

General Administration
MINUTE BOOK, 1869--. 12 vols. Title varies: Journal, 4 vols.

1869-1915. 2 vols., 1916-22, 1933-35, not titled. Prior records destroyed by fire in 1893.

Record of proceedings at meetings of the county commissioners, giving date, commissioners present, business transacted, including orders to pay, awarding of contracts, commitment to hospitals, adjustment in assessments, and care of county property. Arr. chron. by date of meeting.

Hdw. 1869-1915; typed 1916--. Aver. 200 pp. $11\frac{1}{2}$ x 9 x $1\frac{1}{2}$, 16 x 11 x 2.

11 vols., 1869-1936, vault; 1 vol., 1937-- office.

Commissioner of Worcester Co.

42

(MINUTES), January to May 1925. In Contracts and
Agreements Petitions, O.D.P. (Old Dependent Pensions)
etc., entry .

Original copies of minutes later transcribed in permanent record,
entry .

3 TREASURER (Levy), 1894-1900. 7 vols. (6 vols. dated). 1 vol.,
1900-1901, not titled.

Copies of annual levy of proposed expenditures for ensuing year, giving
summary of taxes and fees to be collected and amount to be expended for
each account. Arr. alph. by name of levy account. Hdw. Aver. 152 pp.
12 x 8 x $\frac{1}{2}$. Garret.

ⓐ (LEVY LISTS), 1911-13, 1915-24. Est. 405 papers
in 1 bundle.

Copies of annual levy, giving summary of taxes and fees to be collected
and amounts to be disbursed for all accounts. Arr. alph. by name of
levy account. Typed. 13 x 8½ x 2. Garret.

Check

(ERRONEOUS), 1923-24. 2 vols. (dated).

Lists of erroneous taxes, including increase, decrease and insolvents, giving district no., name of taxpayer, assessed value of real, personal property, and securities, and amount of state and county taxes.

Arr. numer. by district no. Hdw. Aver. 54 pp. 14 x $8\frac{1}{2}$ x $\frac{1}{2}$. Garret.

5

Real and Personal Property

ASSESSMENT BOOK, 1896--. 48 vols. (labeled by district no., 10 vols. also labeled by division of alphabet contained; 18 vols. also dated).

Prior records destroyed by fire in 1893.

Record of assessment of taxable property, giving district, name of owner, year, description of real and personal property, total assessment of real and personal, stocks and bonds, and amount of assessment; also notations of decrease, and increase, and transfers. Arr. alph. by name of taxpayer? Hdw. 1896-1919; hdw. and typed under ptd. head 1919--. Aver. 600 pp. 16 x 11 x 2½, 18 x 16 x 3. Vault.

FIELD BOOK, 1896-1906, 1936--. 48 vols. (labeled by district no., 39 vols. also numbered within districts and by division of alphabet contained).

Record of assessable property made in the field, giving date, district, name of owner, and value of real and personal property; 1 vol., 1936-- contains transfers only. 1 vol., 1936--, no entries. Arr. alph. by name of taxpayer within district. Hdw. under ptd. head. Aver. 160 pp. 18 x 22 x 1, 23 x 18 x 1 1/2 9 vols., 1896-1906, garret; 39 vols., 1930--, commissioner's vault.

~~8~~
8
LEDGER, 1892-1916, 1919. 70 vols. (dated; 37 vols. labeled by district no.; 16 vols. also labeled by name of collector). Title varies: Levy, 22 vols., 1892-95, 1898; Assessment, 8 vols., 1908. 4 vols., 1909-16, 1919, subtitled by names of towns. 30 vols., 1896, 97, 99, 1900-01, 1906-14, 1909-16, 1919, not titled.

Tax collector's record of assessments, giving name of taxpayer, district, year, assessed value of real and personal property, and total amount assessed. Record 1892-1909, also contains copy of levy of proposed expenditures and recapitulation of taxes collected. Arr. alph. by name of taxpayer within districts. Hdw. Aver. 160 pp. 12 $\frac{1}{2}$ x 8 x 1. Garret.

~~TRANSFER BOOK~~
TRANSFER BOOK, 1927-36. 2 vols. (dated). Discontinued. Title varies: Deed Acct., 1 vol., 1930-36. 1937--in Assessment Book, entry .

Record of transfers of property, giving date, district no., location, names of grantor and grantee, address, description of property, amount of assessment, sale price, and date of deed. Arr. chron. by date of recording. Hdw. under ptd. head. Aver. 125 pp. $15\frac{1}{2}$ x 15 x 2. 1 vol., 1927-36, commissioner's vault; 1 vol., 1930-36, garret.

10
X
(TRANSFERS), 1936-37. Est. 360 papers in 2 bundles.

Copies of transfers issued by the county commissioners, showing information as in entry (Transfers). Arr. ? Hdw. on ptd. form. 7 x 5 x 2½. Garret.

11
LIST OF DEEDS RECORDED IN CLERK'S OFFICE, 1859-60, 1910-13. 3 vols.
(dated). Title varies: List of Alienations of Real Property from
January 1st, 1860 to January 1st, 1861 for the County Commissioners,
1 vol., 1859-60.

Brief record of deeds of transfers of property, furnished by the clerk
of court to county commissioners, giving date, district, names of grantor
and grantee, no. of acres, brief description of property and purchase price.
Arr. chron. by date of recording in land record. Hdw. Aver. 30 pp. 13 x
 $8\frac{1}{2}$ x $\frac{1}{2}$, 19 x 12 x $\frac{1}{2}$. Garret.

14.
Automobiles

(AUTOMOBILE ASSESSMENTS), 1935--. Est. 6,300 cards in 9 f.d.

(labeled by name of district or town; 2 f.d. labeled by division of alphabet contained).

Card record of automobile assessments, giving district, name and address of owner, factory price, make, year, type, serial no., horse power, assessed value, year of assessment, status of title, and name of assessor.

Arr. alph. by name of owner within district. Typed on ptd. form. 9 x 6 x 17. Office No. 1.

13 ~~14~~ ~~15~~
AUTO ASSESSMENT CARDS, 1935-38. Est. 8,500 cards in 5 boxes.

(dated).

Duplicate card record of automobile assessments, showing information as in automobile assessments, entry ; yellow cards indicate new owner; blue cards, change of title; pink cards, transfer. Arr. alph. by name of owner within district. Typed. 12 x $8\frac{1}{2}$ x $3\frac{1}{2}$, 18 $\frac{1}{2}$ x 16 x $6\frac{1}{2}$. Garret.

~~14~~
~~10~~

(AUTOS), 1934-36. Est. 10,103 cards in 3 boxes.

Printers copy of registration cards of automobile owners, giving date, name of owner, address, make of car, motor no., title no., and no. of license plate. Arr. chron. by date issued. Ptd. $9\frac{1}{2}$ x $9\frac{1}{2}$ x 4, 15 x 11 x $10\frac{1}{2}$. Garret.

Intangibles

15
~~12~~ (STOCKS), 1936-37. In Contracts and Agreements, Petitions, O.D.P.

etc., entry .

Lists of owners of stocks for purposes of taxation, certified by State Tax Commission, giving name of owner, no. of shares, no. and kind of each, par value, full values, and total taxable value.

12 16
(CORPORATIONS AND BANKS), 1928-35, 1938--. 1 vol.

Record of shareholders in banks and corporations furnished by state tax commission, giving folio in assessment record, name of taxpayer, date, name of bank or corporation, no. of shares, preferred and common, and no. of shareholders in incorporated towns. Arr. chron. by date of recording. Hdw. 150 pp. 13 x 8 x $\frac{1}{2}$. Commissioner's office.

Taxation

(TAX ROLL AND LEDGER), 1930-36. 8 vols. (labeled by district no.).

Record of taxes collected, giving folio in Assessment Record, entry , name and address of taxpayer, district no., description of property, tax basis, county tax, state tax, debit, date, receipt no., credit, total taxes and interest. Arr. alph. by name of taxpayer. Hdw. under ptd. head. Aver. 530 pp. 15 x 12 x 3. Garret.

Check current record.

15

AUTOMOBILE TAX LEDGER, 1930-33, 1935-37. 16 vols. (5 vols. numbered; 5 vols. labeled by district no., and name of town; 4 vols. also dated).

Record of payment of automobile taxes, giving name and address of owner, make of vehicles, type, year, horsepower, price, county and state taxes and interest, total, date, and amount paid. Arr. alph. by name of taxpayer within district or town. Typed on ptd. form. Aver. 300 pp. $11\frac{1}{2}$ x $17\frac{1}{2}$ x $2\frac{1}{2}$, 18 x $11\frac{1}{2}$ x 4. Vault.

Roads

187 ROAD PETITIONS AND SURVEYS, 1895---. Est. 2,100 papers in 1 f.d.,

1 box. 1 box 1902-24, not titled.

Miscellaneous papers of the county commissioners relating to roads and bridges, including bonds for performance of contracts, bids for construction of roads and bridges, petitions for opening, alteration of roads, and miscellaneous petitions. No orderly arrangement. Hdw.; typed; hdw and typed on ptd. form. F.d. $12\frac{1}{2}$ x 5 x $16\frac{1}{2}$; box 21 x $14\frac{1}{2}$ x 14. F.d. 1895---vault; box 1902-24, garret.

20
~~18~~

(PLATS), 1908-19. Est. 54 papers in 1 f.b.

Blue prints of the County roads filed by the State Roads Commission, showing plan and profile of proposed roads, date, and name of chief engineer.

No orderly arrangement. Print. 29 x 12 $\frac{1}{2}$ x 12. Garret.

24
~~4~~

(ROAD REPORTS), 1911-16. Est. 2,400 papers in 3 boxes, 1 bundle.

Monthly reports of the road engineer, giving dates, list of materials used, and location of roads; also contains daily time sheets, giving location or name of road, names of persons employed, hours worked each day, rate per hour, and totals; pay rolls, 1911, giving name of employee, type of work, no. of hours worked each day, total hours, rate per hour, amount due, and signature of road engineer. No orderly arrangement. Hdw. on ptd. form. Bundles $9\frac{1}{2}$ x 4 x $1\frac{1}{2}$; boxes, 13 x 12 x $1\frac{1}{2}$.

29

Weyburn

GENERAL PUBLIC ASSISTANCE, 1937--. Est. 100 papers, 178 cards in

1 f.d.

Card record of monthly payments of assistance given, giving name of client, address, date, color, voucher no., and amount paid; also contains correspondence. Arr. alph. by name of client. Cards typed on ptd. form; correspondence hdw; typed. 9 x 6 x 17. Office No. 1 commissioners.

~~73~~
73

OFFICE BOOK, 1934--. 16 vols. (8 vols. labeled by liber or name of doctor; 9 vols. also labeled by no. of applications contained). 13 vols., 1934-37, not titled.

Application, order for hospitalization and notice of discharge of part paying patients; application gives date, amount patient agrees to pay and signature of patient; hospitalization gives date, authorization by commissioners and signature of the clerk of commissioners; discharge notice gives name of patient, date discharged, total days in hospital, and signature of superintendent of hospital. Arr. numer. by application no. Hdw. on ptd. form. Aver. 100 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x $\frac{1}{2}$. Garret.

Check current record.

LUNACY PAPERS, 1905--. Est. 400 papers in 1 f.d.

Petitions and original certificates for the commitment of insane patients to state institutions, giving date of certificate, county, name of physician, qualifications, date of examination, name, age, sex, marital status and color of patient, reason for commitment, name and address of person to be notified in case of emergency, physical and mental condition at time of examination, date and nature of first symptoms noted, employment data, extent of dangerous delusions or hallucinations, name of institution and date of prior confinement if any, history of mental diseases in family, and signature and address of physician; also contains statement, 1905--from Peninsula General Hospital of discharged, indigent patients, giving name of patient, and days in hospital. No orderly arrangement.

Hdw.; typed; hdw. and typed on ptd. form. $12\frac{1}{2}$ x 5 x $16\frac{1}{2}$. Vault.

75 28
(INDIGENT PATIENTS), 1936-37. Est. 14 papers in 1 bundle.

Monthly lists of indigent patients admitted to hospital, giving name of patient, address, date admitted, date discharged, no. of days each patient, total days all patients, approval for payment, and signature of president of the county commissioners. Arr. chron. by monthly reports.

Typed. 8 x $5\frac{1}{2}$ x $\frac{1}{2}$. Garret.

7627
(MOTHERS PENSIONS), 1931. In Contracts and Agreements, Petitions,
O.D.P. etc, entry .

Petitions to grant mothers' pensions, giving date, name and address of petitioner, names of dependent children, dates of birth, nationality, owns or rents home, length of residence in county, husband's name and occupation, source of income if any, references, oath and signature of applicant.

22 ~~22~~ *

(PENSIONS), 1925-29, 1931. In Contracts and Agreements, Petitions, O.D.P. etc., entry .

Original petitions for pensions, giving name of applicant, social and physical condition, signatures of petitioner, amount of pension granted, and signature of president of county commissioners.

28

JOURNAL (Treasurer's Report), 1925--. 2 vols. 11. vol. 1929--; not titled.

Monthly and annual reports of receipts and disbursements of the county treasurer, giving date, purpose, and amount of transaction. Arr. chron. by date of entry. Hdw. 14 x 9 x 1 $\frac{1}{2}$. Commissioner's vault.

Finance

~~28~~
29

LEDGER, 1892-1925. 7 vols. Title varies: Day, 1 vol. 1905-10.

Ledger record of expenditures against levy funds, giving amount appropriated for each fund, date, and items of expenditure. 3 vols., 1892-1910, no orderly arrangement; 4 vols., 1909-25, arr. alph. by name of account. Hdw. Aver. 350 pp. 15 x 10 x 2, 16 x 11½ x 3. 3 vols., 1892-1910, commissioner's vault; 4 vols., 1909-25, in garret.

534
CASH BOOK, ¹⁹⁰⁶1910-13, 1915-24. ¹⁴7 vols. Title varies: Day,
¹⁹⁰⁶⁻¹⁰5 vols; ~~1910~~; Journal, 3 vols. 1911-13.

Daily record of tax collections, giving district no., name of tax payer; total assessments, amount of state and county tax, date paid, and amount of weekly deposits; also contains recapitulation of state taxes, 1918-20, showing total taxes due state, total collected, and total uncollected. Arr. chron. by date of entry. Hdw. Aver. 325 pp. 14 x 9 x 2. Vault.

31 ~~8~~

LEDGER COURTHOUSE AND JAIL FUND, 1893-95. 1 vol.

Record of proceedings of the commissioners, acting as a building committee for new courthouse, giving details of correspondence, proposals, specifications, bond issue, and bills paid. Arr. chron. by date of meeting. Indexed alph. by names of parties involved. Hdw. 200 pp. 14 x 8 $\frac{1}{2}$ x 1.

Garret.

32

Miscellaneous

TAX DITCH PAPERS, 1893--. Est. 350 papers in 1 f.d.

Petitions for construction and cleaning of ditches, giving date, district no., names of petitioners, description and location of land, estimated expenditures and plats. Arr. alph. by name of ditch. Hdw.; typed. $12\frac{1}{2}$ x 5 x $16\frac{1}{2}$. Vault.

33 CONTRACTS AND AGREEMENTS PETITIONS, O.D.P. (Old Dependent Pensions)
& ETC., 1902--. Est. 400 papers in 1 f.d.

Miscellaneous papers of the county commissioners, including contracts, agreements and franchises relating to oiling roads, cleaning right-of-ways, and franchises for light and power companies. Contains: (Minutes, 1925); (Road Petitions) 1925-29, entry . (Reports of Justice of the Peace), 1931, 1937-39, entry ; (Pensions), 1925-31, entries ; (Comp. Meetings), 1939, entry ; (State Tax Commission Certification), 1926-37, entry . No orderly arrangement. Hdw.; typed. $12\frac{1}{2}$ x 5 x $16\frac{1}{2}$. Vault.

34

(BONDS), 1930, 1935-38. In Contracts and Agreements, Petitions, O.D.P. etc.

Original bonds furnished by constables 1930, and standard bearer, 1935-38, giving name of bonded person, amount of bond, and names of sureties.

38

(CAMP MEETINGS), 1939. In Contracts and Agreements Petitions O.D
P. (Old Dependent Pensions) ets., entry .

Application and petition for right to hold camp meetings, giving name of
church, where to be held, date, affidavit and signatures of trustees and
taxpayers.

35 LIST OF MORTGAGES RECORDED IN CLERK'S OFFICE, 1910-12. 2 vols.
(dated).

Record of mortgages for purposes of taxation, giving names of mortgagee and mortgagor, location of property, date of execution, date of expiration, amount, rate of interest, date of assignment, when recorded, date of release, and where recorded. Arr. chron. by date of recording. Hdw. Aver. 15 pp. 19 x 12 x $\frac{1}{2}$. Garret.

34
(LIST OF JUDGMENTS), 1859-60. 1 list.

A list of judgments in the circuit court for purposes of taxation, giving date, name of plf. and amount of judgment. Arr. chron. by court term.

Hdw. 6 pp. 13 x 8.

38

LIST OF WHITE MALE TAXABLES, 1880-82, 1884, 1888. 3 vols.

1 vol., 1888, not titled.

Certified copies of lists of white male taxables over 25 years of age, compiled by the clerk of county commissioners, giving name of taxpayer, and district. Arr. alph. by name of taxpayer within district. Hdw. Aver. 75 pp. 12 x 4 x $\frac{1}{2}$, 15 $\frac{1}{2}$ x 6 x $\frac{1}{2}$. Garret.

38

(JUSTICE OF PEACE REPORTS), 1931, 1937-39. In Contracts and Agreements Petitions, O.D.P. etc, entry .

Reports of fines and costs in criminal cases, filed by justices of the peace, giving name of justice, district no., docket no., name of deft., type of offense, name of informant, no. of witnesses, verdict, sentence, name of arresting officer, amount of fines and costs, and certification of justice.

General Administration

1. MINUTE BOOK, 1869--. 12 vols. Title varies: Journal, 4 vols. 1869-1915. 2 vols., 1916-22, 1937-35, not titled. Prior records destroyed by fire in 1893.
Record of proceedings at meetings of the county commissioners, giving date, commissioners present, business transacted, including orders to pay, awarding of contracts, commitment to hospitals, adjustment in assessments, and care of county property. Arr. chron. by date of meeting. Hdw. 1869-1915; typed 1916--. Aver. 200 pp. 11 $\frac{1}{2}$ x 9 x 1 $\frac{1}{2}$, 16 x 11 x 2. 11 vols., 1869-1936, vault; 1 vol., 1937--office.
2. (MINUTES), January to May 1925. In Contracts and Agreements Petitions, C.D.P. (Old Dependent Pensions) etc., entry .
Original copies of minutes later transcribed in permanent record, entry .
3. TREASURER (Levy), 1894-1900. 7 vols. (6 vols. dated). 1 vol. 1900-1901, not titled.
Copies of annual levy of proposed expenditures for ensuing year, giving summary of taxes and fees to be collected and amount to be expended for each account. Arr. alph. by name of levy account. Hdw. Aver. 152 pp. 12 x 8 x $\frac{1}{2}$. Garret.
4. (LEVY LISTS), 1911-13, 1915-24. Est. 405 papers in 1 bundle.
Copies of annual levy, giving summary of taxes and fees to be collected and amounts to be disbursed for all accounts. Arr. alph. by name of levy account. Typed. 13 x 8 $\frac{1}{2}$ x 2. Garret.
5. (ERRONEOUS), 1923-24. 2 vols. (dated).
Lists of erroneous taxes, including increase, decrease and insolvents, giving district no., name of taxpayer, assessed value of real and personal property, and securities, and amount of state and county taxes. Arr. numer. by district no. Hdw. Aver. 54 pp. 14 x 8 $\frac{1}{2}$ x $\frac{1}{2}$. Garret.

Assessments

Real and Personal Property

6. ASSESSMENT BOOK, 1896--. 43 vols. (labeled by district no., 10 vols. also labeled by division of alphabet contained; 18 vols. also dated). Prior records destroyed by fire in 1893.
Record of assessment of taxable property, giving district, name of owner, year, description of real and personal property, total assessment of real and personal, stocks and bonds, and amount of assessment; also notations of decrease, and increase, and transfers. Arr. alph. by name of taxpayer.? Hdw. 1896-1919; hdw. and typed under ptd. head 1919--. Aver. 600 pp. 16 x 11 x 2 $\frac{1}{2}$, 18 x 16 x 3. Vault.

County Commissioners

7. FIELD BOOK, 1896-1906, 1936--. 48 vols. (labeled by district no., 39 vols. also numbered within districts and by division of alphabet contained.)

Record of assessable property made in the field, giving date, district, name of owner, and value of real and personal property; 1 vol., 1936-- contains transfers only. 1 vol., 1936--, no entries. Arr. alph. by name of taxpayer within district. Hdw. under ptd. head. Aver. 160 pp. 18 x 22 x 1, 23 x 18 x 1 $\frac{1}{2}$, 9 vols., 1896-1906, garret; 39 vols., 1930--, commissioner's vault.

8. LEDGER, 1892-1916, 1919. 70 vols. (dated; 37 vols. labeled by district no.; 16 vols. also labeled by name of collector). Title varies: Levy, 22 vols., 1892-95, 1898; Assessment, 8 vols., 1908. 4 vols., 1909-16, 1919, subtitled by names of towns. 30 vols., 1896, 97, 99, 1900-01, 1906-14, 1909-16, 1919, not titled.

Tax collector's record of assessments, giving name of taxpayer, district, year, assessed value of real and personal property, and total amount assessed. Record 1892-1909, also contains copy of levy^{ok} proposed expenditures and recapitulation of taxes collected. Arr. alph. by name of taxpayer within districts. Hdw. Aver. 160 pp. 12 $\frac{1}{2}$ x 8 x 1. Garret.

9. TRANSFER BOOK, 1927-36. 2 vols. (dated). Discontinued. Title varies: Deed Acct., 1 vol., 1930-36. 1937--in Assessment Book, entry .

Record of transfers of property, giving date, district no., location, names of grantor and grantee, address, description of property, amount of assessment, sale price, and date of deed. Arr. chron. by date of recording. Hdw. under ptd. head. Aver. 125 pp. 15 $\frac{1}{2}$ x 15 x 2. 1 vol., 1927-36, commissioner's vault; 1 vol., 1930-36, garret.

10. (TRANSFERS), 1936-37. Est. 360 papers in 2 bundles.

Copies of transfers issued by the county commissioners, showing information as in entry (Transfers). Arr. ? Hdw. on ptd. form. 7 x 5 x 2 $\frac{1}{2}$. Garret.

11. LIST OF DEEDS RECORDED IN CLERK'S OFFICE, 1859-60, 1910-13. 3 vols. (dated). Title varies: List of Alienations of Real Property from January 1st, 1860 to January 1st, 1861 for the County Commissioners, 1 vol., 1859-60.

Brief record of deeds of transfers of property, furnished by the clerk of court to county commissioners, giving date, district, names of grantor and grantee, no. of acres, brief description of property and purchase price. Arr. chron. by date of recording in land record. Hdw. Aver. 30 pp. 13 x 8 $\frac{1}{2}$ x 1 $\frac{1}{2}$, 19 x 12 x $\frac{1}{2}$. Garret.

County Commissioners

Automobiles

12. (AUTOMOBILE ASSESSMENTS), 1935--. Est. 6,300 cards in 9 f.d. (labeled by name of district or town; 2 f.d. labeled by division of alphabet contained).

Card record of automobile assessments, giving district, name and address of owner, factory price, make, year, type, serial no., horse power, assessed value, year of assessment, status of title, and name of assessor. Arr. alph. by name of owner within district. Typed on ptd. form. 9 x 6 x 17. Office No. 1.

13. AUTO ASSESSMENT CARDS, 1935-38. Est. 8,500 cards in 5 boxes. (dated).

Duplicate card record of automobile assessments, showing information as in Automobile Assessments, entry ; yellow cards indicate new owner; blue cards, change of title; pink cards, transfer. Arr. alph. by name of owner within district. Typed. 12 x 8 $\frac{1}{2}$ x 5 $\frac{1}{2}$, 18 $\frac{1}{2}$ x 16 x 6 $\frac{1}{2}$. Garret.

14. (AUTOS), 1934-36. Est. 10,103 cards in 3 boxes.

Printers copy of registration cards of automobile owners, giving date, name of owner, address, make of car, motor no., title no., and no. of license plate. Arr. chron. by date issued. Ptd. 9 $\frac{1}{2}$ x 9 $\frac{1}{2}$ x 4, 15 x 11 x 10 $\frac{1}{2}$. Garret.

Intangibles

15. (STOCKS), 1936-37. In Contracts and Agreements, Petitions, O.D .P. etc. entry .

Lists of owners of stocks for purposes of taxation, certified by State Tax Commission, giving name of owner, no. of shares, no. and kind of each, par value, full values, and total taxable value.

16. (CORPORATIONS AND BANKS), 1928-35, 1938--. 1 vol.

Record of shareholders in banks and corporations furnished by state tax commission, giving folio in assessment record, name of taxpayer, date, name of bank or corporation, no. of shares, preferred and common, and no. of shareholders in incorporated towns. Arr. chron. by date of recording. Hdw. 150 pp. 13 x 8 x $\frac{1}{4}$. Commissioner's office.

Taxation

17. (TAX ROLL AND LEDGER), 1930-36. 8 vols. (labeled by district no.).

Record of taxes collected, giving folio in Assessment Record, entry , name and address of taxpayer, district no., description of property, tax basis, county tax, state tax, debit, date, receipt no., credit, total taxes and interest. Arr. alph. by name of taxpayer. Hdw. under ptd. head. Aver. 530 pp. 15 x 12 x 3. Garret.

18. AUTOMOBILE TAX LEDGER, 1930-33, 1935-37. 16 vols. (5 vols. numbered; 5 vols. labeled by district no., and name of town; 4 vols. also dated).

Record of payment of automobile taxes, giving name and address of owner, make of vehicles, type, year, horsepower, price, county and state taxes and interest, total, date, and amount paid. Arr. alph. by name of taxpayer within district or town. Typed on ptd. form. Aver. 300 pp. $11\frac{1}{2} \times 14\frac{1}{2} \times 2\frac{1}{2}$, $18 \times 11\frac{1}{2} \times 4$. Vault.

7

Roads

19. ROAD PETITIONS AND SURVEYS, 1895--. Est. 2,100 papers in 1 f. d.

1 box. 1 box 1902-24, not titled. *1925-29 also in Contracts and*
Miscellaneous papers of the county commissioners relating to roads and bridges, including bonds for performance of contracts, bids for construction of roads and bridges, petitions for opening, alteration of roads, and miscellaneous petitions. No orderly arrangement. Hdw.; typed; hdw and typed on ptd. form. F.d. $12\frac{1}{2} \times 5 \times 16\frac{1}{2}$; box $21 \times 14\frac{1}{2} \times 14$. F.d. 1895--vault; box 1902-24, garret.

*Roads
Petitions, D.O.P. Garret*

20. (PLATS), 1908-19. Est. 54 papers in 1 f.b.

Blue prints of the county roads filed by the State Roads Commission, showing plan and profile of proposed roads, date, and name of chief engineer. No orderly arrangement. Print. $29 \times 12\frac{1}{2} \times 12$. Garret.

21. (ROAD REPORTS), 1911-16. Est. 2,400 papers in 3 boxes, 1 bundle.

Monthly reports of the road engineer, giving dates, list of materials used, and location of roads; also contains daily time sheets, giving location or name of road, names of persons employed, hours worked each day, rate per hour, and totals; pay rolls, 1911, giving name of employee, type of work, no. of hours worked each day, total hours, rate per hour, amount due, and signature of road engineer. No orderly arrangement. Hdw. on ptd. form. Bundles $9\frac{1}{2} \times 4 \times 1\frac{1}{2}$; boxes, $13 \times 12 \times 1\frac{1}{2}$.

Welfare

22. GENERAL PUBLIC ASSISTANCE, 1937--. Est. 100 papers, 178 cards in 1 f.d.

Card record of monthly payments of assistance given, giving name of client, address, date, color, voucher no., and amount paid; also contains correspondence. Arr. alph. by name of client. Cards typed on ptd. form; correspondence hdw.; typed. $9 \times 6 \times 17$. Office No. 1. Commissioners.

23. OFFICE BOOK, 1934--. 16 vols. (8 vols. labeled by liber or name of doctor; 9 vols. also labeled by no. of applications contained). 13 vols., 1934-37, not titled.

Application, order for hospitalization and notice of discharge of part paying patients; application gives date, amount patient agrees to pay and signature of patient; hospitalization gives date, authorization by commissioners and signature of the clerk of commissioners; discharge notice gives name of patient, date discharged, total days in hospital, and signature of superintendent of hospital. Arr. numer. by application no. Hdw. on ptd. form. Aver. 100 pp. $10\frac{1}{2} \times 8\frac{1}{2} \times \frac{1}{2}$. Garret.

24. LUNACY PAPERS, 1905--. Est. 400 papers in 1 f.d.

Petitions and original certificates for the commitment of insane patients to state institutions, giving date of certificate, county, name of physician, qualifications, date of examination, name, age, sex, marital status and color of patient, reason for commitment, name and address of person to be notified in case of emergency, physical and mental condition at time of examination, date and nature of first symptoms noted, employment data, extent of dangerous delusions or hallucinations, name of institution and date of prior confinement if any, history of mental diseases in family, and signature and address of physician; also contains statement, 1905--from Peninsula General Hospital of discharged, indigent patients, giving name of patient, and days in hospital. No orderly arrangement. Hdw.; typed; hdw. and typed on pt. form. 12 $\frac{1}{2}$ x 5 x 16 $\frac{1}{2}$. Vault.

25. (INDIGENT PATIENTS), 1936-37. Est. 14 papers in 1 bundle.

Monthly lists of indigent patients admitted to hospital, giving name of patient, address, date admitted, date discharged, no. of days each patient, total days all patients, approval for payment, and signature of president of the county commissioners. Arr. chron. by monthly reports. Typed. 8 x 5 $\frac{1}{2}$ x $\frac{1}{2}$. Garret.

26. (MOTHERS PENSIONS), 1931. In Contracts and Agreements, Petitions, O.D.P. etc, entry .

Petitions to grant mothers' pensions, giving date, name and address of petitioner, names of dependent children, dates of birth, nationality, owns or rents home, length of residence in county, husband's name and occupation, source of income if any, references, oath and signature of applicant.

27. (PENSIONS), 1925-29, 1931. In Contracts and Agreements, Petitions, O.D.P. etc., entry .

Original petitions for pensions, giving name of applicant, social and physical condition, signatures of petitioner, amount of pension granted, and signature of president of county commissioners.

28. JOURNAL (Treasurer's Report), 1925--. 2 vols. 1 vol. 1929--,
not titled.

Monthly and annual reports of receipts and disbursements of the county treasurer, giving date, purpose, and amount of transaction. Arr. chron. by date of entry. Hdw. 14 x 9 x 1 $\frac{1}{2}$. Commissioner's vault.

Finances

29. LEDGER, 1892-1925. 7 vols. Title varies: Day, 1 vol. 1905-10. Ledger record of expenditures against levy funds, giving amount appropriated for each fund, date, and items of expenditure. 3 vols., 1892-1910, no orderly arrangement; 4 vols., 1909-25, arr. alph. by name of account. Hdw. Aver. 350 pp. 15 x 10 x 2, 16 x 11¹/₂ x 3. 3 vols., 1892-1910, commissioner's vault; 4 vols., 1909-25, in garret.

30. CASH BOOK, 1906-13, 1915-24. 17 vols. Title varies: Day, 5 vols. 1906-10, Journal, 3 vols. 1911-13. Daily record of tax collections, giving district no., name of tax payer, total assessments, amount of state and county tax, date paid, and amount of weekly deposits; also contains recapitulation of state taxes, 1918-20, showing total taxes due state, total collected, and total uncollected. Arr. chron. by date of entry. Hdw. Aver. 325 pp. 14 x 9 x 2. Vault.

31. LEDGER COURTHOUSE AND JAIL FUND, 1893-95. 1 vol. Record of proceedings of the commissioners, acting as a building committee for new courthouse, giving details of correspondence, proposals, specifications, bond issue, and bills paid. Arr. chron. by date of meeting. Indexed alph. by names of parties involved. Hdw. 200 pp. 14 x 8¹/₂ x 1. Garret.

Miscellaneous

32. TAX DITCH PAPERS, 1893--. Est. 350 papers in 1 f.d. Petitions for construction and cleaning of ditches, giving date, district no., names of petitioners, description and location of land, estimated expenditures and plats. Arr. alph. by name of ditch. Hdw.; typed. 12¹/₂ x 5 x 16¹/₂. Vault.

