000  
Est ~~4000~~ papers in

74 1/2 bundles.

Marriage Licenses with ministers' returns  
~~and~~ certificates, giving names of male and female,  
occupation, residence, marital status, degree  
of relationship, date, <sup>of marriage</sup> name of minister, address,  
Archives, by date of issue. Hand and typed on  
two forms, 4 1/2 x 11 x 2, 6 1/2 x 11 x 6 1/2. General  
13 bundles, 1895-1908, 1919-22, 9 correct, 64  
bundles, 1936-41 Clerk's vault.

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House (Snow Hill)  
(Name of building, room number, street address)

1. Title "Marriage Certificates"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1895-1908, 1919-1922  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records 1909-1918 missing  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Marriage Certificates returned by minister to clerk of circuit court. Giving date of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached.  
marriage, name of bride & groom, where marriage took place, county & state, residence of bride & groom, age, color, nativity, occupation, marital status, signature & address of minister.

6. Contents—continued \_\_\_\_\_

7. Arrangement *Chron. by date issued*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing *Handwritten + typed on pstd. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *4 1/2 X 10 3/4 X 2 & 6 1/2 X 11 X 6 1/2* *3374 papers*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In the attic*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(To remain in attic)*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication) (Date of publication)

Clerk of Circuit Court

Title - "Marriage Certificates"

Dates 1895 - 1908, Size  $4\frac{1}{2} \times 10\frac{3}{4} \times 2$ , 12 bundles  
1909 - 1918 missing, 1919 - 1922, Size  $6\frac{1}{2} \times 11 \times 6\frac{1}{2}$   
1 bundle | 3374 papers (total)

Contents - Marriage Certificates returned by minister to clerk of circuit court. Giving date of marriage, name of bride + groom, where marriage took place, county + state, residence of bride + groom, age, color, nativity, occupation, marital status, signature + address of minister.

Arr. Chron. by date issued

Hand written + typed on ptd forms

In the attic

127

✓  
Marriage Licenses,  
1935-37, Est 1043  
papers in 2 bundles.

Triplicate copies of applications for marriage  
licenses showing information as in entree -  
(Application for Marriage Licenses) Arr. numer.  
by license no. Typed on pta. form. 7x8x2 1/2.  
Garrett.

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House (Snow Hill)  
(Name of building, room number, street address)

1. Title "Marriage licenses"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1935 - 37  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible).

6. Contents Duplicate copies of marriage licenses retained by clerk, giving date, name of groom and bride, residence of groom + bride, age, color, nativity, occupation, marital status, whether related, date issued.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *Mixer by license number & Chron by date issued*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *Typed on ptd. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *7 1/4 x 8 1/4 x 2 1/2* *1043 papers*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In the attic*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(To remain in attic)*

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Clerk of Circuit Court

Title "Marriage License"

Dates. 1935-37

Quantity - 2 bundles

Contents. Duplicates copies of marriage licenses retained by clerk, giving date, name of groom & bride, residence of groom & bride, age, color, nativity, Occupation, marital status, whether related, date issued

Arr. Thru in by license number & Chron by date issued

Typed on ptd. forms

Size -  $7\frac{1}{4} \times 8\frac{1}{4} \times 2\frac{1}{2}$

1043 papers

In attic of courthouse.

12<sup>9</sup>  
RECORD OF BIRTHS, 1865-89, 1 vol.

Record of births, giving date of birth, place, name, sex,  
color, names of parents, occupation, date recorded. Arr.

alph. by name of child. Hdw. under ptd. head. 400 pp.

16 x 11 x 2.

The act requiring registration  
of deaths and births was  
not passed until 1865.

You give first date 1842.

please check first filing  
date. (over)

Mr. Sainy -

Three births <sup>Feb.</sup> 1842 - <sup>June</sup> 1845 &

Dec. 1847 were not recorded  
until May 30th, 1889. All  
others were recorded approx.  
at time of birth.

R. S. L.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Record of Births"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both) 1842-1869

2. Dates 1842-1869  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains only 19 entries. Gives date of birth, place, name, sex, color, name of parents - male, female - occupation, date of record.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *alph. + Chron. by date recorded under*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

~~8. Indexing~~ *each letter of alphabet.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. under ptd. heads.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 x 11 x 2* *aprox. 400 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Three births (1842-1845 + 1847)*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

*were not recorded until 1889*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Record of Births

1 vol. 1842-69.

only 19 entries.

gives date of birth, place, name, sex, color, name  
of parents, - male, female - occupation, date of Record  
Rdw. under ptd. Rd.

arr. alph. + chron. by date recorded.

vol. in form of index.

16 x 11 x 2

aprox 400 pp.

129  
REGISTER OF BIRTHS, 1898-1906, II vol.

Record of births, giving name of child, where born, town or postoffice, date, color, male or female, if living or still-born, no. of children in family, father's name, mother's maiden name, age, occupation, birthplace, reported by physician or midwife, <sup>then</sup> name, <sup>and</sup> address. Arr. chron. by date recorded. Hdw. on ptd. form. 200 pp. 16 x 10 $\frac{1}{2}$  x 1. Clerk's vault.

Register of Births,  
1898-1906, 1 Vol.

Record of births giving name of child, where born, town or postoffice, date, color, male or female, if living or still-born, no. of children in family, father's name, mother's maiden name, age, occupation, birthplace reported by physician or midwife, name, address, Arr. Chron. by date recorded. Hdw. on ptd. forms. 200 pp. 16x10 1/2 x 1. Clerk's Vault.

Register of Deaths, 1898-1906  
2 Vols

Record of deaths giving name of deceased, place of death, town or postoffice, date, age, native of, occupation, male or female, color, married, single, widow, widower, divorced, no. of children living, father's name, mother's maiden name, cause of death, primary — immediate, how long sick, reported by, name, address, if by accident, suicide, homicide. Arr. Chron. by date recorded. Hdw. on ptd. forms. 200 pp. 16x10 1/2 x 1

→ ~~For subsequent records of births see entry —~~  
" " " " Deaths " " —

Mr. Sainy -

These three volumes had  
been in the clerk's office  
and I hadn't seen them.

Ruth Leonard.

Are my file boxes checked  
all right and my forms  
O.K.? Please let me know

R. S. L.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Cir. Court.  
(Office of custody) (Office which made the record, if different)

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

1. Title "Registers of Births"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1898-1906  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Gives name of child, format, town or P.O. on, month, day, white, colored, male, female, living, still-born, no. of children, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th. Father's name in full, age, occupation, birth place, Mother's maiden name, age, occupation, birthplace, reported by, physician, midwife, address.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date of birth.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw. on ptd. forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 16x10 1/2 x 1 200 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Register of Births

## Register of Births (1898-1906)

Contents - name of child, born at Town or P.O. on month, day, white, colored, male, female; living, stillborn, no. of child; 1st. 2nd 3rd 4th 5th 6th 7th 8th 9th. Father's name in full, age, occupation, birth place, mother's maiden name, age, occupation, birth place. reported by, physician, mid-wife.

Hdw. on pt'd. Janus. - 16x10½x1. 200 pp.

clerk's vault.

130  
RECORD OF DEATHS, 1865-66. 1 vol.

Record of deaths, giving date, name, sex, color, condition, age, residence, occupation, place of death, place of birth, names and residence of parents, cause of death, place of burial, date recorded. Arr. alph. by name of decedent.

Hdw. under ptd. head. 400 pp. 5 entries, 17 x 14 $\frac{1}{2}$  x 2.

Clerk's vault.

~~For subsequent records, see entry~~

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Record of Deaths"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1865 - 1866  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Contains only 5 entries. Gives  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

date, name, sex, color, condition, age,  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
residence, occupation, place of death, place  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
of birth, parents - male, female - residence  
of parents, disease or cause of death, place  
of burial, date of record.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Alph. & Chron. by date of record, arr.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing under index tabs.  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdw. under p.t.d. heads.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 17X14½ X 2 approx. 400 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Record of Deaths

1 vol. 1865-66.

5 entries.

gives date, name, sex, color, condition, age, residence, occupation, place of death, place of birth, parents - male, female - residence of parents, disease or cause of death, place of burial, date of record.

Edw. under ptd. head.

Vol. in form of index.

17 X 14 $\frac{1}{2}$  X 2. approx. 400 pp.

131  
REGISTER OF DEATHS, 1898-1906. 2 vols.

Record of deaths, giving name of deceased, place of death, town, or postoffice, date, age, native of, occupation, male or female, color, married, single, widow, widower, divorced, no. of children living, father's name, mother's maiden name, cause of death, primary, immediate, how long sick, reported by, <sup>whom</sup> name, <sup>and</sup> address, if <sup>caused</sup> by accident, suicide, homicide. Arr. chron. by date recorded. Hdw. on ptd. forms. Aver. 200 pp. 16 x 10 $\frac{1}{2}$  x 1.

~~For subsequent record of births, see entry \_\_\_\_\_.~~

~~For subsequent record of deaths, see entry \_\_\_\_\_.~~

*Ruth S. Leonard.*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland.*

Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Court house.*  
(Name of building, room number, street address)

1. Title *"Register of Deaths"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1898-1906*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 vols.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *name in full, died at, town or P.O., month, day, on, age, if m.d., native of, occupation, male, female, white, colored, married, single, widow, widower, divorced, no. of children living, husband, wife of, father's name, mother's maiden name, cause of death - primary, immediate, how long sick, reported by, accident, suicide, homicide, address.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Chron. by date of death*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *16 X 10 1/2 X 1* *200 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

Register of Deaths - 2 vols.

Register of Deaths (1898-1903) 200 pp.  $16 \times 10\frac{1}{2} \times 1$

" " " (1903-1906) " " " "

Contents: name in full, died at, town or P.O. month day, on, age y. m. d., native of, occupation, male, female, white, colored, married, single, widow, widower, divorced, no. of children living, husband, wife of, Father's name, mother's maiden name, cause of death - primary, immediate, how long sick, reported by, accident, suicide, homicide, address.

How. on ptd. forms.  $16 \times 10\frac{1}{2} \times 1$  200 pp.

Clerk's vault.

133  
+ 52  
1

# Election Papers, 1910-37

Est. 870 papers in 3 f.d.  
1874, special election, in Court  
papers, entry -

Original returns in primary and general elections, in state, county, town and national elections, giving type of election, date, names of candidates, no. of votes cast, certification of election board, and certificate of election by clerk of court. Contains: (Election Statements) entry -; (Same records), entry - 1 f.d. 1938 - - arr. chron. by date filed, 2 f.d. 1910-37 no order arrangement. Adv. kdws and typed pts. for us.  
10 x 5 x 13. Clerk's Vault,

THE NATIONAL ARCHIVES COLLEGE PARK MARYLAND  
7005 MICHIGAN AVE. 20009

(Election Statements)  
1910 --, In Election  
Papers, entry -

Treasurers' sworn statements of election  
expenses, giving name of candidate,  
office sought, itemized list of contributions  
and expenditures, oath before justice of  
the peace, and date filed.