[34, 35] 33. CONTRACTS AND AGREEMENTS PETITIONS, C.D.P. (Old Dependent Pensions) & ETC., 1902--. Est. 400 papers in 1 f.d. Miscellaneous papers of the county commissioners, including contracts, agreements and franchises relating to oiling roads, cleaning right-of ways, and franchises for light and power companies. Contains: (Minutes, 1925); (Road Petitions) 1925-29, entry ; (Reports of Justice of the Peace), 1931, 1937-39, entry ; (Pensions), 1925-31, entries ; (Comp. Meetings), 1939, entry ; (State Tax Commission Certification), 1926-37, entry . No orderly arrangement. Hdw.; typed. 12¹/₂ x 5 x 16¹/₂. Vault.

[33, 35] 34. (BONDS), 1930-38. In Contracts and Agreements, Petitions, O. D.P. etc. Original bonds furnished by constables 1930, and standard bearer, 1935-38, giving name of bonded person, amount of bond, and names of sureties

[33, 34]

35. (CAMP MEETINGS), 1939. In Contracts and Agreements Petitions O.D.P. (Old Dependent Pensions) etc., entry .
Application and petition for right to hold camp meetings, giving name of church, where to be held, date, affidavit, and signatures of trustees and taxpayers.

36. LIST OF MORTGAGES RECORDED IN CLERK'S OFFICE, 1910-12. 2 vols. (dated).
Record of mortgages for purposes of taxation, giving names of mortgagee and mortgagor, location of property, date of execution, date of expiration, amount, rate of interest, date of assignment, when recorded, date of release, and where recorded. Arr. chron. by date of recording. Hdw. Aver. 15 pp. 19 x 12 x $\frac{1}{4}$. Garret.

37. (LIST OF JUDGMENTS), 1859-60. 1 list.
A list of judgments in the circuit court for purposes of taxation, giving date, name of plf. and amount of judgment. Arr. chron. by court term. Hdw. 6 pp. 13 x 8.

38. LIST OF WHITE MALE TAXABLES, 1880-82, 1884, 1888. 3 vols. 1 vol., 1888, not titled.
Certified copies of lists of white male taxables over 25 years of age, compiled by the clerk of county commissioners, giving name of taxpayer, and district. Arr. alph. by name of taxpayer within district. Hdw. Aver. 75 pp. 12 x 4 x $\frac{1}{4}$, 15 $\frac{1}{2}$ x 6 x $\frac{1}{4}$. Garret.

39. (JUSTICE OF PEACE REPORTS), 1931, 1937-39. In Contracts and Agreements Petitions, O.D.P. etc, entry .
Reports of fines and costs in criminal cases, filed by justices of the peace, giving name of justice, district no., docket no., name of deft., type of offense, name of informant, no. of witnesses, verdict, sentence, name of arresting officer, amount of fines and costs, and certification of justice.

General Administration

1
MINUTE BOOK, ¹⁸⁶⁹ ~~1865~~-. 11 vols. Title varies: Journal, ¹⁸⁶⁹ 4 vols., ~~1865~~-1915;
2 vols., 1916-22, 1933-35 not titled. Prior records destroyed by fire in
1893.

Minutes of the meetings of the commissioners, giving date, names of members present, business transacted including voucher nos. and total amount of bills passed, orders issued, petitions received, appointments of county employees and salaries, applications to erect poles for electric light and telephone, list of outside pensioners, joint meetings with board of education regarding school levy, ^{and} signature of president and clerk. Arr. chron. by date of meeting. Hdw. 1835-1915; typed 1916--. Aver. 200 pp. 16 x 11 x 2, 11 ¹/₂ x 9 x 1 ¹/₂. ~~W. L. 1869 85~~ 1 vols., 1835-1936, commissioners vault, 1 vol., 1937--, commissioners office.

Minute Book, 1885--
11 Vols. Title varies; Journal
1885-1915, 3 Vols. 2 Vols. not
titled. Prior records destroyed
by fire in 1893.

Minutes of the meetings of the Commissioners
giving date, names of members present, business
transacted including voucher nos. and total amount
of bills passed, orders issued, petitions received,
appointments of county employees and salaries,
applications to erect poles for electric light and
telephone; list of outside pensioners, joint meetings
with board of education regarding school levy, signature
of president and clerk. Arr. Chron. by date of meeting

HALS. 1885-1915, typed 1916 - -. Pres. 200 pp. 16x11x2,
11 1/2 x 9 x 1 1/2. 10 vols. 1885-1936 Commissioners Vauclay,
1 vol, 1937 - -, Commissioners 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 County Commissioners
(Office of custody) (Office which made the record, if different)
Address of office of custody Courthouse
(Name of building, room number, street address)

- Title "Journal" "Minute Book"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates 1885--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 11 vols.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling 3 vols Journal 1885-1915, 2 vols unlabeled, 6 vols Minute Book
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records prior vols. burned in fire of 1893.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Minutes of meetings of county Commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
giving date of meeting, Commissioners present, business transacted including bills paid giving voucher nos. and total amount of bills passed, orders issued, petitions to commissioners, joint meetings with Bd. of Education regarding items to be levied for schools, appointments of county officials, appointment & salaries of clerks to Treasurer & clerk to county Commissioners,

and name of County

6. Contents—continued *names for out-of-door pension lists, resolutions of board, application to Commissioners to erect poles for electric light & telephone wires.*
Early vols. signed by clerk who also served as county Treasurer, later volumes signed by clerk & pres. of board of Co. Commrs.

7. Arrangement *Arr. 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 *3 vols. hdw., 1885-1915; 8 vols. typed 1916--*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

10. Size *3 vols 16x11x2, 1 vol. 14x9 1/2 x 1 1/2, 7 vols. 11 1/2 x 9 x 1 1/2;*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
aver. 200 pp.

11. Location by dates and quantities *10 vols. in vault, 1 vol. in*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Commissioner's office.

12. Other information *vol. 1916-1922 in poor condition,*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
balance in excellent condition.
Whether record is known to have been kept earlier than dates shown in item 2)

All papers & books in Co. Commissioners office were burned in fire of 1893.

There are some volumes & papers scattered about the attic. This also includes papers from the office of the clerk of the circuit court.

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

Minute Books.

- Journal County Commissioners, Worcester Co. Maryland.
(Minute Book Oct. 1885-1901) 600 pp. 16X11X3, hdw.
- Journal (Minute Book 1902-1910) 470 pp. hdw. 16X10 $\frac{3}{4}$ X2.
- Journal (Minute Book 1910-1915) 500 pp. hdw. sz. "
- (no title) (Minute Book 1916-1922) approx. 200 pp. loose leaf
ring lock, cloth bound book in poor condition.
14 $\frac{1}{2}$ X9 $\frac{1}{2}$ X1 $\frac{1}{2}$. all typed.
- The County Commissioners of Worcester County Minute
Book (1922-1925) 11 $\frac{1}{2}$ X9X1 $\frac{1}{2}$ typed. approx 250 pp.
- The County Commissioners of Worcester County Minute
Book (1925-1927) size & contents ditto.
- The County Commissioners of Worcester County Minute Book
(1927-1930) size, etc, ditto.
- The County Commissioners of Worcester County Minute
Book (1930-1933) ditto.
- (no title. Minute Book 1933-1935) ditto. 180 pp.
- The County Commissioners of Worcester County Minute
Book (1935-1937) sz. do. 200 pp.
- The County Commissioners of Worcester County Minute
Book. (1937--)

11 vols. 1885-- 3 vols. labeled "Journal" 2 not
labeled, 6 vols. labeled "Minute Book".
Arr. chron by date of meeting.

3 vols. hdw, 1885-1915; 8 vols. typed 1916--.

Contents. Minutes of commissioner's meetings,
giving date, commissioners present,

business transacted, orders issued, appointments made, bills paid.

10 vols. kept in vault. 1 vol. in 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 County Commissioners
(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 "The County Commissioners of Worcester County - Minute Book." "Journal" (Minute Book)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1885--
(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 3 vols. Journal, 2 vols. unlabeled, 6 vols. by County.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records all prior vols. burned in fire of 1893.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Minutes of commissioners' meetings, gives date, commissioners present, business transacted, orders issued, appointment of co. officials, bills paid giving voucher number and amount of bills, orders to clean & dig tax ditches, petitions for special levies, joint meetings with Bd. of Education regarding items to be levied for schools, appointments & salaries of clerks to Treasurer & clerk
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

to Co. Commis., names for Pension lists,

7. Arrangement

Arr. 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

3 vols. hdw., 1885-1915; 8 vols. typed 1916--
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

10. Size

3 vols. 16x11x2, 1 vol. 14x9 1/2 x 1 1/2, 7 vols. 11 1/2 x 9 x 1 1/2.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

aver. pp. 200.

11. Location by dates and quantities

10 vols. in vault, 1 vol. in
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

office #1

12. Other information

vol. 1916-1922 in poor conditions.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.

Balance in excellent condition.

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

Papers and books in Co. Commissioners office were burned in fire of 1893.

There are some volumes and papers scattered over the floor of the attic. This includes papers from the Clerk of Civ. Court's office and

13. (For use in Florida.) Early imprints

volumes from the
(Author) (Publisher)

County Commis.'s office.
(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 County Commissioners
(Office of custody) (Office which made the record, if different)
Address of office of custody Courthouse
(Name of building, room number, street address)

- Title "Journal" (Minute Book)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
- Dates Jan. 1869 - Sept. 1885
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 vol.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling "Journal"
(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 proceedings of County Commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
giving date, members present, County officials appointed, bills passed & paid, orders of court, care & construction of County roads, bridges and ditches, appointment of judges of election, State & county tax levy, rules & regulations of common's.

6. Contents—continued

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

8. Indexing *none*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *hsw.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *16 x 11 1/2 x 2 1/4* *628 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)

See also form sent in for Co. Commissioner's Minute Book that are kept in Commr's. vault. 1885--

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

County Commissioners.

1 vol. 1869-1885 (in attic)

Record of proceedings of meetings of county commissioners giving date, members present, county officials appointed, bills passed & paid, orders of court, care & construction of county roads, bridges & ditches, appoint- of judges of elections; state & county tax levy, rules & regulations of comms.

Arr. chron. by date of meeting.

hdw.

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

628 pp.

gives date, course, present, official appointments
record of bills & accounts passed & said
care & construction of county roads & bridges
and ditches, appointment of judges of
elections by districts.

gives State & County Treasury

3

Treasurer (levy) 1894-1900

4 vols. (6 vols. dated)

1 vol. 1900-1 not titled

Copies of ^{annual} levy of proposed expenditures
for ensuing year, giving summary of
taxes and fees to be collected and amount
to be expended for each account. Contains:
(Outdoor Pensions) entry — Acc. kept by name
of levy account. Hdw. 152 pp.
12 X 8 X 1/4. Garet.

(Outdoor Pensions)
1894-1901. In Treasurer
(levy); entry - .

Record of outdoor pensions giving name
of pensioner, amount levied, date and
amount paid.

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 County Treasurer (?)
(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 (Treasurer's Levy)
(Give present 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 1894-1900
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 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 Annual record of Treasurer's levy list
(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

of amounts levied for almshouse, bailiffs
to court, courthouse & jail fund, jury fund,
janitor, Hosp. for insane, & treasurer's salary

giving amounts levied. Also contains
records are described by other Forms 12-13HR, such forms should be filled out

Out Door pension levies, giving name of
and attached)

6. Contents--continued pauper, amount levied, to whom payable, date paid.
7. Arrangement alph. by name of person levied.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing 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)
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 12 x 7 3/4 x 1/2 152 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)

County Commissioners (Treasurer)

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
"1894 County Treasurer"	1894-95	alph. by name of person levied	none	hdus	152
"Treasurer for 1895"	1895-96	"	"	"	"
"Treasurer Levy of 1896"	1896-97	"	"	"	"
"97 Treasurer"	1897-98	"	"	"	"
"1898 Treasurer"	1898-99	"	"	"	"
"1899 Treasurer"	1899-1900	"	"	"	"
(Treasurer) (partly torn)	1900-01	"	"	"	"

Contents: Annual record of Treasurer's levy list of amounts levied for almshouse, bailiffs to court, courthouse & jail fund, jury fund, janitor, Hosp. for insane, Treasurer's salary giving amounts levied. Also gives Out Door pension levies, giving name of pauper, amount levied, to whom payable, date paid.

Total no. of vols. ~~or f.d.'s~~ 7 vols.
 Average no. of pages 152
 Estimated no. of papers

Size: largest 12 x 7 3/4 x 1/2
 smallest

uniform size

4

(Levy histo) 1911-13, 1915-

29, Est. 405 papers in
1 bundle.

Copies of annual levy giving summary
of taxes and fees to be collected and
amounts to be disbursed for all accounts,
Hr. Alph. by name of levy accounts Typed,
Typed: 13 x 8 1/2 x 2. Garret.

Check

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 *County Commissioners*
(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 *(Expenses for Worcester Co. for 1914)*
(Give present 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 *1911-13, 1915-24*
(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 *1914 missing*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Recd of all weekly expenses for Worcester County, giving amount of each account and total, tabular basis of accounts and total, stacks and bonds, total amount.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Chron by year in bundle.
(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 13 x 8 1/2 x 2 aver. 405 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)

(To be returned to attic)

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

(Place of publication) (Date of publication)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Expenses of Worcester Co. 1911-13, alph. by
for fiscal year) 1915, 24 accounts.

✓

typed 405P.

Contents: Record of all yearly expenses for county, giving amount of each account and total, taxable basis of county and total, stocks and bonds, total amount.

In attic of courthouse
(To be returned)

Total no. of vols. or f.d.'s

1 Bundle

Average no. of pages

Estimated no. of papers 405

Size: largest

smallest

13 x 8 1/2 x 2

(Erroneous) 1923-24.

2 Vols.

5
Lists of erroneous taxes, giving district,
name of taxpayer, assessed value of
real and personal property, and amount
of taxes, with totals for the district. Arr.
numer. by district no. Haw. over 54 pp.
1448 1/2 x 1/2. Garnier,

These are written on office tablet
or pads, they are $14 \times 8 \frac{1}{2} \times \frac{1}{4}$.

They are marked *ironclad* at the
top of the list.

L. P. S.

Entrees are usually
an adjustment of taxes
and written on ptd. form
you report these as lists
on 2 pads. What are
pads and what is the unit
size = $14 \times 8\frac{1}{2} \times 2$. Please
explain more clearly. (paw)

Louise R. Syton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *County Treasurer*
(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 *(Erroneous Pades)*
(Give present 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 *1923-24*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 pades*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *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 *List of erroneous giving, dist. no., name of taxpayer, real or personal, assessed value and amount of tax, total real and personal, total securities, and total amount.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement Number by dist. 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 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 14 x 8 1/2 x 1/4 aver. 50 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)

(To be returned to attic)

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

(Place of publication)

(Date of publication)

County Treasurer

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Erroneous for 1923"	1923	Numer. by dict. no.	✓	all ledw. 57p
"Erroneous for 1924"	1924	Numer. by dict. no.	✓	all ledw. 51p

Contents: List of erroneous, giving dict. no., name of taxpayer, real or personal, assessed value, and amount of taxes. Total real and personal,
total securities, and total amount.

Total no. of vols. or f.d.'s 2 vols
 Average no. of pages 50 Size: largest 14 x 8 1/2 x 1/4
 Estimated no. of papers _____ smallest

(To be returned to attic of Courthouse)

6

ASSESSMENT BOOK, 1896--. 48 vols. (labeled by district; 10 vols. by division of alphabet contained; 18 vols. also dated). Prior records destroyed by fire in 1893.

Record of taxable property, giving district, name of owner, address, description of lot or farm, total acres, unit value, total value, dwelling, barns and other buildings, furniture, live stock, farm implements, fixtures, motor vehicles, other vehicles, vessels, merchandise, material, fish apparatus, securities, other personal property, tools and machinery, total real estate, tangible, personalty, and securities. Notations of corrections or if transferred. Arr. alph. by name of taxpayer within districts. ~~Indexed copies before~~ ^{Indexed copies before} ~~hdw & typed~~ ^{hdw & typed}, 17 vols., 1896-1909, indexed alph. by name of taxpayer; 10 vols., 1918, indexed alph. by name of taxpayer under each letter of alphabet. ^{Typed,} ~~✓~~ Aver. 600 pp. 16 x 11 x 2 $\frac{1}{2}$, 18 x 16 x 3. Commissioner's vault.

ASSESSMENT BOOK, 1896-- . 47 vols. (labeled by district, ~~10~~ 10 vols.

~~18~~ ~~vols.~~ labeled by letters of alphabet contained } 18 vols. Also dated
Prior records destroyed

by fire in 1898.

Contains record of taxable property, giving district, name of owner, address, description of lot or farm, total acres, unit value, total value, dwelling, barns and other buildings, furniture, live stock, farm implements, fixtures, motor vehicles, other vehicles, vessels, merchandise, material, fish apparatus, securities, other personal property, tools and machinery, total real estate, tangible, personalty, and securities. Notations of corrections or if transferred. Arr. alph. by name of taxpayer within districts. Typed and hdw. on ptd. form, 17 vols., 1896-1909, indexed alph. by name of taxpayer; 10 vols., 1913, indexed alph. by name of taxpayer under each letter of alphabet. Aver. 600 pp. 16 x 11 x 2 $\frac{1}{2}$, 13 x 16 x 3. Commissioner's vault.

Assessment Book, 1896--
47 vols. (labeled by district
No.; 10 vols. also labeled by
letters of alphabet contained)
Prior records destroyed by
fire in 1895.

Contains record of taxable property giving district,
name of owner, address, description of lot or farm, total
acres, unit value, total value, dwelling, barns and other
buildings, furniture, live stock, farm implements, fixtures,
motor vehicles, other vehicles, vessels, merchandise, material,
fish apparatus, securities, other personal property, tools
and machinery, total real estate, tangible personalty,
securities. Notations of conversions or if transferred. Str. Alph.
by name of taxpayer within districts. Typed and known pta. from

19 vols. 1896-1909, indexed alphabetically by name of taxpayer in vols.
1918, indexed alphabetically by name of taxpayer under each letter
of alphabet. Hrs. 600 pp. 16 x 11 x 2 in., 18 x 16 x 3. *Annals of the*
Smithsonian Institution

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 County Commissioners
(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 "Assessment Book" "Field 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 1896--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 87 vols
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By county and district no., some dated
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records All records prior to 1896
destroyed by fire of 1893.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Assessment of taxable property, giving
description of property, amount assessed
for both real and personal property
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

See addenda for contents of each group
of volumes.

6. Contents—continued

7. Arrangement

Arr. Alph. by taxpayer

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

8. Indexing

loose vol. & self-con. index arr. alph. by taxpayer and 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

1896-1919 all hdw., 1919-- hdw. & typed on ptd. forms. Indexes hdw. & 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

18 vols. 16x11x3; 600 pp.; 1896-1919; 19 vols. 18x16x3 aver 600 pp., 1919-36; 39 vols. 18x22x1, aver. 148 pp., 1936--.

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

11. Location by dates and quantities

48 vols. 1896-1935 in Comm -

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

missioner's vault, 39 vols. 1936-- in office.

12. Other information

All records and papers in Commissioner's vault destroyed in fire of 1893.

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

(Vault space very crowded. No room for expansion.)

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

(Assessment Books)

1. Assessment 1896 District No. 1 Worcester County (1908)
(loose vol. index arr. alph. by name of taxpayer + p. no., hdiv) 652 pp.
2. Assessment 1896 District No. 2 Worcester County (1908)
(no index. size $15\frac{1}{2} \times 11 \times 3$.) 652 pp.
3. Assessment 1896 District No. 3 Worcester County (1908)
(loose vol. index. size + pp. ditto.)
4. Assessment 1896 District No. 4 Worcester County. (1908)
(index ditto. size $16 \times 11 \times 2$. 352 pp.)
5. Assessment 1896 District No. 5 Worcester County (1908)
(loose vol. index $16 \times 11 \times 2$ 352 pp.)
6. Assessment 1896 District No. 6 Worcester County (1908)
(loose vol. index $16 \times 11 \times 2$ 352 pp.)
7. Assessment 1896 District No. 7 Worcester County (1908)
(loose vol. index, $16 \times 11 \times 2$ 352 pp.)
8. Assessment 1896 District No. 8 Worcester County (1908)
(loose vol. index $16 \times 11 \times 3$ 600 pp.)
9. Assessment 1896 District No. 9 Worcester County (1908)
(loose vol. index $16 \times 11 \times 3$ 600 pp.)

9 vols. labeled by no., year, district no., and county. (1896-1908.)

Contents: gives date, name of taxpayer, no. of acres, improvements, private securities and personal ^{assessment}

8 loose vol. index 1 no index. arr. alph. by taxpayer + p. no.
 $15\frac{1}{2} \times 11 \times 3$ $16 \times 11 \times 3$ all hdiv.

(Assessment Books)

Assessment 1909	District No. 1	Worcester County	700 pp. (1918)
Assessment 1909	" No. 2	" "	"
"	" No. 3	" "	"
"	" No. 4	" "	"
"	" No. 5	" "	"
"	" No. 6	" "	"
"	" No. 7	" "	"
"	" No. 8	" "	"
"	" No. 9	" "	"

9 vols. labeled by year, district no. and County.
 1909-1918 - Self-con. front. index arr. alph. by taxpayer
 & p. no. Contents same as preceding vols.
 16x11x3 700 pp. all hdw.

Assessment Book	District No. 1	Worcester County	A to Mc
"	" No. 1	" "	M to Z
"	" No. 2	" "	"
"	" No. 3	" "	A to Mc
"	" No. 3	" "	M to Z
"	" No. 4 & 6	" "	"
"	" No. 5	" "	"
"	" No. 7	" "	"
"	" No. 8	" "	"
"	" No. 9	" "	"

10 vols. labeled by district no. & county.
 Vols. arr. alph. by name of taxpayer, hdw. on ptd forms.
 Indexed by single p. index in front of each letter of alphabet, hdw
 under ptd. Leads.

Contents: District - County - , name and address

(over)

owner, address, description of property, transportation,
letter, lake, lot, farm, tillable, standing pasture,
wooded, orchard, farm, all other, total, no. acres,
cont. per, unit value, Total value, dwelling, farm
and other buildings, household furniture (local), household
furniture (state) horses, cattle, sheep, other livestock,
farm implements, fixtures, motor vehicles, other vehicles,
autos, merchandise and material, fish apparatus,
accessories (limited rate, local + state) tools and machinery,
other property, corrections, total real estate; tangible
personalty - local, state; accessories (limited rate, local
and state) $18\frac{3}{4} \times 16 \times 3$. (no date)

(Assessment Books)

Assessment Book	District	No. 1	Worcester County
"	"	No. 2	" "
"	"	No. 3	" (A to M)
"	"	No. 3	M to Z Worcester County
"	"	No. 4 & 6	" "
"	"	No. 5	" "
"	"	No. 7	" "
"	"	No. 8	" "
"	"	No. 9	" "

9 vols. labeled by district no. & county 18 3/4 x 15 3/4 x 3
 contents and arr. same as preceding vols. no dates

Assessment Book	District	1 a-n	Worcester County (1928-35)
"	"	1	O-Z
"	"	2	"
"	"	3	a-n
"	"	3	O-Z
"	"	4 & 6	"
"	"	5	"
"	"	7	"
"	"	8	"
"	"	9	"
"	"	10	"

11 vols labeled by district no. and county (1928-35)
 contents and arr. same as preceding vols., also gives dates.
 typed and hdw. on ptd. forms.
 48 vols. in vault. 18 3/4 x 15 3/4 x 3

Field Book 1896-1906, 1926.

48 ~~98~~ vols. (labeled by district, 39 vols. numbered within districts and by division of alphabet contained)

Record of assessable property made in the field, giving date, district, name of owner, and value of real and personal property.

Hor. Alph. by name of taxpayer within districts. How. under pt. head. Hor. 160 pp.

184 mm x 1 23 x 18 x 1. 9 vols. 1896-1906, gazette, 89 vols. 1930 - - Commissioner's Gazette,

Lillian R. Lipton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Commissioners
(Office of custody) (Office which made the record, if different)

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

1. Title (Assessment Book) (Field 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 1896 - 1904
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By district no.
(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 tax assessment real and personal property, including names of owners, list of property their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
value, improvements, summary of expenses on property, description of indebtedness, also description of livestock, vehicles, farm implements, household furniture, jewels and assessed value.

6. Contents—continued _____

7. Arrangement alph. by name of taxpayer.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Alph. by name of taxpayer giving sequence.
(Self-contained—describe what it 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 25X18X1 - 25X18X2 aver. 200 p.
(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 remain in attic

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

(Place of publication)

(Date of publication)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Worcester Co. 1st. dist."	1896-1900	alph. by name of taxpayer	alph. by name of taxpayer	Handwritten under pt. heads	175 p
"Worcester Co. 2nd. dist."	"	"	"	"	190 p
"Worcester Co. 3rd. dist."	"	"	"	"	250 p
"Worcester Co. 4th dist."	"	"	"	"	125 p
"Worcester Co. 5th dist."	"	"	"	"	150 p
"Worcester Co. 6th dist."	"	"	"	"	155 p
"Worcester Co. 7th dist."	"	"	"	"	180 p
"Worcester Co. 8th dist."	"	"	"	"	175 p
"Worcester Co. 9th dist."	"	"	"	"	225 p

Contents: Record of taxpayers real and personal property giving name of owner, list of property, description and value - name of tract, size and value, improvements, summary of expense on property, description of indebtedness, also description of livestock, vehicles, farm implements, household furniture, jewels and assessed value.

Total no. of vols. or f.d.'s 9 vols.
 Average no. of pages 200
 Estimated no. of papers

Size: largest 23 X 18 X 2
 smallest 23 X 18 X 1

1 3 1/2
 1 3 1/2
 2

In attic of courthouse

15-10-5
 2-6-11

Field Book Worcester County Maryland District No. 1
Volume 1 A to C

- " " " " " 2 D to H.
- " " " " " 3 I to M
- " " " " " 4 N to R
- " " " " " 5 S to W
- " " " " " 6 W to Z
- " " " " " 7 (names forwarded from vols. 1-6.)

Field Book Worcester County Maryland District No. 2
Volume 1 A to D

- " " " " " 2 E to J
- " " " " " 3 K to Q
- " " " " " 4 R to T
- " " " " " 5 U to Z
- " " " " " 6 (a to z-transfers^{2/3})

Field Book Worcester County Maryland District No. 3
Volume 1 A to E

- " " " " " 2 F to L
- " " " " " 3 M to Q
- " " " " " 4 R to Z
- " " " " " 5 (no entries)

Field Book Worcester County Maryland District No. 4
Volume 1 A to P

- " " " " " 2 R to W

Field Book Worcester County Maryland District No. 5
Volume 1 A to H

- " " " " " 2 I to S
- " " " " " 3 T to W

(n3)

Kept in office.

Total 87 vols. 48 vols. kept in ASSET - 39 vols.

All files on old forms. 148 pp. 18122 x 1

Real assessments; tangible property - kind of assess-
ment, value, total assessment; exempt from
state; assessments for levy - kind of assessment.
Total: assessments, forms, kind of.

Field Book Worcester County Maryland District No. 6
Volume 1 A to Z

Field Book Worcester County Maryland District No. 7
Volume 1 A to O

" " " " " " " 2 P to Z

Field Book Worcester County Maryland District No. 8
Volume 1 A to H

" " " " " " " 2 I to Q

" " " " " " " 3 R to Z

Field Book Worcester County Maryland District No. 9
Volume 1 A to G

" " " " " " " 2 H to O

" " " " " " " 3 P to Q

" " " " " " " 4 R to Z

Field Book Worcester County Maryland District No. 10
Volume 1 A to C

" " " " " " " 2 D to E

" " " " " " " 3 F to K

" " " " " " " 4 L to O

" " " " " " " 5 P to Q

" " " " " " " 6 R to Z

39 vols. 1936-- kept in office, labeled by county, district no., and letters of alph. all self con. front index are alph. by name of taxpayer, folio & transfer number - hdg. index ptd heads.

Contents of 39 vols. gives line no., name and address, year-increase, decrease; Real estate - kind of assessment, no. of acres, value per acre, land values, total land values, improvement value, total improvement value, Total

9

A. Vols. 1909-16, 1919, subtitled
 by names of tax collector.
 Title varies: kern, 1897-95, 1898
~~1897-95~~. Assessment, ^{8 Vols.} ~~1908~~
 1908.

40 ~~38~~ Vols. (dated: 34
 Vols. labeled by district
 No: 16 Vols. also labeled
 by name of collector.)
 30 Vols. 1896, 97, 99,
 1900-1, 1906-14 ~~not titled~~.
 1909-16, 1919, not titled
 assessments, giving

Tax collector's record of
 name of taxpayer, district, year, assessed value
 of real and personal property, and ^{total} amount assessed.
 Record 1892-1909 ^{also contains} copy of levy of proposed
 expenditures and recapitulation of taxes collected
 for each by name of taxpayer within districts.
 How. How. 166 pp, 12 1/2 x 8 x 1. Garrett,

The description is not clear the
nature and purpose is not
given. It appears to be
a record of Collection account
showing list of charges to be
paid by the County and levied
on assessed property and
list of expenses paid for each
district by Collectors.

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 County Commissioners
(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 (Tax Collectors Books) titles vary
(Give present 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 1906-1915
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 27 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By districts and 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 Tax Collectors record of tax assessments giving name of taxpayer, district, etc. and personal and amount assessed.
(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 alpb. by name of taxpayer.
(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 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 see above
(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)

1500
18-
240
270
8180
~~469~~
173

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

County Commissioners
(Tax Collector's Book) 1904-1915

27 vols. all Lbr.

arr. alp. by name of taxpayer.
Labeled by districts and years.

Contents

Tax collector's record of tax assessments
giving name of taxpayer, district, year,
real and personal and amount assessed

In attic of courthouse. (Inn Hall)

County Commissioners

"Henry J. Anderson, Collector, Districts 3, 5, and 9,
years 1906 and 1907"

12 X $7\frac{1}{2}$ X $1\frac{1}{4}$ 500 pp. 459 used

"C. L. Harjes, Collector, Districts 1 and 7, for years
1906 and 1907"

12 X $7\frac{1}{2}$ X $1\frac{1}{4}$ 502 pp. 300 used

"J. Spence Smith, Collector, Districts 2, 4, 6 and 8,
for years 1906 and 1907"

12 X $7\frac{1}{2}$ X $1\frac{1}{4}$ 500 pp. 481 used

1908, Districts 2, 4, 6, 8"

$12\frac{1}{2}$ X 8 X 1 300 pp. 171 used

1908, Districts 1 and 7"

$12\frac{1}{2}$ X 8 X 1 300 pp. 203 used

"1908 assessment Book, District no. 3, 5, 9"

$12\frac{1}{2}$ X 8 X 1 300 pp. 110 used

County Commissioners

1909-1910, Districts 1 and 7

$12\frac{1}{2} \times 8 \times 1$

300 pp.

221 used

1909-1910, Districts 2, 4, 6, 8

$12\frac{1}{2} \times 8 \times 1$

300 pp.

257 used

1909-1910, Districts 3, 5, 9

$12\frac{1}{2} \times 8 \times 1$

300 pp.

271 used

1911-1912, Districts 3, 5, 9

$12\frac{1}{2} \times 8 \times 1$

200 pp.

189 used

1911-1912, Districts 1 and 7

$12\frac{1}{2} \times 8 \times 1$

200 pp.

131 used

1911-1912, Districts 2, 4, 6, 8

$12\frac{1}{2} \times 8 \times 1$

200 pp.

179 used

County Commissioners

1913, Districts 2, 4, 6, 8

$12 \times 7\frac{1}{2} \times \frac{1}{2}$

200 pp. 143 used

1913, Districts 1 and 7

$12 \times 7\frac{1}{2} \times \frac{1}{2}$

190 pp. 100 used

1913, Districts 3, 5 and 9

$12 \times 7\frac{1}{2} \times \frac{1}{2}$

200 pp. 112 used

1914, District 1 and 7

$12 \times 7\frac{1}{2} \times \frac{1}{2}$

188 pp. 80 used

1914, District 3, 5, 9

$12 \times 7\frac{1}{2} \times \frac{1}{2}$

196 pp. 151 used

1914, Districts 2, 4, 6, 8

$12 \times 7\frac{1}{2} \times \frac{1}{2}$

188 pp. 161 used

County Commissioners

4

No. 1, Ledger, 1915

$12 \times 7\frac{1}{2} \times \frac{1}{4}$

88 pp. 67 used

No. 2, Ledger, 1915

$12 \times 7\frac{1}{2} \times \frac{1}{4}$

88 pp. 71 used

No. 3, Ledger, 1915

$12 \times 7\frac{1}{2} \times \frac{1}{4}$

88 pp. 65 used

No. 4, Ledger, 1915

$12 \times 7\frac{1}{2} \times \frac{1}{4}$

88 pp. 25 used

No. 5, Ledger, 1915

$12 \times 7\frac{1}{2} \times \frac{1}{4}$

88 pp. 71 used

No. 6, Ledger, 1915

$12 \times 7\frac{1}{2} \times \frac{1}{4}$

88 pp. 23 used

County Commission

No. 7, Ledger, 1915

12 x 7 1/2 x 1/4

88 pp. 28 used

No. 8, Ledger, 1915

12 x 7 1/2 x 1/4

88 pp. 37 used

No. 9, Ledger, 1915

12 x 7 1/2 x 1/4

88 pp. 31 used

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 Harcester State Maryland

Name of agency or office County Commissioners
(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 "Levy" (Collectors' Levy List)
(Give present 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 1892-1909
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 31 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by District no. & name of collector & dated
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1 vol. 1897 1 vol 1898 2 vol 1899 - 2 vols.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
1900 missing.

(within his district)

6. Contents Annual record of collector's levy list, of county expenses
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, including paupers, coffins & shrouds, returned of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

taxes, laws served as jurors, work on roads, fees to jail Physician, witness fees, etc.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Recapitulation in all but 1892 (3 vols.) some are by letter in alph. some by p. no. and total.

6. Contents—continued _____

7. Arrangement alph. by name of pages.
(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 12 1/2 x 8 x 1/4 15-2 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)

In attic.
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)

4712
4670
9352
58 350
152
31
152
456
47

County Commissioners

Collector's Levy List

- "Levy 1892 No. 1" 72 pp. 12 1/2 x 7 x 1/4
- "Levy 1892 No. 2" " " " " "
- "Levy 1892 No. 3" " " " " " (a to U missing)
(torn out)
- "Levy 1893 No 1 original" 152 pp. recapitulation in
back of book arr. by each letter of alph. & Total.
- "Levy 1893 No. 2. original" 152 " recapitulation do.
- "Levy 1893 Col. Dist No. 3, 1893 original" 152 pp. " "
- "Levy 1894 " " No. 1 Ely E. Bell Col" 97 pp. recap. by p. no.
- "Levy 1894 " " No. 2. Houston Coll" 100 " " " " "
- "Levy 1894 " " No. 3. Fountain " " 100 " " " " "
- "Levy 1895 Bell Dist. 1." 60 pp. u-v-x-y-z torn out.
- "Levy 1895 Houston" 2" 152 pp. recap. by p. no.
- "Levy 1895 (?) Dist 3" 152 pp. " " " " "
- "Henry J Young Col. 147 Dist. Levy of 1896." 152 pp. recap. by alph.
- "E. E. Bell, Col. Levy of 1896 3-5-9" 152 pp. " " "
- "J. H. Young, Col. Levy of 1897 1-7" " " " " "
- "Chas. W. Clayville Col. Dist 2-4-6-8, 1897" 152 pp. " " "
- "Levy of 1898 J. G. Harrison Coll" 152 pp. " " " "
- "Levy of 1897 F. H. Snyder Coll. office book" 152 pp. " " "
- "1899 Harrison 3-5-9" 152 pp. no recapitulation
- "1899 Barnes 2 4 6 8" 152 " " "

* Levy 1902"	1902-03	alph. by name of payee	none	hdw	152 p
" Levy for 1903"	1903	"	"	"	152
" 1904"	1904-05- 06	"	"	"	200
" 1905"	1905-06	"	"	"	200
" Levy 1906"	1906-07	"	"	"	150
" Levy of 1907"	1907-08	"	"	"	152
" 1908-1909"	1908-09- -10-11	"	"	"	200

(These 7 vols. found in hall to be included. Total 31 vols.)

Collector's Levy List. page 2.

- "1900 Levy M. E. Saut for No. 147" 152 pp. 400 recapitulations,
"1901 Dist. 2-4-6-8 J. David Price Collector" 152 pp recap. arr. & cap.
"1901 Dist. 147 Am. E. Lambford Collector" " " " "
"1901 Dist. 3-5-9 Reese C. Peters Collector" " " " "

* insert 7 vols. 1902 - 1909

Contents: Annual record of Collector's levy list of county expenses including paupers coffins & burials, refund of taxes, days served as jurors, work on roads, fees to jail physicians, witnesses fees, etc —

Recapitulation in acc. book ^{1892 &} 1902-9 (11 vols.) in sack of vols., some arr. by letter in alph. some by p. no., and total.

Arr. alph. by name of payee
no index.

hdw. 12 1/2 8 x 1/4. 152 pp.

In attic

Mr. Laing:

This past week we found an old box of Treasurer's books on top of a cabinet in the Hall. Among them was more levy books and I've endeavored to check them & clear up another form. - Please see if they are all right now.

Re: assessment Books - please check with form previously sent from attic.

all of these vols. will be placed in attic.

R. S. L.

OFFICE MEMORANDUM
FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE Mar. 26-1940

TO Mrs. Ruth S. Leonard FROM Francis F. Laing

BE BRIEF

Still no understand. Did each collector's
volume contain a complete levy list for each
taxable year? besides the levy list what
else is contained in the vols.? You mention
recapitulation in all but 3 vols. Recapitulation
of what? The nature and purpose is not
clearly defined. Please give a general
outline of all of the contents.

over.

The recapitulation in back of book is a recapitulation of each page thus:

p. 1 32.57 (Total for p. 1)

" 2 69.80 (" " "

" etc

Total all pp. 3,389.67.

Recapitulation by alph.

A 32.57 (Total for "A")

B 69.80 " " "B"

etc to Z.

total all letters

Sevy list is all that is contained in vols. - not all vols. have a recapitulation.

Contents read

Dixon, G.S.

Bowen & Bro

Erronimus Tax 4.00

Shrouds for page. 2.08

work on jail 1.25

Juror on Inquest .50

1 day witness G.J. 1.75

etc.

Mr. Saing-

at one time the clerk to the county commissioners served as County Treasurer, these levy books were then used ^{by collectors.} There was a collector appointed for the several districts in the county and each collector was responsible for the collection of the levy on real & personal property in his collection district. Does this answer your query?

R. S. L. —

Louise R. Siston

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Commissioners
(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)

- Title "Assessment 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)
- Dates 1908
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 8 vols.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling By district no.
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records district no 6 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 tax assessments of real and personal property copied from their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by County Commissioners field books 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 name of taxpayer, property assessed, and amount.
Used by tax collectors

6. Contents—continued _____

7. Arrangement alph. by name of taxpayer
(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 Law.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

10. Size various 13 x 8 x 1/2 - 12 1/2 x 7 3/4 x 1/4
(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)

County Commissioners

"No. 1 Book" (Assessment Book) 252 pp. 201 used
 $13 \times 8 \times \frac{1}{2}$

"No. 2 Book" (Assessment Book) 248 pp. 208 used
 $13 \times 8 \times \frac{1}{2}$

"Assessment Book Dist. no. 3" 272 pp. 185 used
 $13 \times 8 \times \frac{1}{2}$

"Assessment Book dist. no. 4" 152 pp. 80 used
 $12 \frac{1}{2} \times 7 \frac{3}{4} \times \frac{1}{4}$

"Assessment Book dist no. 5" 152 pp. 142 used
 $12 \frac{1}{2} \times 7 \frac{3}{4} \times \frac{1}{4}$

"Assessment Book dist. no. 7" 294 pp. 210 used
 $13 \times 8 \times \frac{1}{2}$

"Assessment Book dist no. 8" 236 pp. 189 used
 $13 \times 8 \times \frac{1}{2}$

"Assessment Book dist. no. 9" 252 pp. 160 used
 $13 \times 8 \times \frac{1}{2}$

County Commissioner

"Assessment Book" 1908

8 vols.

$13 \times 8 \times \frac{1}{2}$ - $12 \frac{1}{2} \times 7 \frac{3}{4} \times \frac{1}{4}$

Contents: Record of tax assessments of real and personal property copied from County Commissioner's field books, giving name of taxpayer, property assessed, and amount. Used by tax collectors.

arr. alph. by name of taxpayer.

Labelled by district no.

all l.d.w.

To be returned to atty of courthouse

Louise R. 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 Maryland
Name of agency or office County Commissioner
(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 (Assessment 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 1909-16, 1919
(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 name of towns
(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 real and personal property giving name of taxpayer, and amount assessed.
(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

alpb. by name of taxpayer
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing

San City and Berlin alpb. by name of taxpayer
(Self-contained--describe what it 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

11 3/4 x 7 1/2 x 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

In attic of courthouse
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information

See form previously sent to check with this-
(Condition of record if not good. Relation to 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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Pocomoke City

1909-16, 1919
alph. by name of taxpayer

None all Ldw.

200

Snow Hill

1909-16, 1919
" "

None all Ldw.

200

Ocean City

1909-16, 1919
" "

alph. by name of taxpayer giving p. no.

all Ldw.

200

Berlin Town Bank

1909-16, 1919
" "

alph. by name of taxpayer giving p. no.

all Ldw.

200

Contents: Record of real and personal property giving name of taxpayer, amount assessed

Total no. of vols. or f.d.'s 4
Average no. of pages 200
Estimated no. of papers

Size: largest
smallest

$11\frac{3}{4} \times 7\frac{1}{2} \times \frac{1}{2}$

In attic of courthouse

Title Yarns; Dead Recd.
1 Vol. 1930-36

9

TRANSFER BOOK, 1927-36. 2 vols (dated). Discontinued.

1937-- in Assessment Book, entry .

Record of transfers, giving date, district, names of grantor and
grantee, description of property, amount of assessment, sale price,
and date of deed. Arr. chron. by date of recording. Hdw. under

ptd. head. ^{At 1125} ~~100~~ pp. 15½ x 15 x 2½. Commissioner's vault. 1 Vol. 1929-36

Commissioner's vault. 1 Vol. 1930-36 garage.

Transfer Book, 1927-36,

140e. (dated) Discontinued
Record for 1937-- in

Assessment Book.

Record of transfers giving date, district,
names of grantor and grantee, description
of property, amount of assessment,
Sale price, date of deed, Trv. shown
by date recorded. Hdwr. under pth
lead. 100 pp, 15 1/2 x 15 x 2 1/2.

Commissioner'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 County Commissioners
(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 "Transfer 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 1927-1936
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records discontinued as a separate
vol. and entered in assessment books.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents date, dist, grantor, grantee,
description, assessment, consideration,
date of deed, 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 chron. by pt.
(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. 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 15 1/2 x 15 x 2 1/2 aver 100 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information Subsequent transfers entered in "Assessment Books"
(Condition of record if not good. Relation to 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)

Transfer Book.

"Transfer Book June 1, 1927 to Worcester County"
(July, 1936) no index 500 pp., 120 pp. used.

1 vol. 1927-1936.

Contents - date, dist., grantor, grantee,
(from) (to)
description, assessment, consideration,
date of deed, remarks.

hdw. under ptd. heads, $15\frac{1}{2} \times 15 \times 2\frac{1}{2}$. ^{aver} 100 pp.

subsequent transfers entered in Assessment Books

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 *County Commissioners*
(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)

- Title *"Deed acct"*
(Give present 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 *1930-36*
(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 *Assessment book record of transfer giving name of old and new owners, date transfer, 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*
County and state; date, receipts, folios, Credit, County and state, balance County taxes and date of transfer.

6. Contents—continued _____

7. Arrangement Alph. by name of typewriter section by date
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) apex.

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 std. 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 15 X 11 X 1
(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)

County Commissioners

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
---	---------------------------	-------------	----------	---------

"Mixed acct"

1930-36
 arrg. by name
 of township
 then by date
 assess.

none

Hdw. ruled
 old. Leads 155 p

Contents: assessment book record of transfers, giving name of old and new owners, date levy, real, taxes debit, County and state, date, receipt no., folio, Credits, County and state; balance County taxes and date of transfer.

Total no. of vols. or f.d.'s 1 vol
 Average no. of pages 155
 Estimated no. of papers _____

Size: largest 15 X 11 X 1
 smallest _____

In attic of courthouse

10

(Transfers) 1936-37
Est. 360 papers in
2 bundles.

Stub record of transfers issued by the County
Commissioners showing information as in
entry — (Transfers) Hrs. 2 Hds. on sta.
form. 7 x 5 x 2 1/2. 92 rect.

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 County Treasurer (Commissioner?)
(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 (Transfer)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936-37
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 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 Stub record of transferred property for purpose of liquidation, such as real estate, 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.
abstract, consolidation, files and line no.

6. Contents—continued _____

7. Arrangement alph. by name of taxpayer. Char by 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 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 7x5x2 1/2 - 7x5x3 360pp
(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)

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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Transfers)

1936-37

alph. by name of taxpayer

none

Ldw. on pt'd form

Contents: Stub record of transferred property for purpose of taxation, giving year, requested by, from and to whom, district, consideration, folio and line no.

In attic of courthouse

Total no. of vols. or f.d.'s

2 Bundles

Average no. of pages

Size: largest

7 x 5 x 3

Estimated no. of papers 360

smallest

7 x 5 x 2 1/2

11
LIST OF DEEDS RECORDED IN CLERK'S OFFICE, 1859-60,
1910-13. 3 vols. (dated). Title varies: List of
Alienations of Real Property from January 1st, 1860
to January 1st, 1861 for the County Commissioners,
1 vol., 1859-60.

Brief record of deeds furnished by the clerk of court to county
commissioners, giving date, district, names of grantor and grantee,
20.0K acres and brief
~~and~~ description of property. Arr. chron. by date of recording in
land record. Hdw. Aver. 30 pp. 13 x 8 $\frac{1}{2}$ x $\frac{1}{2}$, 19 x 12 x $\frac{1}{2}$. Garret.

List of Deeds Recorded
in Clerk's Office 1859-60,
1910-13, 3 vols. (dated)
Title varies: List of
Alienations of Real Property
from January 1st 1860 to
January 1st 1861 for the
County Commissioners,
1 Vol, 1859-60.

Brief record of deeds furnished by the Clerk
of Court to County Commissioners giving date,
district
names of grantor and grantee, ^{and} description of
property. Arr. Chron. by date of recording in
land record. HCS, Arr. 50 pp. 13x8 1/2x1/2, 19x12x1/2 Gannet.

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 *County Commissioners*
(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 *"List of Deeds Recorded in Clerk's office"*
(Give present 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 *1910-11 1912-13*
(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 *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 *Copy of list of deeds recorded in*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

clerk's office, giving date, grantee,
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

grantor, consideration, description,
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 property conveyed.) district, acres.

for County Commissioners

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

9. Writing hdw. under hdw. heads.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 19x12x1/4 26 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 not marked discontinued because it is
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
not a regular record & only recorded 2 years.
Whether record is known to have been kept earlier than dates shown in item 2)

paper back vols. tied with string.
contents in good condition, covering
very dirty, and in poor condition.

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

(Place of publication)

(Date of publication)

"Lists of Deeds"

"List of Deeds" recorded in clerk's office from
May 1st 1910 to May 1st 1911." 26 pp.

19 x 12 x $\frac{1}{4}$

"List of Deeds recorded in clerk's office from
May 1st 1912 to May 1st 1913" 27 pp.

19 x 12 x $\frac{1}{4}$.

Contents: Copy of list of deeds recorded
in clerk's office ^{for County Commissioner} giving date, grantee
grantor, consideration, description (of
property conveyed), district, and acres.

hdw. under hdw. heads.

arr. chron. by date recorded.

to remain in attic.

"List of Alienations"

"List of Alienations of real property from
January 1st, 1860 to January 1st, 1861 for the
County Commissioners".

1 vol. 1859-60. (enc. paper back book).

Contains copy of transfers of land made
by clerk of court for County Commissioners,
giving date, name of grantor, grantee,
name, quantity (consideration) and descrip-
tion of lands conveyed.

arr. chron. by date of transfers.

hdw. under hdw. leads.

to remain in 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 County Commissioners (?)
(Office of custody) (Office which made the record, if different)
Address of office of custody Courthouse
(Name of building, room number, street address)

- Title "List of Alienations of real Property from January 1st 1860 to January 1st 1861 for the County 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 1859-1860
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 vol. (small paper back book.)
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling dated
(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 Copy of transfers of real estate made by the clerk of court for the County Commissioners, giving date, names of grantor & grantee, name, quantity, and description of lands conveyed.
(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 transfer.*
(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 hdw. 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 *13 1/4 x 8 1/2 x 1/4* *25 pp. (double pp.)*
(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 *This vol. is not marked "discontinued"*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
or "missing" since it is no regular
Whether record is known to have been kept earlier than dates shown in item 2)
record and was just made for 1 year.

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

(Place of publication)

(Date of publication)

12

(AUTOMOBILE ASSESSMENTS), 1935--. Est. 6,300 cards in
, --9, f.d. (labeled by election districts and towns; 4 f.d.
also labeled by ^{division} letters of alphabet contained).

Card record of automobile assessments, giving name of owner, address,
title number, make, year, type, serial number, horsepower, assessed
value, date, and name of assessor. Arr. alph. by name of taxpayer.

Typed on ptd. form. 9 x 6 x 17. Commissioner's office.

Written towns and districts

(Automobile Assessments)
1935--est. 6308 cards (by)
9 f.d. (labeled by
election districts and towns,
4 f.d. also labeled by letters
of alphabet contained)

Card record of automobile assessments
giving name of owner, address, title
number, make, year, type, serial number,
horse power, assessed value, date
of assessor. Arr. alph. by name of taxpayer,
typed on pta. form, 9x6x17, Commissioner's
office.

Please give no. of cards.

The no. of papers, ^{or cards} in

containers are to be reported.

- (1) There is no date on this. I am sure the clerk to the county commissioners might give you this 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.

①

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland
Name of agency or office County Commissioners
(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 (Automobile Assessment)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)
2. Dates 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 9 file drawers
(Number of volumes; file drawers; file boxes; bundles; other)
4. Labeling labeled by towns
(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 automobile assessments giving name (of owners) address, Title #, make, year, type, serial number, H. P., assessed value, for year, valued by.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement *alph. by name of car owner in towns*
(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 *9x6x17* *approx. aver. 700 cards*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
To f.d.

11. Location by dates and quantities *Commissioner's office #1.*
(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)

Automobile Assessment

Snow Hill approx 1,000 cards
Whaleyville - Showell, Selbyville, Del., Frankford, Del. ^{approx 300}
Bishop - Bishopville, St. Martins & Girdletree approx 700
Ocean City - Eden, Salisbury, Fruitland. " 600
Pocomoke City A-R - 1,058 cards.
Pocomoke City S-T (Z) approx. 400 "
Berlin (A-Q) " 1,050 "
Berlin R-Z & Newark " 700 cards.
Stockton, Melbourne. approx 350 -
619.8

9 file drawers 9x6x17 labeled by towns.

Contents: gives name (of owner) address, title #, make, year, type, serial number, H. P., assessed value, for year, valued by.

typed on ptd. forms.

Commissioner's office #1.

13

Auto Cards, 1937-38.

Est. 5076 Cards in
2 boxes.

Duplicate cards of automobile assessments
showing information as in entry —.

(Automobile assessments), Arr. alph. by
name of owner, within towns and districts

Typed. 12 x 8 1/2 x 3 1/2. 14 1/2 x 8 x 3. Green.

~~See Auto Cards~~

~~entry~~

(See Automobile Assessments)

5076
3400
1676

I have a report of 6300
Cards 1935 - reported by
Mrs Leonard, as assessments.
Are these duplicates and
are you sure they are
recorded on yellow, blue
and pink cards. (over)

There are duplicate cards for
common use.
Yellow means put on and
other colors take off.

Louise R. 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 County Commissioners
(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)

- Title "Auto Cards"
(Give present 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 1937-38
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 2 paper boxes
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling 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)

6. Contents Cards of automobile ownership for purpose of taxation, giving name of owner, make of car, state, title, engine no., serial no., horsepower, date titled, new or old; yellow cards, new owners; blue, change of title; pink, transfer.
(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 owner in towns
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

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

10. Size 12 x 8 1/2 x 3 1/2 - 14 1/2 x 8 x 3 1/4 5076 cards
(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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"1937 auto cards"	1937	alph by name of owner in tabular.	none	typed off cards
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"1938 auto cards"	1938	" "	" "	" "
-------------------	------	-----	-----	-----

Contents: Cards of automobile ownership for purpose of taxation, giving name of owner, address, make of car, style, title, engine no., serial no., horsepower, date titled, new or old; yellow cards, new owners; blue, change of title; pink, transfers.

In attic of courthouse.

Total no. of vols. or f.d.'s	2 boxes		Size: largest	14 1/2 x 8 x 3 1/4
Average no. of pages			smallest	12 x 8 1/2 x 3 1/2
Estimated no. of papers	5076			

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 County Treasurer
(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)

- Title "Auto assessment cards"
(Give present 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 1935-38
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 3 boxes
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling 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)

6. Contents Auto tax assessment cards giving name of owner, address, license no., title no., make, year, serial no., H.P., assessed value, for year and valued by.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

5276
3421
81

6. Contents—continued _____

7. Arrangement alph. by name of town
(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 15 ⁵/₄ x 9 x 6 - 18 ¹/₂ x 15 ³/₄ x 6 ¹/₂ 3455 cards
(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)

County Treasurers

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
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"Auto Assessment Cards"	1935-38	alph. by name of town.	None	typed on pttd. forms
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Contents: auto tax assessment cards giving name of owner, address, license no., title no., make, year, serial no., H.P., assessed value, for year and valued by.

Labelled by year.

Total no. of vols. or f.d.'s	3 boxes	Size:	largest $18\frac{1}{2} \times 15\frac{3}{4} \times 6\frac{1}{2}$
Average no. of pages		smallest	$15\frac{3}{4} \times 9 \times 6$
Estimated no. of papers	3455 cards		

In attic of courthouse

14

C

(Autos) 1934-36, Est.
Est. 10103 Cards in
3 boxes.

Printed copy of ~~duplicate~~ ^{registration} cards of
automobile owners, giving, ^{date,} name of owner,
address, make of car, motor no., title
no. and, no of license plate, ^{Iss.}
Chrg. by date issued. PTA. 9 1/2 x 9 1/2 x 4
15 x 11 x 10 1/2, Garrels

What are returned auto

Stubs?

These are printer's copies.

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 County Commissioners
(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 (Returned auto 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 1934-36
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 paper 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 Duplicate cards of automobile owners, owner's name as shown, address, make of their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by car title no., type of car, motor no., horsepower, no. of license plates, date of purchase.

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 typed on ptd. cards
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

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

Cards 4 x 1 1/2 10103 cards

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)

County Commission

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Returned auto stubs)

1934-36

Chro. by date issued

none

typed & pd. cards

Cards 10103

Contents: Duplicate cards of automobile owners giving name of owner, address, make of car, title no., type of car, motor no., horsepower, no. of license plate, date of purchase.

In attic of courthouse

Total no. of vols. or f.d.'s

5 paper boxes

Average no. of pages

Size: largest

15 X 11 X 10 1/2

Estimated no. of papers 10103

smallest

9 1/2 X 9 1/2 X 4

16

(CORPORATIONS AND BANKS), 1928-35, 1938--. 1 vol. ~~Reports, 1935-37~~

~~not recorded:~~

Record of shareholders in banks and corporations furnished by state tax commission, giving folio in assessment record, ^{name of taxpayer} date, name of bank or corporation, ^{no.} no. of shares. Arr. chron. by date recorded. Hdw. 150 pp. 13 x 8 x $\frac{1}{2}$. Commissioner's office.

Preferred and Common, and no. of share holders
in incorporated towns.

(Corporations and Banks)

1928-35, 1938 -- 1 Vol.

Reports, 1936-37 not recorded.

Record of shareholders in banks and corporations
furnished by state tax commission, giving
to be in assessment record, date, name
of bank or corporation, no. of shares.
Arr. chron by date recorded. Hdw. 150 pp.
13 x 8 x 1/2. Commissioner's office.

- (7) This report is woefully inadequate. From your form alone it may be one of several things. Is it a schedule of personal property owned in the county submitted by banks and corporations? Is it an assessment of outstanding shares of stock of banks and corporations operating in the county? Or is it a list furnished by the State Tax Commission of shares of stock in these banks and corporations owned in the county?

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.

7

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office County Commissioners
(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 (no title) inside front "Corporations and Banks"
(Give present 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 1928-35, 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 no entries for 1936-37,
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 List furnished by State Tax Commission of
shares of stock in Banks & Corporations giving date
name of bank or corporation and no. of
shares (city & county)
(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)

(Assessment Book)

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 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 12 3/4 x 8 x 1/2 aprox. 150 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information On p. 63 was found the following notation: "1936 & 1937 gave Treasurers New Prop slips instead of entering in this book. - Auditor changed orders for 1938." This is signed by clerk's initials.
(Condition of record if not good. Relation to 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 and Banks.

on inside front.

(no title) (Corporations and Banks) 1928--

Contents: Lists furnished by State Tax Commission of shares of stocks
Banks - Location (town) name of bank, amounts (city and county)
Corporations - district no., name of corporation, amount.

1 vol. 1928-- unlabeled.

Pdws. $12\frac{3}{4} \times 8 \times \frac{1}{2}$. 134 pp.

Commis. office.

17
(Tax Receipt and ledger)
1930-36, 8 vols. (labeled
by district no.)

Records of tax collections showing information
as in entry —, 'Collection Book' (Treasurer)
Arr. alphabetically by name of taxpayer. Haw. med
pts. lead, Hver. 530 pp. 15 x 12 x 2, 15 x 18 x 5,
Garrett.

Louise R. Syten

(Worker's full name)

11/1/37

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *County Commissioners*
(Office of custody) (Office which made the record, if different)

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

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

or both)

2. Dates *1930-36*
(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 district no.*
(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 tax assessments giving names of owners, date levy, taxable basis value of real; Personal amount of Co. and State tax; taxes debit, amount County and State, date, receipt no, folio; credits; County and State tax; balance County tax.*
(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 taxpayer & Chron by date area
(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. undup 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 15 X 12 X 2 - 15 X 12 X 5 av. 5 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 south house
(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 remain in attic

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

(Place of publication)

(Date of publication)

County Commissioners

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
(Assessment Book) "1"	1930-36	dept. by name of taxpayer and char. by date of assess.	none	Hand under pt'd. heads	570p.
(Assessment Book) "2"	1930-36	" "	" "	" "	575p
(Assessment Book) "3"	1930-36	" "	" "	" "	568p
(Assessment Book) "4-6-7"	1930-36	" "	" "	" "	480p
(Assessment Book) "5"	1930-36	" "	" "	" "	465p
(Assessment Book) "8"	1930-36	" "	" "	" "	460p
(Assessment Book) "9"	1930-36	" "	" "	" "	485p
(Assessment Book) "10"	1930-36	" "	" "	" "	654p

Contents: Record of tax assessments giving name of owner, date levy; taxable basis; value on real; personal amount of County and state tax; taxes debit, amount County and state, date, receipt no., folio; Credits, County and state, balance County tax.

Total no. of vols. or f.d.'s 8 vols.
 Average no. of pages 500
 Estimated no. of papers _____
 Size: largest 15 X 12 X 5
 smallest 15 X 12 X 2

In attic of Courthouse

18

Automobile Tax Ledger

~~ANNO, 1932. 1 vol. (No. 7). 1930-33, 35-37 16 vols.~~

(5 vols. numbered; 5 vols. labeled by districts and towns; 4 vols. Record of automobile tax collections, giving name of taxpayer, type

and make, amount of assessment, year, amount of state and county tax, date paid, discount, and interest. Arr. alph. by name of car owner

within districts. Typed on ptd. form. ~~500~~ pp. $11\frac{1}{2}$ x $17\frac{1}{2}$ x $2\frac{1}{2}$. Commissioner's vault.

also have

File 30000

18x11 1/2 x 4

Handwritten mathematical expression:

$$\frac{490000}{90000} = 5.4444$$

The expression shows a division of 490,000 by 90,000, resulting in a decimal value of 5.4444. The numbers are written in a cursive, handwritten style.

Auto, 1932, 1 Vol.
(No. 4)

Record of automobile tax
collections giving name of Taxpayer,
type and make, amount of Assessment,
year, amount of state rate County, Tax
date paid, discount, interest,
Am. Apts. by name of car owner
within districts. Typed on pre
form. 50 cop. 7 1/2 x 14 1/2 x 2 1/2 in.
Commissioner'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 *County Commissioner's*
(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 "*Auto 7*" (*Automobile Tax Collection 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 *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
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *7*
(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, automobile - make, year, assessment, amount of tax - county, state, date paid, amount paid - disct, int, err, county, state.*
(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 car owner 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 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 *11 1/2 x 17 1/2 x 2 1/2* *aprox. 500 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information *This vol. I believe belongs to the Treasurer's office but is kept in the Commissioner's vault. Will check further when in Treas. office.*
(Condition of record if not good. Relation to other records. Information of 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)

Automobile Tax Collection Book

Auto #7 (Automobile Tax Collection Book) (1932.) ^{approx} 500

Contents - name, automobile-make, year, assessment, Amount of Tax - county, state, date paid, Amount paid, disct., int., Err., county, State.

arr. alph. by car owner within districts.

typed on ptd. forms. $11\frac{1}{2} \times 17\frac{1}{2} \times 2\frac{1}{2}$ approx
500
pp

This I believe belongs to the Treasurer's office, but is in Co. Conner's vault.

Lewis R. Lipton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *County Treasurer*
(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 *(Automobile Tax 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 *1930-33, 1935*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *9 vols.*
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records *1934 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 taxes collected on automobiles giving name of owner, make and year of car, assessment, county, state, dist. pd., dist., int., and serv.*
(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 owners within towns*
(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 *Edw. Lindw ptd. Linds*
(Handwritten. Handwritten printed form. Handwritten 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 - 18 X 11 1/2 X 6* *avw. Hoopp.*
(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)

(Is 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)

All markings on outside of
vols. or f.d.

Dates
covered
in vol.
f.d.

Arrangement

Indexing

Writing

"auto 9"	1930	alph. by name of towns. within towns.	No index	Edw. under ptd. books	915 pp.
"auto 3"	1931	"	"	"	407 pp.
"auto 5 - O.C. - Wla. - B. Ville. Sho. - St. M. - Selby. 1931-32"	1931-32	"	"	"	176 pp.
"all 1933 auto accounts in this book. all towns auto 2"	1933	"	"	"	404 pp.
"auto 1"	1935	"	"	"	182 pp.
"auto, Newark, Gurditree, Stackton, Eden, Fruitland"	1935	"	"	"	176 pp.
"auto Berlin"	1935	"	"	"	120 pp.
"auto, O.C. - Wla. - B. Ville. - B. - Sho. - St. M. - Selby."	1935	"	"	"	226 pp.
"auto Snow Hill"	1935	"	"	"	112 pp.

Total no. of vols. or f.d.'s 9 vols.
Average no. of pages 400 pp.
Estimated no. of papers

Size: largest $18 \times 11\frac{1}{2} \times 4$
smallest $18 \times 11\frac{1}{2} \times 1$

(To be returned to attic)

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 County Treasurer
(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 (Automobile tax 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 1936-37
(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 By towns, county, year and office.
(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 taxes collected on automobiles
(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 name of owner, address, description of car, amount of assessment, tax date pd, discount, interest, insolvencies and transfers.

6. Contents—continued _____

7. Arrangement *apl. by name of township in each town.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *no index; tabs under name of each town.*
(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 and Ldw under pt. Leds.*
title and identification number)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *17 1/4 x 15 x 3/4 - 17 1/4 x 15 x 3 1/2* *aver. 200 pp.*
Printed. Photostat. Other. Give months and years covered by each kind of writing)
(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)

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Automobile Tax Ledger
1937
County Commissioners
Worcester County
Snow Hill Md.
Vol. 1

1937

alph. by name of owner in each town

no index
By tabs under name of town

typed and 197
Ldw. under dbl. ptd. leads pp.

Automobile Tax Ledger
1937
County Commissioners
Worcester County
Snow Hill, Md.
Vol. 2

1937

alph. by name of owner in each town

no index
By tabs under name of town

typed and 216
Ldw. under dbl. ptd. leads pp.