(Game Wardens) 1922-

In Election Papers, entry-  
appointment of non-salaried game wardens  
by game commission giving name of  
appointee, residence, years to serve, date,  
badge no. and signature of commissioner.  
Also contains notices of resignation,  
of game wardens, ~~sent by~~ game commission  
requesting necessary notations on the record.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Election Papers"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1910--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 file boxes est. 840 papers  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Election Papers, also has Court Proceedings on  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents Primary and general election returns for  
(Purpose and general nature of record) Principal items of information shown. Summary of forms used in making record,

state, county and towns, Certificates of nomin-  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

ations for Primaries, statements of expenses of  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Candidates at Primary and general elections, Court  
Certificate as to election of candidates, certificate of

compliance (surety companies) resignations of non-  
salaried deputy game wardens, appointment of

auditor & examiner in chancery, voter's affidavits  
(1924-1925-1935)  
filed in paper box.

Missing records  
if separate records

6. Contents—continued *Commissions of deputy game wardens, appointments of political agents, certificate of qualification of chief & associate judges, reports of political treasurers, appointment of deputy clerks of court.*

7. Arrangement *2 boxes no arr. 1 box arr. Chron. <sup>by date filed</sup> (1938--)*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *✓*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw., hdw. on ptd. forms, typed.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10x5x13. 1 box 269 papers - 1-300, 1-70 papers*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vaults.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

*There's just a few "Voters affidavits" in one box. Separate box for balance, and recorded in "Voters affidavits" volume. (Filed in proper box).*

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Election Papers 1910--

3 file boxes.

1929-1938

Box #1. Contains Primary and General election returns for State, county and towns, Certificates of Nominations for Primaries, Statements of expenses of candidates, Court certificate as to election of candidates, Certificates of Compliance (Surety Companies) resignations of non-salaried deputy game wardens, appointment of auditor & examiner in chancery, ~~notes affidavits~~, Commissions of deputy game wardens, appointments of political agents, Certificate of qualification of chief & associate judges, Reports of political treasurers, appointment of deputy clerks of court, no arr. 269 papers hds., typed, hds. on ptd folders

Box #2 1910-1934 Contents same as above.

approx 300 papers. no arr.

Box #3. 1938-- Contains primary and general election statements of candidates, certificates of nominations for primaries, election returns 1938, special election returns for congressman 1939. Typed & hds ptd folders. arr. chron. by date filed.

Mr. Lamm:

Re: Election Papers file boxes.

There are only 2 papers of appointment of examiner and auditor in chancery, viz:  
Small typed note telling clerk to enter appointment of "John Doe" as auditor <sup>(1930)</sup> (or examiner) <sup>(1929)</sup> in chancery, dated and signed by chief and associate judges.

Also found one certificate of execution in file box as I was checking. Gives name of prisoner, date of sentence, date of execution, signature of warden of Md. Pen., signatures of witnesses. (1932.) <sup>(ptd form)</sup> <sup>(recorded in Court Proceedings)</sup> <sup>Sign. hdw.</sup>

Resignations of non-salaried deputy game wardens (only 2, 1930+1933) are letters received by the clerk from game Com. in Baltimore stating that "John Doe" has resigned and please make necessary notations in records.

Appointments of non-salaried deputy game wardens are original ptd. forms giving name of appointee, residence, length of term, date, badge no., signature of Commr. (1922-23-24)

(over)

There are so few of these papers they probably belong in some other file box I often find papers in one file belonging in other files.

Re: Court Docket.

The first Miscellaneous record I find in Court Docket is Jan. Term 1913.

Insolvents are entered in Court Docket to date under "Miscellaneous Docket" and recorded in "Insolvent Record." Last date July Term 1938.

Re: Mechanics Liens - Boat Liens.

Boat Lien papers in file box and records in Boat Lien Docket correspond. 1868-1924

(There are no papers or records as far back as 1834, in either Mechanics Liens or Boat Liens.)

Mechanics Lien papers begin 1907

" " Records " 1869 cannot locate prior papers.

Have you any more checking for me?  
Send it along, I like to do it.

1 f.d. containing Election  
papers, also contains  
appointment of examinee ✓  
appointment and resignation ✓  
of game wardens ✓

Please give dates of each  
and description. Separate  
entries are required if  
records refer to the main  
record are contained.

1930-33

Resignations of non-salaried  
 game wardens are letters  
 received by clerk from Game  
 Commission in Balto. Stating  
 that "John Doe" has resigned and  
 please make necessary notation in  
 records. If appointments are "p'd. forms  
 from Conservation Com. 1922, 1923-1924 7 figures

134  
VOTERS INTENT RECORD, 1900-- , 2 vols. (F. H. P.),  
B. B. No. 2).

Record of declaration to become a citizen of Maryland, at least one year before next election, giving date, name of voter, residence, age, occupation, and, under remarks, place of former residence. Arr. alph. by name of intended voter. Hdw. under ptd. head. Aver. 150 pp. 19 x 13 x 1.

Voters Intent Record,  
1900 --, 2 vols. (F.H.P., B. B.  
No 2.)

Record of declaration to become a citizen  
of Maryland, at least one year before  
next election, giving date, name of voter,  
residence, age, occupation and, under  
remarks, place of former residence, Arr.  
alph. by name of intended voter. Hdwr.  
under pth. head, Arr. 150 pp. 19 x 13 x 1.

~~For further information~~

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

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

Address of office of custody \_\_\_\_\_  
(Name of building, room number, street address)

1. Title "Voters Intent Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1900--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling F.H.P. B.B. No. 2.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents former non-residents declaration of intention to vote a year before election, gives date, name of voter, residence, age, occupation, remarks (former residence)  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

*Check notes*

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *alph. + chron. by date recorded under*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *each letter of alphabet*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdiv. under ptd. head.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *19X13X1* *150 pp. aver.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Voters Intent Record.

Voters Intent Record W.C.C.C. F.H.P. (1900-1935) <sup>120 pp.</sup>  
" " " " B.B. No. 2. (1936-- ) <sup>160 pp.</sup>

2 vols 1900--

F.H.P., B.B. No. 2. 19 X 13 X 1

Contents: gives date, name of voter, residence, age, occupation, remarks, (former residence)

Inds. under ptd. heads.

Vols. serve as index, arr alph. & chron. by date recorded.

135  
VOTERS' AFFIDAVITS, 1919-- , 1 vol. (O. D. C. 201)

*Records in Court Proceedings Exhibit*  
Record of affidavits made by voters who are to be temporarily

out of the state to prevent loss of right to vote; giving

date, name, district, date leaving state, statement of

intention to return before election, *date*, date of election.

Arr. chron. by date recorded. Indexed alph. by name of

voter. Hdw. on ptd. form. 232 pp. 27 used. 18 x 12 x

1½. Clerk's vault.

~~For prior records, see entry (Court proceedings).~~

Voters' Affidavits, 1919-20  
1 Vol. (1, 0.0.C.)

Record of affidavits made by voters who  
are to be temporarily out of the state  
to prevent loss of right to vote; giving  
date, name, district, date leaving state,  
statement of intention to return  
before election, date of election. Arr.  
chron. by date recorded. Indexed alph.  
by name of voter. Hdw. on std. form.  
232 pp. 27 used. 18 x 12 x 1 1/2. Clerk's Vault.

For prep. of records see entry - -  
(Court proceedings)

Ruth S. Leonard.

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house  
(Name of building, room number, street address)

1. Title "Voters' affidavits"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

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

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 O. D. C.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents affidavits made by voters temporarily leaving state to prevent loss of right to vote, gives date appeared, name, date leaving state, district moved from, moved to, statement of intention to return before next election  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *loose front arr. alph. by name of voter used.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by  
*p. no.*  
title and identification number)

9. Writing *h.d.w. on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18x12x1 1/2* *232 pp.* *(27 pp. filled)*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Voters Affidavits

Voters Affidavits 1 O.D.C. (1919-- 232 pp. (27 pp.  
filled.

Loose front index arr. alph. by name of voter + p.no.  
18x12x1 $\frac{1}{2}$ .

Contents: Affidavits made by voters temporarily leaving State to prevent loss of right to vote: gives date appeared, name, date leaving State, district moved from, moved to, statement of intention to return before next Election,

Law on printed forms.

18x12x1 $\frac{1}{2}$  232 pp.

Prior entries see Court Proceedings

Clerk's vault.

136

Affidavits 1904--  
590 papers in 1 file

Original affidavits of voters temporary absence  
from the state showing information as in  
entry - (voters affidavits) An. Chron. by date filed  
Haco. on ptas. form. 10x5x13 Clark's Vault.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Court House*  
(Name of building, room number, street address)

1. Title *"Affidavits"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1904 - - (last date Apr. 1938.)*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 file box*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Affidavits of voters temporarily leaving state to prevent loss of right to vote.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

*gives date filed and recorded, liber no. and folio.*

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date filed.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing hdu. on ptd forms.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 10x5x13 590 papers.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Recorded in Court Proceedings until 1919.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)  
1919-- in "Voter's affidavits"

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

affidavits. 1904-34. 1 file box.

Affidavits of voters temporarily leaving state,  
to prevent right to vote. Gives date filed and  
recorded, liber no. and folio.

hdw. on ptd. forms.

arr. chron. by date filed.

138

✓ (Commissions) 1882-93.  
Est. 49 papers in 1 bundle.

Original Commissions issued by the Governor  
showing information as in entry -  
(Commissions of Officials) Arr. Chron. by date  
filed. Hdw. on 9ta. form, 10 1/2 x 4 x 4. Garret.

8

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Commissions)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1882-1893  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 bundle 79 papers  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Commissions to public officials giving name, office to which appointed, district no, date, signed by governor & sec. of state. gives dates filed and recorded. (Recorded in Court Proceedings)  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

N.B. These include Notaries public, J.P., Super. of elections.

6. Contents—continued

*(Papers had been filed at one time, later taken to attic)*

7. Arrangement

*Chron. by date filed.*

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing

*hdw. on ptd forms.*

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

*10 1/2 x 4 x 4.*

*79 papers.*

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

11. Location by dates and quantities

*In attic*

(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

*(to remain in attic)*

12. Other information

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Clerk of Circuit Court.

All markings on outside of  
~~vols. or fd.~~

Dates  
covered  
in vol.  
~~fd.~~

Arrangement

Indexing

Writing

(Commissions)

1882-93

Chron. by  
date filed.

none

hdw. on  
ptd. forms

Contents: Commissions to public officials  
giving name, office to which appointed,  
district no., date, signed by governor &  
sec. of state, gives dates filed & recorded.  
(Recorded in Court Proceedings).

Total no. of ~~vols. or f.d.~~ 1 bundle  
Average no. of pages \_\_\_\_\_  
~~Estimated~~ no. of papers 79

Size: largest \_\_\_\_\_  
smallest 10 1/2 x 4 x 4

139

TEST BOOK, ~~1853~~<sup>1848</sup>, 3 vols. ~~dated~~. (2 vols. dated)

1 Vol. 1st title.

Oaths of county officials, attorneys, and auditors in equity cases, sworn and subscribed to before clerk of court, giving name of official, attorney, or auditor, office, or equity case no., signature, copies of oaths. Arr. chron. by date sworn. Not indexed. Hdw. Aver. 300 pp. 14 x 9 x 2. Clerk's vault.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

OK  
By Mr. Meyer  
RSL

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Test Book"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1853 --  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1853 to ; 1930 to .  
Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Oaths of office of all county officials, giving date of oath, signature of official, and office held, also contains some forms of oaths. Also auditor in equity cases, giving chancery no.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by date entered  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 13x8 1/2 x 2 14x9x2 300 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1853 kept in Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
1930- in clerk's office.

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

## Test Book.

Test Book 1853 to Worcester Co. (Nov. 29  
1930. 13 x 8½ x 2, app. 300 pp. variet)

Test Book 1930 to Worcester County (1930--)  
14 x 9 x 2 300 pp. in office)

Contents: Oaths of office of all county officials,  
giving date of oath, signature of official,  
and office held; also some forms of  
oaths.

arr. chron. by date entered - Ldw.

Test-Book (Clerk of Circuit Court).

(Test Book.)

1 vol. March 7, 1848 - February 16, 1853.

Contains Record of original signatures of county officials, giving date signed and office held. also contains forms of oaths for various officials.

arr. chron. by date signed.

12x9x $\frac{1}{4}$  approx. 100 pp. (not numbered & not all used.)

hdw. poor condition, no cover.

Located in attic. (There is another test book in the office of the clerk of circuit court, 1853-- , form sent in).

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Clerk of Circuit*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Courthouse*  
(Name of building, room number, street address)

1. Title *(Test Book)*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *March 7, 1848 - Feb. 16, 1853*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *none*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Record of original signatures of county officials giving date signed and their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by office held. Also contains forms of oaths for various officials*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement chron. by date signed  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 12 x 9 x 1/4 approx. 100 pp. not all used.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1848-1853 in attic of courthouse  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information 1 vol. 1853-- kept in office of clerk of circuit court. Form sent in, which see.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in Item 2)

In poor condition, has no cover, is soiled from laying around in attic.

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

140  
141  
143

<sup>EST.</sup>  
BONDS, 1902-- , 3500 papers in 7 f. d. (No. 1-7,  
dated).

*in all court cases*  
Original bonds filed ~~by all county officials~~ trustees in  
chancery, in recognizances, mortgagees, assignees, commit-  
tee members, claimants, peace, in appeals, receivership,  
replevins, injunctions and appearances, giving name of  
~~officer~~, mortgagee, assignee, plf., deft., receivers, amount  
of bond, names of sponsors, date filed, *where recorded.*

*No order or arrangement.*  
~~First~~ 3 f. d., 1902-1924, ~~Not~~ arr. 4 f. d. 1925-- , arr. ]  
chron. by date filed. Hdw., hdw. and typed, hdw. and  
typed on ptd. forms. 10 x 5 x 13. Clerk's vault.

*Official Entries*

*(Contains: Bonds of County Officers) 1902--*  
*Entry* \_\_\_\_\_

Bond Record, 1902 - -

5 vols. (F.H.P., No. 1, O.D.C.

No. 1, 2, B. B. <sup>No.</sup> 1, 2), 1902-1901, in

Copies of bonds of ~~county officials~~ <sup>Deeds, entry -</sup> of trustees  
in equity, ~~and~~ assignees, <sup>and receivers,</sup> ~~giving~~ <sup>giving</sup> name of  
~~officer,~~ trustee ~~or~~ assignee <sup>or receiver,</sup> amount, names  
of sureties; ~~trustees assignees and receivers~~ <sup>1902's</sup>  
~~bonds~~ <sup>and</sup> ~~equity~~ <sup>Copied; Bonds of County officials</sup> ~~case~~ <sup>1902's</sup>  
by date filed. Indexed alph. by name of <sup>1902's</sup>  
~~at~~ ~~officials,~~ trustee, assignee and receiver.  
Hds. 1902 - Sept. 1930, Typed Oct. 1930 - -  
Hrs. 600 pp. 18x12x3. Clerk's Vaker.

~~See prior records of entry - (Bond Record)~~  
(Bonds of County officials).  
1902 - - - In Bond Record  
entry - -

Copies of bonds of County officials showing  
information as in in entry - (Bond Record)



THE MEMORIAL BOARD  
OF THE  
CITY OF  
MEMPHIS  
TENNESSEE  
1902

OK by Mr. Meyer RSL

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court House  
(Name of building, room number, street address)

1. Title "Bond Record"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1902 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling F. H. P. No. 1 O. D. C. No. 1-2 B. B. No. 1-2  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copies of all bonds received in clerk's office to be recorded, giving date, kind of bond, name of official, assignee or trustee, names of sureties, date of appointment, and amount of bond. Trustee, assignee & receiver bonds also give chancery number.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

*give Chancery no.*

7. Arrangement *Chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Self con. front arr. alph. by name, kind of bond and p. no. Trustee, assignee & Receiver bonds also*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hdw. until Oct. 1930 then typed.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.  
*all indexed hdw.*  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *18 x 12 x 3* *600 pp aver.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Prior to 1902 Bonds were recorded in Deed Records.*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Bond Records.

Bond Record F.H.P. No. 1 (May 1902-1913) <sup>602 pp. hdiv</sup> <sup>front index</sup>  
arr. alph. by name, kind of bond & p. no. hdiv  
Bond Record O.D.C. No. 1 (1913-23) 608 p. index dv. hdiv  
" " O.D.C. No. 2 (1923-30) 604 p. " " hdiv  
" " No. 1. B.B. (1930-1938) <sup>oct.</sup> 600 " " " typed  
" " No. 2. B.B. (1938-- ) " " " " "

18x12x3

5 vols. 1902-- F.H.P. no. 1 O.D.C. 1, 2, B.B. 1, 2.

Contents: Copies of all bonds received in clerk's <sup>office for record</sup> giving  
date, kind of bond, name of official, <sup>assignee, trustee</sup> name  
of sureties, date of appointment and amount  
of bond.

Self-con, front index arr. alph. by name, kind  
of bond and p. no. Trustee, assignee & Receiver  
bonds also give chancery no.

18x12x3 av. 600 pp.

hdiv. until Oct. 1930 then typed.

Prior to 1902 Bonds were recorded in Deed Records.

142

(Bonds of County officials)  
1902 - - In Bonds, entry - -

Original bonds filed by county officials

Showing information as in entry - (Bonds)

142

Bonds, 1902 - - , 3500

Papers in 7 f.d. (Nos 1-7, dated)

original bonds filed by all county officials,  
trustees in chancery, <sup>in</sup> recognizances,  
mortgages, assignments, committee members,  
claimants, peace, <sup>in</sup> appeals, receivership,  
replevins, injunctions and appearances,  
giving name of officer, mortgage, assignee, Pct.,  
dept, receiver, amount of bond, name of  
sponsor, date filed where recorded. First 3 f.d.  
1902-1944 not att. 4 f.d. 1945 - - , att. chron. by date  
filed. h.d.w. h.d.w. and typed, h.d.w. and typed on  
ptr. forms. 10 x 5 x 13. Clerk Yaver.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Bonds"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities)

or both)

2. Dates 1902 - -  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 file boxes  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Original bonds of civil officers and all bonds in Chancery cases; gives date, amount of bond, kind of bond, signatures of person bonded and sureties, date filed and where recorded.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement *3 boxes no arr. 4 boxes arr. Chron. by date filed*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw., hdw. on ptd. forms, typed, typed*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)  
*on ptd. forms, hdw & typed.*  
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *10 X 5 X 13* *aver. 500 doc. to file box*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vaults.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *Prior bonds filed with deeds (?)*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

*(deeds not yet checked)*

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

(Place of publication)

(Date of publication)

Bonds. (7 File Boxes.)  
1902--

Box #1 - 1909-1917	556 papers (no arr)
Box #2 - 1902-1914	550 " (aprox) no arr
Box #3 - 1918-1924	587 "
Box #4 1924-1929.	550 "(aprox. arr. chron.)
Box #5 1930-1933	550 " " " "
Box #6 1934-1937	500 " " "
Box #7 1937--	" "

Contains all county official bonds, recognizance, trustee, mortgagee, attorney, assignee, committee, claimant, peace, appeal, receiver, replevin, injunction, appearance,

aver. 500 papers to box.

10 x 5 x 13.

(List of voters) 1870.

1 bundle. (dated and  
labeled by districts)

List of qualified voters in Worcester  
County giving name, district, and certification  
by election board. Arr. alph. by name  
of voter within districts. Size, 9x4x1. In set

144

(List of qualified Voters)

1870 Est. 300 papers?

1w 8 to each. (date)

~~and~~ labeled by district

list of qualified voters furnished by  
registration board, giving name of voter,  
district, and sworn certification by registration  
officer. Arr. app. by name of voter within  
district. Hws. 9x4x1. Gannet,

Louise R. Lytton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title (List of qualified voters)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1870  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 bundle  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By district and year.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents List of names of qualified voters in each district in Worcester County checked as they voted. Gives serial certification signed by officials of registration.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

*Have read over*

6. Contents—continued

7. Arrangement *alph. by name of notes.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *9 x 3 1/2 x 1* *8 folders.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In attic of Courthouse*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

*(To be returned to attic)*

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

<p>(List of Qualified Voters)</p>	<p>1870.</p>	<p>alph. by name of voter</p>	<p>✓</p>	<p>all Law</p>
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Contents: List of names of qualified voters in each district in Worcester County checked as they voted. Given sworn certification signed by officer of Registration

Labelled by district and year.

~~Total no. of vols. or f.d. is~~  
~~Average no. of pages~~  
~~Estimated no. of papers~~

1 Bundle

Size: largest  
 smallest

9x3 3/4x1

(To be returned to attic)

150  
RECORD OF DITCHES, 1858-60, 1 vol.

Copies of petitions and proceedings to lay out drainage  
ditches, gives name of land owner, courses and distances, *and*  
plat and costs. Arr. chron. by date filed. Not indexed.

Hdw. 200 pp., 36 used, 18 x 13 x 2. Clerk's vault.

Record of Ditches,  
1858-60, 1 Vol.