County Commissioners
Worcester County
Snow Hill Md.
Automobiles 1936
Treasurers office
Pocomoke City

1936

alph. by name of owner in each town

No index
By tabs under name of town

typed and 51
Ldw. under dbl. ptd. leads pp.

Total no. of vols. or f.d.'s 3 vols.
Average no. of pages 200 dbl. pp.
Estimated no. of papers _____

Size: largest $17\frac{1}{2} \times 15 \times 3\frac{1}{2}$
smallest $17\frac{1}{2} \times 15 \times \frac{3}{4}$

To be returned to attic

All markings on outside of
vols. or f.d.'s

Dates
covered
in vol.
fd.

Arrangement

Indexing

Writing

County Commissioners
Worcester County
Snow Hill, Md.
Automobiles 1936
For Treasurer
vol. 2

1936

alph. by name
of owners in
each town

no index
By tabs
under name
of towns

typed and
hds. under
ptd. heads

129
dbl.
pp.

County Commissioners
Worcester County
Snow Hill, Md.
Automobiles 1936
For Treasurer
vol. 2

1936

alph. by name
of owners in
each town

no index
By tabs
under name
of towns

typed and
hds. under
ptd. heads

226
dbl.
pp.

County Commissioners
Worcester County
Snow Hill, Md.
Automobiles 1936
For Treasurer
vol. 1

1936

alph. by name
of owners in
each town

no index
By tabs
under name
of towns

typed and
hds. under
ptd. heads

228
dbl.
pp.

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

Size: largest _____
smallest _____

19

2100

ROAD PETITIONS & SURVEYS, 1895---. Est. ~~400~~ papers in

1 f.d. 1 box, 1 box 1902-24 not titled.

Original petitions for roads and bridges, giving date, location of road or bridge, bids, specifications, bonds, contracts and correspondence; also petitions to increase levies to extend school year. No

orderly arrangement. Hdw. ~~and~~ typed; ^{hds. and typed on pta 45} 12 1/2 x 5 x 16 1/2. Commissioner's

vault, box 1902-24, garage.

x. d. 1895--

Road Petitions + Surveys,
1895 - - , est. 400 papers
in 1 fid.

Original petitions for roads and bridges
giving date location of road or bridge
bids, specifications, bonds, contracts
and correspondence; also petitions
to increase levies to extend school
year. Not art. Hand. + typed. 12 1/2 x 5 x 16 in.
Commissioner'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 County Commissioners
(Office of custody) (Office which made the record, if different)

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

1. Title "Road Petitions & Surveys"
(Give present 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--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling Road Petitions & Surveys
(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 Petitions, appeals, bonds and correspondence in roads, also contains contracts and specifications for bridges, petition to increase levy in certain districts to lengthen school 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 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 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 12 1/2 x 5 x 16 1/2 approx 400 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Commissioner'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)

Road Petitions & Surveys

"Road Petitions & Surveys" (1895--) 1 f. d.

Contents: petitions, appeals, bonds and correspondence in roads, also contains contract and specifications for bridge over Pocomoke River, petitions to increase levy in certain districts to lengthen school year

no arr. hdw. + typed. approx 400 papers.

$12\frac{1}{2} \times 5 \times 16\frac{1}{2}$.

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 *County Commissioners*
(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 *(Roads and Bridges)*
(Give present 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 *1902-24*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 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 *Contains records of roads and bridges include*
(Purpose and general nature of record. Principal items of information

Correspondence concerning bids for contracts for
shown. Summary of forms used in making record, their headings, etc. If a very

roads, bridges and sale of bonds.
general or miscellaneous record, detailed information as to type of records

Petitions of roads improvements and reports
contained and dates covered by each should be given. Unless contents of these

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

Petitions to open roads and reports of committees
and attached)

6. Contents--continued

petitions for bridges, specifications for roads and bridges, petitions to build roads by subscription.

7. Arrangement

None
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing

None
(Self-contained--describe what it shows. If separate, fill out a form for it,

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

9. Writing

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

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

and years covered by each kind of writing)

10. Size

21 x 14 1/2 x 14 *approx. 1627 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)

County Commissioners

All markings on outside of vols. or fd. . . .

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Roads and Bridges)

1902-24

none

none

Handwritten
ptd. journal
typed.

Contents: Contains records of roads and bridges including correspondence concerning bids for contracts for roads and bridges and sale of bonds.
 Petitions of road improvements and reports of examiners.
 Petitions to open roads and reports of committees.
 Petitions for bridges, specifications for roads and bridges, petitions to build roads by subscription.

Total no. of vols. or f.d.'s 1 box
 Average no. of pages
 Estimated no. of papers 1627

Size: largest
 smallest 21 x 14 1/2 x 14

20

(Plats) 1908-19. Est

57 papers in 1 f.b.

Beve prints of State Roads Commission
giving plan and profile of proposed roads,
date, and name of chief engineer. No
orderly arrangement. Print. 29x12 1/2 x 12

Secret.

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: County Commissioners
(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: (Plats)
(Give present 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: 1908-1919
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity: 1 carton box 54 plats
(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: Blue print plats of State Roads
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making records, their headings, etc. If a very general or miscellaneous record, detailed information as to 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 no arrangement
(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 Blue print tracings
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size 29x12 1/2 x 12 54 plats
(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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

no number	1908	none	none	
sheet no. 17	1909			
" " 18	1909			
" " 18D	1909			
" " 19	1909			
" " 20	1909			
" " 19	1909			
" " 20	1909			
sheet no. 15D	1910			
" " 17D	1910			
" " 18D	1910			
" " 21	1910			
" " 22	1910			
" " 22	1910			
" " 20E	1910			
" " 21E	1910			
" " 24	1910			
Bishopville Road #1	1912			
" " #2	"			
sheet no. 1	1912			
2	1912			
3	1912			
4	1912			
5	1912			
6	1912			

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

Size: largest
 smallest

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

sheet no. 6

1912-14

" " 7

1912-14

" " 8

1912-14

" " 9

1912-14

" " 10

1912-14

" " 11

1912-14

" " 12

1914

" " 26

1914

" " 27

1914

" " 28

1914

" " 29

1914

" " 30

1914

" " 31

1914

" " 32

1914

" " 33

1914

" " 55

1915-

" " 17

1917

" " 23

1919

" " 24

no date

Ocean City

sheet no 18

no date

" " 20

no date

" " 21

no date

" " 23

no date

" " 12

no date

" " 13-

no date

" " 17

no date

no date

Total no. of vols. or f.d.'s

Average no. of pages

Estimated no. of papers

Size: largest
smallest

County Commissioners

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
---	---------------------------	-------------	----------	---------

Contents : Plats of State Road Commission showing plan & profile of proposed location of roads. Some give name of chief engineer and date.

Total no. of vols. or f.d. 1 carton box
 Average no. of pages _____ Size: largest
~~Estimated~~ no. of papers 54 smallest 29 x 12 1/2 x 12

21



(Road Reports) 1911-16

Est. 2360 papers in
3 boxes, 1 bundle.

Monthly reports of road engineer, giving
list of material used and work done, also
daily report of ~~person~~ giving location or
name of road, list of persons employed, hours
worked, rate per hour, totals, and signature
of road engineer. ~~etc.~~ No other arrangements
H.C. on pta. form. ^{boxes,} 13 x 12 x 9 1/2, ^{bundle} 9 1/2 x 4 x 1 1/2, 9/27

Louise P. Lyster

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *County Commissioners*
(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 *(Road 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 *1911-16*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *3 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 *Contains monthly reports of work done*
(Purpose and general nature of record. Principal items of information

and material used. Daily reports of hours
worked, giving dates, place, rate per hour, total
signature of road engineer.
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 None
(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 13 x 12 x 9 1/2 appx. 2310
(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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Road Reports)

1911-16

None

None

Index on
Std. form

Contents: Contains monthly reports of work done and materials used. Daily report of hours worked, giving dates, place, rate per hour, total hrs., signature of road engineer.

In attic of courthouse

Total no. of vols. or f.d.'s

3 boxes

Average no. of pages

Estimated no. of papers 2310

Size: largest
smallest

13 X 12 X 9 1/2

Pay roll for what?

Books like roads:

These are payroll sheets for
County Roads.

Louise R. 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 County Commissioners
(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 (Pay Roll for County roads)
(Give present 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 1911
(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 Payroll sheets giving name of employee,
(Purpose and general nature of record. Principal items of information

position, number of hours worked each
shown. Summary of forms used in making record, their headings, etc. If a very

small log, total hours, rate, amount due,
general or miscellaneous record, detailed information as to type of records

total and signature of supt.
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 None
(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 9 1/2 x 4 1/4 x 1 1/2 appx. 50 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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Pay Roll)

1911

none

none

Index by dupl'd heads

Contents: Payroll sheets giving name of employee, position, no. of hrs. worked each day, total hrs., rate, amount due, total, and signature of supt.

In attic of Court house

Total no. of vols. or f.d.'s

Average no. of pages

Estimated no. of papers 50

1 bundle

Size: largest
smallest

$9\frac{1}{2} \times 4\frac{1}{4} \times 1\frac{1}{2}$

22

General Public Assistance
1937 - - est. 700 papers, 148 cards
146 1 fid.

Card record of monthly payments of assistance
given, giving name of client, address, date,
color, voucher no., amount paid. Also
routine correspondence attached to cards. Arr.
reph. by name of client. Cards typed on pta. form,
Correspondence hco. and typed. 9x6x17. Office No. 1
Commissioners.

(2) No date on this one either.

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.

(2)

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland

Name of agency or office County Commissioners
(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 "General Public Assistance"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling "General Public Assistance"
(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 assistance given people by
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

Co. Commissioners, paid monthly.

their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

gives: name, address, date, amount paid;
States whether colored or white, date, voucher no.

Also contains correspondence pertaining
to cases, filed with cards.

amount pd.

6. Contents—continued

7. Arrangement *alph. by name of payee giving address.*
(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 *cards typed on ptd. forms; correspondence hdw. 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 *9x6x17* *74 cards (active)*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
104 discontinued cards in rear of file drawer.

11. Location by dates and quantities *Commissioner's office #1.*
(Room, vault, wall—N. E. S. W., section, shelf, cabinet, on floor)

12. Other information *These are not pensions, but people who need temporary help. Discontinued cases filed in the rear of file drawer.*
(Condition of record if not good. Relation to 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)

General Public Assistance. (f. d.)

"General Public Assistance".

1 file drawer.

Contents: Card record of assistance given people,
paid monthly.

gives name, address, date, amount paid,
whether colored or white.

Also contains correspondence pertaining to
cases.

Cards typed on ptd. forms. Correspondence hdw typed.
arr. alph. by name of payee.

9x6x17.

23

②

Office Book,
1934 - - 16 Vols.

(8 Vols. labeled by
liber or name of doctor;
4 Vols. by no. of order)
13 Vols. 1934-34 not
titled

Application for and order of hospitalization
for part paying patients, admitted to hospital
at Salisbury giving date, amount applicant
agrees to pay, signature of applicant, order for
hospitalization signed by Clerk of Commissioners
and notice of release of patient giving no. of days
and signature of superintendent of hospital. All numbers by
order no. Hdw. on 4 to forms. Size 10 1/2 x 8 1/2 x 1/2. Paper;

Why duplicate?

The original is sent to the
Hospital and returned to County
Commissioner when the patient
is discharged.

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 County Commissioners
(Office of custody) (Office which made the record, if different)

Address of office of custody Courthouse Snow Hill
Office Book
(Name of building, room number, street address)

1. Title Duplicate applications for Hospitalization
(Give present 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 16 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 applications for Hospitalization
(Purpose and general nature of record. Principal items of information

for indigent patients, giving date, name of patient
Amount to be paid County per day and
signature of County Commissioners and CLK.
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 Numer. by case no. and 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 10 1/2 x 8 1/2 x 1/2 aver. 100 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)

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Dr. Franklin"	June-Sept 1934	number by case no. 50-100	✓	hdw. ptd forms.
"E. W. M."	Mar.-Aug 1934	101-150	✓	"
"Dr. J. Y. Franklin"	Sept 1934	151-200	✓	"
"E. W. M. 201-250" (no marking)	June 1935	151-200	✓	"
	Aug 1934 Feb 1935	201-250	✓	"
	June 1935	250-272	✓	"
	Jan 1936	250-272	✓	"
"L. H. R. 300 to 350"	Feb.-June 1935	300-350	✓	"
"L. H. R. 350 to 400"	July-Dec 1935	350-400	✓	"
"Dr. J. Y. Franklin 400-450"	Feb.-June 1935	400-450	✓	"
"Dr. J. Y. Franklin 500-550"	June-Nov 1935	500-550	✓	"
"Dr. J. Y. Franklin 500-550" (No title)	Jan.-June 1936	601-650	✓	"
"650-700"	Dec 1935 May 1936	650-700	✓	"
"701-750 office" (no marking)	May 1936 Jan. 1937	701-750	✓	"
	June-Oct 1936	751-800	✓	"
"901-950 office Book"	Jan-May 1937	901-950	✓	"
(no markings)	May-Sept 1937	1001-1050	✓	"
"1101-1150 office Book"	Oct. 1937 Mar. 1938	1101-1150	✓	"

Total no. of vols. or f.d.'s 16
Average no. of pages 100
Estimated no. of papers

Size: largest
smallest

$10\frac{1}{2} \times 8\frac{1}{2} \times \frac{1}{2}$

uniform size.

Nº 1050

*duplicate in yellow
Kept in vol.*

APPLICATION FOR HOSPITALIZATION

Snow Hill, Md....., 193.....

The undersigned, applying for hospitalization at The Peninsula General Hospital for
..... agrees that..... cents per day
will be paid by to help defray
the expenses incurred by said patient.

Signed.....

Nº 1050

Kept at Hospital

ORDER FOR HOSPITALIZATION

Snow Hill, Md....., 193.....

To the Superintendent of the Peninsula General Hospital, Salisbury, Md.:

You are hereby authorized to receive as a patient for account of the Board of County Com-
missioners of Worcester County, M.....
whose residence is in Worcester County.

BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY,

Per

Nº 1050

*returned by hospital
and attached to duplicate in vol.*

[Superintendent of Hospital will return this blank to the County Commissioners of Worcester County,
on the day the patient is discharged]

To the Board of County Commissioners of Worcester County:

M..... of Worcester County has been
discharged this day as a patient at this hospital, account of Worcester County; having been a
patient here..... days.

.....
Superintendent of the Peninsula General Hospital

74

Lunacy Papers,

1905 --, est. 400

papers in r.f.d.

Original papers dealing with
insane public charges, including
petition and names of petitioners,
doctors' examination, reports and
certificates of commitments, giving
name of patient, residence, sex,
age, medical history, name of
asylum, date committed, etc.
Hand. and typed, hds. and typed
on pth. form. $12\frac{1}{2} \times 5 \times 16\frac{1}{2}$ Consultation
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 County Commissioners
(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 "Lunacy 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 1905--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling Lunacy 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 Contains petitions and certificates in lunacy cases, giving name of patient, address and findings, and name of petitioner.
(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 1 env. of blanks returned to County Commissioners from hospital showing discharge of patient and length of stay in Pen. Gen. Hosp. (not lunacy cases.)
(Salisbury hospital)

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 hdw., typed, 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 12 1/2 x 5 x 16 1/2 approx. 400 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Commissioner'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)

Lunacy papers.

"Lunacy papers." (1905--) 1 f. d.

Contains petitions & certificates in lunacy cases, giving name, address and findings. Also gives name of petitioner.

Also contains 1 env. of blanks returned to Co.

Commissioners from hosp. for use of free beds in Pen. Gen. Hosp. showing discharge of patient and length of stay in hosp.

no arr. - h.d.w., typed, h.d.w. & typed on ptd. forms.

$12\frac{1}{2} \times 5 \times 16\frac{1}{2}$

Commr's, vault. approx 400 papers.

25

C

(Indigent Patients)

1936-37, Est. 14 papers

in 1 bundle

Lists of indigent patients admitted to hospital at Salisbury, Md. giving name of patient, address, date admitted, date discharged, no. of days each patient, total days all patients, approval for payment, and signature of president of Commission, H. C. Cron, by monthly reports. Typed. 8 x 5 1/2 x 1/2. Garrett.

Are the patients housed
only in County Hospital
or various State hospitals
also? Is the record run
to date, Pen. Gen. Hospital
in Salisbury only.

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 County Commissioners
(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 (Worcester County Free Patients)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1936-37
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 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 lists of free patients from
(Purpose and general nature of record. Principal items of information

Worcester County admitted to Peninsula
shown. Summary of forms used in making record, their headings, etc. If a very

General Hospital, giving name of patient,
general or miscellaneous record; detailed information as to type of records

address, date admitted, date discharged,
contained and dates covered by each should be given. Unless contents of these

no. of days each patient spent in hospital,
records are described by other Forms 12-13HR, such forms should be filled out

total no. of days all patients; some papers
and attached)

6. Contents--continued rubber stamped, dated & signed by pres. of Co. Commrs.
-
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 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 8 x 5 1/2 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 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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Hickman Co. Free Patients"

1936-37

Chron. by date of entry.

none

Typed

Contents: List of all free patients in Co. giving name of patient, address, date entered and discharged from hospital and no. of days there. Stamped, passed, giving date by president of Co. Commissioners.

In attic of courthouse

Total no. of vols. or f.d.'s

Average no. of pages

~~Estimated~~ no. of papers

1 bundle

Size: largest
smallest

8 X 5 1/2 X 1/2

14

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 County Commissioners
(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 (Hospital accounts)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1936-37
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 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 Accounts paid and statements for
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, independent patients at hospital, 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 patient, date of admission, date discharged, and signature of clerk of County Commissioners.)
name of patient, date of admission, date discharged, and signature of clerk of County Commissioners.

6. Contents—continued _____

7. Arrangement numerical by no. of form
(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 pld. 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 5 1/2 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 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)

County Commissioners

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Hospital accounts)	1936-37	Numer. by no. of forms	None	Hdw. on ptd. form
---------------------	---------	------------------------	------	-------------------

Contents: accounts paid and statements for indigent patients at hospital, giving name of patient, date of admission, date discharged and signature of clerk of County Commission.

In attic of courthouse

Total no. of vols. or f.d.'s

1 bundle

Average no. of pages

Estimated no. of papers 352

Size: largest
smallest

8 x 5 1/2 x 1 1/2

Journal, (Treasurer's
Report), 1925 -- 2 Vols.
1 Vol. 1929 -- Not titled

Copies of monthly reports of Treasurer
and summarized annual reports,
giving, year and month total receipts
from taxes, interest and income from receipts
other than taxes, ~~and~~ gross expenditures
with monthly balance; summarized
reports show gross annual receipts
and expenditures, Arr. shown, by
month and year, H.W. 12 x 9 x 1 1/2.
Commissioner'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 County Commissioners
(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 "Journal" (Monthly report of County Treasurer)
(Give present 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 1925--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 2 vols.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling 1 Journal 1 unlabeled.
(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 report of County Treasurer
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, giving year, month, income (levy & interest on taxes) miscellaneous income and expenditures, also gives detailed yearly "Journal Entries" debit and credit.)

6. Contents—continued _____

7. Arrangement Chron. each 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 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 14x9x1 1/2, 304 pp (119 used.) 14x11x1 1/2 300 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information Prior (?)
(Condition of record if not good. Relation to 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)

Co. Treasurer's Monthly Report.

Journal (June 1925 - June 1929) 304 pp. (119 used)

hdw. 14 x 9 x 1½.

(no title. Report of County Treasurer.) 1929-- 300 pp.

hdw. 14 x 11 x 1½.

Contents - Monthly report of Co. Treasurer, giving year, month, income (levy & interest on taxes) miscellaneous income and expenditures, also gives detailed yearly "journal entries" debit & credit accounts.

Commer's office.

29

Ledger 1905-7 vols.

DW, 1892-1910. 13 vols. Title varies: Ledger, 2 vols.,

1892-1909. Title varies; Day, 1 Vol. 1905-10

= Ledger

Journal record of expenditures against levy funds, giving amount

for each fund

appropriated, date, and items of expenditures from each fund. ~~10~~

3 vols. 1892-1910

no Orderly arrangement;

Hdw. Aver. ³⁵⁰ ~~200~~ pp. 15 x 10 x 2.

Commissioner's

~~vault.~~

4 vols. 1909-25 arr. alph. by name of account.

Check

✓ Invt. 1892-1910 Commissioner's vault; 4 vols.
1909-25 in q.vault.

Check

Diary, 1892-1910, 3 Vols.

Title various; Ledger,
2 Vols. 1892-1909.

Journal record of expenditures
against levy funds, giving amount
appropriated, ~~and~~ date and items
of expenditures from each fund.

Not acc. Hdq. Apr. 200 1/2. 154087

Commissioner Vanet.

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 County Commissioners
(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 "Ledger" "Day" (Cash accounts)
(Give present 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 1892-1910
(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 2 vols. "Ledger"; 1 vol. "Day" (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 Bills paid by Committee 1892-1901; Jury fund, 1893-95; Grand & petit jury, names and amount paid each, 1895-01, 1904-07; Out-door-pension list, 1894-1900; Public Road fund, 1893-98, 1902-08; cash accounts, receipts & disbursements, 1902-1910; Alms-house fund, 1902-08; School fund 1902-06; Bailiffs to Court, giving date, name and amount paid, 1906-08; Court house & jail fund, 1902-09;
(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 *Mortgage tax fund collections, 1904-09; Road Building Fund, 1906-09; Jury Certificates, 1907-08.*

7. Arrangement *no arrangement. ?*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *1 partial self-con. front. 2 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.

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

10. Size *15x10x2, 16x11x2 1/4, 14x9x1 3/4*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

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

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

Some early vols. destroyed by fire 1893. Numerous vols. are scattered about attic floor.

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

(Place of publication)

(Date of publication)

(Cash Books)

"Ledgers Worcester County." ^{Contents} Bills paid by Co. Comr's.
1892-1901; Jury Fund 1893-95; Grand & petit
jury, names and amount paid, 1895-1901; Out-
door-pension list 1894-1900; Public Road Fund,
1893-98.

15x10x2, Ldw., no index.

"Ledgers" (1902-1909) partial index, self-con. front.
Contents - Cash accounts, Credits & disbursements, 1902-05;
Road Fund, by districts, 1902-08; grand and
petit jury lists and amount paid each, 1904-07;
Alms house fund 1902-08; School Fund 1902-06;
Bailiffs to Court, giving date, name and amount
paid, 1906-08; Courthouse & jail fund, 1902-09;
Mortgage Tax fund collections, 1904-09; Road
Building fund, 1906-09; Jury certificates 1907-08.
16x11x2 $\frac{1}{4}$ Ldw. 500 pp. no arr.

"Day" Cash account (on front) (1905-1910)
Contents - Cash accounts, disbursements and
receipts (1905-1910)
14x9x1 $\frac{3}{4}$ Ldw. 300 pp. only 113 used.

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 County Treasurer
(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 "Ledger" (3 vols) 1 vol 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)

2. Dates 1909-1925.
(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 receipts & disbursements, almshouse account, almshouse fund, assessments (real & personal, Backills to court, Bonds & coupons, court stenographer, dog license fund, primary election account (by districts), Forest warden's accounts, state hospital accounts, interest & discount, Insurance policies, jail accounts, Jurors (Grand & petit) Justices of the Peace, Series (by year), Liberty Bond account, Local
(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 Registers, misc. accounts, Out-of-door Business
(monthly), Physician's accounts, Paupers coffins, Roads accounts, sheriff's
account & salary, School Fund Levy, School Fund drafts, State attorney,
Treasurer's office (expenses & salaries) Tax assessors, witnesses to court, wood for
uncollected taxes (by years) giving date, items, folios, debits, check #, items folio.

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

8. Indexing 2 vols (1920-25) arr. with index tabs with
index preceding each account, giving acct # 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 2 vols 1909-19 all hdw. 2 vols. 1920-25 Ldw.
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 2 vols 1909-19 16x11 1/2 x 3 600 pp.; 2 vols. 1920-25
11 3/4 x 12 3/4 x 3 400 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
(to remain in attic)
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information See also "Receipts & Disbursements"
1925-31 2 vols.
(Condition of record if not good. Relation to 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)

County Treasurer.

Ledger.

- "Ledger" 1909-1916. 742 pp. (560 used) self-con.
index arr alph. $16 \times 11\frac{1}{2} \times 3\frac{1}{4}$. hdw.
- "Ledger" 1916-1919. 600 pp. loose vol. index arr
alph. $16 \times 11\frac{1}{2} \times 3$.
- (above two vols. arr. chron. by date of entry, all hdw.)
- no title (Ledger) 1920-23. 400 pp. $11\frac{3}{4} \times 12\frac{3}{4} \times 3$ 400 pp.
vol. arr. chron. by date of entry, index ^{new 50 leaf} tabs
- "Ledger" - 1924-25. 400 pp. $11\frac{3}{4} \times 12\frac{3}{4} \times 3\frac{1}{4}$. hdw. pt to heads
arr. chron. by date of entry, index tabs.
- Contents 1909-1925. Record of almshouse account,
almshouse fund, assessments (real & personal) Bailiff,
to court, Bonds & Receipts, Receipts & disbursement,
court stenographer, dog license fund, primary
election accounts (by districts) Forest warden's
accounts, State Hospital's accounts, interest & dis-
count, Ins. policies, Jail accounts, Janitor,
Jurors (grand & petit) Justices of the peace, Series

Ledger - Cont.

Liberty Bond account, Local registrars,
miscellaneous account, Out-of-door Pensions
(monthly) Physicians account, Paupers support,
Roads accounts, sheriff's account & salary, School
Levy Funds, School Levy drafts, State's attorney,
Treasurer's office (expenses & salaries) Tax assessors,
Witnesses to court, wood for courthouse,
uncollected taxes (by year), giving date
items (to whom pd.) folio, debits, check no.,
items (for what) folio, credits.

4 vols. 1909-1925

1909-1919, $16 \times 11\frac{1}{2} \times 3$, 600 pp. all hdsr.

1920-1925, $11\frac{3}{4} \times 12\frac{3}{4} \times 3$, 400 pp. hdsr. under pd. hdsr.

In attic of courthouse.

Com. Treasurer

(Ledgers)

All markings on outside of
vols. ~~or~~ ~~for~~

Dates
covered
in vol.
~~ed~~

Arrangement

Indexing

Writing

Ledger

1909-16

arr. chron.
by date of
entry

self. con.
arr. alph.
giving p. no.

Ldw.

742 pp.

Ledger

1916-19

ditto

loose vol.
index arr.
alph. + p. no.

Ldw

600 pp.

no title (Ledger)

1920-23

arr. chron.
by date of entry
under index
Tabs

Vol. arr.
with index
tabs. Index
for each tab
preceding
each letter
giving p. no.

Ldw. pld
heads.

400
pp.

Ledger

1924-25

ditto

ditto

ditto

400 pp.

Total no. of vols. or ~~ed's~~
Average no. of pages 500
Estimated no. of papers

Size: largest $16 \times 11\frac{1}{2} \times 3\frac{1}{4}$
smallest $11\frac{3}{4} \times 12\frac{3}{4} \times 3$.

30

CASH BOOK (Tax Collections), ¹⁹⁰⁶⁻~~1910~~-13, 1915-24. 13 vols.

(4 vols. dated), Title varies: Day, 5 vol., ~~1910~~ 1906-10,

Journal, 3 vols., 1911-13.

Record of ^{daily} tax collection, giving date, district, name of taxpayer, amount of real and personal assessments, amount of county and state taxes, and date paid; record 1918-20, also contains recapitulation of state tax collections, copy of report to state showing total state taxes collected and uncollected, and amount of weekly deposits. Arr. alph. by name of taxpayer within districts. Hdw. Aver. 500 pp. 14 x 9 x 2. Vault.

2 entries

Cash Book

1910-13, 1915-24

4 vols.

~~Journal~~ (Tax Collections), ~~1910-13~~. 13 vols. (dated). Title varies:

Day, 1 vol., 1910, ~~Journal~~, 3 vols. 1911-13.

Record of tax collections, giving ^{date} district ~~no.~~, name of taxpayer, amount of real and personal assessments, amount of county and state taxes, and date paid; Arr. alph. by name of taxpayer within districts. Hdw. Aver. 500 pp. 14 x 9 x 3. Vault.

Record 1918-20 also contains recapitulation of state tax collections, copy of report to state showing total state taxes collected and uncollected and amount of locally deposits.

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 County Commissioners
(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 "Journal" "Day" (Tax collection 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 1910-1913
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 vols. (districts 2-4-6-8)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 vol "Day" + dated w/ front 3 vols "Journal" + 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 gives district number, name of taxpayer, amount of real & personal assessment,
(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

amount of county and state taxes, date paid.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
also rubber stamped "paid".

6. Contents—continued _____

7. Arrangement arr. alph. by district.
(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. rubber stamped "Paid"
(Handwritten. Handwritten printed form. Handwritten 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 2. 500 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

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

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

Probably in attic. Probably burned

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

(Place of publication)

(Date of publication)

Journal (Tax Collection Books(?))

May 1910

Journal 1911 (500 pp. 14x9x2)

Journal Taxes 1912 " "

Journal Taxes 1913 " "

4 vols 1910-1913. arr. alph. by district.

gives only districts 2-4-6-8.

Contents - district no., name of taxpayer,
amount of real & personal assessment,
amount of county and state taxes, date
paid.

hdw. 500 pp. 14x9x2

Louise R. Lepton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Treasurer
(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 "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 1915-24
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling on inside of cover by year.
(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 ^{daily} tax collections given month
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

day, year, district, discount, County tax 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)

State tax. Recapitulation of cash book in back of vols. 1918, 1919, 1920, gives total state collections, report to State, uncollected taxes, actual collection state taxes, uncollected state taxes.

account deposited monthly

6. Contents—continued

7. Arrangement

Chron. by date

(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 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 8 1/2 X 1 1/2

aver. 250 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)

(not to be taken to Treasurers office as they were discontinued after 1924)

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)

County Treasurer

"Cash Book" 1915-24

14 x 8 $\frac{1}{2}$ x 1 $\frac{1}{2}$

all Ldw. 9 vols.

ann. 250 pp.

arr. numer. by date

Contents: Record of ^{daily} tax collections giving, month, day, year, name, district, discount, County tax, State tax, amount deposited weekly.

Recapitulation of Cash book in back of 1918, 1919, 1920 vols. gives total State Collections, report sent to state, uncollected taxes, actual collection state taxes.

Labelled on inside of cover by year.

In attic of Courthouse.

(not to be taken to Treasurers office as they were discontinued after 1924)

Those records and copies
only districts 3-5-9^{1/2}

There were tax collectors
in Co. 3 & 4, during
those years. It may have
been the clerk's record of
taxes paid.

Lewis 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 County Commissioners
(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 "Key" (Collectors Books)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates of quantities

or both)

2. Dates 1906 - 09
(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 year and districts 3, 5, 9.
(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 tax collector's collections on real and personal property collected in his collection district, made from collectors assessment books giving name of taxpayer, amount assessed on real and personal property, amount of County and state assessments, district, amount pd and date 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, each forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alph. by name of tax papers.
(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 14x9x2 400-504 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)

County Treasurer

"Day 1906, 3, 5, 9" (Collection Book)
14 X 9 X 2 400 pp.

"Day 1907, 3, 5, 9" (Collection Book)
14 X 9 X 2 500 pp

"Day 1908, 3, 5, 9" (Collection Book)
14 X 9 X 2 504 pp

"Day 1909, 3, 5, 9" (Collection Book)
14 X 9 X 2 500 pp.

Contents: Record of tax collectors' collections on real and personal property, collected in his collection district made from collector assessment books giving, name of taxpayer, amount assessed on real and personal property, amount of county and state assessments, district, amount pd. and date pd.

4/1908
4/1909

arr. alph. by name of taxpayer.

Labelled by year and districts.

In attic of Courthouse.

Ledger Courthouse and
Fair Fund, 1893-95. 1 Vol

Record of proceedings of the Commission
acting as ^{building} ~~building~~ ^{Committee} for new courthouse
in ~~1893-95~~ ¹⁸⁹³⁻⁹⁵ details of correspondence, proposals,
specifications, ~~and~~ bond issues, ^{and bills paid,} ~~at building~~
~~Courthouse and Fair~~, Arr. Chron. by date
of meeting. Indexed Alph. by name of
individuals or firm. Hded. 200 pp.
14x8 1/2x1. Garrett.

Louise R. Sexton

(Worker's full name)

(Date)

(Form identification number)

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DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

Name of agency or office County Commissioners
(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 "Loggin Courthouse and Jail Fund"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1893-95
(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 meetings of County Commissioners
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
giving steps taken as to the building of the new County Court house and jail at Snow Hill in 1893, giving copies of correspondence to firms and banks, record of Court house and jail bonds redeemable, giving dates and amount. List of bills pd. in and for construction of Courthouse and jail.

6. Contents—continued _____

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

8. Indexing *alph. by name, giving page 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 *all hdw.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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 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)

County Commissioners

Lodge Court House and Jail bond 1893-95
all Law. 14 x 8 1/2 x 1 200 pp.

arr. Chron. by date

Indexed alphabet. by name giving page no.

Contents: Record of meetings of County
Commissioners given steps taken as
to the building of the new Courthouse
and jail after the town fire of 1893.
Given copies of correspondence to firms
and bankers, record of Courthouse and
jail bonds redeemable given dates
and amount. List of bills pd. in
and for construction of Courthouse
and jail.

In attic of Courthouse

" On the night of August the seventh 1893
fire was discovered in the Store house of George
W. Dryden on Green Street. The fire soon
became unmanageable and destroyed the
business portion of the town, many private
residences, the First National Bank of Brown
Hill, the courthouse and jail also large
amounts of merchandise and other per-
sonal property."

Copied from "Ledger - Courthouse
and Jail Fund" (1893).

32

Tax Ditch Papers,

1893 -- 256.340 papers

in 1 f.d.

Petitions, correspondence and plats
relating to drainage ditches giving petition
of owners through whose land drainage
is proposed, plats of proposed ditches,
and reports of examiners. Arr. Alph.
by name of ditch, straw, and typed.

12 1/2 x 5 x 16 1/2. Commissioner's vault,

If possible, please give a more detailed description of contents.

Who files the petition? taxpayers ^{through whose land}
ited names

Are there condemnation proceedings? no condemnation.

Are ^{special} taxes collected for each parcel? at one time there was a special tax, but not 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
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WASHINGTON, D. C.

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Maryland.

Name of agency or office County Commissioners
(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 "Tax Ditch 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 1893--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling Tax ditch 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 Contains petitions from taxpayers to County Commissioners to have a tax ditch dug to drain lands, signed by petitioners, also contains correspondence to commissioners relating to tax ditches, several drawings of ditches, and miscellaneous papers relating to ditches.
(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 name of tax ditch in envelopes*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?) *(some dated)*

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 *12 1/2 x 5 x 16 1/2* *17 env. approx 20 papers*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
To an envelope.

11. Location by dates and quantities *Commissioners 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)

Tax Ditch Papers.

"Tax Ditch Papers" (1893--) 1 fld.

Contents - Petitions, correspondence, reports
and miscellaneous papers concerning
tax ditches in Worcester Co.

Arr. by name of ditch, in envelopes.

$12\frac{1}{2} \times 5 \times 16\frac{1}{2}$

hdw. & typed

18 envelopes.

Commin's vault.

3
3
3
3
3

Contracts and Agreements
Petitions O. D. P. (Old Dependent
Pensions) etc. ¹⁹⁰⁷ est. 400 papers
in 1 f. du

Original papers in contracts and agreements
for street lights, oiling of roads, clearing right
of ways giving date, name of firm or corporation,
terms of contracts, franchises for gas light and
power companies, giving terms of agreement;
bid and acceptance to build a bridge giving
specifications and bond of bidder. Contents:
Copies of Inventories, ¹⁹³³ entry -; State Tax Commission
Securities Certification, 1936-37, entry -; Rough copies of ^(Laid)

Minutes, 1915 entry -; Race Petitions, 1915-m, entry -;

Reports of Progress of the Race of Fines collected, 1931--1
entry -; Petitions for and granting of Bear Age and

Matters' Progress, 1915-31, entry -; Recommendations to the

Camp Meetings, 1939, entry -; Constables and Stewards
Reports (Bear of Weights) Banks' entry -; Sub papers

Serial on Commissions, 1917-29, entry - ^{in body and} Net art.

Maps and types, 12 1/2 x 5 x 16 1/2, Commissions also
values

(Bonds) 1930-38.

In Contracts and
Agreements, Petitions,
O.D.P. (Old dependent
Persons) etc. entry -

Original bonds furnished by constables
and standard bearers (sector of weights)
giving date, name, amount of bond
name of sponsor. Not not.

(Subpoenas) 1924-29.
In Contracts and
Agreements Petitions
O.D.R. (old dependant
pensions) etc., entry -

Original subpoenas served by Sheriff
on commissioners to appear in
Circuit Court. Not all,

(Road Petitions) 195-14
In Contracts and
Agreements Petitions
O.D.P. (Ord dependent
Petitions) etc, entry -

Petitions to open roads and reports
of committees, condenserations to require
land, specifications, and plans of
roads. Not art.

(Reports of fines of
Justices of the Peace),
1934--. In Contracts and
Agreements Petitions
D. O. P. (and dependent
persons) etc, entry -

Monthly reports of fines and costs
collected by justices of the peace in
criminal cases, giving name of Justice,
date, name of deft, amt. of fine and
costs total for month. No. art.

(Petitions for old
Age and Mothers' Pensions)
1925-31, In Contracts
and agreements,
Petitions O. D. P. (old
dependent pensions) etc.
entirely —

Petitions to grant old age pensions
giving name, and why, with signature
of petitioner and amount granted; mothers
pension gives name, no. of children, address
if rent or own property, husband's name and
occupation, if any, income and source, references.

None etc.

(Camp Meetings)
1939. In Contracts
and agreements
Petitions O. D. P. (old
dependent persons)
etc., entries —

Application and petition for right
to hold meetings giving name of church,
where to be held, date, signatures
of trustees and taxpayers, Not ass.

(Minutes) Jan to May 1975.
In Contracts and Agreements,
Petitions, O.D.P. (old dependent
permits) etc. entry.

Original copies of minutes later transcribed
in permanent record, entry — Not att.

(Copies of Inventories, 1933.)

In Contracts and Agreements,
O. D. P. (Oed dependent Pensions)
entry -

Certified copies of inventories furnished by
the Registrar of Wills, showing information as in
entry - Not att.

Certifications

(State Tax Commission's
Certification of Securities)
1936-37. In Contracts and
agreements, petitions,
O.P.P. (Old dependent pensions)
etc., entry —

Lists of shareholders of stocks owned in Worcester
in foreign corporations giving name and
address of corporation, the name and address of
owner, No. of shares of preferred and common
stocks, and value. Not att.

- (3) The "Contents" for this file drawer are far from having been broken down to the extent that we now require. For instance, there are no dates or description of contents for the petitions for pensions. The same goes for certifications by State Tax Commission. Does this file drawer contain the reports of the justices of the peace for only one year? What kind of camp meetings do you refer to? Are the minutes of the commissioners in this file drawer rough copies later transcribed into the official journal? This does not cover all the details of criticism of this form, but you see what is lacking, namely, a complete listing of all papers in this file drawer, the dates that they cover, their general purpose and their detailed contents. In other words, proceed as if each group of similar papers in the file drawer is to be written up as a separate series in itself.

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 County Commissioners
(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 "Contracts and Agreements -- Franchises --
Petitions O. D. P. etc."
(Give present 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 file drawer
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records These papers do not include every
year from 1902 --. 1902 was the earliest date in
record. Explain why records are missing, if possible
fide. I could find

6. Contents Contains franchises for light & power
companies, gas lines, petitions for pensions,
mother's pensions, Certifications by State Tax
Commission, Constable bonds 1930, petition
for road 1926, newspaper clippings of notice
of opening of roads, reports of Justices of
Peace 1931, Fire Co. papers, resolutions and
other papers, camp meetings 1939,
(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 *minutes of meetings of Commissioners, miscellaneous receipts 1936-39 levy.*

7. Arrangement *absolutely none whatever.*
(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.

10. Size *12 1/2 x 5 x 16 1/2* *approx. 400 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Commissioner'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)

Contracts and agreements --- Franchises --
Petitions O. D. P. etc.

"Contracts and Agreements --- Franchises --- Petitions
O. D. P. etc."

1 f. d. 1926 --

Contents - Franchises for Light & Power Co., & gas lines,
petitions for pensions, mother's pensions,
Certifications by State Tax Comm., Constables bond
1930, Petition for road 1926, newspaper clippings
of notice of opening of roads, reports of
Justices of Peace 1931, Fire Co. papers, resolu-
tions & other papers, camp meetings
1939, minutes of meetings of Comr's., mis-
cellaneous receipts 1936-39 levy.

$12\frac{1}{2} \times 5 \times 16\frac{1}{2}$

no arrangement.

aprox. 400 papers to f. d.

1925-1929. Petitions for pensions are in letter form from friends or neighbors of person to be pensioned, stating needs of person, whether able to work, whether any relatives to assist in support. hdw. & typed and signed by petitioners, rubber stamped by clerk with pres. of commis. sig, and amount granted by board. (approx. 20 papers.)

Also copies of subpoenas served to Commissioners by sheriff to appear in court. 6 papers - 1927-1928-1929. Typed on ptd. forms.

"1 W.P.A. Project proposal (Form 301) for work done in courthouse 1935. Typed on ptd. form.

Contains constable's bond for 1930 - typed, (1 paper) and Standard Bearer's bond (dealer of weights & measures) for 1935-38, (typed) (1 paper renewed each year).

Mother's Pension - Record of mother's relief pension (1 env. 2 papers) giving name of mother, address, nationality, - whether owns or rents home, length of residence in county, husband's name & occupation, no. of children & ages, - source of income, if any. - references - sworn before notary public. (only 1 paper for mother's pension. hdw. on typed form.) 1931. This envelope also contains 1 petition for old age pension by letter and signed by petitioners. (1931.)

"Camp Meetings 1939" Application of col. churches to hold camp meetings or bush meetings, giving name of church, where held, date, signed by trustees & tax payers of district. 3 papers. hdw. on ptd forms.

4 pages of Addenda.

"Contracts and Agreements -- Franchises -- Petitions
O. D. P. etc" (accent on "etc")

1 file drawer 1902 --

Contents: Miscellaneous papers. 1 bundle of certification by state Tax Com. of assessed valuation of Com. Banking Finance, Mortgage, Fidelity & surety, Fire & Marine Ins. & other moneyed & Financial Corporation shares subject to the 1% tax, giving dates received & posted, name of corporation, address, no. of shares, assessed value per share, aggregate, incorporated towns, no. of shares, aggregate. 23 papers Oct. 1936 - Mar. 1937. Hdw. & typed on ptd forms. no arr.

Also contains certified lists of names of people of War. Co. holding shares of ^{stock} in various Companies. 1937. (typed). furnished by tax Comm. giving name of shareholder address, no. of shares. (typed on ptd forms) 3 papers.

1 bundle of rough copies of minutes of Commissioners later transcribed into official record. Jan. - May 1925.

4 blue prints submitted to Commissioners showing proposed files for Register of Hills' and clerk of Circuit courts' vaults. (1924)

Road papers - These are petitions to Commissioners for new roads, and improvements to old roads giving list of names of petitioners. also contains one pen & ink plot of a road; contains correspondence pertaining to roads, and court papers regarding roads. no arr., papers & correspondence scattered throughout file box. approx 100 papers. Hdw. & typed.

1925, 1921

"Resolutions and other Co. Com. Papers 4-8-39." Contains 4 letters to Co. Commrs. 1 pertaining to bridge site in Ocean City, 3 requesting attendance of Co. Commrs. to various meetings outside County. - Mar-Apr. 1939. 2 copies of resolutions of board - one for Sat. half-holiday for office, one for levy of \$5,000 to drain Poconoke river. Mar. 1939. typed and carbon copies. (6 papers) ↻

"Reports of Fines of Justices of Peace - July 31-1931 To -" (Dec. 1931) 1 env. Monthly reports of fines & costs of justices of the peace, to County Commissioners, giving name of defendant, character of violation, date of violation, judgment, sheriff's costs, jailers costs, J.P. costs, total costs, fines. Hdw. & typed on ptd. forms, rubber stamped "passed" by Commrs. & signed by pres. 24 papers.

"Miscellaneous Receipts 1937 Levy" 1 env. of Justice of Peace monthly reports ^{of costs & fines} June 1938 - May 1939 - 29 papers.

"Miscellaneous Receipts 1938 Levy" 1 env. of J.P. monthly reports of costs & fines, Mar. 1938 - Aug. 1938 - Apr. 1938. (12 papers) also contains 1 paper giving list of Sheriff's fees to Co. Commrs. giving date, source, & amount typed.

"Miscellaneous receipts etc, 1939 Levy" One envelope containing 3 papers. Copies of itemized statement of the assessments in Worcester Co. of Mr. & Mrs. Samuel D. Riddle for 1939. — typed. ↻

(Contracts + Agreements 1919-1938.) These papers are scattered throughout f.d. They are contracts + agreements between the Co. Commrs. and companies to furnish street lights, oil roads, clear right-of-way of road bed, etc. give date, terms of contract. Typed - approx 10 papers.

Contains one bid + acceptance of bid to build a bridge, giving specifications and bond of bidder, 1928 typed.

Copies of deeds to Co. Commissioners - 2 papers. 1927-1934.

1 Envelope contains "Certified copies of inventories" of personal estate from Register of Wills office. 1933. 8 papers, typed.

Envelope contains "Fire Co. Papers". These papers are letters from citizens of incorporated towns regarding the 1% increase in appropriation for Fire companies. 1939.

Copies of Bills in Chancery (orders of court, bill for injunction, affidavit) 1927-28. 5 papers, typed.

"Franchises" for gas line + light + power company 1928-1930. 3 papers, typed.

also contains several receipts for money paid by county commissioners - 1922-1927. just scraps of paper filed in drawer.

$12\frac{1}{2} \times 5 \times 16\frac{1}{2}$ (size of f.d.)

36

List of Mortgages Recorded
in Clerk's Office, 1910-12,
2 Vols. (dated)

Brief record of mortgages furnished by the
Clerk of Court to the County Commissioners, giving
date, name of mortgagor and mortgagee,
type of mortgage, district, amount of mortgage,
and rate of interest. Arr. chron. by date of
recording in deed records. Hdw. 15 pp.
19x14 x 1/2. Garrett.

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 County Commissioners
(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 "List of Mortgages Recorded in Clerk's Office"
(Give present 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 - 1912
(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 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 Copy of list of mortgages recorded in clerk's office, giving Mortgagee, Mortgagor, (whether chattel mortgage) consideration, district, date of execution, rate (of interest).
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

for County Commissioners

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 hdw. under hdw. 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 X 1/4 15 pp.
(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 not marked discontinued because it is
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
not a regular record and only recorded 2 years
Whether record is known to have been kept earlier than dates shown in item 2)

paper back vols condition of outside
poor, contents good.

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

(Place of publication)

(Date of publication)

List of Mtgs. Recorded.

(List of Mortgages recorded in Clerk's Office From September 1st 1910 To August 29th 1911) 16 pp. 19x12x $\frac{1}{4}$

"List of Mortgages recorded in Clerk's office September 1st 1911 to April 20th 1912." 19x12x $\frac{1}{4}$ 11 pp.

2 vols. 1910-1912.

Contents: Copy of list of mortgages recorded in Clerk's office, ^{of for. coms.} giving Mortgagee, Mortgagor, (whether chattel mtg.) consideration, district, date of execution, rate (of interest), arr. Chron. by date recorded.

31

(list of judgments)
1859-60, 17 list

A list of judgments rendered in the
Circuit furnished to County commissioners
giving date ~~of judgment~~ name of p^l and
amount of judgment. Arr. shown by
Court Terms, Hd. 6 pp. 13 x 8.

OFFICE MEMORANDUM
FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE Feb. 19 1940

TO Mrs. Ruth S. Leonard FROM Francis T. Haing

BE BRIEF

The records on enclosed reports probably belong to County Commissioners. Since the Clerk of Court was required to furnish such information to the County Commissioners and the Clerk would achieve nothing by mailing a copy of his own records. Please ask the Clerk of Commissioners. All these were furnished to the Commissioners, none since.

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 *County Commissioners*
(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 *(List of Judgments rendered by 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 *Jan. 1, 1859 - Jan 1, 1860.*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 leaflet* *6 pp.*
(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 rendered in the Circuit Court and returned to the county Commissioners under provisions of 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 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)

(mod date) Act of assembly, giving date of judgment, name of person recovering, amounts, remarks etc. Signed by Clerk of Court.

6. Contents—continued _____

7. Arrangement Chron. by term of court.
(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 hdw. 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 13 x 8 1/4 6 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 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)

I'm not sure whether this belongs to Clerk of Court or Commissioner's. It was among vols. belonging to Clerk of Court.

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

(Place of publication)

(Date of publication)

County Commissioners

(List of judgments rendered by Circuit Court) Jan 1, 1859 - Jan. 1, 1860.

1 leaflet - 6 pp.

Contents: Copies of judgments rendered by Circuit Court to County Commissioners under provisions of the Act of Assembly (no date) giving date of judgment, name of person recovering, amounts, remarks, etc., signed by Clerk of Cir Court.

Arr. Chron. by court Term.

hdw. hdw heads.

13 x 8 1/4

Attic of Courthouse.

38

List of White Male
Taxables, 1880-82, 1887, 1888,

3 Vols. 1 Vol. 1888 not
titled.

Certified copies of lists of white
male taxables over 25 years of age,
compiled by the clerk of county commissioner
giving name of taxpayer, and district.

Arr. alph. by name of taxpayer within
district. Hds. Arr. 75 pp. 12 x 4 x 1/2, 15 1/2
x 6 x 1/2. Garrett.

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 *County Commissioners (?)*
(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 ^{2 vols.} *"List of White Male Taxables"* ^{1 vol. 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)

2. Dates *1880-82 1884 1888.*
(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 *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 *Certified copies of white male taxables over 25 years of age of Worcester County made by Clerk of County Commissioners*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued _____

7. Arrangement alph. by district 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 h dw.
(Handwritten. Handwritten printed form. Handwritten 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 6 1/4 x 1/4 12 x 4 1/4 x 1/4
(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)

Do not know why these records were made nor for whom they were made. They were among the Clerk of Court's records in the attic.

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

(Author)

(Publisher)

(Place of publication)

(Date of publication)

"List of White Male Taxables"

"March 1880 & 1882. A list of white male taxables
of Worcester County." $15\frac{1}{2} \times 6\frac{1}{4} \times \frac{1}{4}$ 116 pp.

"March 1884 A list of White Male Taxables of Worcester
County." $15\frac{1}{2} \times 6\frac{1}{4} \times \frac{1}{4}$ 58 pp.

no title ^{on fly-leaf} (January 1885 A list of male taxables of
Worcester County) $12 \times 4\frac{1}{4} \times \frac{1}{4}$ 57 pp.

Contains certified copies of white male taxables
over 25 years of age in Worcester, made
by Clerk of County Commissioners.

are alph. by name of taxable in districts.

Edw.

to be kept in attic.

This was just a social club. It had
no name. This was only two of its
members now living.

L. R. L.

Can you give the name of the bank
The being: since it is a receipt

This is a ¹⁰⁰ml. belonging to a private club - ¹⁰⁰paid yearly rent to clerk of Co. Commr's as ¹⁰⁰treasurer, for use
of a room in court house as a club room.

Do not think it is important but have
made a form for it nevertheless.

R. S. L. -

Louise P. 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 County Commissioners
(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 (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 1895-1901
(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 money paid to County Treasurer by members of a club for use of a club room in the Courthouse giving name of member, date, amount paid yearly for rent. Also gives record of receipts and disbursements of club giving date, amount of contributions and dues per member.
(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 entry*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *alph. by name of member*
(Self-contained—describe what it 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 ruled pages*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *12 3/4 x 7 3/4 x 1/4* *136 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)

County Treasurer

(Ledger)

1895-1901

1 vol.

$12\frac{3}{4} \times 7\frac{1}{2} \times \frac{1}{2}$ — 136 pp.

arr. chron. by date of entry.
indexed alph. by name of members.
Hdw. on ruled pages.

Contents: Record of money paid to county treasurer
by members of a club for use of a club
rooms in courthouse, giving name of
member, date, amount paid yearly for
rent. Also gives record of receipts and
disbursements of club giving date,
amount of contributions and fees
per member.

In attic of courthouse.

244. REGISTRY OF VOTERS, 1882-95, 1914--. 95 vols. (labeled by d district and precinct nos.; 69 vols. also labeled by division of alphabet contained.).

Record of registered voters, giving precinct no., election district, name and address of voter, sworn or affirmed, age, place of birth, color, term of residence in precinct, county and state, naturalization data, if a qualified voter, date of application, signature of voter, reason if disqualified, party affiliation, voting record if challenged, and remarks. Arr. alph. by name of voter within district. Hdw. under ptd. head. Aver. 200 pp. 18 x 23 x 1, 20 x 16 $\frac{1}{2}$ x 1 $\frac{1}{2}$. 26 vols., 1882-95, garret; 69 vols., 1914-- storeroom.

245. CLERK'S POLL BOOK, 1856-91, 1893-95, 1930-32. 861 vols. (dated; labeled by election district, and precinct nos.). Title varies slightly.

Clerk's poll of voters at time of election, for all elections, giving n., and name of voter, and address. Arr. alph. by names of voter within precinct and district. Hdw. Aver. 20 pp. 17 x 7 x $\frac{1}{2}$. Garret.

Board of Supervisors of Elections

244. REGISTRY OF VOTERS, 1882-95, 1914--. 95 vols. (labeled by district and precinct nos.; 69 vols. also labeled by division of alphabet contained.).

Record of registered voters, giving precinct no., election district, name and address of voter, sworn or affirmed, age, place of birth, color, term of residence in precinct, county and state, naturalization data, if a qualified voter, date of application, signature of voter, reason if disqualified, party affiliation, voting record if challenged, and remarks. Arr. alph. by name of voter within district. Hdw. under ptd. head. Aver. 200 pp. 18 x 23 x 1, 20 x 16 $\frac{1}{2}$ x 1 $\frac{1}{2}$. 26 vols., 1882-95, Garret; 69 vols., 1914-- storeroom.

245. CLERK'S POLL BOOK, 1856-91, 1893-95, 1930-32. 861 vols. (dated; labeled by election district, and precinct nos.). Title varies slightly.

Clerk's poll of voters at time of election, for all elections, giving no. and name of voter, and address. Arr. alph. by names of voter within precinct and district. Hdw. Aver. 20 pp. 17 x 7 x $\frac{1}{2}$. Garret.

Board of Supervisors of Elections
REGISTRY OF VOTERS, 1882-95, 1914--. 95 vols. (labeled by district

444
and precinct nos.; 69 vols. also labeled by division of alphabet
contained.).

Record of registered voters, giving precinct no., election district, name
and address of voter, sworn or affirmed, age, place of birth, color, term
of residence in precinct, county and state, naturalization data, if a qua-
lified voter, date of application, signature of voter, reason if disquali-
fied, party affiliation, voting records, if challenged, and remarks. Arr.
alph. by name of voter within district. Hdw. under ptd. head. Aver. 200
pp. 18 x 23x 1, 20 x 16 $\frac{1}{2}$ x 1 $\frac{1}{2}$. 26 vols. 1882-95, garret; 69 vols., 1914--
storeroom.

245 CLERK'S POLL BOOK, 1856-91, 1893-95, 1930-32. 861 vols. (dated; labeled by election district, and precinct nos.). Title varies slightly.

Clerk's poll of voters at time of election, for all elections, giving no. and name of voter, and address. Arr. alph. by name of voter within precinct and district. Hdw. Aver. 20 pp. 17 x 7 x $\frac{1}{2}$. Garret.

244

Registry of Voters 1882-95,

1914-- , 95 Vols. (Labeled by
district and precinct by vols. by
voter of precinct at election,
giving name,

Record of registered
residence, post office, age, place of birth, term
of residence, naturalization data, can read,
sworn or affirmed, reason if disqualified,
date of application, party affiliation, signature
of voter, voting record. Arr. alph. by name of
voter within precinct and district, H.W. under
ptd. head. H.W. 200 pp. 18x23x1, 20x16 1/2 x 1 1/2.
26 Vols. 1882-95, 12 given, 69 vols. 1914-- in storeroom.

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 Board of Election Supervisors
(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 "Registry of Voters 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 quantiles

or both)

2. Dates 1914-39
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 69 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 registered voters giving residence, p.o. address, surname, Christian name, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by record should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
Turn of residence in precinct, county, state, naturalized, married, qualified voter, date of application, year, month, day; signature, voter disqualified, party affiliation, voting record, remarks.

6. Contents—continued _____

7. Arrangement *alph. by name of voter within precinct and district*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *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 *Handw. 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 *18 x 23 1/4 x 1 approx 100 double pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *1914-28 stacked on open file shelves, 1928-39 in canvas boxes in bullet boxes. In store room in court house.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information *New election books are being made by board of supervisors. There are new books made every ten years.*
(Condition of record if not good. Relation to 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)

Board of Election Supervisors

"Registry of Voters" 1914-39

18 x 23 $\frac{1}{4}$ x 1

arr. 100 dbl. pp. to vol.
69 vols.

Adv. under printed heads.

arr. alph. by name of voter with in precinct
and district.

Contents: Record of registered voters giving
residence, p. o. address, surname, christian
name, sworn or affirmed, age, birth place,
color, term of residence in precinct, county,
state, naturalized, can read, qualified voter,
date of application, year, sworn day; signature,
why disqualified, party affirmed, voting record,
remarks.

1914-28 stacked on open file shelves,

1928-39 in boxes on ballot boxes, all in
store room in Court House.

1914 - 1928

Registry of voters 1st. district 1st. precinct a to M
1st district 1st. precinct a to M
1st. district 1st. precinct M to Z
1st. district 1st precinct M to Z
1st. district 2nd. precinct a to M
1st. district 2nd precinct a to M
1st district 2nd precinct M to Z
2nd district 1st. precinct a to X
2nd district 1st precinct a to X
2nd district 1st. precinct K to Z
2nd district 1st precinct K to Z
2nd district 1st precinct a to M.
2nd district 1st precinct N to Z
3rd district 1st. precinct a to X
3rd district 1st precinct a to X
3rd district 1st precinct K to Z
3rd district 1st precinct K to Z
3rd district 1st precinct a to M.
3rd district 1st precinct N to Z
3rd district 2nd precinct a to Z
3rd district 2nd precinct a to Z
4th district a to Z
4th district a to Z
4th district a to Z
5th district a to Z

1914-1928

Registry of voters 6th district a to z
7th district a to z
8th district 1st. precinct a to z
8th district 1st precinct a to z
8th district 2nd precinct a to z
8th district 2nd precinct a to z
9th district 1st precinct a to z
9th district 1st precinct K to z
9th district 1st precinct K to z
9th district 2nd precinct N to z

1928-1939

Registry of voters 1st. district 1st precinct a to z
1st. district 1st precinct a to z
1st. district 1st precinct K to z
1st district 1st precinct K to z
1st. district 2nd precinct a to z
1st. district 2nd precinct a to z
1st. district 2nd precinct K to z
1st district 2nd precinct K to z
2nd district a to z
2nd district a to z
2nd district K to z
2nd district K to z

1928-1939

Registry of voters 3rd district 1st precinct a to z
3rd district 1st precinct a to z
3rd district 1st precinct k to z
3rd district 1st precinct k to z
3rd district 2nd precinct a to z
3rd district 2nd precinct a to z
4th district a to z
4th district a to z
5th district a to z
5th district a to z
6th district a to z
6th district a to z
7th district a to z
7th district a to z
8th district 1st precinct a to z
8th district 1st precinct a to z
8th district 2nd precinct a to z
8th district 2nd precinct a to z
9th district a to z
9th district a to z
9th district k to z
9th district k to z

Laura R. Linton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 Board of Election Supervisors
(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 "Registry of voters"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1882 - 95
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 26 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Registry of voters, Worcester County, election of precincts
(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 Recd of registered voters of Worcester County, Mass. since 1882. Includes name, color, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

subscribers, names of places of birth, residence, date of residence, date of arrival in United States, Court of issue, date of issue, and other info. Signature.

6. Contents—continued _____

7. Arrangement *alph. by name of voter within precinct and 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 *Handwritten printed form.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

10. Size *20 1/2 x 16 1/2 x 1 1/2 approx 115 dbl. 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)

*See form previously sent,
"Registry of Voters. 1914-1939"*

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

(Place of publication)

(Date of publication)

Board of Election Supervisors

"Registry of voters" 1892-95

$20\frac{1}{4} \times 16\frac{1}{2} \times 1\frac{1}{2}$ 26 cols. av. 115 pp.

arr. alph. by name of voter.

Hdw. under printed leads.

Contents: Record of registered voters of Worcester County, giving surname, Christian name, color, sex, age, place of birth, residence, time of residence, date of paper in certificate, color of issue, disqualified, remarks, signature.

Labelled. Registry of voters, Worcester County, Election and precinct districts and no.

In attic of courthouse.

245

1856-1891, 1893-95, 1930-32

CLERK'S POLL BOOK, 1830-32. 75 vols. 861 Vols. ~~34 bundles~~

Title varies: Registry of Voters Poll Book, 786 Vols. 1856-95.
Clerk's poll of voters at time of election, giving no. of votes cast, name

of voter, and signature of clerk. Arr. numer. by no. of vote. Hdw. Aver.

20 pp. 17 x 7 x 1/2. ~~Set room~~ 73 Vols. 1930-32 storeroom

~~65~~ 786 Vols. 1856-95, 920 net

X
861

657
135
95

861

~~34 bundles~~

Louise R. 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 Board of District Supervisors
(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 "Chick's Pull 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 1930 & 1932
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 75 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 activities at time of 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)
since my husband married after
passed by checks for the electoral board
and primary elections.

6. Contents—continued _____

7. Arrangement arr. numer. by name of water.
(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 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 17x27 1/2 20 pp. not numbered
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Stacked on shelves in store room of court house
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information Roll book is put in bellot box at close of court.
(Condition of record if not good. Relation to 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)

Board of Election Supervisors

"Clarks Poll Book" 1930 & 1932

17 X 7 X $\frac{1}{8}$ 75 vols. 2 opp. not numbered

all Ldw.

arr. numer. by name of voter.

Contents: Record of voters at time of election, giving number and name of voter. Signed by clerks. For Presidential, General and Primary elections.

Stacked on shelves in store room of court house.

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 *Board of Election Supervisors*
(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 *"Registry of Voters" "Poll 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 *1882-89 dates filed (these are only dates in vol)*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *135 vols.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *By dist, prec, county and state.*
(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 *Poll book of qualified and registered voters in the County giving surname, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by Christian name, and residence.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *arr: alph. by name of state within dist and pr.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *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

9. Writing *Hand. under printed heads*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size *14 X 8 1/2 X 1/2* *appr. 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)

Board of Christian Missions

"Register of the 'Pile Rock' dated Jan 1882-89

14 X 8 1/2 X 1/2 approx. 65 pp. 135 vols.

Also under printed form.

Also. Also. by name of water used in diet, and
prob. under index table.
Detailed by diet, price, country, and date.

Contents: Full book of statistics and
respective tables and country, giving persons,
Christian name, numbers.

In title of countries.

Board of Election Supervisors

"Registry of voters" "Poll Book"

Filed Oct. 1886 -

- 2 - First Election district, Worcester County, State of Md.
- 2 - Second Election dist. Worcester County Maryland.
- 2 - Third Election dist. East Berlin, State of Maryland.
- 1 - Fourth Election dist. of Worcester County, State of Md.
- 1 - Fifth Election dist. Worcester County, State of Md.
- 2 - Sixth Election dist. Worcester County, Maryland 1886.
- 2 - Seventh Election dist. Worcester County.
- 2 - Eighth Election dist. Worcester County, State of Maryland.
- 1 - Ninth Election dist. West Berlin, Worcester Co. Maryland.

Recd 1887

- 2 - First election dist. Worcester County, State of Maryland
- 2 - Second election dist. Worcester County, State of Maryland
- 2 - Third election dist. Worcester County, State of Maryland.
- 2 - Fourth election dist. Worcester County, State of Maryland.
- 2 - Fifth election dist. Worcester County, State of Maryland.
- 2 - Sixth election dist. Worcester County, State of Maryland.
- 2 - Seventh election dist. Worcester County, State of Maryland.
- 2 - Eighth election dist. Worcester County, State of Maryland.
- 2 - Ninth election dist. Worcester County, State of Maryland.