Copies of petitions and proceedings  
to lay out drainage ditches, gives  
name of land owner, courses and  
distances, plat and 'coots, Ar. chron,  
by date filed. Not indexed. Hds. 200 pp.,  
36 used, 18x13x2 CCA V. 100.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Court house  
(Name of building, room number, street address)

1. Title "Record of Ditches"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1858-1860  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records discontinued  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Copies of Petitions and Proceedings to lay out ditches, gives name of property owner, description of ditch laid out, costs, and plat of ditch.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing none  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 18x13x1 1/2 approx 200 pp. 36 pp. filled  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Record of Ditches.

Record of Ditches (1858-1860) 36 pp. filled.

1 vol. 1858-1860 discontinued

Contents: Petitions and proceedings to lay out ditches, gives property owner, description of ditch laid out, costs, and plat of ditch

no index Rdw.

18 x 13 x  $1\frac{1}{2}$ .

36 pp. filled. approx 200 pp.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Courthouse*  
(Name of building, room number, street address)

1. Title *"Record of Ditches"*  
(Give present full title in quotes, assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1858-60.*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records *discontinued*  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Record of commission appointed by County Commissioners, to lay out ditches to drain low lands, giving names of commissioners, course of ditch, names of persons through whose lands ditch runs, also plats showing courses & distances, metes & bounds, name of surveyor, date filed. (These plats give date filing but are all pasted in*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued *the vol.) gives date recorded in office of clerk of Cir. Court.*

7. Arrangement *chron. by date recorded.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing *hdw.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *17 3/4 x 11 1/2 x 1 1/2* *36 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *vault of Clerk of Cir. Court.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *See also Court Proceedings*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)  
*1796-1825.*  
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

"Record of Ditches"  
.....

1 vol. 1858-60  $17\frac{3}{4} \times 11\frac{1}{2} \times 1\frac{1}{2}$  36 pp.

Record of commission appointed by Co.

Commissioners to lay out ditches to drain low lands, giving name of commissioners appointed, course of ditch, names of persons through whose lands ditch runs; plats showing courses & distances, metes & bounds, name of surveyor, date filed, and date recorded by clerk of Cir. Court.

no index.

arr. chron. by date of record.

located in vault of Clerk of Cir. Ct.



Copy of Certificate of Destruction of Election Ballots.

Certificate of Judges of } State of Maryland, Worcester County,  
Orphans Court as to } to wit:  
destruction of ballots } He, the Judges of the Orphans Court  
in the year 1890 } for Worcester County hereby certifies  
} that on this 30th day of September  
1890, in our presence, Francis Henry Purnell, clerk  
of the Circuit Court for Worcester County, opened the  
the ballot boxes of said county and destroyed  
the ballots contained therein which were cast at  
an election held in said county on the 5th day  
of November 1889.

Given under our hands this 30th day of September 1890.

C. P. Jones

Elizah B. Carey.

September 30th 1890 Then was delivered unto me the  
subscriber the foregoing Certificate of Judges of Orphans  
Court, in order to be enrolled among the records  
of Worcester County, which said Certificate of Judges  
of Orphans Court, is accordingly recorded in Liber  
F. A. P. No. 1, folio 66.

Francis Henry Purnell, Clerk.

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Ruth S. Leonard  
(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court (?)  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Census Returns)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1850  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Schedule 1 Free Inhabitants  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
Schedule 2 Slave Inhabitants  
Schedule 3 Persons who died during the year ending June 1, 1850.  
Schedule 4 Productions of Agriculture  
Schedule 5 Products of Industry  
Schedule 6 Social Statistics.  
(see addenda sheet for outline of each schedule).

6. Contents—continued \_\_\_\_\_

7. Arrangement *see addenda for each schedule.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

9. Writing *hdw. on printed forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *18 x 13 x 1* *497 pp. total for both bundles.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(Removed from attic)*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)  
*I do not know whether these two bundles cover the entire county or not. - Cannot tell if any is missing - not knowing how many census districts there were at that time.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

(Census Returns) 1850.

Contents:

Schedule 1. Free Inhabitants. dist., county, state, date (day) sig. of asst. Marshal, dwelling houses numbered in order of visitation, families numbered in order of visitation, name of person in family June 1850; description, age, sex color; profession, occupation or trade of each male person over 15, value of real estate owned, place of birth (state, territory or country) married within the year, attended school within the year, persons over 20 years who cannot read or write, whether deaf & dumb, blind, insane, idiotic, pauper or convict.

arr. numer. by no. of houses visited.

154 pp. 1 bundle

215 pp. 1 bundle

369

Schedule 2. Slave Inhabitants. dist., county, state, date (day) sig. of asst. Marshal. - names of slave owners, no. of slaves, description - age, sex, color; fugitives from the state, no. manumitted (no entries in last two cols.)

arr. by name of slave owners.

14 pp. 1 bundle, 28 pp. 1 bundle.

Schedule 3. - Persons who Died during year ending June 1st, 1850. dist., county, state, sig. of asst. Marshal, name of every person who died, description - age, sex, color, free or slave; married or widowed, place of birth, month died, profession, occupation, or trade, disease or cause of death, no. of days ill.

arr. numer. by name of deceased.

4 pp. 1 bundle, 4 pp. 1 bundle.

Schedule 4. - Productions of Agriculture. dist.,  
 sub-division, date (day), name of owner, agent  
 or manager of farm, acres of land - improved  
 unimproved, cash value of farm, value of  
 implements and machinery, livestock - horses,  
 asses & mules, milk cows, working oxen,  
 other cattle, sheep, swine; value of live-  
 stock, Produce during year (by bu.) - wheat,  
 rye, Indian corn, oats, rice, Tobacco,  
 cotton (bales), wool (lbs), peas & beans, potatoes,  
 sweet potatoes, barley, buckwheat; value  
 of orchard products in dollars, wine (gals)  
 butter, cheese, fodder, clover seed, other  
 grass seeds, hops, hemp - dew-rotted, water  
 rotted; flax, flaxseed, silk cocoons, maple  
 sugar, cane sugar, molasses, beeswax &  
 honey, value of homemade manufactures,  
 value of animals slaughtered.

arr. numer. by name of owner or manager.

18 pp. 1 bundle, 34 pp. 1 bundle.

Schedule 5. Products of Industry. dist., division, county, state, date, sig. of asst. Marshal, name of corporation, company or individual producing articles to the annual value of \$500, name of business, capital invested, Raw materials used - quantity, kind, value; kind of motive power, average number of hands employed, aver monthly wage, annual product - quantity, kind value.  
arr. numer by name of individual or company. 2 pp. (1 each bundle).

Schedule 6. Social Statistics. dist., county, state, date, sig. asst. marshal, valuation of real & personal estate, annual taxes - kind, amount how paid; colleges, academies, schools - character, no. of teachers, no. of pupils; amt. realized annually from endowments, by taxation, from public funds, other sources. Seasons & crops - what crops short, to what extent, usual aver. crops. Libraries - no., kind, no. of vols. Newspapers & periodicals -

name, character, how often published, circulation. Religion - no. of churches, denomination, no. each will accommodate, value of church property. Pauperism - no. of paupers supported within the year, native, foreign, cost of support. Crime - no. of criminals convicted within the year, native, foreign. Wages - Average monthly to farm hand with board, average day laborer with board, average day lab. without board, aver. day wages carpenter without board, weekly female domestic with board, price of board to labouring men per. wk.

5 pp. 1 bundle, 1 p. 1 bundle.

155

MAP OF WORCESTER COUNTY, 1935.

Political map showing topography and election districts of Worcester County, published by Edward Bennett Mathews, state geologist, W. C. Mendenhall, U. S. Geological Survey.

Scale  $1/62500$ . Print.  $42\frac{1}{2} \times 40\frac{1}{2}$ . On wall of clerk's

office. *1 inch = 1 mile or  $1/62500$  of scale.*

Map of Worcester County,  
1935.

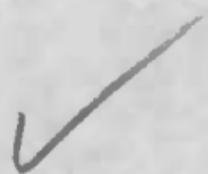
Political map showing topography and  
election districts, of Worcester County,  
Published by Edward Bennett Matthews, State  
Geologist, W.C. Mendenhall, U.S. Geological  
Survey, Scale 62500. Print, 42 1/2 x 40 1/2,  
On wall of Clark's office.

Index of Plaintiffs  
and Defendants  
Equity Scares, 1908--  
1960. (No. 1, O.D.C.)

Index to  
~~Copy of record of court, showing~~  
still doing pet. after final ratification,  
in the sale of land in foreclosure  
suits. Arr. A-Z by name

Index to Plaintiffs and  
Defendants in Equity  
Scares, 1908--1960.  
(No. 1, O.D.C.)

I am returning map forms.  
Please report in conformity  
with attached special forms  
Note same.



WORKS PROGRESS ADMINISTRATION  
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936  
Maryland HISTORICAL RECORDS SURVEY  
Name of State

WPA Form 15HR

THE MAPS AND PHOTOGRAPHS FORM

(Leave this space blank)

County: Worcester City or town: Snow Hill  
Agency or department: Clerk of Circuit Court  
Bureau: \_\_\_\_\_  
Name of other owner, if any: \_\_\_\_\_  
Name of building: Court House. (Street address)

1. Item or items: Map. (Map or maps, photographs, etc.)
2. Area covered, title, or subject: Map of Worcester County showing the topography and election districts.
3. 1935 42 1/2" x 40 1/2"  
(Number of items or pages) (date or dates) (size or sizes)
4. Indicate by an x whether: printed (X), engraved ( ), black-and-white ( ),  
colored ( ), blue-print ( ), photostat ( ), mounted ( ), framed (X),  
relief ( ), shaded ( )
5. If map, also indicate: 62500 political  
(Scale) (type of map - physical, political, etc.)
6. \_\_\_\_\_ (Condition of writing or other work) (of paper, film, etc.)
7. Edward Bennett Mathews (State Geologist) W.C. Mendenhall, (director)  
(Artist, author, etc.) (publisher or engraver, if any) (place of publication)
8. Location: Wall of Clerk's vault.  
(Rooms and vaults)

9. Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

U.S. Geological Survey

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Court House.*  
(Name of building, room number, street address)

1. Title *Map.*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates *1935*  
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity *1*  
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling  
(Explain fully; years; numbers; letters; number of records so labeled)
5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Map of Worcester County showing Topography and Election Districts. Maryland Geographical Survey. Edward Bennett Mathews, State Geologist. In connection with U. S. Geological Survey. H. C. Mendenhall, director. 1935.*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement \_\_\_\_\_  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 42 1/2 x 40 1/2. Framed in glass case  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Wall of Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Map.

Map of Worcester County showing the Topography  
and Election Districts. — Maryland  
Geological Survey. Edward Bennett  
Mathews, State Geologist. In connection with  
U.S. Geological Survey. W.C. Mendenhall,  
director. 1935 -  $42\frac{1}{2} \times 40\frac{1}{2}$  framed in  
glass case - hanging on wall of room.