Rec'd 1888-

- 2 - First election dist. Worcester County, State of Maryland
 - 2 - Second election dist. Worcester County, State of Maryland
 - 2 - Third election dist. Worcester County, State of Maryland
 - 2 - Fourth election dist. Worcester County, State of Maryland
 - 2 - Fifth election dist. Worcester County, State of Maryland
 - 2 - Sixth election dist. Worcester County, State of Maryland
 - 2 - Seventh election dist. Worcester County, State of Md.
 - 2 - Eighth election dist. Worcester County, State of Md.
 - 2 - Ninth election dist. Worcester County, State of Md.
-

Rec'd 1889 -

- 2 - First election district Worcester County, State of Md.
- 2 - Second election dist. Worcester County, State of Md.
- 2 - Third election dist. Worcester County, State of Md.
- 2 - Fourth election dist. Worcester County, State of Md.
- 2 - Fifth election dist. Worcester County, State of Md.
- 2 - Sixth election dist. Worcester County, State of Md.
- 2 - Seventh election dist. Worcester County, State of Md.
- 2 - Eighth election dist Worcester County, State of Md.
- 1 - Ninth election dist. Worcester County, State of Md.

Board of Election Supervisors
 "Registry of voters" "Poll Book"
 Ricd Oct. 1882 -

- 2 - First Election dist. Worcester County, State of Md.
- 2 - Second Election dist. Worcester County, State of Md.
- 2 - Third Election dist. Worcester County, State of Md.
- 2 - Fourth Election dist. Worcester County, State of Md.
- 2 - Fifth Election dist. Worcester County, State of Md.
- 2 - Sixth Election dist. Worcester County, State of Md.
- 2 - Atkinson's dist. No. 7 Worcester County, State of Md.
- 2 - Eighth Election dist. Worcester County, State of Md.
- 1 - Ninth Election dist. Worcester County, State of Md.

Ricd Oct. 1883

- 2 - First Election dist. Worcester County, State of Maryland
- 2 - Second Election dist. Worcester County, State of Maryland
- 2 - Third Election dist. Worcester County, State of Maryland
- 2 - Fourth Election dist. Worcester County, State of Maryland
- 2 - Fifth Election dist. Worcester County, State of Maryland
- 2 - Sixth Election dist. Worcester County, State of Maryland
- 2 - Seventh Election dist. Worcester County, State of Maryland
- 2 - Eighth Election dist. Worcester County, State of Maryland
- 1 - Ninth Election dist. Worcester County, State of Maryland

686
 75

 761

Recd 1884

- 2- First election dist. Worcester County, State of Maryland
- 2- Second election dist. Worcester County, State of Maryland
- 1- Third election dist. East Berlin, Worcester Co. State of Md.
- 2- Fourth election dist. Worcester County, State of Md.
- 2- Fifth election dist. Worcester County, State of Md.
- 2- Sixth election dist. Worcester County, State of Md.
- 2- Seventh election dist. Worcester County, State of Md.
- 2- Eighth election dist. Worcester County, State of Md.
- 1- Ninth election dist. Worcester County, State of Md.

Recd 1885

- 2- First election dist. Worcester County, State of Md.
- 2- Second election dist. Worcester County, State of Md.
- 2- Third election dist. Worcester County, State of Md.
- 2- Fourth election dist. Worcester County, State of Md.
- 2- Fifth election dist. Worcester County, State of Md.
- 2- Sixth election dist. Worcester County, State of Maryland.
- 2- Seventh election dist. Worcester County, State of Maryland.
- 2- Eighth election dist. Worcester County, State of Maryland.
- 1- Ninth election dist. Worcester County, State of Maryland.

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 Maine

Name of agency or office Board of Election Supervisors
(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 "Ball Bank"
(Give present 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 1856, 1861, 1863-1891, 1893-1895
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 39 bundles 651 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By district dated by month and yr. filed.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1892
(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 names of restricted voters,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

recorded as they voted; total number of
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
voters for each Candidate and sworn affidavit
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 judges sworn before justice of peace.

6. Contents—continued _____

7. Arrangement *By name of votes as they voted*
(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 1/4 x 8 1/4 x 1/4* *aver. 20 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)

Board of Election Supervisors

Roll Book" size $13\frac{1}{4} \times 8\frac{1}{4} \times \frac{1}{4}$ 20 pp.

39 bundles 651 vols.

arr. by name of voter as they voted

Contents: Record of names of registered voters, recorded as they voted, total number of votes for each Candidate, and sworn affidavit of judges, sworn before justice of peace.

Each vol. labelled by district, dated by month and year filed.

In attic of courthouse.

Board of Election Supervisors

yr. 1863. 2 district no. 7 filed Nov 9, 1863
yr. 1863. 2 district no. 6
yr. 1863. 2 district no. 1
" " - 2 district no. 8
" " - 2 district no. 3
" " - 2 district no. 5
" " - 2 district no. 9 17 vols.
" " - 2 district no. 10
" " - 1 district no. 2

yr. 1864. 2 district no. 5 filed Nov. 10, 1864
" " - 2 district no. 10
" " - 2 district no. 9
" " - 2 district no. 8
" " - 2 district no. 7
" " - 2 district no. 6
" " - 2 district no. 4
" " - 2 district no. 3 18 vols.
" " - 2 district no. 1

yr. 1864. 2 district no. 1 filed Nov. 11, 1864
" " - 2 district no. 2
" " - 2 district no. 3 16 vols.
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8

Board of Election Supervisors²

yr 1864 - 2 district no. 10
" " - 2 district no. 9
" " - 2 district no. 8
" " - 2 district no. 7
" " - 2 district no. 6
" " - 2 district no. 5
" " - 2 district no. 4
" " - 2 district no. 3
" " - 2 district no. 2
" " - 2 district no. 1

filed Oct. 12, 1864

20 vols.

yr 1865 - 2 district no. 1
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9
" " - 2 district no. 10

filed Nov. 10, 1865

20 vols.

Board of Christian Missions 3

Yr. 1866 - 1 district no. 1 filed Nov. 8, 1866
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7 16 vols.
" " - 2 district no. 8
" " - 1 district no. 9

Yr. 1867 - 2 district no. 1 filed Nov. 7, 1867
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9 16 vols.
" " - 2 district no. 10

Yr. 1867 - 2 district no. 1 filed Sept. 20, 1867
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5 20 vols.
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9
" " - 2 district no. 10

Board of Election Supervisors 4

yr. 1867 - 2 district no. 1 filed apr. 12, 1867
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7 20 vols.
" " - 2 district no. 8
" " - 2 district no. 9
" " - 2 district no. 10
yr. 1868 - 2 district no. 1 filed Nov. 5, 1868
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 14 vols.
" " - 2 district no. 7
" " - 2 district no. 8
yr. 1869 - 2 district no. 1 filed Nov. 4, 1869
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5 16 vols.
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8

Board of Election Supervisors

yr. 1870 - 2 district no. 1 filed Nov. 10, 1870
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 15 vols.
" " - 2 district no. 7
" " - 2 district no. 8

yr. 1871 - 2 district no. 1 filed Nov. 9, 1871
" " - 1 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 15 vols.
" " - 2 district no. 7
" " - 2 district no. 8

yr. 1872 - 2 district no. 1 filed Nov. 7, 1872
" " - 1 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5 15 vols.
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8

Board of Election Supervisors ⁶

yr. 1873 - 2 district no. 1 filed Nov. 6, 1873
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 16 vols.
" " - 2 district no. 7
" " - 2 district no. 8

yr. 1874 - 2 district no. 1 filed Nov. 5, 1874
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 16 vols.
" " - 2 district no. 7
" " - 2 district no. 8

yr. 1874 - 1 district no. 2 filed Apr. 23, 1874
1 vol.

Board of Electors Supervisors ⁷

yr. 1875 - 2 district no. 1 filed Nov. 4, 1875
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 16 vols.
" " - 2 district no. 7
" " - 2 district no. 8

yr. 1876 - 2 district no. 1 filed Nov. 9, 1876
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7 18 vols.
" " - 2 district no. 8
" " - 2 district no. 9

Board of Election Supervisors 8.

yr. 1876 - 2 district no. 1
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8

filed apr. 27, 1876
16 vols.

yr. 1877 - 2 district no. 1
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9

filed Nov. 8, 1877
18 vols.

Board of Election Supervisors

yr. 1878 - 2 district no. 1 Return day Sunday
" " - 2 district no. 2 Nov. 7, 1878
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7 18 vols.
" " - 2 district no. 8
" " - 2 district no. 9

yr. 1879 - 2 district no. 1 filed Nov. 6, 1879
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7 16 vols.
" " - 2 district no. 8
" " - 1 district no. 9

Board of Election Supervisors 15

yr. 1880 - 2 district no. 1 filed Nov. 4, 1880

" " - 2 district no. 2

" " - 2 district no. 3

" " - 2 district no. 4

" " - 2 district no. 5

" " - 2 district no. 6

" " - 2 district no. 7

" " - 2 district no. 8

" " - 2 district no. 9

18 vols.

yr. 1881 - 2 district no. 1 filed Nov. 10, 1881

" " - 2 district no. 2

" " - 2 district no. 3

" " - 2 district no. 4

" " - 2 district no. 5

" " - 2 district no. 6

" " - 2 district no. 7

" " - 2 district no. 8

" " - 2 district no. 9

18 vols.

Board of Election Supervisors

Yr. 1882 - 2 district no. 1 filed Nov. 9, 1882
 " " - 2 district no. 2
 " " - 2 district no. 3
 " " - 2 district no. 4
 " " - 2 district no. 5
 " " - 2 district no. 6
 " " - 2 district no. 7
 " " - 2 district no. 8
 " " - 2 district no. 9

18 vols.

Yr. 1883 - 2 district no. 1
 " " - 2 district no. 2
 " " - 2 district no. 4
 " " - 2 district no. 6
 " " - 2 district no. 7
 " " - 2 district no. 8

Return day Thursday
April 5, 1883

12 vols.

Yr. 1883 - 2 district no. 1
 " " - 2 district no. 2
 " " - 2 district no. 3
 " " - 2 district no. 4
 " " - 2 district no. 5
 " " - 2 district no. 6
 " " - 2 district no. 7
 " " - 2 district no. 8
 " " - 2 district no. 9

filed Nov. 8, 1883

18 vols.

Board of Election Supervisors 12

yr. 1884 - 2 district no. 1 filed Nov. 6, 1884

" " - 2 district no. 2

" " - 2 district no. 3

" " - 2 district no. 4

" " - 2 district no. 5

" " - 2 district no. 6

" " - 2 district no. 7

" " - 2 district no. 8

" " - 2 district no. 9

18 vols.

yr. 1885 - 2 district no. 1

" " - 2 district no. 2

" " - 2 district no. 3

" " - 2 district no. 4

" " - 2 district no. 5

" " - 2 district no. 6

" " - 2 district no. 7

" " - 2 district no. 8

" " - 2 district no. 9

Return day Sunday
Nov. 5, 1885

18 vols.

yr. 1886 - 2 district no. 1

" " - 2 district no. 2

" " - 2 district no. 3

" " - 2 district no. 4

" " - 2 district no. 5

" " - 2 district no. 6

" " - 2 district no. 7

" " - 2 district no. 8

" " - 2 district no. 9

Return day Sunday
Nov. 4, 1886

18 vols.

Board of Election Supervisors 13

yr. 1887 - 2 district no. 1 filed Nov. 10, 1887
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5 18 vols
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9

yr. 1888 - 2 district no. 1 filed Nov. 9, 1888
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6 18 vols.
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9

yr. 1889 - 2 district no. 1 filed Nov. 7, 1889
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5 18 vols.
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9

Board of Election Supervisors ¹⁴

yr. 1890 - 2 district no. 1 filed Nov. 6, 1890
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9
18 vols.

yr. 1891 - 2 district no. 1 filed Nov. 5, 1891
" " - 1 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 2 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 2 district no. 9
17 vols.

yr. 1893 - 2 district no. 1. filed Nov. 9, 1893
" " - 2 district no. 2
" " - 2 district no. 3
" " - 2 district no. 4
" " - 1 district no. 5
" " - 2 district no. 6
" " - 2 district no. 7
" " - 2 district no. 8
" " - 1 district no. 9
16 vols.

Board of Electric Department

Sp. 1894 - 1 district no. 1 filed Mar. 8, 1894

- 1 district no. 2

- 2 district no. 3

- 2 district no. 4

- 2 district no. 5

- 2 district no. 6

- 2 district no. 7

- 1 district no. 8

- 2 district no. 9

15 total.

Sp. 1895 - 2 district no. 1 filed Mar. 7, 1895

- 1 district no. 2

- 2 district no. 3

- 2 district no. 4

- 1 district no. 5

- 2 district no. 6

- 2 district no. 7

- 2 district no. 8

- 2 district no. 9

14 total.

Sp. 1856 - 1 district no. 2 filed Mar. 4, 1856

Sp. 1861 - 1 district no. 2 filed Mar. 4, 1861

Board of Health

Vital Statistics

288 (BIRTHS), 1931--. Est. 600 ^{(see also entries} certificates in 2 f.d.)

Copies of certificates of birth, giving place of birth, name of child, premature or full term, if plural, no. and order of birth, date of birth, parents' names, address, color, age at time of birth, birthplace and occupation, total other children of mother, now ~~now~~ living, no. dead, no. born dead, certification, signature of physician, midwife or registrar, address and date signed. Arr. chron. by date of birth. Hdw. on ptd. form. 24 x 10 x 8. Office Pocomoke City.

289

REGISTER OF BIRTHS, 1910-30. 20 vols. (dated) 1898-1906.

(Clerk of Court), entry .

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. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 100 pp. 9 x 8 x 2. Office Pocomoke City.

290 (DEATHS), 1931--. Est. 550 certificates in 2 f.d.

Copies of death certificates, giving place of death, name of deceased, usual residence, if U.S. Veteran, war served in, social security no., sex, color, or race, name of husband or wife, age if alive, birth date of deceased, age, birthplace, place of burial, location, funeral director, and address; medical certification, showing date of death, immediate cause of death, or if from violence by accident, suicide or homicide, and signature of doctor or other. Arr. chron. by date of death. Hdw. on ptd. form. 24 x 10 $\frac{1}{2}$ x 8 ?. Office, Pocomoke City.

291 REGISTER OF DEATHS, 1910-30. 20 vols. (dated).

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. 300 pp. 9 x 8 x 2. Office, Pocomoke City.

292 (BIRTH AND DEATH STATISTICS), 1937--. Est. 75 papers
in 1 folder.

Report of births for the year and summary of births per 1,000 population, giving death rate per 1,000 population, no. of still births, no. of live births, infant mortality, maternal death rates, total deaths per 1,000 population, selected causes, and totals white and colored. Arr. chron. by monthly reports. Typed. 11 x 9 x $\frac{1}{2}$. Office, Pocomoke City.

Communicable Diseases

293 V.D. (VENEREAL DISEASE), 1937--. Est. 1,800 cards in 3 f.d.

Card record of active, inactive and negative, venereal disease cases, giving clinic, location, name of patient, address, occupation, age, sex, race, present and past history, complaint and present illness, result of physical examination, treatment prescribed, and dates of treatment; also contains correspondence. Arr. alph. by name of patient. Hdw. on ptd. form. 6 x 8 x 13. Office.

294 V.D. (Venereal Diseases) INACTIVE RECORDS, 1938--. Est. 385 papers
in 1 f.d.

Inactive venereal ^{CASE} histories, ^{showing information as in} giving clinic, location, name of pa-
tient, ^{V. D. (Venereal Disease) entry} address, occupation, age, sex, race, marital status, name and ad-
dress of nonmarital contacts, past history, complaint and present illness,
physical examination, treatment prescribed, record of treatments, blood
tests, and remarks. Arr. alph. by name of patient. Hdw. on ptd. form.

11 x 12 $\frac{1}{2}$ x 23. Board's office, Snow-Hill.

295 ACTIVE RECORDS (Tuberculosis), 1930--. 130 papers in 1 f.b. (R. Graef).

Clinical reports on active tubercular patients, 1935--, giving clinic no., location, date of report, name of patient, address, birthplace, occupational data, name of physician, address, no. of contacts in home, family history, previous history, present illness, principal complaints, nurse's record, physician's examination, prognosis, sanatorium application, examining doctor; also reexamination and clinic reports. Contains: (Child Hygiene), 1930--, entry . Arr. alph. by name of patient. Hdw. on ptd. form. 6 x $8\frac{1}{2}$ x $11\frac{1}{2}$. Office, Snow-Hill.

296

(TUBERCULOSIS REGISTER CARD), 1937--. Est. 1,800

cards in 3 f.d.

Card record of tuberculosis cases, giving name of patient, address, year of birth, sex, color, marital status, date, type, clinical status, names of clinician and attending physician, x-ray no., date, reason discharged or place and cause of death. Arr. alph. by name of patient. Hdw. on ptd. form. 4 x 6 x 18. Office.

297 X-RAY PLATES, 1937--. Est. 100 papers in 2 f.d.

X-Ray plates of the chest, kept in folders. Arr. alph. by name
of patient. Ptd. 16 x 19 x 26. Office, Pocomoke City.

298

TYPHOID CASE HISTORIES, 1937--. 40 papers in 1 folder.

Record of typhoid fever cases, giving case no., name and address of patient, age, sex, race, occupation, length of residence in the home, date of onset, date to bed, or hospitalized, laboratory report, name of physician, first visit, date reported, water, milk and food data, parties or picnics attended, places and dates, visits away from home within thirty days, visitors at home or new servants within thirty days prior to onset, sanitary status, screening, sewage disposal, census of household, contact with known or suspected carriers, remarks, and name of investigator. Arr. numer. by case no. Hdw. on ptd. form. 9 x 12 x 3. Office, Pocomoke City.

299 DIPHTERIA, 1938--. Est. 500 cards in 1 f.d.

Laboratory reports on throat cultures, giving name of patient, address, date, age, sex, color, occupation, date of onset, duration of illness, clinical diagnosis, presence of pseudomembrane, date antitoxin administered, name of physician, and laboratory reports. Arr. alph. by name of patient. Hdw. on ptd. form. 6 x 6 x 24. Office, Pocomoke City.

Clinical

300 FAMILY HEALTH RECORD, 1930-- . 268 cards in 1 f.b.

Records of family health, giving name, post office, social service records, histories of communicable diseases of members of the family, tuberculosis record, school health record of children in the family, record of tests and immunizations, doctor's physical examination, infantile diarrhea and dysentery record, prenatal and postnatal record, and record of nurse's visits, Contains: Venereal Disease, 1930-36,? entry . . Arr. alph. by name of family. Hdw. on ptd. form. $15\frac{1}{2}$ x 8 x $6\frac{1}{2}$. Office.

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301 (PRENATAL POST-PARTUM CLINIC), 1938--. 112 papers in 1 f.d.

Record of prenatal clinic work, giving place of conference, date, name of patient, address, age, color, family history, family doctor, previous obstetrical history, history of patient's family, medical history. Physical examination, date, type of visit, physical condition, remarks and recommendations, and workers signature. Contains: (Postnatal Record,) 1938--, entry ;(Prenatal Clinic Summary), 1938--, entry . Arr. alph. by name of patient. Hdw. on ptd. form. $15\frac{1}{2}$ x 8 x $6\frac{1}{2}$. Office, Snow-Hill.

302 (POSTNATAL RECORD), 1938--. In Prenatal Post-Partum Clinic, entry .

Record of postnatal examinations, giving name of child, place and date of birth, names, address, and age of parents, condition of child, names of physician or midwife, hospital, no. of children by this marriage, no living, manner of feeding, source of milk supply, condition of mother, signature of nurse, and reports of subsequent visits.

303 (PRENATAL CLINIC SUMMARY), 1938--. In Prenatal Post-Partum Clinic,
entry .

Annual summary of patients attending prenatal clinic, giving dates, clinics held, no. of patients, no. of new patients, and total.

304 (CHILD HYGIENE), 1930--. In Active ^{Records} Cases, entry .

Record of care of infant and preschool children, giving date, name of child, date of birth, sex, color, address, location, mother's name, family doctor, economic status, by whom referred, family history, past history, results of various tests, immunizations, results of doctor's physical examination, nurse's record, and record of subsequent visits with notes and recommendations by worker.

Schools

305 WHITE SCHOOL EXAM. (Examination) S.H., (Snow-Hill), 1939--.

482 cards, 87 papers in 1 manila box.

Card record of school medical inspection, giving name of child, color, sex, birth date, name of parent or guardian, grade in school, school progress, height, weight, hearing, vision, orthopedic, condition of eyes, ears, skin, scalp, nose, throat, heart and lungs, names of physician and nurse, general health history, and dates of vaccination and tests. Contains: (Tuberculin Tests), 1939--. Arr. alph. by name of child within grades. Hdw. on ptd. form. 6 x 8 x 11 $\frac{1}{2}$. Office, Snow-Hill.

Sanitation

.306

(INSPECTION REPORTS), 1937-- . 1 vol.

Record of monthly reports of dairy inspection by sanitation officer, giving date, name of dairy farm or owner, details of inspection, and recommendations. Hdw. on ptd. form. 300 pp. $14\frac{1}{2}$ x 12 x 2. Office.

307 MILK REPORTS, 1937--. Est. 900 papers in 1 f.d.

Laboratory reports of milk and cream analysis, giving material, laboratory no., name of dealer, town, name of collector, date collected, dates received, examined and reported, temperature at time examined, official plate count, breed count, chemical examination, and signature of bacteriologist. Arr. chron. by date received. Typed on ptd. form. 12 x 10 x 24. Office.

308

WATER REPORT, 1937--. Est. 70 papers in 1 folder.

Laboratory reports of analysis of water and sewage, giving date, laboratory no., dates collected, received and examined, analysis, and signature of bacteriologist. Arr. chron. by date filed. Typed on ptd. form. 11 x 9 x 1. Office, Pocokoke City.

Vital Statistics
See also entries

288. (BIRTHS), 1931--. Est. 600 certificates in 2 f.d.
Copies of certificates of birth, giving place of birth, name of child, premature or full term, if plural, no. and order of birth, date of birth, parents' names, address, color, age at time of birth, birthplace and occupation, total other children of mother, no. now living, no. dead, no. born dead, certification, signature of physician, midwife or registrar, address and date signed. Arr. chron. by date of birth. Hdw. on ptd. form. ~~24 x 10 x 8~~. Office Pocomoke City.

*f. d. of d.
Correct
size?*

289. REGISTER OF BIRTHS, 1910-30. 20 vols. (dated) 1899-1906. (Clerk of Court), entry .
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. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 100 pp. 9 x 8 x 2. Office Pocomoke City.

290. (DEATHS), 1931--. Est. 550 certificates in 2 f.d.
Copies of death certificates, giving place of death, name of deceased, usual residence, if U.S. Veteran, war served in, social security no., sex, color, or race, name of husband or wife, age if alive, birth date of deceased, age, birthplace, place of burial, location, funeral director, and address; medical certification, showing date of death, immediate cause of death, or if from violence by accident, suicide or homicide and signature of doctor or other. Arr. chron. by date of death. Hdw. on ptd. form. ~~24 x 10 1/2 x 8~~. Office, Pocomoke City.

*f. d. of d.
Correct
size?*

291. REGISTER OF DEATHS, 1910-30. 20 vols. (dated).
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. 300 pp. 9 x 8 x 2. Office, Pocomoke City.

292. (BIRTH AND DEATH STATISTICS), 1937--. Est. 75 papers in 1 folder.
Report of births for the year and summary of births per 1,000 population, giving death rate per 1,000 population, no. of still births, no. of live births, infant mortality, maternal death rates, total deaths per 1,000 population, selected causes, and totals white and colored. Arr. chron. by monthly reports. Typed. 11 x 9 x 1/2. Office, Pocomoke City.

Communicable Diseases.

293. V.D. (VENEREAL DISEASE), 1937--. Est. 1,800 cards in 3 f.d.
Card record of active, inactive and negative, venereal disease cases, giving clinic, location, name of patient, address, occupation, age, sex, race, present and past history, complaint and present illness, result of physical examination, treatment prescribed, and dates of treatment; also contains correspondence. Arr. alph. by name of patient. Hdw. on ptd. form. 6 x 8 x 13. Office, Pocomoke City

Board of Health

294. V.D. (Venereal Diseases) INACTIVE RECORDS, 1938--. Est. 385 papers in 1 f.d.

Inactive venereal case histories, showing information as in V.D. (Venereal Disease), entry .

Arr. alph. by name of patient. Hdw. on ptd. form. 11 x 12 $\frac{1}{2}$ x 23. Board's office, Snow-Hill.

[304]

295. ACTIVE RECORDS (Tuberculosis), 1930--. 130 papers in 1 f.b. (R. Graef).

Clinical reports on active tubercular patients, 1935--, giving clinic no., location, date of report, name of patient, address, birthplace, occupational data, name of physician, address, no. of contacts in home, family history, previous history, present illness, principal complaints, nurse's record, physician's examination, prognosis, sanatorium application, examining doctor; also reexamination and clinic reports. Contains: (Child Hygiene), 1930--, entry . Arr. alph. by name of patient. Hdw. on ptd. form. 6 x 8 $\frac{1}{2}$ x 11 $\frac{1}{2}$. Office, Snow-Hill.

296. (TUBERCULOSIS REGISTER CARD), 1937--. Est. 1,800 cards in 3 f.d.

Card record of tuberculosis cases, giving name of patient, address, year of birth, sex, color, marital status, date, type, clinical status, names of clinician and attending physician, X-ray no., date, reason discharged or place and cause of death. Arr. alph. by name of patient. Hdw. on ptd. form. 4 x 6 x 18. Office, Pocomoke City.

297. X-RAY PLATES, 1937--. Est. 100 papers in 2 f.d.

X-Ray plates of the chest, kept in folders. Arr. alph. by name of patient. Ptd. 16 x 19 x 26. Office, Pocomoke City.

298. TYPHOID CASE HISTORIES, 1937--. 40 papers in 1 folder.

Record of typhoid fever cases, giving case no., name and address of patient, age, sex, race, occupation, length of residence in the home, date of onset, date to bed or hospitalized, laboratory report, name of physician, first visit, date reported, water, milk and food data, parties or picnics attended, places and dates, visits away from home within thirty days, visitors at home or new servants within thirty days prior to onset, sanitary status, screening, sewage disposal, census of household, contact with known or suspected carriers, remarks, and name of investigator. Arr. number. by case no. Hdw. on ptd. form. 9 x 12 x 3. Office, Pocomoke City.

299. DIPHTHERIA, 1938--. Est. 500 cards in 1 f.d.

Laboratory reports on throat cultures, giving name of patient, address, date, age, sex, color, occupation, date of onset, duration of illness, clinical diagnosis, presence of pseudomembrane, date antitoxin administered, name of physician, and laboratory reports. Arr. alph. by name of patient. Hdw. on ptd. form. 6 x 6 x 24. Office, Pocomoke City.

Clinics

300. FAMILY HEALTH RECORD, 1930--. 268 cards in 1 f.b.
Records of family health, giving name, post office, social service records, histories of communicable diseases of members of the family, tuberculosis record, school health record of children in the family, record of tests and immunizations, doctor's physical examination, infantile diarrhea and dysentery record, prenatal and postnatal record, and record of nurse's visits. Contains: Venereal Disease, 1930-36; entry . Arr. alph. by name of family. Hdw. on ptd. form. $15\frac{1}{2} \times 8 \times 6\frac{1}{2}$. Office. *S 140 15 Hill*

301. (PRENATAL POST-PARTUM CLINIC), 1938--. 112 papers in 1 f.d.
Record of prenatal clinic work, giving place of conference, date, name of patient, address, age, color, family history, family doctor, previous obstetrical history, history of patient's family, medical history. Physical examination, date, type of visit, physical condition, remarks and recommendations, and workers signature. Contains: (Postnatal Record), 1938--, entry ; (Prenatal Clinic Summary), 1938--, entry . Arr. alph. by name of patient. Hdw. on ptd. form. ~~$15\frac{1}{2} \times 8 \times 6\frac{1}{2}$~~ . Office, Snow-Hill. *11 x 12 1/2 x 23*

302. (POSTNATAL RECORD), 1938--. In Prenatal Post-Partum Clinic, entry .
Record of postnatal examinations, giving name of child, place and date of birth, names, address, and age of parents, condition of child, names of physician or midwife, hospital, no. of children by this marriage, no. living, manner of feeding, source of milk supply, condition of mother, signature of nurse, and reports of subsequent visits.

303. (PRENATAL CLINIC SUMMARY), 1938--. In Prenatal Post-Partum Clinic, entry .
Annual summary of patients attending prenatal clinic, giving dates clinics held, no. of patients, no. of new patients, and total.

[295] 304. (CHILD HYGIENE), ~~1930--~~. In Active Records, entry .
Record of care of infant and preschool children, giving date, name of child, date of birth, sex, color, address, location, mother's name, family doctor, economic status, by whom referred, family history, past history, results of various tests, immunizations, results of doctor's physical examination, nurse's record, and record of subsequent visits with notes and recommendations by worker.

Schools

305. WHITE SCHOOL EXAM. (Examination) S.H., (Snow-Hill), 1939--.
482 cards, 87 papers in 1 manila box.
Card record of school medical inspection, giving name of child, color, sex, birth date, name of parent or guardian, grade in school, school progress, height, weight, hearing, vision, orthopedic, condition of eyes, ears, skin, scalp, nose, throat, heart and lungs, names of physician and nurse, general health history, and dates of vaccination and tests. Con-

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Sanitation

306. (INSPECTION REPORTS), 1937--. 1 vol.

Record of monthly reports of dairy inspection by sanitation officer, giving date, name of dairy farm or owner, details of inspection, and recommendations. Hdw. on ptd. form. 300 pp. 14 $\frac{1}{2}$ x 12 x 2. Office, *Pocomoke City*.

307. MILK REPORTS, 1937--. Est. 900 papers in 1 f.d.

Laboratory reports of milk and cream analysis, giving material, laboratory no., name of dealer, town, name of collector, date collected, dates received, examined and reported, temperature at time examined, official plate count, breed count, chemical examination, and signature of bacteriologist. Arr. chron. by date received. Typed on ptd. form. 12 x 10 x 24. Office, *Pocomoke City*.

308. WATER REPORT, 1937--. Est. 70 papers in 1 folder.

Laboratory reports of analysis of water and sewage, giving date, laboratory no., dates collected, received and examined, analysis, and signature of bacteriologist. Arr. chron. by date filed. Typed on ptd. form. 11 x 9 x 1. Office, Pocomoke City.

Vital Statistics
See also entries

288. (BIRTHS), 1931--. Est. 600 certificates in 2 f.d.
Copies of certificates of birth, giving place of birth, name of child, premature or full term, if plural, no. and order of birth, date of birth, parents' names, address, color, age at time of birth, birthplace and occupation, total other children of mother, no. now living, no. dead, no. born dead, certification, signature of physician, midwife or registrar, address and date signed. Arr. chron. by date of birth. Hdw. on ptd. form. 24 x 10 x 8. Office Pocomoke City.

289. REGISTER OF BIRTHS, 1910-30. 20 vols. (dated) 1899-1906.
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88
2

Arr. chron. by date of filing.

Held on ptz. forms.

94 BX n. office.

(Certificate of Birth) 1931
Est. ~~600~~ certificates
in 2 f. d.)

Superiorate copies of certificate of birth, giving
place of birth, city or town or hospital, address
of hospital or institution, usual residence of
mother, name of child, date of birth, sex,
no. months pregnancy, twin or other, names of
father, ^{and mother,} color, age, birth place, occupation, ~~name~~
~~of mother, age, color, birth place~~ total other children,
no. of children living, how many born alive, how
dead, how many still born, certification and
signature of physician or midwife and address.

Certificates of birth and
deaths have been issued
since ^{about} 1930 only. Prior to that
register of both was the record.
Please advise if old register
records were copied on cert.
If not please give dates of
each and form for register entry
also letterhead in size of volume

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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Market St. Pocomoke
(Name of building, room number, street address)

1. Title (Birth 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 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records
(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 of births, giving
(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 those records are described by other Forms 12-13HR, such forms should be filled out and attached)
place of birth, name, sex, if plural, number and order of birth; premature or full term, legitimate or illegitimate, date of birth; parents' names, address, color or race, age, birthplace, occupation;

6. Contents--continued physician's certificate

7. Arrangement Chron. by date of birth
(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. 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 9x8x2 over 600 papers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities in office of Health Dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf, on 2d. floor of Woodworth Bldg. at Pocomoke 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)

Health Dept.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(Birth Certificates)	1931--	Shon. by date of birth	none	Hdw. on pld. forms

Contents:

Copies of certificates of births, giving place of birth, name, sex; if plural, number and order of birth; premature or full term, legitimate or illegitimate, date of birth; parents' names, address, color or race, age, birthplace, occupation, physician's certificate.