156  
INDEX NAMES OF LAND 1742-1776, No. 1.

Arr. alph. by name of land, giving liber and folio in deed record. Hdw. 300 pp. 16 x 10 x 2. Clerk's vault.

Not a record. Compiled by a former register and left with clerk of court.

Index Names of Land  
1742-1776, No. 1

Arr. Alph. by name of land, giving liber  
and folio in deed record. Hdw.  
300 pp. 16 X 10 X 2 Clerk's Vault.

Not a record. Compiled by a former  
register and left with clerk of court.

L

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Index Names of Lands"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates (1792-1796)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 vol.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling No. 1  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents contains names of lands recorded in Deed Records, to vol. 2.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Arr. Alph. by name of land, giving*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. ~~Indexing~~ *vol. in which found & p. no.*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size *16 X 10 X 1 1/2* *300 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *N.B. This vol. is the property*  
of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)  
*of a former deputy register. It is not state property but is kept in the clerk's vault.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

Index - names of land No. 1

1 vol.

contains a list of names of land

arr. alph. giving Liber where found  
and p. no. and just includes names to  
Vol. I.

200 pp.

16 x 10 x 1 1/2

~~208~~  
This book is the property of a former  
deputy register. Is not State property, but  
is kept in clerk's vault.

157



(Correspondence)

1870-99 9 bundles.

Routine correspondence of the clerk  
of the Court, Arr. chron. by date filed.

Hdw. 9 1/2 x 15 x 9. Garretts

Check for price.

Louise P. Lyton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Chief of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse (Snow Hill)  
(Name of building, room number, street address)

1. Title (Correspondence)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1870-94  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 box 13 bundles  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By date, pt. and amount  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records ✓  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Routine correspondence of chief of court giving date and amount pd.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date of receipt  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 9 1/2 X 15 X 9 13 bundles  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In attic of courthouse  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

(To be returned to attic)

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

(Place of publication)

(Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
<p>(Correspondence)</p> <p>Contents: Routine Court giving</p> <p>In attic of courthouse</p>	<p>1870-94</p>	<p>Chron. by date of receipt</p>	<p>✓</p>	<p>Address on pt'd. form</p> <p>Correspondence of clerk of Court giving date and amount paid.</p>

Total no. of vols. or f.d.'s 1 box Size: largest  
 Average no. of pages \_\_\_\_\_ smallest  
 Estimated no. of papers 13 bundles  $9 \frac{1}{2} \times 15 - \times 9$

158  
(RECEIPTS AND DISBURSEMENTS) 1936-- , 1 vol.

Record of receipts and disbursements of the clerk of court, giving under receipts, ~~the~~ date, name of payer, total paid, amount charged to various accounts; under disbursements, the withdrawals from bank, name of payee, check no., amount of check, amount and type of expenditure, <sup>and</sup> amount sent to state treasury. Arr. chron. by date recorded. Hdw. under ptd. head. 200 pp. 12 x 17 x 2. Clerk's vault.

CASH BOOK, 1906-11, 1913-35, 15 vols. (1 vol.,

O. D. C.; 4 vols., B. B. 1925-35). 6 vols.

1906-11, not titled.

Record of cash receipts for law and chancery fees, marriage

licenses, for issuing ~~and fees for state~~, anglers, hunting,

duck blind licenses, and fees on civil commissions, giving

type of license, <sup>and</sup> total fees; also amount received for beer

advertising 1933--. Arr. chron. by date recorded. 6 vols.

1906-11 hdw., 9 vols., 1913-35 hdw. under ptd. head, 6

vols. aver. 125 pp. 10 x 8 x  $\frac{1}{2}$ ; 9 vols. aver. 170 pp.

16 x 13 $\frac{1}{2}$  x 2. Clerk's vault.

Isle of View

~~Mr. Hunt's~~

CASH BOOK, 1906-11, 1913-35. 15 vols. (1 vol. O.D.C.;

4 vols. B.B. 1925-35). 6 vols., 1906-11, not titled.

Record of cash receipts for law and chancery fees, marriage licenses, for issuing anglers, hunting, duck blind licenses, and fees on civil commissions, giving type of license, and total fees; also amount received for beer advertising 1933--. Arr. chron. by date recorded. 6 vols., 1906-11 hdw.; 9 vols., 1913-35 hdw. under ptd. head. 6 vols. aver. 125 pp. 10 x 8 x  $\frac{1}{2}$ ; 9 vols. aver. 170 pp. 16 x 13 $\frac{1}{2}$  x 2. Clerk's vault.

Cash Book, 1906-11, 1913-35,  
15 vols. (1 Vol., O.D.C., 4 vols.,  
B.B., 1915-35) 6 vols.  
1906-11, not titled.

Record of cash receipts for law and  
chartery fees, marriage licenses, for  
issuing and fee for state, arqler, hunting,  
devel blind licenses, and fees on  
civil commissions, giving type of  
license, total fees; also amount received  
for beer advertising 1937 - - Arr. chron. by  
date recorded. 6 vols. 1906-11 hdw., 9 vols.,  
1913-35 hdw. under pth. head. 6 vols. av. 125 pp.  
10 x 8 x 1/2 9 vols. av. 140 pp. 16 x 13 1/2 x 2 @ Clerk's vault.

(Receipts and Disbursements)  
1936 - -, 1 Vol.

Record of receipts and disbursements of  
the clerk of court, giving under receipts, the  
date, name of payer, total paid, amount charged  
to various accounts; under disbursements,  
the withdrawals from bank, name of payee,  
check no. amount of check amount and  
type of expenditure, amount sent to state  
treasury. Arr. chron. by date recorded.  
Hdw. under pth. head. 200 pp. 12 x 14 x 2.  
@ Clerk's vault.

750  
1530  

---

2280  
150

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title "Cash Books"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1906-1935 and (1939 in office)  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 15 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling \_\_\_\_\_  
(Explain fully: years; numbers; letters; number of records so labeled)

5. Discontinued and missing records not required by law to be kept and some have been destroyed.  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents total fees, State licenses, fees for issuing state licenses, marriage licenses, law fees, chancery fees; Hunting licenses - amount  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

+ fees; Anglers licenses, amount & fees; Beer advertising; duck blind licenses - amount & fees; Civil commissions.

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date of entry.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Rdw. under ptd. heads. & Rdw.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. 9 vols Printed. Photostat. Other. Give months and years covered by each kind of writing  
Size 16 1/4 x 13 1/2 x 2, 170 pp. 6 vols. 9 3/4 x 8 x 1/2 125 pp. aver.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vaults & office.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Current receipts & disburse-  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)  
ments vol. kept in office. —

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Cash Book

Cash Book	Clerk of Circuit Court	Worcester County	(1913-1916)				
"	"	"	"	"	"	"	(1916-1919)
"	"	"	"	"	"	"	(1919-1922)
"	"	"	"	"	"	"	(1922-1925)
"	"	"	"	"	"	OAC	(1925-1926)
"	"	"	"	"	"	B.B.	(1927-1928)
"	"	"	"	"	"	"	(1928-1930)
"	"	"	"	"	"	"	(1930-1932)
"	"	"	"	"	"	"	(1932-1935)

9 vols. 1913-1935 (Total 15 vols.)

Contents: gives - total, fees, state Licenses, fees for issuing state licenses, marriage licenses, law fees, chancery fees; Hunting licenses - amount & fees, anglers Licenses - amount & fees, beer advertising, duck blind Licenses - amount & fees, civil commissions.

$16\frac{1}{4} \times 13\frac{1}{2} \times 2$  170 pp.

hdw. under ptd. Leads.

There is also a "receipts & disbursements" vol. kept in office.

In cash books, 1913-32; also  
contains recapitulation  
of Clerk's report to State  
Comptroller? *ms* ✓

Is there only one vol. *only*  
receipts and expenditures  
dating from 1926 - - ? *one*  
*large*  
*vol.*

# Cash Books.

- (No title. Cash Book. Dec. 1906, - Nov. 1907. 201 pp.  
121 pp. filled.  $9\frac{3}{4} \times 8 \times \frac{3}{4}$ .)
- (" " Cash Book 1907-08. 200 pp. 123 pp. filled (sz. do.)
- (" " " " 1908-09 " " 143 " " " " )
- (title on first p. "Cash Book 1909-10" 200 pp. 167 filled " " )
- (No title. Cash Book 1910-11. 200 pp. 125 pp. filled " " )
- (title on p. 5 "Cash Book" Mar. 1911 - Nov. 1911. 100 pp. 22 pp  
filled. sz. do. State License entries only.)

6 vols. 1906-11

Contents, gives amount of fees received for  
recording, copies, law, chancery,  
license fees.

hdw.

$9\frac{3}{4} \times 8 \times \frac{1}{2}$ . aver.  
125 pp.  
filled

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*  
Name of agency or office *Clerk of Circuit Court*  
(Office of custody) (Office which made the record, if different)  
Address of office of custody *Courthouse*  
(Name of building, room number, street address)

- Title *(Receipts & Disbursements)*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates *Oct. 1935 - Sept. 1936*  
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling   
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Record of receipts & disbursements. Disbursements in front of vol. giving withdrawal from bank, name, check number, amount of check, salaries (clerk & employees) office supplies, docket, stationery, printing, communication (postage, telephone) sundry (nature, amount) remitted to state treasury. Receipts give date, name, amount of cash, all licenses (amount & fee) other fees, sundry,*

6. Contents—continued deposits in bank.

7. Arrangement Chron. by date of entry & number by check no.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hdw. under ptd. heads.  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 11 3/4 x 18 x 1. 186 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities In attic.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(to remain in attic)

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

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

# Clerk of Circuit Court.

All markings on outside of vols. <del>or f.d.</del>	Dates covered in vol. f.d.	Arrangement	Indexing	Writing
<p style="text-align: center;"><i>none</i></p> <p>(Receipts &amp; Disbursements)</p>	<p>oct 1935 Sept 1936</p>	<p><i>chron by date of entry and numer. by check no.</i></p>	<p><i>none</i></p>	<p><i>hdw. under ptd. heads.</i></p>

Total no. of vols. ~~or f.d.'s~~ 1 vol.  
 Average no. of pages 186  
 Estimated no. of papers         

Size: largest 11 3/4 x 18 x 1  
 smallest

*In attic of courthouse.*

159

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title 3 vols. "Ledger" 1 vol. by name of clerk & dated.  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities  
(Fee Book for recording documents)  
or both)

2. Dates 1890-92 1894-1907  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 vols.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records 1893 missing (?) not recorded (?)  
(If record discontinued, give reason and state whether same information shown in another  
record. Explain why records are missing, if possible)

6. Contents Record of fees received by the clerk  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,  
for recording various legal documents,  
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by  
giving date, name, type of instrument  
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)  
and amount of fee.

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement chron. by date recorded.  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing self-con, front index arr. alph. by name  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)  
of person for whom recorded, + p. no.

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

10. Size 12 1/4 x 7 1/2 x 1/2, 136 pp; 14 1/2 x 9 1/2 x 1 1/2 224 pp; 14 x 9 x 1 272 pp  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)  
14 1/4 x 8 3/4 x 2 334 pp.

11. Location by dates and quantities In attic of Court House.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
(not to be removed to clerk's vault.)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in Item 2)

136  
474  
492  
334  

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966  

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241

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

	John Doe	Dr.	Cr.
1902			
Apr 10	To recd. deed J. M. Russell from Same		\$ 1.35
30	" " Mtg. Chas. P. Russell "Print		1.60
"	" " " release Taylor from Deaton		50
31	" " " 5 mag Judg. vs Gumbly		1.25
1903			
Jan 3			
3	etc		
8	etc.		
July 6	By cash	\$ 66.35	<del>66.35</del>

(Fee Book for recording documents)

"1891 Francis Henry Purnell Clerk Ct. Ct. 1891"

(Ledger) 1890-92. 136 pp.  $12\frac{1}{4} \times 7\frac{1}{2} \times \frac{1}{2}$ .

"Ledger" 1894-96 224 pp.  $14\frac{1}{4} \times 9\frac{1}{4} \times 1\frac{1}{2}$ .

"Ledger" 1895-1902 - 272 pp.  $14 \times 9 \times 1$

"Ledger" 1901-07 334 pp.  $14\frac{1}{4} \times 9\frac{3}{4} \times 2$ .

Contents: Record of fees received by the clerk for recording various documents, giving date, name, type of instrument and amount of fee received.

arr. chron. by date recorded

all have self-con. front index arr. alph. by name of payer giving p. no.

all hdw.

to be kept in attic of courthouse.

# OFFICE MEMORANDUM

WORKS PROGRESS ADMINISTRATION  
OF MARYLAND

DATE *June 5, 1938*

TO *Mrs. Ruth S. Leonard* FROM *Francis F. Haring*

**BE BRIEF**

I am returning the court proceedings form. I am inclined to think it is ✓  
minutes of the court, because of the  
contents, please check.

Your report Chancery <sup>Record</sup> 1818--and Chancery  
Docket 1822-- Please <sup>note</sup> it the first chancery  
case, dated 1818, came from a <sup>no.</sup> other court. ✓  
The first volume of the docket should have  
some reference to <sup>the</sup> date proceedings in chancery  
were begun.

160

(Receipt Book) 1933-37  
Laval.

Carbon record of receipts for recording instruments, plate and court records, giving date, amount of fee, receipt no., name of party, type of instrument and signature of Clerk. Arr. numer. by receipt no. Hides on ptd. frame. 10 x 9 x 1. Green.

Louise R. Sexton

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse Snow Hill  
(Name of building, room number, street address)

1. Title (Receipt Book)  
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1933-37  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 box (20 books)  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Duplicate receipts for instruments and  
(Purpose and general nature of record. Principal items of information  
plats and fees for recording, giving receipts no.  
shown. Summary of forms used in making record, their headings, etc. If a very  
date, name, type of instrument, amount of  
general or miscellaneous record, detailed information as to type of records  
fee, signature of clerk of court.  
contained and dates covered by each should be given. Unless contents of these

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

and attached)

6. Contents--continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement numbered by receipts, chron. by date rec'd  
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing \_\_\_\_\_  
(Self-contained--describe what it shows. If separate, fill out a form for it,  
and place cross reference here to that form by title and identification number)

9. Writing Handw. on ptd. forms  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.  
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months  
and years covered by each kind of writing)

10. Size 10 x 9 1/2 x 1 aver. 33 pp.  
(Of record or container. Height, width, thickness or depth. Average number of  
pages or documents)

11. Location by dates and quantities In attic of Courthouse  
(Room, vault, wall--N.E.S.W., section, bin, shelf,  
cabinet, on floor)

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

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

# Clerk of Circuit Court

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Receipt Book)

1933 - 37

Number by no of receipt and Chron. by date recd.

None

Hand on ptd. forms

Contents: Duplicate receipts for instruments and plats and fees for recording, giving receipt no., date, name, type of instruments, amount of fee, signature of Clerk of Court.

In attic of Courthouse.

Total no. of vols. or f.d.'s  
Average no. of pages 83  
Estimated no. of papers         

20 books

Size: largest  
smallest

10 X 9 1/4 X 1 (books)  
19 X 16 X 10 (box)

161

(Check stubs) 1934-37

✓  
5 vols.

Stubs of checks issued by the clerk of  
the county, giving date, no., amount, payee,  
purpose and balance. Att. numbered by  
check no. Hand. on pt. form. Add. ins pp.  
4 1/2 x 9 x 1 1/2. Garrett

Check for other to

Harold L. Matthews

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

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

1. Title (Cancelled check stubs)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1934-37  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 pads  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Cancelled check stubs, giving no., amount, date, to whom payable, for what payable, balance.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement *Numer. by no., Chron by date issued*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing \_\_\_\_\_  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Handw. on ptd. forms*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *4 1/2 x 8 3/4 x 1 1/4* *998 check stubs*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In the attic*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)  
*(To remain in attic)*

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

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

(Place of publication)

(Date of publication)

# Check of Circuit Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(Cancelled check stubs)	1934-37	Numer. by no., chron by date issued.		Hdw on std. forms

Total no. of ~~vols. or f.d.s~~ <sup>pads</sup> 2  
 Average no. of ~~pages~~ <sup>STubs</sup> 998  
 Estimated no. of papers 499

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

Contents:

Cancelled check stubs, giving no., amount, date,  
to whom payable, for what payable, balance.

Location:

In the attic

(To remain in attic).

162

✓

(Cancelled checks)

1935-36, Est 1000 papers  
in 3 bundles.

Returned cancelled checks of the  
close of court, Arr. Chron. by date issued.  
Haw. on pta, form. 3 x 8 x 2. Garnet.

Louise R. Syster

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse Snow Hill  
(Name of building, room number, street address)

1. Title (Cancelled checks)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1935-36  
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Checks returned by banks giving date, amounts to whom payable, endorsement of Clerk of Court.  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_

7. Arrangement Chron. by date issued  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Hdw. and ptd. forms  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 3 1/4 x 8 1/4 x 2 1/4 approx. 987 checks  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In attic of courthouse  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information \_\_\_\_\_  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

(To be returned to attic)

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

(Place of publication)

(Date of publication)

# Check of Circuit Court

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
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(Cancelled checks)

1935-36

Chron. by date issued

✓

Adm. on ptd. forms

987 checks

Contents: checks returned by banks giving date, amount, to whom payable, endorsement of check court.

(To be returned to attic of courthouse)

Total no. of vols. or f.d.'s 3 bundles  
 Average no. of pages 987  
 Estimated no. of papers           

Size: largest             
 smallest 3 1/4 x 8 1/4 x 2 1/4

163  
+  
164

COPIES OF MONTHLY REPORT 1934--. 71 papers in  
2 f. d. (Bessie Bowen, clerk, Joseph E. Brimer,  
clerk).

Certified copies of the clerk of court's monthly report to  
Comptroller, of all receipts from the issuance of licenses  
and other sources, giving no. and kind of licenses issued,  
other fees, total, less 5% commission on licenses, net to  
state treasury; also includes monthly report of revenue  
stamps showing amount of each denomination on hand, number  
purchased, number sold, balance on hand; also annual  
report of the clerk of court, being a recapitulation of  
monthly reports, showing gross receipts, less commission,  
net to state treasury. Arr. chron. by date filed. Hdw.,

(over)

hdw. on ptd. forms, typed on ptd. forms. 10 x 5 x 13.

Clerk's vault.

Copies of Monthly Report  
1939-- 71 papers in 2 vols.  
(Bessie Booser, Clerk, Joseph  
E. Brinet, Clerk), to Comptroller,

Certified <sup>the</sup> copies of Clerk of Court's monthly report  
of all receipts from the issuance of licenses  
and other sources, giving no. and kind of  
licenses issued, other fees, total, less 5%  
commission on licenses, net to state treasury;  
also includes monthly report of revenue  
stamps showing amount of each denomination  
on hand, number purchased, number sold,  
balance on hand; also annual report of  
the Clerk of Court, being a recapitulation  
of monthly reports, showing gross receipts,  
less commission net to state treasury.  
Att. shown by date filed. How, how, on pta form,  
typed on pta. form. 10x5x13, Clerk's Yauker

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)

Address of office of custody Court house.  
(Name of building, room number, street address)

1. Title "Copies of Monthly Reports"  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1934--  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file boxes  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By clerk's name.  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records \_\_\_\_\_  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Certified copies of monthly reports of the clerk of Court to State Comptroller of all their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached.  
sums of money received for and on account of the state, giving no., kind of license, etc., months, cost of license, penalty, gross receipts. Recapitulation gives kind of license, etc., gross receipts, commission to clerk, net to state.  
Also gives statement of receipts and sales of docu-

6. Contents—continued *mentary stamps for the month.*  
*1 box also gives <sup>plus 81</sup> annual reports of receipts and disbursements of Clerk to State Comptroller.*

7. Arrangement *arr. chron. by date filed.*  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing   
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *h.d.w., h.d.w. on ptd. forms, typed on ptd. forms.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *10x5x13*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints  
(Author) (Publisher)  
(Place of publication) (Date of publication)

Copies of Monthly Reports

1934-- 2 file boxes.

Copies of Monthly Reports. Bessie Bowen, clerk. (1934-1938)

Contains certified copies of monthly reports of clerk of all sums of money received from licenses and other sources; gives no. of licenses issued, character of license, months, capital, value, amount. Recapitulation gives character of license, gross, 5 per. ct. off, net. (hdw. ptd. leads.)

- Also gives statement of receipts and sales of documentary stamps for each month. (typed, ptd. forms.)
- Also gives clerk's annual report of receipts and disbursements of office.

arr. chron. by date filed

Copies of Monthly Reports, Joseph E. Brimer, clerk.

(Dec. 1938--

Contains certified copies of statement of all sums of money received for and on account of the State. Gives no., kind of license, etc., months, cost of license, penalty, gross receipts. Recapitulation gives kind of license etc. Gross receipts, Commission to clerks, net to state.

- Also gives receipts + sales of documentary stamps for each month.

(no annual report.). Arr. chron.

hdw., typed, hdw. & typed on ptd. forms.

U  
= =  
(Financial Report), 1931-34.  
See Monthly Reports,  
entry -.

Copies of annual reports to Comptroller  
giving total receipts for year and expenditures  
including commissions, office expense,  
miscellaneous, refunds and balance due  
State Treasury.