Location:

in office of Health Dept. on 3d. floor of Woodsworth bldg at Podomoka.

Total no. of vols. or f.d.'s 2
 Average no. of pages _____
 Estimated no. of papers 600

Size: largest 9x8x2
 smallest _____

Register of Births
 1910-30 20 vols. (dated).
 (~~dated~~) 1898-1906,
 (curr. of death) entry -

Record of births giving name of child,
 place of birth, sex, legitimate or illegitimate,
 if plural, date of birth, names ^{and address} of father
 and mother, color or race, age last
 birthday, birthplace, occupation, no. of child
 thro mother, no. of children of mother now living,
 born at full term, ^{no.} still born, and signature
 of physician or midwife. Arr. chron. by date of
 recording. ^{no.} on pt. form. 9X8X2. 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 Health Dept. I
(Office of custody) (Office which made the record, if different)
Address of office of custody Market St. Pocomoke
(Name of building, room number, street address)

1. Title "Register 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 1910 - 30
(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 year - (1 vol. for each 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 Record of births, giving place of
(Purpose and general nature of record. Principal items of information
birth, name, sex, date, parent's
shown. Summary of forms used in making record, their headings, etc. If a very

names, address, color or race, age,
general or miscellaneous record, detailed information as to type of records

birthplace, occupation, physician's
contained and dates covered by each should be given. Unless contents of these

name.

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. 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 9x8x2 aver. 300 pages
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In office of Health Dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
on 2d. floor of Woolworth Bldg. at Pecanoke.
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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Register of Births"

1910-30

Chron. by date entered

none

Hder. on ptd. forms

Contents:

Record of births, giving place of birth, name, sex, date; parents' names, address, color or race, age, birthplace, occupation; physician's name.

Location:

In office of Health Dept. on 2d floor of Woolworth bldg. at Pocahontas

Total no. of vols. or fd.'s

20

Average no. of pages

300

Estimated no. of papers

Size: largest
smallest

9x8x2

290
2x

(Certificate of Death)
1931 - - - Est. 550 ^{certificates} ~~forms~~
in 2 ft. h.

Copies of certificates of death, giving place of death, length of residency, name of deceased, ^{murderer,} if U.S. veteran, sex, color or race, ^{marital} status, date of birth, age, occupation, birthplace, names of parents, address, birthplace, name and address of informant, place and date of burial or cremation, name of undertaker, date of filing, date, certification of details of disease or injury causing death, and signature and address of physician. For chronic by date of filing. H det. on pta. form, 9x12x3. 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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Market St. 1200
(Name of building, room number, street address)

1. Title (Deaths 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 1931 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 F.D.
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records
(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 death certificates, giving
(Purpose and general nature of record. Principal items of information

place of death, decedent, address, sex,
shown. Summary of forms used in making record, their headings, etc. If a very
color, marital status, date of birth,
general or miscellaneous record, detailed information as to type of records,

occupation date, birthplace, parents,
contained and dates covered by each should be given. Unless contents of these

informant, place of burial, undertaker,
records are described by other forms 12-13HR, such forms should be filled out
date filed, physician's certificate
and attached)

6. Contents--continued _____

7. Arrangement Chron. by date of death
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing Handwritten on 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 9 x 12 x 3 Aver. 550 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 Health Dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
on 2d floor of the Woolworth 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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Death Certificates)

1931 - -

Chron. by date of deaths

none

Hdw. on ptd forms

Contents:

Copies of death certificates, giving place of death, decedent, address, sex, color, marital status, date of birth, occupation data, birthplace, parents, informant, place of burial, undertaker, date filed, physician's certificate.

Location:

In office of Health Dept. on 2d floor of Woolsworth Bldg.

Total no. of vols. or f.d.'s 2
 Average no. of pages
 Estimated no. of papers 550

Size: largest 9 X 12 X 3
 smallest

291

Registers of Deaths
1940-30, 20 Vols. (dated)

Record of deaths giving name of deceased
sex, color or race, marital status, date of birth,
age, occupation, birthplace, names of parents,
birthplace, date of death, ^{certification as to} cause of death, ^{signature of physician,} address,
^{length of residence,} place
of burial, date, name of undertaker, address,
date of registration, and names of local and
county registrars. Arr. alph. by name of deceased.
Hkdw. on pta. form. Arr. 300 pp. 9x8x2, Official
Record.

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 Health Dept.
(Office of custody) (Office which made the record, if different)
Address of office of custody Market St. Focomb
(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 1910 - 30
(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 year (1 vol. for each 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 Record of deaths giving decedent, place
(Purpose and general nature of record. Principal items of information

of death, cause, age, color or race,
shown. Summary of forms used in making record, their headings, etc. If a very

place of birth, parents, physician's
general or miscellaneous record, detailed information as to type of records

certificate.
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 decedent
(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. 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 9 X 8 X 2 aver. 300pp.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In office of Health Dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Second floor Woolworth 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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Register of Deaths"	1910-30	Alph. by name of decedent	none	Hdw. on ptd. forms
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Contents:

Record of deaths, giving decedent, place of death, cause, age, color or race, place of birth, parents, physician's certificate.

Location:

In office of the Health Dept. Second floor Woolsworth Bldg.

Total no. of vols. or f.d.'s 20
 Average no. of pages 300
 Estimated no. of papers

Size: largest 9x8x2
 smallest

292

(Birth and Death

statistics) Est. 75 pages
in 1 folder, 1939--

Report of births for ^{the} year and
summary of births per 1000 population
giving death rate per 1,000 population,
no. of still births, no. of live births, infant
mortality, maternal death rates, total
deaths per 1000 population, selected
causes, totals white and colored,
for, chron. by monthly reports. Typed.
11x9x1/2. Office, Peconick City.

OFFICE MEMORANDUM
FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE May 3, 1940

TO Mrs. Louise R. Sexton FROM Francis J. Haing

BE BRIEF

I am returning 11 forms for Pocomoke City and Health Dept records. The health department birth and death records, has a query, ^{in the town} also the mayor and council's correspondence. All ~~other~~ Pocomoke City records enclosed show two locations for the records, office and basement. Please give the dates of the records in each location.

Louise R. Lipton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *Health Dept.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Maplewood Bldg. Beacon St.*
(Name of building, room number, street address)

1. Title *(Birth and Death Summary)*
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates *1937- -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *1 folder*
(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 *Summary of birth and death*
(Purpose and general nature of record. Principal items of information

rates for social work, general birth rate
shown. Summary of forms used in making record, their headings, etc. If a very
gen. or misc. rec., general death rate per 1000 pop.,
general or miscellaneous record, detailed information as to type of records
still births, for 1000 live births, infant
contained and dates covered by each should be given. Unless contents of these

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

death rates, selected causes, total,
and attached)

6. Contents--continued white and colored

7. Arrangement Chron. by 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 Typed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size 11 x 9 x 1/4 appr. 75 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 record dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
second floor Woodward 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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Birth and Death Summary) 1937--	Chron. by year	—	typed
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Contents: Summary of birth and death rates for fiscal year, giving birth rate per 1000 pop., general death rate per 1000 pop., still births per 1000, live births, infant mortality rate, maternal death rate, death rates, selected causes, total, white and colored.

In office of Health Dept. Second floor Woodward bldg.

Total no. of vols. or f.d.'s	1 folder	Size: largest smallest	11 x 9 x 1/4
Average no. of pages	<u>75</u>		
Estimated no. of papers	_____		

V. D. (Venereal) Disease
1937-- Est. 1800
Code in 3 f. d.

Card record of active, inactive and
negative, venereal disease cases, giving
clinic, date, name of patient, address, occupation,
age, sex, race, present and past history,
complaint and present illness, result of
physicis examination, treatment prescribed,
and dates of treatments; also contains correspondence,
H. V. Alph. by name of patient. Hdw. on pta. form,
6x8x13. Office.

Can you furnish  copy
of form ^{for} monthly reports,
Also please correct
size of f.d. 24x12x10 does
not seem right. (This was size of
cabinet - not f.d.) R.S.L.

Harold B. 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 1 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Market St. Pocomoke
(Name of building, room number, street address)

1. Title "V. D. Disease" (Venereal disease)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 F. D.
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records
(If record discontinued, give reason and state

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

missing, if possible)

6. Contents Venereal disease case histories
(Purpose and general nature of record. Principal items of information

of active, inactive, and negative
shown. Summary of forms used in making record, their headings, etc. If a very

cases, giving clinic date, patient,
general or miscellaneous record, detailed information as to type of records

address, occupation, age, sex, race,
contained and dates covered by each should be given. Unless contents of these

present and past history, complaint
records are described by other forms 12-13HR, such forms should be filled out

and present illness, result of
and attached)

6. Contents--continued physical examination, treatment prescribed, dates of treatment. Also venereal disease clinic monthly reports and correspondence.
7. Arrangement Alph. by name of patient
 (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 6 X 8 X 13 aver. 600 cards
 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities in office of Health Dept. on 2d floor of Woolworth Bldg.
 (Room, vault, wall--N.E.S.W., section, bin, shelf cabinet, on floor)
12. Other information Records prior to these were 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)

Health Dept.

All markings on outside of vols. or fd.	Pages covered in vol. fd.	Arrangement	Indexing	Writing
"V.D. Disease"	1937 --	Alph. by name of patient		Hdw. on std. forms

Contents:

Veneral disease case histories of active, inactive, and negative cases, giving clinic, date, patient, address, occupation, age, sex, race, present and past history, complaint and present illness, result of physical examination, treatment prescribed, dates of treatment. Also veneral disease clinic monthly reports and correspondence.

Location:

In offices of Health Dept. on 2d floor of Woolsworth Bldg.

Total no. of vols. or f.d.'s 3
 Average no. of pages Quds 600 Size: largest 6 X 8 X 13
 Estimated no. of papers _____ smallest

294

Inactive

V. D. (Venereal Diseases) -
Inactive Records, ¹⁹³⁸ 385 papers
in 1 to d.

Venereal case histories, ~~inactive~~, giving clinic, date, name of patient, address, occupation, age, sex, race, marital status, name and address of non-marital contacts, past history, complaint and present illness, physical examination, treatment prescribed, check record showing dates of treatments, blood tests and remarks. For repl. by name of patient. Hdw. on ptd. form. 11x12 1/2 x 23.
Board's office, Snow Hill

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 Board of Health
(Office of custody) (Office which made the record, if different)
Address of office of custody Odd Fellows Bldg. Snow Hill
(Name of building, room number, street address)

1. Title "V.D. Inactive Records" (Venereal Diseases)
(Give present 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, 39
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 file drawer (5 folders, 385 pp) 23x11x12 1/2
(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 V.D. Cases, giving location of clinic, date, name of patient, address, occupation, age, sex, race, married or single, name and address of non-marital contacts, past history of patient, Complaint and present illness, physical examination, chart of treatment, dates, blood condition and 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. in index folders by patients name.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

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

title and identification number)

9. Writing Handwritten on printed forms, Handwritten printed form, Handwritten printed head, Typed, Typed printed form, Typed printed head.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

10. Size folders 11 3/4 x 9 file drawers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In second drawer of file cabinet, based of back office, Odd Fellows Bldg. Snow Hill.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information There are also reports of treatment given patients name, address, date and type of treatment given, in some folders.
(Condition of record if not good. Relation to 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)

Board of Health

"V. D. Inactive Records" 1938-39

5 folders, appr. 385 pgs. $11\frac{3}{4} \times 9$

1 file drawer $23 \times 11 \times 12\frac{1}{2}$

arr. alpb. in index folders by patients name.

Ldw. on printed forms, Ldw. on typ. forms.

Contents: Record of V. D. cases, giving location of clinic, date, name of patient, address, occupation, age, sex, race, married or single; name and address of now-marital contacts, past history of patient, complaint and present illness, physical examination; chart of treatment, dates, blood condition and remarks.

In second drawer of file cabinet, board of Health office, Odd fellows bldg. Snow Hill.

There are also reports of treatment giving patients name, address, date and type of treatment.

295. ~~296~~
304

Active Records (Tuberculosis)
1935. (P. Grace) ^{Esth} 130 papers in
1 manila box.

Clinical reports on tuberculosis patients giving
date of report, name of patient, address, birthplace,
occupational data, name of physician, address, No.
of contacts in home, family history, previous
history, present illness, principal consultants,
nurses records, ^{sub-recommendations} physicians examination, diagnosis,
Sanatorium application, examining doctor; also
re-examination and clinical reports, ^{Containing (Active Records) entry} _{trv. depth by}
name of patient, Hkw. on pt. form, 6 x 8 1/2 x 11 1/2.
Board's office. Snowhill office

Active Records (Child
Hygiene) 1950--
In Active Records,
(Tuberculosis) entry --

Record of preschool clinics, home nursing, elementary
school examination, child health summaries school
vaccinia summaries, tuberculin test reports,
cumulative data of well being of pupils,
and tuberculin tests of contact children in
record, notes and recommendations.
~~Alph. by name of child. How on file form.~~

~~68881172~~

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 Health (Snow Hill)
(Office of custody) (Office which made the record, if different)
Address of office of custody Odd Fellows Bldg.
(Name of building, room number, street address)

1. Title "Active Records" (Tuberculosis 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 1935--
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling "Active Records R. Graef"
(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 Clinical reports on tuberculosis
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record.

patients giving name, sex, color, birthdate, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by date reported, type, reported by, symptoms, exposure, admitted to sanatorium, date, medical findings, household contacts, record of visits, nurse's record and recommendations

6. Contents—continued _____

7. Arrangement *alph. by patient's name under index cards.*
(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 *6 x 8 1/2 x 11 1/2* *41 papers.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

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

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

This file box also contains "Child Hygiene" records.

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

(Place of publication)

(Date of publication)

Board of Health.

"Active Records" (Tuberculosis Record) 1935--

1 file box 41 papers

Contents: Clinical reports on tuberculosis patients, giving name, sex, color, birthdate, date reported, type, reported by, symptoms, exposure, admitted to sanatorium, date, medical findings, household contacts, record of visits, nurse's record and recommendations.

arr. alph. by patient's name under index cards.

hdw. on ptd. forms. $6 \times 8\frac{1}{2} \times 11\frac{1}{2}$ 41 papers

on desk in 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 Health - (Snow Hill)
(Office of custody) (Office which made the record, if different)
Address of office of custody Odd Fellows Bldg.
(Name of building, room number, street address)

1. Title "Active Records" (Child Hygiene)
(Give present 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 file box (partboard)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling "active Records, R. Graefe"
(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 Clinic records of preschool children
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

giving name, parents' names, doctor's name, economic status, family history, history of diseases, home nursing, child health summaries, doctor's physical examination, nurse's record, notes & recommendations by nurse.

6. Contents—continued _____

7. Arrangement alph. by name under index cards.
(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 x 8 1/4 x 11 1/2 89 papers.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities on desk, office of Health
dept. Snow Hill, Md.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

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

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

"Tuberculosis Records" are also
in this file box. see former.

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

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Board of Health

"Active Records" (Child Hygiene)

1930-- / file box.

Contents: Clinic records of preschool children, giving name, parents name, doctor's name, economic status, family history, history of diseases, home nursing, child health summaries, doctor's physical examination, nurses record, notes + recommendation by nurse.

arr. alph. by name under index cards.

$6 \times 8 \frac{1}{4} \times 11 \frac{1}{2}$

89 papers.

on desk - Bd of Health

TUBERCULOSIS REGISTER CARDCLINICAL
STATUSSPUTUM
POS.IN
SANITOR.HEALTH
DEPT.PVT.
PHYSICIAN

Name ----- Year Birth ----- Sex ----- Color -----

Address ----- Marital Status -----

Date

Type Tuberculosis — Clinical Status

Made by

Att. Physician

X-Ray No. -----

Date

Reason Discharged

Died on

at

Cause

Is there a ~~year~~ report? Please
send form if obtainable.

Also please correct size
of f. d.

I measured the file cabinet
instead of each file drawer.

(Tuberculosis Registrar
Card) 1937 - - Est. 1800 ~~1900~~,
Cards in 34. d.

Card records of Tuberculosis cases, giving name
of patient, address, year of birth, sex, color marital
status, date, type, clinical status, names of clinician
and attending physician, X-ray No. date, reason
discharged or place and cause of death.
Arr. Alph by name of patient. Hand on ptd. forms.
4x6x18. 29/6

29/6

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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Market St. Beacon
(Name of building, room number, street address)

1. Title (Tuberculosis Cases)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records
(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 tubercular patients, giving
(Purpose and general nature of record. Principal items of information

Case no. name of patients, address, color,
shown. Summary of forms used in making record, their headings, etc. If a very
sex, report by clinician or doctor.
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

alph. by name of patient
(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. form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

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

and years covered by each kind of writing)

10. Size

4 x 6 x 18 *new 600 cards*
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities

In office of record dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf,

second floor Woodworth 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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Tuberculosis Cases)

1937 - sept. by name of patient.

-

Hand. in pt. folders

Contents: Record of tubercular patients, giving Case no., name of patient, address, color, sex, report by clinic or doctor.

In office of Health Dept. Second floor
Worwood Bldg.

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

3 file drawers
600 Cops.

Size: largest
smallest

4 X 6 X 18

297

X Ray plates, 1937--

Est. 100 papers in 2 f.d.
X Ray plates of the chest, kept in
folders. Arr. acc. by name of patient.
Ptn. 16 X 19 X 26. Office Peconic City.

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 *Search Dept.*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Market St. Room 206*
(Name of building, room number, street address)

1. Title *"X-Ray Plates"*
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates *1937 - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 file drawers*
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records _____
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are
missing, if possible)

6. Contents *X-ray plates of the chest, kept in folders*
(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 alph. by names of patients
(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 19 x 26 aver. 100
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In Office of Health Dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
second floor Woodwood 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)

Herald Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"X-Ray Plates"

1937-- sept by name of patient

H.W.

Contents: X-Ray plates of the chest, kept in folders in file drawers.

In office of Herald Dept. second floor Woodward Bldg.

Total no. of vols. or f.d.'s

2 file drawers

Average no. of pages

100

Size: largest

Estimated no. of papers

smallest

16 X 19 X 26

How many papers?

298

Boat of Health

40 papers

Typhoid case histories,
1937- -. Est. 40 papers
in 1 folder.

Typhoid fever case histories giving case no.,
date investigated, name of patient, address, date
of hospitalization, household name, date first
symptoms, to bed, recovery, release or death,
name of physician, dates first visit and report,
diagnosis, laboratory examinations, census of household,
General environment, sketch of premises, details
of exposure 30 days prior to onset, absence
from home, places and dates, sources of food,
water, milk, shellfish, bathing places and dates, and
signature of investigator, Arr. number by case no. within
year. Klu. on pta. form, 7x12x3, office.

Harold J. 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 Health Dept.
(Office of custody) (Office which made the record, if different)
Address of office of custody Market St. Pocomoke
(Name of building, room number, street address)

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

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 folder
(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 State form, giving case no., 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 type of records 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)
investigated, name of patient, address, case history, diagnosis, and laboratory examinations, census of household including guests and servants, general environment of patient, sketch of premises with symbols,

6. Contents--continued details of patient's exposure to possible sources of infection, signature of investigator.
7. Arrangement Thinner, by case no. within 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 Hdw. 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 9x12x3 1 folder 40 pages
 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities in offices of Health Dept. on 2d floor of the Woodsworth 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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Typhoid Cases Histories"

1937 - -

Number, by case no. within year.

Hdw. on ptcl. forms

Contents:

State form, giving case no., date investigated, name of patient, address, case history, diagnosis, and laboratory examinations, census of household including guests and servants, general environment of patient, sketch of premises with symbols, details of patient's exposure to possible sources of infection, signature of investigator.

Location:

In offices of Health Dept on 2d floor of Woolworth Bldg.

Total no. of ~~vols.~~ ^{folders} 1
 Average no. of pages _____
 Estimated no. of papers 40

Size: largest 9x12x3
 smallest _____

299

Diphtheria 1938--

Est. 500 Cards in

1 f. d.

Laboratory record of throat cultures in
diphtheria, tonsillitis, sore throat and scarlet
fever, giving laboratory no., date, specimen
received, examination completed, analysis
name of bacteriologist, patient's name, date
address, age, sex, color, occupation, how
long sick, clinical diagnosis, name and
address of physician, and remarks. For
alph. by name of patient. Hds. on
pth. total, 6 x 6 x 24. Office Peoria City

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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Market St. Pocomoke
(Name of building, room number, street address)

1. Title "Diphtheria"
(Give present 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 F. D.
(Number of volumes; file drawers; file boxes; bundles; other)

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

5. Discontinued and missing records
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Analyses of specimen cultures for
(Purpose and general nature of record. Principal items of information

diphtheria tonsillitis, sore throat and
shown. Summary of forms used in making record, their headings, etc. If a very

scarlet fever, giving patient, address, date,
general or miscellaneous record, detailed information as to type of records

age, sex, color, occupation, duration of illness,
contained and dates covered by each should be given. Unless contents of these

clinical diagnosis, presence of pseudomembrane,
records are described by other Forms 12-13HR, such forms should be filled out

date on administration of antitoxin, physician,
and attached)

6. Contents--continued address, laboratory record.
-
7. Arrangement Alph. by name of patient
(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. 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 24 X 6 X 6 Avg. 500 cards
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities in offices of Health Dept.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
on 2d floor of Woolworth Bldg.
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)

Health Dept.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
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"Diphtheria"	1938 - -	Alph. by name of patient	✓	Hudson ptd. forms
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Contents:

Analyses of specimen cultures for diphtheria, tonsillitis, sore throat and scarlet fever, giving patient, address, date, age, sex, color, occupation, duration of illness, clinical diagnosis, presence of pseudomembrane, date on administration of antitoxin, physician, address, laboratory record.

Location:

In offices of Health Dept. on 2d floor of Woolworth Bldg.

Total no. of vols. or f.d.'s 1
 Average no. of pages 500
 Estimated no. of papers _____

Size: largest 24x6x6
 smallest _____

Family Health Record,
1930 - - 268 Cards in 1 ft. d.

Record of family health giving name, address,
birth dates, name of family physician, histories
of communicable diseases of members of
family, ~~and~~ histories of venereal diseases,
School health record of children in the
family, infantile, diarrhea and dysentery
record, ^{and} record of nurse visits. Arr.
Alph. by name of family. H.W. or pta. form.
15 1/2 x 8 x 6 1/2. Board's office, Snow Hill

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 Board of Health
(Office of custody) (Office which made the record, if different)

Address of office of custody Old Fellows Bldg. Snow Hill
(Name of building, room number, street address)

1. Title "Family Health 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 1930 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 file box 268 cards
(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 family health, given patients
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

full name & address, date of birth, all family doctor examinations, patient's names and health history each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Characteristics of unusual diseases, in some files contain
names of persons in contact, relationships,
sex, address, occupation, age, sex, married, single,
race, diagnosis, dates to return to clinic and results.

6. Contents—continued _____

7. Arrangement alph. by patients name in index folders.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing Reports are filed in index folders
(Self-contained—describe what it 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 typ. 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 15 1/2 x 8 x 4 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 health department
Old yellow bldg. on 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)

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

(Place of publication)

(Date of publication)

Health Department

(Family Health Card) 1930 - -

1 file box $15\frac{1}{2} \times 8 \times 6\frac{1}{2}$

appr. 153 active cards

" 5 inactive cards

" 110 V. D. cards

Contents: Record of family health, giving patients full name, address, date of birth, age, family doctor, occupation. Parents age and health history. Case histories of several diseases, in some filled contains name of patient, name of person in contact, relationship, date, address, occupation, age, sex, married or single, race, diagnosis, date to return to clinic and results.

arr. alph. by patients name in index folders

Hdw. on tipped forms

In office of Health Department. Odd folders held by Snow Hill.

301

302

303

11 X 12 1/2 x 13

(Prenatal, Post Partum), 1938--

112 pages in 1 fd.

Title varies: Inactive

Prenatal Records, 1938-39

Return visits and

Postnatal Cards, 1938-39, 1 folio.

Clinic reports and record of nurses visits
 in active prenatal and post partum and inactive
 prenatal cases giving name of patient, address,
 age, married or single, name of family physician,
 name of midwife, family history, name of husband
 and history, previous obstetrical and medical
 history, nutrition, and recommendations by
 nurse; Also prenatal clinic summary for year,
 giving dates of clinics, no. patients, no. new patients, and
 totals. Arr. alph. by name of patient, H doc. or pta, form. Boards office

MS. 9.015

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 Board of Health
(Office of custody) (Office which made the record, if different)

Address of office of custody Old Farmers Bldg. Snow Hill
(Name of building, room number, street address)

1. Title "Inactive prenatal records" "Return visits and prenatal cards"
(Give present 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 1938-39
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 file drawer 23x11x12 1/2, 1 folder 98 pp.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling file drawer 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 Record of inactive prenatal cards giving name of patient, date of case, address, family name, family doctor, medical and economic status. Review obstetrical history, history of patient, family, husband's history, medical history of patient, nursing visits, checks and nutritional conference record.
Return visit cards giving information same as

6. Contents—continued *inactive prenatal, present condition and when to return to clinic.*

7. Arrangement *alph. by obstetric name included*
(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 *Adv. 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 *11 1/4 x 9*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In second drawer black cabinet*
(Room, vault, wall—N, E, S, W., section, bin, shelf, cabinet, on floor)
head of head office, 1st floor, 11th St. New Hill.

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)

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 Board of Health
(Office of custody) (Office which made the record, if different)
Address of office of custody Old Town Hall, Snow Hill
(Name of building, room number, street address)

1. Title "Prenatal" "Post partum"
(Give present 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 1938-39
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 prenatal pp. 5 post partum.
(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 prenatal and post partum cases, giving name of patient, age, address, race, married or single, family doctor, hospital name, previous obstetrical history, medical history of patient. Record of County Nurse visits and remarks and recommendations made by nurse; nutrition conference record, and food resources.

6. Contents—continued _____

7. Arrangement *arr. alph by patients name in folder.*
(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 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 *1 double folder 11 3/4 x 9 1/2, 14 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In file drawer in board of*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Health office, Odd Fellows bldg. Snow Hill

12. Other information *also a printed clinic summary*
(Condition of record if not good. Relation to 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 fiscal year giving dates of clinical, no. patients, no. new patients, total of each. all hdw. in same folder

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

(Place of publication) (Date of publication)

Board of Health

1938-39

- "Inactive prenatal records" 82 pp.
"Return visits and postnatal cards" 16 cards
1 folder 11 $\frac{3}{4}$ X 9

arr. alph. by patients name in folder.

Hdw. on printed forms.

Contents: Record of inactive prenatal cases, giving name of patient, date, age, race, address, Lucehalden name, family doctor, medicine and economic status. Previous obstetrical history, history of patients family, husbands history, medical history of patient, county nurses visits, remarks and nutrition conference record.

Return visit cards giving information same as inactive prenatal cases, present condition and when to return to clinic.

In second drawer of file cabinet in based of health office. Add fellows hdq. Snow Hill.

Board of Health

"Prenatal" "Post partum" 1938-39

1 double folder $11\frac{3}{4} \times 9\frac{1}{2}$

9 prenatal pp. 5 post partum pp.

Hds. on printed forms.

arr. alph. by patients name in folders.

Contents: Record of prenatal and post partum cases, giving name of patient, age, address, race, married or single, family, doctor, home-keeper name, previous obstetrical history, history of patients family, husbands history, medical history of patient. Record of county nurses visits and remarks and recommendations made by same; nutrition conference record, and food resources.

In file drawer in office of board of health 6th
Fellows bldg. Snow Hill.

also a prenatal clinic summary for fiscal year
giving dates of clinics, no. patients, no. new patient
titles of each. all hds. in same folder.

White School exam.
(Examinations), 1939--
482 books, 84 papers in
1 manila box.

Card record of physical inspection of
children in Snow Hill schools giving name of
pupil, address, ^{name of school,} color, sex, birth date, name
of parent or guardian, grade in school,
date inspected, school progress, height, weight,
hearing, vision, nose, throat, glands, heart,
lungs, disease history, dates vaccinations
and tests. ^{Contains Tuberculin tests} ^{12/21/39}
Hdw. on ptd. forms 6 X 8 X 11 1/2. Beodi
Office, Snow Hill

(Tuberculin Tests) 1939--
In White School Examinations, entry -

Returned requests authorizing tuberculin tests of children giving ^{date} name of child and signature of parent or guardian.

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 Health (Snow Hill)
(Office of custody) (Office which made the record, if different)
Address of office of custody Odd Fellows Building
(Name of building, room number, street address)

- Title "White school exam. S. H." (Physical Ins-
pection Cards)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities of both)
- Dates 1939
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 1 file box (pasteboard)
(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 Card record of Physical inspection of all
children (white) in Snow Hill schools 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, address, school, color, sex,
date of birth, name of parent or guardian, grade
in school, date inspected, weight, vision test,
tuberculin test, date & result.

also contains 87 papers form letters sent to
parents requesting signatures of parent to

6. Contents—continued Have child tuberculin tested,
signature of parent - date.

7. Arrangement arr. alph. by name of child in school grades
(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 6x8 1/2 x 11 1/2 482 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
87 letters

11. Location by dates and quantities Office health department
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
Odd Fellows building, Snow Hill (on desk)

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)

Health Department (Snow Hill)

"White School exam. S.H." (Physical Inspection cards) 1939

Contents: Card record of physical inspection of all children (white) in Snow Hill schools giving name of pupil, address, school, color, sex, date of birth, name of parent or guardian, grade in school, date inspected, weight, vision, hearing, tuberculin tested, date + result of test.

Also contains form letters sent to parents requesting signature of parent to have child tuberculin tested, signature of parent and date. (87 papers)

1 file box (pasteboard) $6 \times 7\frac{1}{4} \times 11\frac{1}{2}$ 482 cards

office of Health Dept.

arr. alph by name of child in grade in school.

306

(Inspection Reports)

1934 - - 1900.

Copies of monthly reports of dairy inspection
by sanitation officer, giving date, name of
dairy farm or owner, details of inspections
and recommendations. Haw. or pt. form,
300 pp., 14 1/2 x 12 x 2
Office.

The nature and purpose of
the record is not clear.
You title it "Laboratory
reports" but in the report
you state "monthly report
on sanitation of milk" but say
nothing about laboratory report.
Is it a monthly report of inspection?
By the sanitary officer or a laboratory report?

Mr. Loring:

This is a monthly report of milk inspection from all dairy farmers by sanitation officer. He himself called them laboratory reports, hence the title.

Does this answer your query?

R. S. L. —

Louise R. Lepton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Woolworth Bldg. Room 10
(Name of building, room number, street address)

1. Title (Laboratory Reports) (Inspection 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 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling
(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 reports on sanitation of milk, giving name of operator, address, dated of inspection and items of sanitation.
(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 of inspection
(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 Adv. 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 14 1/2 X 11 3/4 X 2 approx. 300 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 Health Dept
(Room, vault, wall--N.E.S.W., section, bin, shelf,

Second floor Woodworth 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)

Health Dept.

All markings on outside of
vols. or fd.

Dates
covered
in vol.
fd.

Arrangement

Indexing

Writing

Laboratory Reports)

1937-

Chron. by
date of in-
spection

—

H.W. on
p. 10

Contents: Monthly reports on sanitation
of milk, giving name of operator,
address, dates of inspection and items of
sanitation.

In office of Health Dept. second floor
Woodward bldg.

Total no. of vols. or f.d.'s

1 vol.

Average no. of pages

300

Size: largest

14 1/2 X 11 3/4 X 2

Estimated no. of papers

smallest

307

How many reports
or papers?

Board of Health
~~150~~ ~~100~~ papers

307

Milk Reports, 1937--

Est. 900 papers
in 1 f. d.