163

—

V

(Monthly Reports)  
October 1929 - October 1934  
Est. 174 reports in 1 bundle

Copies of monthly report to comptroller for  
licenses issued, including beer licenses April  
September 1930, giving no. and type of license  
issued, amount of fee, total fees, less commissions  
and amount remitted; also recapitulation showing  
licenses on hand, <sup>last report</sup> value, no. received, value, no. sold,  
value and balance. Contains: (Annual Report) <sup>1931-34</sup> entry -  
Str. Chron. by date of report, how, and type  
on pte. form; typed. 9 1/2 x 4 + 1 1/2. 50 sheets.

Ruth S. Leonard

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland  
Name of agency or office Clerk of Circuit Court  
(Office of custody) (Office which made the record, if different)  
Address of office of custody Courthouse  
(Name of building, room number, street address)

1. Title (Report of Clerk of Circuit Court)  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates Oct. 1929 - Oct. 1934.  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 bundle.  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Monthly report of clerk to comptroller of all sums of money received from licenses and other sources giving month, no. of licenses, character of licenses, months, capital, value, amount, total; recapitulation and statement of accounts for each month on right hand p. - Each report also contains form for reporting monthly returns from hunting, anglers + duck licenses giving no. of licenses sold and amount, and receipts  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

rubber stamped by date audited

typed

6. Contents—continued

from Treasury dept. for Maine.

Copies of annual reports for 1931-34 giving monies received during year from fees + licenses and amount disbursements include salaries, office expenses, misc, refunds, and balance due Comptroller, total.

7. Arrangement

Chron. by month.

(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing

(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

title and identification number)

9. Writing

hdw. & typed on ptd. forms.

(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

annual reports typed.

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size

9 1/2 X 4 X 7 1/2

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

74 papers.

11. Location by dates and quantities

In attic

(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

(to remain in attic)

12. Other information

Form previously sent for subsequent reports filed in clerk's vault.

(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

# Clerk of Circuit Court.

All markings on outside of <del>vols. or fd.</del>	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(Report of Clerk of Cir- cuit Court)	1929-34	Chron. by month.	✓	h.d.w. + 56 pages typed on ptd. forms
(copy of annual report of clerk)	1931-34	chron. by date	✓	Typed 4 pages
(receipts for money sent to comptroller for sale of beer licenses)	apr. 1933 to sept. 1933	Chron.	✓	typed on ptd. forms 14 pages

contents: see over.

Total no. of ~~vols. or f.d.s~~ 1 bundle  
 Average no. of pages \_\_\_\_\_  
 Estimated no. of papers 74

Size: largest 9 1/2 x 4 x 7 1/2  
 smallest \_\_\_\_\_

Contents: Monthly report of clerk to comptroller of all sums of money received from licenses and other sources giving month, no. (of license) character of licenses, months, capital, value, amount, total; recapitulation and statement of accounts for each month on right hand p. - Each report also contains form for reporting monthly returns from hunting, anglers & duck licenses, giving no. of licenses sold and amount, and receipts from Treasury for same rubber stamped by state auditor. 56 papers.

Copies of annual reports of Clerk 1931-34. giving monies received during year received from fees & licenses and amount; disbursements include salaries, office expenses, misc., refunds and balance due comptroller, total. 4 papers.

Also contains receipts for money sent to comptroller for sale of beer licenses from April 17, 1933 to Sept. 30, 1933. typed on ptd forms. 14 papers.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Clerk of the Circuit Court*  
(Office of custody) (Office which made the record, if different)

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

1. Title *"Dalton's Justice"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *M. DCC. XLII (1742)*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol.*  
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *For the use of the County of Worcester.*  
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *-*  
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Contains the practice, duty and power of the County Justice.*  
(Purpose and general nature of record. Principal items of information shown, Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement \_\_\_\_\_  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Contains an "Appendix" & "A Table of the Principal*  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by  
*Matters contained in this Book."*  
title and identification number)

9. Writing *Printed volume.*  
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size *14x9x2 1/4* *494 pp.*  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Clerk's vault.*  
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *This is not a county record but is a*  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.  
*very old volume and very interesting,*  
Whether record is known to have been kept earlier than dates shown in item 2)  
*therefore I made a form for it.*

*Leather binding shabby, contents excellent.*

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

"Dalton's Justice"

For the use of the County of Worcester

1 vol. printed X.DCC.XLII (1742)

Contains the practice, duty and power  
of the country Justices of the Peace,

By Michael Dalton.

*Ruth S. Leonard*

(Worker's full name)

(Date)

(Form identification number)

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

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Clerk of the Circuit Court*  
(Office of custody) (Office which made the record, if different)

Address of office of custody *Court house.*  
(Name of building, room number, street address)

1. Title *"American & Commercial Daily Advertiser"*  
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *July 1, 1814 to Dec. 31, 1814*  
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 vol. (Leather bound, newspaper file)*  
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records   
(If record discontinued, give reason and state whether same information shown in another

record. Explain why records are missing, if possible)

6. Contents *Bound Newspaper file. Contains newspapers as of above dates, also a facsimile of the first issue of the "Maryland Journal" (now Baltimore American) of Aug. 20, 1773. -*  
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

*also a copy of the Baltimore American for Aug. 20, 1898 (125th Anniversary number.)*

6. Contents—continued \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Arrangement Chron. by daily issue  
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ✓  
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

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

10. Size 19 1/2 x 12 1/2 x 2. 400 pp.  
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Clerk's vault.  
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Vol. is private property.  
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)

Whether record is known to have been kept earlier than dates shown in item 2)  
Binding in poor condition

13. (For use in Florida.) Early imprints \_\_\_\_\_  
(Author) (Publisher)  
\_\_\_\_\_  
(Place of publication) (Date of publication)

## Bound Newspaper File.

"American & Commercial Daily advertiser  
Vol. xxx Baltimore July 1, 1814 to Dec. 31,  
1814."

Contains newspapers as of above dates.

Also facsimile of "Maryland Journal",  
now "Baltimore American" for Aug.  
20, 1773.

Also a copy of "Baltimore American" for  
Aug. 20, 1898 (125<sup>th</sup> anniversary issue.)

$19\frac{1}{2} \times 12\frac{1}{2} \times 2.$

(Private Property.)

Worcester County

Libor A Deeds has 546 pp of conveyances. The first few pages carry miscellaneous matter and some deeds dated in 1442. From page 11 onward beginning Jan. 22 1442-43 the recording dates of the entries are put on the record. The last entry of the book is in November 1447.

Libor B has 639 pp of conveyances from Nov. 1447 to April 1453.

Libor C carries conveyances Apr. 1453 - Dec 1455

" D " " Jan 1456 - May 1460

" E " " June 1460 - Aug. 1463

" F " " Aug. 1463 - Dec. 1466

" G " " Jan. 1467 - March 1469

" H " " Mar. 1469 - Dec. 1471

" Marched 1469 - 278 pp. Court proc. June  
to Nov. 1469

Libor J carries conveyances Jan. 1472 - Apr. 1476

" KK 2 sections. One part 634 pp, deeds  
Apr. 1476 - June 1484. The other part with 120 pp  
Court Proc. March 1478 - June 1479.

Index to Land Records 1876-1917 5 Vol  
H.S.O. D.H. I to O P to S T to Z Cott Key System

Date of instr.

Mon. day year Surname, given name <sup>to</sup> or <sub>from</sub> Names

Kind of instrument Where recorded Book No.

Page - - D R -

Computation in T to Z book p 367 Firmly 509

Bth Also page 579

Key arranged by initial of surnames  
D-F-F-S-H.

Key 1-542 by given name

574 R P

1841442

# Page no to

#

Z

Cott Printing and Index System Columbus O

Snow Hill, Md.

Mr. Laing:

The bound volumes in the Clerk of Court's office are completed; will you please send instructions and information wanted in regard to the file boxes?

Very truly

Ruth S. Leonard

Snow Hill, Md.

Am also sending "Court Docket." This does not seem quite complete to me but did not know what else was required. Please advise.

Will continue checking tomorrow.

Very truly

Ruth S. Leonard

Snow Hill, Md.

Mechanics and Both books  
date from 1368. Please check  
Inquiry or deed records  
for prior records. State  
of assembly provided for  
records beginning 1832  
see attached sheet.

Scisco

Lib	8 W	No 1	Bonds	1742-1753	296 pp
"	"	2	Wills	1742-1759	202 "
"	"	3	"	1759-1769	202 "
"	"	4	"	1769-1783	534 "
"	"	5	Bonds	1753-1763	455 "
"	"	6	"	1763-1771	462 "
JWS	F15	7	"	1771-1777	390 "
I W	F15	8	Inventories	1743-1761	530 "
JWS	JWS	9	"	1762-1782	482 "
"	"	12	Bonds	1777-1782	367 "
"	"	14	Summ. C.	1669-1742	494 "
"	"	15	D. A. Proc.	1777-1782	208 "
MH	"	3	Summ. C. Wills prior to 1742		(380 pp)

Historical Magazine

Snow Hill Beach 1<sup>st</sup> & 4 Vol. Colonial Mills  
Easton - (Research Land Deposits)

Worcester - Court - Seisoo

Lab et A - to IL (K-2 sections) 569 - numbered 1769

A - 546 pp Covenants - Misc. matter some dets. 1742

Index to Land Records Grants Jan 1918--  
 16402 - Search Grants " "

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

Cott Family

Gives date of mot. Grants as per  
 No. day year Family name Given name ~~time~~

Kind of mot. Land Record  
 Lot No folio Location

How much pto land

Banks B Book Corporation & Firms

Churches C "

Special pages

Cemeteries C "

Doortges L "

Re-Brooks R

Locke family name by front index  
 arr. by dir. of alphabet.

W. E. P. P. 16x9 1/2 3 1/2 T. H. P. H. P. H. P.

Index to Mortgages 1914-17 and 1925 - -

Mortgage Record 1927 - -

Index to Land Record 1918 - -

" " " " 1846-1917

Deed Record 1784 - -

and Colonial records.

Checked in Clerk of Court.

See of Registrar of Deeds checked.

*Worcester*

State	<b>Maryland</b>
City or town	<b>Snow Hill</b>

**WORKS PROGRESS ADMINISTRATION  
SURVEY OF FEDERAL ARCHIVES**

Report No.	<b>118</b>
Sheet	<b>1</b>
of	<b>1</b> sheets

**REPORT ON SERIALS**

1. Name of building **Court House**
2. Address of building **Snow Hill**
3. Room No. **Clerk's Office**
4. Agency of origin **Department of Labor**
5. Subdivision **Immigration**
6. Agency of custody **Same**
7. Subdivision **Same**
8. Title of serial **Minutes of the Court**  
(Give title of serial as entered on label or as indicated by custodian)
9. Dates **1864 - 1908**  
(Give inclusive dates, and report any gaps that may exist in the serial)
10. Additional description **Entered chronologically. Petitions for citizenship and declaration of intentions are combined in these volumes.**  
(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
11. How often are they used? **Occasionally**
12. For what purpose? **Official**
13. Indexes and inventories **None**  
(Describe all indexes, and copy all inventories, attaching copies to report)

14. Check in squares the form in which archives are maintained:

- |                   |  |                               |                          |
|-------------------|--|-------------------------------|--------------------------|
| (1) Bound volumes | <input checked="" type="checkbox"/> 20 | (5) Covers                    | <input type="checkbox"/> |
| (2) Folders       | <input type="checkbox"/>               | (6) Loose-leaf books          | <input type="checkbox"/> |
| (3) Envelopes     | <input type="checkbox"/>               | (7) Bundles or paper packages | <input type="checkbox"/> |
| (4) Pockets       | <input type="checkbox"/>               | (8) Other forms               | -----                    |

15. Size 10" x 17" 16. Volume 4 feet  
(Give dimensions of above) (Give total linear feet of archives)

17. Indicate the number and type of containers in the following blanks:

- |                               |                     |   |       |
|-------------------------------|---------------------|---|-------|
| (1) Filing cases              | -----               | (2) Transfer cases                      | ----- |
| (3) Folded document holders   | -----               | (4) Card cabinets                       | ----- |
| (5) Shelves                   | <u>2 steel open</u> | <small>(Give brief description)</small> |       |
| (6) Wooden boxes              | -----               | <small>(Give size also)</small>         |       |
| (7) Paper or pasteboard boxes | -----               | <small>(Give size also)</small>         |       |
| (8) Other types               | -----               | <small>(Give brief description)</small> |       |

18. Check in squares evidences of the following conditions of the archives:

- |                                  |                          |                           |                          |
|----------------------------------|--------------------------|---------------------------|--------------------------|
| (1) Damaged by fire              | <input type="checkbox"/> | (8) Papers dirty or sooty | <input type="checkbox"/> |
| (2) Damaged by water             | <input type="checkbox"/> | (9) Papers torn           | <input type="checkbox"/> |
| (3) Damaged by vermin            | <input type="checkbox"/> | (10) Papers scattered     | <input type="checkbox"/> |
| (4) Damaged by rodents           | <input type="checkbox"/> | (11) Bindings broken      | <input type="checkbox"/> |
| (5) Damaged by careless handling | <input type="checkbox"/> | (12) Ink faded            | <input type="checkbox"/> |
| (6) Damaged by faulty containers | <input type="checkbox"/> | (13) Other conditions     | <u>Good</u>              |
| (7) Paper brittle                | <input type="checkbox"/> |                           |                          |

19. Persons contacted Miss Bessie Bowen  
(List individuals, with their titles, who have supplied information or who could supply information about the archives)

20. Additional information None

SIGNED BY Violet Bamberger APPROVED BY James F. Cassidy  
Field workers. Project superintendent.

DATE 6-24-37  
D. J. S.

*Approved - V. Bamberger*

*Worcester*

State Maryland  
 City or town Snow Hill

WORKS PROGRESS ADMINISTRATION  
 SURVEY OF FEDERAL ARCHIVES

Report No. 117  
 Sheet 1  
 of 1 sheets

REPORT ON SERIALS

1. Name of building Court House
2. Address of building Snow Hill
3. Room No. Clerk's Office
4. Agency of origin Department of Labor
5. Subdivision Immigration  
and Naturalization Service, State of Maryland, Circuit Court  
for Worcester County
6. Agency of custody Same
7. Subdivision Same
8. Title of serial Naturalization Service (Declaration of Intentions)  
(Give title of serial as entered on label or as indicated by custodian)
9. Dates 1908 to date  
(Give inclusive dates, and report any gaps that may exist in the serial)
10. Additional description Filed chronologically. Show sworn statement re:  
(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  
oath of intentions to become a citizen of the U. S. renouncing  
allegiance to any foreign Prince, Potentate, State or  
Sovereignty, seal, and signature of the clerk of the Circuit  
Court.
11. How often are they used? Occasionally
12. For what purpose? Official use
13. Indexes and inventories None  
(Describe all indexes, and copy all inventories, attaching copies to report)

14. Check in squares the form in which archives are maintained:

- |                   |                          |                               |                                       |
|-------------------|--------------------------|-------------------------------|---------------------------------------|
| (1) Bound volumes | <input type="checkbox"/> | (5) Covers                    | <input type="checkbox"/>              |
| (2) Folders       | <input type="checkbox"/> | (6) Loose-leaf books          | <input checked="" type="checkbox"/> 2 |
| (3) Envelopes     | <input type="checkbox"/> | (7) Bundles or paper packages | <input type="checkbox"/>              |
| (4) Pockets       | <input type="checkbox"/> | (8) Other forms               | -----                                 |

15. Size 11 1/2" x 17" (Give dimensions of above)      16. Volume 3 inches (Give total linear feet of archives)

17. Indicate the number and type of containers in the following blanks:

- (1) Filing cases Wood, 1 open      (2) Transfer cases -----
- (3) Folded document holders -----      (4) Card cabinets -----
- (5) Shelves -----  
(Give brief description)
- (6) Wooden boxes -----  
(Give size also)
- (7) Paper or pasteboard boxes -----  
(Give size also)
- (8) Other types -----  
(Give brief description)

18. Check in squares evidences of the following conditions of the archives:

- |                                  |                          |                           |                          |
|----------------------------------|--------------------------|---------------------------|--------------------------|
| (1) Damaged by fire              | <input type="checkbox"/> | (8) Papers dirty or sooty | <input type="checkbox"/> |
| (2) Damaged by water             | <input type="checkbox"/> | (9) Papers torn           | <input type="checkbox"/> |
| (3) Damaged by vermin            | <input type="checkbox"/> | (10) Papers scattered     | <input type="checkbox"/> |
| (4) Damaged by rodents           | <input type="checkbox"/> | (11) Bindings broken      | <input type="checkbox"/> |
| (5) Damaged by careless handling | <input type="checkbox"/> | (12) Ink faded            | <input type="checkbox"/> |
| (6) Damaged by faulty containers | <input type="checkbox"/> | (13) Other conditions     | <u>Good</u>              |
| (7) Paper brittle                | <input type="checkbox"/> |                           |                          |

19. Persons contacted Miss Bessie Bowen  
(List individuals, with their titles, who have supplied information or who could supply information about the archives)

20. Additional information None

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SIGNED BY Violet Bamberger      APPROVED BY James F. Cassidy  
*Field workers.*      *Project superintendent.*

DATE 6-24-37  
D. J. S.

*Approved - T. A. Turner*  
U. S. GOVERNMENT PRINTING OFFICE 16-5066

*Worcester*

State	Maryland
City or town	Snow Hill

WORKS PROGRESS ADMINISTRATION  
SURVEY OF FEDERAL ARCHIVES

Report No.	116
Sheet	1
of	1 sheets

REPORT ON SERIALS

1. Name of building Court House
2. Address of building Snow Hill
3. Room No. Clerk's Office
4. Agency of origin Department of Labor
5. Subdivision Immigration
6. Agency of custody Same
7. Subdivision Same
8. Title of serial Naturalization Service, (Petitions for Citizenship)  
(Give title of serial as entered on label or as indicated by custodian)
9. Dates 1905 to date  
(Give inclusive dates, and report any gaps that may exist in the serial)
10. Additional description Entered chronologically. Show date, names of  
(Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)  
Chief and Associate Judges, sheriff and clerk; admission to  
citizenship and signature of the Clerk of the Court.
11. How often are they used? Occasionally
12. For what purpose? Official
13. Indexes and inventories None  
(Describe all indexes, and copy all inventories, attaching copies to report)

14. Check in squares the form in which archives are maintained:

- |                   |                          |                               |                                       |
|-------------------|--------------------------|-------------------------------|---------------------------------------|
| (1) Bound volumes | <input type="checkbox"/> | (5) Covers                    | <input type="checkbox"/>              |
| (2) Folders       | <input type="checkbox"/> | (6) Loose-leaf books          | <input checked="" type="checkbox"/> 2 |
| (3) Envelopes     | <input type="checkbox"/> | (7) Bundles or paper packages | <input type="checkbox"/>              |
| (4) Pockets       | <input type="checkbox"/> | (8) Other forms               | -----                                 |

15. Size 11 1/2" x 17" (Give dimensions of above)      16. Volume 2 inches (Give total linear feet of archives)

17. Indicate the number and type of containers in the following blanks:

- |                               |                          |                    |                          |
|-------------------------------|--------------------------|--------------------|--------------------------|
| (1) Filing cases              | -----                    | (2) Transfer cases | -----                    |
| (3) Folded document holders   | -----                    | (4) Card cabinets  | -----                    |
| (5) Shelves                   | <u>Wood, 1 open</u>      | (6) Wooden boxes   | -----                    |
|                               | (Give brief description) |                    | (Give size also)         |
| (7) Paper or pasteboard boxes | -----                    | (8) Other types    | -----                    |
|                               | (Give size also)         |                    | (Give brief description) |

18. Check in squares evidences of the following conditions of the archives:

- |                                  |                          |                           |                          |
|----------------------------------|--------------------------|---------------------------|--------------------------|
| (1) Damaged by fire              | <input type="checkbox"/> | (8) Papers dirty or sooty | <input type="checkbox"/> |
| (2) Damaged by water             | <input type="checkbox"/> | (9) Papers torn           | <input type="checkbox"/> |
| (3) Damaged by vermin            | <input type="checkbox"/> | (10) Papers scattered     | <input type="checkbox"/> |
| (4) Damaged by rodents           | <input type="checkbox"/> | (11) Bindings broken      | <input type="checkbox"/> |
| (5) Damaged by careless handling | <input type="checkbox"/> | (12) Ink faded            | <input type="checkbox"/> |
| (6) Damaged by faulty containers | <input type="checkbox"/> | (13) Other conditions     | <u>Good</u>              |
| (7) Paper brittle                | <input type="checkbox"/> |                           |                          |

19. Persons contacted Miss Bessie Bowen  
(List individuals, with their titles, who have supplied information or who could supply information about the archives)

20. Additional information None

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SIGNED BY Violet Bamberger      APPROVED BY James F. Cassidy  
*Field workers.*      *Project superintendent.*

DATE 6-24-37  
D. J. S.

*approved - T. A. Turner*

(Tax Sales), 1877- -

1877-1948 in Court Proceedings,  
entry -; 1949- - in Chancery  
Records, entry -.

Record of property sold for taxes, giving  
petition to court citing unpaid taxes, name  
of taxpayer, copies of notice to delinquent, copies  
of levy, treasurer's notices, report of sale, trustee's  
certificate, and order of court ratifying  
sale.