Laboratory reports of milk and cream analysis,
giving material, laboratory no., name of
dealer, town, collector, date collected, dates
received, examined and reported, temperature
at time examined, official plate count, breed
count, chemical examination and signature
of bacteriologist. Arr. chron. by date received.
Typed on sta. form. 12 x 10 x 24. 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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Woolsworth Bldg. Pocomoke
(Name of building, room number, street address)

1. Title "Milk 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 1937 --
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records
(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 analysis of milk 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

dates collected, received and examined,
general or miscellaneous record, detailed information as to type of records

Temperature at time of examination,
contained and dates covered by each should be given. Unless contents of these

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

bacteriologist.
and attached)

6. Contents--continued _____

7. Arrangement Chron. by date of report
(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 24 x 12 x 10 14 x 10 x 14 30 folders
(Of record or container. Height, width, thickness or depth. Average number of

App. 900 papers.
pages or documents)

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

on 2nd floor of the Woolsworth 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)

Health Dept.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Milk Reports"

1937 --

Chron. by date of report

Typed on pld. forms

Contents:

Reports on analysis of milk and cream, giving dealer, town, collector, dates collected, received and examined, temperature at time of examination, results of examination, signature of bacteriologist.

Location:

In office of Health Dept. on 2d floor of the Woolworth Bldg.

Total no. of vols. or fd.'s 30
 Average no. of pages _____
 Estimated no. of papers 900

Size: largest 24x12x10
 smallest _____

308

Water Report, 1934--
Est. No papers in 1
folder.

laboratory reports of analysis of water
and sewage, giving ^{date,} laboratory no., dates
collected, received and examined, analysis,
and signature of bacteriologist. Arr. chron.
by date filed. Typed on pt. form 11x9x1.
Office, Pocomoke City.

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 Health Dept.
(Office of custody) (Office which made the record, if different)

Address of office of custody Woolsworth Bldg. Pocomoke
(Name of building, room number, street address)

1. Title "Water 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 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Folder
(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 on analyses of water and
(Purpose and general nature of record. Principal items of information

sewage, giving laboratory data, laboratory
shown. Summary of forms used in making record, their headings, etc. If a very
no. dates collected, received and examined,
general or miscellaneous record, detailed information as to type of records

results of examination, signature of
contained and dates covered by each should be given. Unless contents of these

the chief, bureau of bacteriology.
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
(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 11 x 9 x 3/4 avr. 70 papers
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

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

on 2d. floor in the Woolworth 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)

Health Dept.

All markings on outside of vols. or fd.	Dates covered in vol. or fd.	Arrangement	Indexing	Writing
"Water Report"	1937 --	Chron. by date received		Typed on ptd. Forms

Contents:

Reports on analysis of water and sewage, giving laboratory, date, laboratory no., dates collected, received and examined, results of examination, signature of the chief, bureau of bacteriology.

Location:

In the offices of the Health Dept. on 2d floor of the Woodsworth Bldg.

Total no. of vols. or f.d.'s 1
 Average no. of pages 70
 Estimated no. of papers

Size: largest 11 x 9 x $\frac{3}{4}$
 smallest

County Treasurer

Tax Collections

7-11
ANNUAL ROLL AND TAX LEDGER, 1936--. 55 vols. (dated; labeled
by district no.).

Record of taxes collected, giving computations, name and address of taxpayer, description of property, basis of assessment on state exempt, real, personal, special and intangible property, total assessment, amount collected on each of the foregoing classifications, total tax collected, interest and penalty collected, date paid and amount and refunds. Arr. alph. by name of taxpayer within district. Typed under pt'd. head. Aver. 250 pp. 17 $\frac{1}{2}$ x 15 $\frac{1}{2}$ x 2 $\frac{1}{2}$. 23 vols, 1936, garret; 11 vols. 1934, vault; 21 vols., 1938--., office.

222

CASH RECEIPTS, 1931-35, June 1, 1939--. 2 vols.

Record of cash receipts, giving date, receipt no., name of payer, account to which credited, and amount. Arr. chron. by date of recording. Hdw. under ptd. head. Aver. 506 pp. $16\frac{1}{2}$ x $15\frac{1}{2}$ x 2. Treasurer's vault.

223

TAX RECEIPT BOOK, 1915-35. 987 vols. (dated). 16 vols., 1916-17,
not titled.

Carbon copies of receipts issued for payment of taxes, giving date, name
of payee, levy year, district no., amount of tax by classification, and
signature of treasurer. Arr. numer. by receipt no. Hdw. on ptd. form.
Aver. 100 pp. 12 x 8 x 1. Garret.

274

(TAX RECEIPTS), 1936. Est. 5,150 papers in 1 box.

Duplicate copies of receipts issued for payment of taxes, giving date, name of taxpayer, address, district no., year, folio and line no. of annual roll and tax ledger, entry , amount of tax by classification, discount or interest, and total paid. Arr. alph. by name of taxpayer within town or district. Typed. 18 x 16 x $4\frac{1}{2}$. Garret.

Check current record.

V205

AUTOMOBILE, 1927-35. 306 vols. (dated).

Handwritten note: H. C. T. TAKES

Carbon copies of receipts issued for payment, giving receipt no., date, name of taxpayer, district no., amount of county and state tax, interest or discount, total paid, and signature of treasurer. Arr. numer. by receipt no. Hdw. on ptd. form. Aver. 24 pp. 12 x 8 x 1/2. Garret.

226

TAX SALES RECORD, 1920--. 1 vol.

Record of property sold for taxes, giving levy year, district no., names of taxpayer and purchaser, date of sale, amounts of county and state tax and interest, costs, by whom redeemed, date, and where recorded. Arr. chron. by date of sale within levy year. 62 pp. $12\frac{1}{2}$ x $9\frac{1}{2}$ x $\frac{1}{8}$. Treasurer's vault.

227 (AUTO RECEIPTS), 1936. Est. 4, 550 papers in 1 box.

Duplicate copies of receipts issued for payment of taxes, giving name of taxpayer, address, make of car, assessed value, amount of state and county tax, amount of discount or interest, and total paid. Arr. alph. by name of taxpayer. Typed on ptd. form. $16\frac{1}{2}$ x 11 x $8\frac{1}{2}$. Garret.

Check current record.

228

Delinquent Taxes

INSOLVENCIES RECORD, 1920--. 1 vol.

Record of taxes on which insolvencies have been allowed by the county commissioners, giving date approved, year of levy, district no., name of taxpayer, amount of taxes for real property, personal property, securities, stocks, autos 1928-36, and others, order no. for decrease in assessments, and remarks. Arr. chron. by date of approval; autos arr. alph. by names of districts and chron. thereunder. Hdw. on ptd. form. 250 pp. 12 x 16 $\frac{1}{2}$ x 1. $\frac{1}{2}$ Treasurer's vault.

229

SHERIFF SALE JOURNAL, 1925-26. 1 vol. Discontinued.

Record of sales of personal property seized by the sheriff, by order of the treasurer, to satisfy delinquent taxes, giving name of taxpayer, amount due treasurer, amount of sale and costs, and amount of surplus if any, returned to taxpayer. Arr. chron. by date of return. Hdw. 152 pp. (31 used) 12 x 7 x $\frac{1}{2}$. Garret.

See Sec. 257, 1930 code, Worcester Co.

Assessments

230 INCREASE, 1936-38. Est. 700 papers in 19 envelopes. (Dated).

Copies of orders to the county treasurer authorizing increase in assessments, giving order no., folio and line no. in Assessments, entry . district no., levy year, kind of property, date, name of property owner, date, certificate no., amount of state and county assessments, amount of county, state and special taxes, and total. Arr. chron. by date filed. Hdw. on ptd. form. 10 x $4\frac{1}{2}$ x 1. Garret.

Check current record.

DECREASE 1936-38. Est. 1,750 papers in 22 envelopes, 3 bundles,

231 (dated). Title varies: Insolvencies and Errors Dist. 1-10, 3 bundles, 1936-37.

Copies of orders to the county treasurer authorizing decrease in assessments, giving order no., folio and line no. in Assessments, entry , date, district no., levy year, name of taxpayer, amount of county and state taxes, and signature of clerk and president of county commissioners. Arr. chron. by date filed. Hdw. on ptd. form. 10 x 9½ x 1. Garret.

Check current record.

232 AUTOMOBILE TAX LEDGER, 1937---. 7 vols. (6 vols. numbered; 1 vol. labeled Pocomoke City).

Record of automobile tax collections, giving district no., name and address of taxpayer, amount of assessment, amount of taxes under classification, total amount of tax, amount of discount or interest, date and amount paid, amount of refund. Arr. alph. by name of taxpayer within district. Typed under ptd. head. Aver. 575 pp. $17\frac{1}{2}$ x 15 x 3. Treasurer's vault.

233 TRANSFERS, 1936-38. Est. 2,015 papers in 58 envelopes.

Original transfers issued to the treasurer by the county commissioners, giving district no., location, names of grantor and grantee, date, description of property, purchase price, date, and remarks. Arr. chron. by date filed. Hdw. on ptd. form. 10 x 4 $\frac{1}{2}$ x 1. Garret.

Check current record.

Receipts and Disbursements

COLLECTION BOOK, 1915-29, 1931--. 54 vols. (labeled by district

234.

no., 26 vols. also dated). 53 vols., 1915-29, 1931--, not titled.

Record of daily tax collections, giving taxable basis, name of taxpayer, amount of assessment, amount of county and state tax and tax on securities; debit, amount of county and state, date, folio in Tax Ledger, entry , and receipt no., credits by decrease, insolvencies, and amount of state and county taxes paid. Arr. alph. by name of taxpayer. Hdw. on ptd. form. Aver. 700 pp. 12 x 9 x 1, 12 x 15 x 4 $\frac{1}{2}$. 35 vols., 1915-29, 1932, garret; 19 vols. 1928-29, 1931--, treasurer's office.

435 CASH RECEIPTS & DISBURSEMENTS, 1925-31. 2 vols. 1 vol., April
1930-31, not titled.

Record of receipts and disbursements; under receipts, giving date, explanation, receipt no., amount for taxes, interest and miscellaneous revenue, and total deposits; under expenditures, date, name of payee, amount, voucher no., amount of withdrawals, and balance. Arr. chron. by date of recording. Hdw. under pt. head. 1 vol. 600 pp. $16\frac{1}{2}$ x 26 x 2; 1 vol. 200 pp. 17 x $26\frac{1}{2}$ x $1\frac{1}{2}$. Garret.

236

CASH BOOK, 1920-25. 2 vols. 1 vol., 1920-23, not titled.

Daily record of expenditures by the treasurer, giving date, name of payee, purpose, check no. and amount. Arr. chron. by date of recording.

Hdw. under ptd. head. Aver. 200 pp. 12 x 13 x 1. Garret.

237 CASH DISBURSEMENTS, 1931--. 3 vols.

Record of cash disbursements, including deposits in sinking and endowment funds, giving date, explanation, name of payee, voucher no., check no., and amount. Arr. chron. by date of recording. Hdw. under ptd. head.

Aver. 506 pp. $16\frac{1}{2}$ x $15\frac{1}{2}$ x 2. Treasurer's vault.

238

(ORDERS), 1910-14. Est. 6,110 papers in 5 bundles.

County Commissioners' orders to the treasurer to pay money for county purposes, giving order no., date, name of payee, amount, purpose, fund charged to, and signatures of clerk and county commissioners. Arr. numer.?

by order no. Hdw. on ptd. form. 8 x $3\frac{1}{2}$ x $3\frac{1}{2}$. Garret.

239

VOUCHER RECORD, 1925---. 3 vols. Title varies: Voucher Register,
1 vol., 1925-30.

Record of vouchers issued for disbursements, giving date, name of payee,
voucher no., date paid, check no., amount and purpose. Arr. chron. by
date of recording. Hdw. on ptd. form. Aver. 246 pp. 17 x 23 x 2, 17 x
28 x 1 $\frac{1}{2}$. Office No. 1.

740

COUNTY COMMISSIONERS VOUCHERS, 1925--. Est. 20,000 papers in 48 f.d.

(30 f.d. dated). *18 f.d. not titled*

Vouchers for expenditures from levy fund, giving date, voucher no., check no., name of payee, amount and purpose, and signature of president of county commissioners. Arr. numer. by voucher no. Hdw. and typed on ptd. form. $10\frac{1}{2} \times 5 \times 13\frac{1}{2}$, $12\frac{1}{2} \times 5 \times 16\frac{1}{2}$. Commissioner's vault.

241 . (CANCELLED CHECKS), 1902--. Est. 76,000 papers in 6 boxes.

Returned canceled checks, giving order no., date, check no., name of payee, amount, and signature of treasurer. Arr. numer. by check no.

Hdw. on ptd. form. 16 x 11 x 10 $\frac{1}{2}$, 19 $\frac{1}{2}$ x 17 x 14. Garret.

242

(CHECK STUBS), 1902-39. 764 vols.

Stub record of checks issued by treasurer, giving date, check no., name of payee, and amount. Arr. numer. by check no. Aver. 100 pp. 9 x 13 x $\frac{1}{2}$. In boxes, garret.

243

CGNTOLS BY DISTRICT REAL, PERSONAL, INTANGIBLE, AND AUTOMOBILE,

1936--. 1 vol.

Summarized record of revenue from taxes by districts and recapitulations, giving total levy and revenue from county and state taxes on real, personal, intangible property and automobiles, and interest, and new and old balances; recapitulations show gross revenue for county and state. Property taxes arr. numer. by district no., and chron. thereunder; automobile taxes arr. alph. by names of town and district, and chron. thereunder.

Hdw. on ptd. form. 400 pp. 12 x 15 x 2. Treasurer's vault.

Tax Collections

221. ANNUAL ROLL AND TAX LEDGER, 1936-- . 55 vols. (dated; labeled by district no.).
Record of taxes collected, giving computations, name and address of taxpayer, description of property, basis of assessment on state exempt, real, personal, special and intangible property, total assessment, amount collected on each of the foregoing classifications, total tax collected, interest and penalty collected, date paid and amount and refunds. Arr. alph. by name of taxpayer within district. Typed under ptd. head. Aver. 250 pp. $17\frac{1}{2}$ x $15\frac{1}{2}$ x $2\frac{1}{2}$. 23 vols., 1936, garret; 11 vols., 1934, vault; 21 vols., 1938-- , office.
222. CASH RECEIPTS, 1931-35, June 1, 1939-- . 2 vols.
Record of cash receipts, giving date, receipt no., name of payer, account to which credited, and amount. Arr. chron. by date of recording. Hdw. under ptd. head. Aver. 506 pp. $16\frac{1}{2}$ x $15\frac{1}{2}$ x 2. Treasurer's vault.
223. TAX RECEIPT BOOK, 1915-35. 987 vols. (dated). 16 vols., 1916-17, not titled.
Carbon copies of receipts issued for payment of taxes, giving date, name of payee, levy year, district no., amount of tax classification, and signature of treasurer. Arr. numer. by receipt no. Hdw. on ptd. form. Aver. 100 pp. 12 x 8 x 1. Garret.
224. (TAX RECEIPTS), 1936. Est. 5,150 papers in 1 box.
Duplicate copies of receipts issued for payment of taxes, giving date, name of taxpayer, address, district no., year, folio and line no. of annual roll and tax ledger, entry , amount of tax by classification, discount or interest, and total paid. Arr. alph. by name of taxpayer within town or district. Typed. 18 x 16 x $4\frac{1}{2}$. Garret.
225. AUTOMOBILE, 1927-35. 306 vols. (dated).
Carbon copies of receipts issued for payment of auto taxes, giving receipt no., date, name of taxpayer, district no., amount of county and state tax, interest or discount, total paid, and signature of treasurer. Arr. numer. by receipt no. Hdw. on ptd. form. A ver. 24 pp. 12 x 8 x $\frac{1}{2}$. Garret.
226. TAX SALES RECORD, 1920-- . 1 vol.
Record of property sold for taxes, giving levy year, district no., names of taxpayer and purchaser, date of sale, amounts of county and state tax and interest, costs, by whom redeemed, date, and where recorded. Arr. chron. by date of sale within levy year. 62 pp. $12\frac{1}{2}$ x $9\frac{1}{2}$ x $\frac{1}{2}$. Treasurer's vault.
227. (AUTO RECEIPTS), 1936. Est. 4,550 papers in 1 box.
Duplicate copies of receipts issued for payment of taxes, giving name of taxpayer, address, make of car, assessed value, amount of state and county tax, amount of discount or interest, and total paid. Arr. alph. by name of taxpayer. Typed on ptd. form. $16\frac{1}{2}$ x 11 x $8\frac{1}{2}$. Garret.

Delinquent Taxes

228. INSOLVENCIES RECORD, 1920--. 1 vol.

Record of taxes on which insolvencies have been allowed by the county commissioners, giving date approved, year of levy, district no., name of taxpayer, amount of taxes for real property, personal property, securities, stocks, autos 1928-36, and others, order no. for decrease in assessments, and remarks. Arr. chron. by date of approval; autos arr. alph. by names of districts and chron. thereunder. Hdw. on ptd. form. 250 pp. 12 x 16 $\frac{1}{2}$ x 1 $\frac{1}{2}$, Treasurer's vault.

229. SHERIFF SALE JOURNAL, 1925-26. 1 vol. Discontinued.

Record of sales of personal property seized by the sheriff by order of the treasurer, to satisfy delinquent taxes, giving name of taxpayer, amount due treasurer, amount of sale and costs, and amount of surplus if any, returned to taxpayer. Arr. chron. by date of return. Hdw. 152 pp. (31 used) 12 x 7 x $\frac{1}{2}$. Garret.

Assessments

[223, 233] 230. INCREASE, 1936-38. Est. 700 papers in 19 envelopes. (Dated) Copies of orders to the county treasurer authorizing increase in assessments, giving order no., folio and line no. in Assessments, entry , district no., levy year, kind of property, date, name of property owner, date, certificate no., amount of state and county assessments, amount of county, state and special taxes, and total. Arr. chron. by date filed. Hdw. on ptd. form. 10 x 4 $\frac{1}{2}$ x 1. Garret.

[230, 233] 231. DECREASE, 1936-38. Est. 1,750 papers in 22 envelopes, 3 bundles, (dated). Title varies: Insolvencies and Errors Dist. 1-10, 3 bundles, 1936-37. Copies of orders to the county treasurer authorizing decrease in assessments, giving order no., folio and line no. in Assessments, entry , date, district no., levy year, name of taxpayer, amount of county and state taxes, and signature of clerk and president of county commissioners. Arr. chron. by date filed. Hdw. on ptd. form. 10 x 9 $\frac{1}{2}$ x 1. Garret.

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[230, 231] 233. TRANSFERS, 1936-38. Est 2,015 papers in 58 envelopes. Original transfers issued to the treasurer by the county commissioners, giving district no., location, names of grantor and grantee, date, description of property, purchase price, date, and remarks. Arr. chron. by date filed. Hdw. on ptd. form. 10 x 4 $\frac{1}{2}$ x 1. Garret.

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Record of daily tax collections, giving taxable basis, name of taxpayer, amount of assessment, amount of county and state tax and tax on securities; debit, amount of county and state, folio in tax Ledger, entry, and receipt no., credits by decrease, insolvencies, and amount of state and county taxes paid. Arr. alph. by name of taxpayer. Hdw. on ptd. form. Aver. 700 pp. 12 x 9 x 1, 12 x 15 x 4 $\frac{1}{2}$. 35 vols., 1915-29, 1932, garret; 19 vols. 1928-29, 1931--, treasurer's office.
235. CASH RECEIPTS & DISBURSEMENTS, 1925-31. 2 vols., April 1930-31, not titled.
Record of receipts and disbursements; under receipts, giving date, explanation, receipt no., amount for taxes, interest and miscellaneous revenue, and total deposits; under expenditures, date, name of payee, amount, voucher no., amount of withdrawals, and balance. Arr. chron. by date of recording. Hdw. under ptd. head. 1 vol. 600 pp. 16 $\frac{1}{2}$ x 26 x 2; 1 vol. 200 pp. 17 x 26 $\frac{1}{2}$ x 1 $\frac{1}{2}$. Garret.
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County Commissioner's orders to the treasurer to pay money for county purposes, giving order no., date, name of payee, amount, purpose, fund charged to, and signatures of clerk and county commissioners. Arr. numer? by order no. Hdw. on ptd. form. 8 x 3 $\frac{1}{2}$ x 3 $\frac{1}{2}$. Garret.
239. VOUCHER RECORD, 1925--. 3 vols. Title varies: Voucher Register, 1 vol., 1925-30.
Record of vouchers issued for disbursements, giving date, name of payee, voucher no., date paid, check no., amount and purpose. Arr. chron. by date of recording. Hdw. on ptd. form. Aver. 246 pp. 17 x 23 x 2, 17 x 28 x 1 $\frac{1}{2}$. Office No. 1.
240. COUNTY COMMISSIONERS VOUCHERS, 1925--. Est. 20,000 papers in 48 f.d. (30 f.d. dated). 18 f.d., 1933--, not titled.
Vouchers for expenditures from levy fund, giving date, voucher no., check no., name of payee, amount and purpose, and signature of president of county commissioners. Arr. numer. by voucher no. Hdw. and typed on ptd. form. 10 $\frac{1}{2}$ x 5 x 13 $\frac{1}{2}$, 12 $\frac{1}{2}$ x 5 x 16 $\frac{1}{2}$. Commissioner's vault.

241. (CANCELED CHECKS), 1902--. Est. 76,000 papers in 6 boxes. Returned canceled checks, giving order no., date, check no., name of payee, amount, and signature of treasurer. Arr. numer. by check no. Hdw. on ptd. form. 16 x 11 x 10 $\frac{1}{2}$, 19 $\frac{1}{2}$ x 17 x 14. Garret.

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27)

Check garnet

Annual Report & Tax ledger
1936-- 42 Vols. (Labeled by
district No.; dated)

Record of taxes on property giving district No.,
name of taxpayer, location, description of property,
real, personal and securities, amount of State
and County tax, exemptions, date paid, amounts;
also credits by insolventcies and transfers.
Arr. Alph. by name of taxpayer within districts.
Indexed under each letter of alphabet. Typed
on P.T.G. form. Hves. 250 pp. 14 1/2 x 15 1/2 x 2 1/2.
10 Vols. 1936, 9 Vols. 1937, Commissioner's Vouch,
21 Vols. 1938-- Commissioner's office.

Ruth L. 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 County Treasurer
(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 "Annual Roll & Tax Ledger" "Tax Ledger
Treasurer's office"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

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

3. Quantity 42 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by district number and 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 (Tax levy record.) gives, on left hand p.: Tax roll & ledger, District, name, location and description, state exempt, total assessment - real,
(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)

personal, securities, state & county, computation, Right hand p.: Tax ledger for credits, county - real, personal, securities, total tax due, date, amount paid, other credits - insolvencies, transfers, remarks.

6. Contents—continued _____

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

8. Indexing *single p. self-con. in front of 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)
arr. alph. by name of taxpayer, address, folio.

9. Writing *typed (4 hdw.) on ptd. forms. (mostly typed with some figures 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)
index typed under ptd. heads.

10. Size *17½ X 15 X 2 aver. 100 dbl. pp. 1939 17½ X 15 X 3 aver. 152 double pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information *Prior records probably in attie. (?)*
(Condition of record if not good. Relation to 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)

County Treasurer.

Tax Ledgers.

Annual Roll & Tax Ledger 1936 District 1

"	"	"	"	"	"	"	2
"	"	"	"	"	"	"	3
"	"	"	"	"	"	"	5
"	"	"	"	"	"	"	6
"	"	"	"	"	"	"	7
"	"	"	"	"	"	"	8
"	"	"	"	"	"	"	9
"	"	"	"	"	"	"	10

~~to be~~
 These volumes
 have been taken
 up in office of
 Courthouse.

Annual Roll & Tax Ledger 1936 Poconoke City.

Annual Roll and Tax Ledger 1937 District 1

"	"	"	"	"	"	"	2
"	"	"	"	"	"	"	3
"	"	"	"	"	"	"	4
"	"	"	"	"	"	"	5
"	"	"	"	"	"	"	6
"	"	"	"	"	"	"	7
"	"	"	"	"	"	"	8
"	"	"	"	"	"	"	9
"	"	"	"	"	"	"	10

in mult

Poconoke City.

Annual Roll and Tax Ledger 1938 District 1

"	"	"	"	"	"	"	2
"	"	"	"	"	"	"	3
"	"	"	"	"	"	"	4
"	"	"	"	"	"	"	5
"	"	"	"	"	"	"	6
"	"	"	"	"	"	"	7
"	"	"	"	"	"	"	8

in office.

over

Annual Pop and Tax Ledger, 1936-- .40
vols. (labeled by district no. and dated)

Tax roll and ledger, giving year, district no., line
no., name of taxpayer, location and description of
property, if state exempt, type and amount
of county and state assessments, total, line no.,
type and amount of county and state taxes,
total, line no., date and amount paid, remarks.

Arr. alph. by name of taxpayer within district. In-
dexed alph. by name of taxpayer, giving address and
folio. Hdw. under ptd. head. Over. 200 pp. $17\frac{1}{2} \times 15$
 $\times 1\frac{1}{2}$. 30 vols., 1936-38, outl.; 10 vols., 1939, 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 County Commissioners
(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 "Annual Roll & Tax 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 1936--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 40 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by district number.
(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

Contents On left hand p. - Levy Book, Worcester County Maryland, Tax Roll
record. Explain why records are missing, if possible)

and Ledger (date) district no, line number, name, location and des-

cription
6. Contents state exempt, total assessment real and personal county,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

Total assessment securities County, total assessment real and personal
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by

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

state, Computations.

On right hand p. Tax Ledger (date) For Credits.

line number, County real & personal, County securities,

State real & personal, State securities, Total tax due,

Line number, date, amount paid, Other Credits-

6. Contents—continued *insolvencies, transfers - remarks.*

7. Arrangement *Alph. by name of taxpayer*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *single p. self-cont. ^{port} index for each letter of alph., 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, address, folio.

9. Writing *hds. under ptd. heads. index ditto.*
(Handwritten. Handwritten printed form. Handwritten 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 15 x 1 1/2* *aver. 100 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *30 vols. in Commissioner's vault, 10 vols. in office #1*
(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)

Prior vols. probably in attic.

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

Annual Roll & Tax Ledgers.

Annual Roll & Tax Ledgers	1936	Dist. 1
"	"	" 2
"	"	" 3
"	"	" 4
"	"	" 5
"	"	" 6
"	"	" 7
"	"	" 8
"	"	" 9
"	"	" 10

Annual Roll & Tax Ledgers	1937	Dist. 1
"	"	" 2
"	"	" 3
"	"	" 4
"	"	" 5
"	"	" 6
"	"	" 7
"	"	" 8
"	"	" 9
"	"	" 10

Annual Roll & Tax Ledger	1938	Dist. 1
"	"	" 2
"	"	" 3
"	"	" 4
"	"	" 5
"	"	" 6
"	"	" 7
"	"	" 8
"	"	" 9
"	"	" 10

Annual Roll & Tax Ledger	1939	Dist	1
"	"	"	2
"	"	"	3
"	"	"	4
"	"	"	5
"	"	"	6
"	"	"	7
"	"	"	8
"	"	"	9
"	"	"	10

40 vols. 1936-- Labeled by year & dist. no.

Self-con. single page index for each letter of alph. avr. alph. by name (of taxpayer) address, folio.

Typed under pth. Leads.

Contents of vol. On left hand p. Levy Book, Worcester County, Maryland, Tax Roll and Ledger (date), district no., line number, name, location and description, state exempt, total assessment real and personal County, Total assessment securities County, total assessment real and personal state, total assessment securities state, total assessment county and state, Computations. (typed under pth. Leads.)

On right hand page. Tax Ledger (date) For Credits.

Line number, County real & personal, County securities, State real & personal, State securities, Total tax due, Line number, date, amount paid, Other Credits. insolvencies, transfers - remarks.

30 vols. in vault. 10 vols. (1939) in office.

$17\frac{1}{2} \times 15 \times 1\frac{1}{2}$.

aver. 100 pp.

Laura P. 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 County Treasurer
(Office of custody) (Office which made the record, if different)

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

1. Title (Tax 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 1936 1937
(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 By dist. 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 Record of taxes paid by name of taxpayer, dist. location and description, state exempt, total assessment real and personal County, total assessment securities County, total assessment real and personal state, total assessment securities state, total assessment County and state, computation, County real and personal, County securities, total tax due, 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 *Amount paid, insolvency, transfer, and remarks.*

7. Arrangement *Alph. by name of taxpayer in district.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Locality index. Locality listed in each record. The letter given in next to name of taxpayer.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing *Typed and Handwritten.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *17 1/2 x 15 x 1 1/4 - 17 1/2 x 15 x 1 1/4*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
approx. 100

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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

<p>County Commissioners Hordetsu County Snow Hill, Md. Annual Roll + Tax Ledger 1936 District 6"</p>	<p>1936</p>	<p>Alph. by name of taxpayer in district.</p>	<p>separate index typed and for each letter in alph. pre- ceding the letter giving name of taxpayer address and page no.</p>	<p>typed and w. under ptd. books</p>	<p>30 dbl. pages</p>
<p>County Commissioners Hordetsu County Snow Hill, Md. Annual Roll + Tax Ledger 1936 District 7"</p>	<p>1936</p>	<p>" "</p>	<p>" "</p>	<p>" "</p>	<p>56 dbl. pages</p>
<p>County Commissioners Hordetsu County Snow Hill, Md. Annual Roll + Tax Ledger 1936 District 8"</p>	<p>1936</p>	<p>" "</p>	<p>" "</p>	<p>" "</p>	<p>108 dbl. pages</p>
<p>County Commissioners Hordetsu County Snow Hill, Md. Annual Roll + Tax Ledger 1936 District 9"</p>	<p>1936</p>	<p>" "</p>	<p>" "</p>	<p>" "</p>	<p>107 dbl. pages</p>

Total no. of vols. or f.d. 12
Average no. of pages 100
~~Estimated no. of papers~~

Size: largest
smallest

$17\frac{1}{2} \times 15 \times 2\frac{1}{2}$
 $17\frac{1}{2} \times 15 \times 1\frac{1}{4}$

County Treasurer

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
County Commissioners Worcester County Snow Hill, Md. Annual Roll & Tax Ledgers 1936 District 1	1936	Alph. by name of taxpayers in district.	Separate index typed and for each letter. Index under first sept. pr. leading off letter giving name of taxpayer, address and page no.	Typed and led.	187 dbl. pages
County Commissioners Worcester County Snow Hill, Md. Annual Roll & Tax Ledgers 1936 District 1	1936	" "	" "	" "	187 dbl. pages
County Commissioners Worcester County Snow Hill, Md. Annual Roll & Tax Ledgers 1937, Dist. 1, Pocomoke City	1937	" "	" "	" "	192 dbl. pages

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

Size: largest _____
 smallest _____

County Treasurers

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing		
"County Commissioners Horseston County Snow Hill, Md. Annual Roll & Tax Ledger 1936 District 2"	1936	alph. by name & top page in District.	Separate index typed and for each letter head. in alph. pre-undup'd credit, double head giving name & top page, address and page no.			154 dbl. pages
"County Commissioners Horseston County Snow Hill, Md. Annual Roll & Tax Ledger 1936 District B"	1936	" "	" "	" "		129 dbl. pages
"County Commissioners Horseston County Snow Hill, Md. Annual Roll & Tax Ledger 1936 District 4"	1936	" "	" "	" "		49 dbl. pages
"County Commissioners Horseston County Snow Hill, Md. Annual Roll & Tax Ledger 1936 District 5"	1936	" "	" "	" "		79 dbl. pages

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

Size: largest _____
 smallest _____

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

County Commissioners
 Worcester County
 Snow Hill, Md.
 Annual Roll & Tax Ledger
 1936 District 18

1936

Alph. by name of taxpayer in district

Separate index typed and each letter in alph. preceded by letter giving name of taxpayer address and page no.

144
 111
 111
 111

Contents: Record of taxes paid yearly giving name of taxpayer, dist, location and description, state exempt, total assessment real and personal County, total assessment securities County, total assessment real and personal state, total assessment securities state, total assessment County and state, Computation, County real and personal, County securities, state real and personal, state securities, total tax due, date, amount paid, insolvencies, transfers and remarks.

Labelled by dist. and year.
 In attic of courthouse. To be returned

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

Size: largest _____
 smallest _____

222

Cash Receipts, 1931-35,
1939-- , 2 Vols.

Record of all cash receipts for
taxes and other state taxes giving
date, ^{folio in ledger, amount} receipt no., for taxes, interest,
_{IA} licenses, fines, money borrowed.
Inv. shown by date of record. H.W.
under ptr. head. H.W. 506 pp. 16 1/2 x 15 1/2 in.
Treasurer'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 County Treasurer
(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 Receipts Worcester 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 1931-1935 and June 1 1939--
(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 county
(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)
probably in attic

6. Contents gives: date, explanation, receipt no., cash, general ledger, taxes receivable
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
collected, (dates) interest or discount on taxes collected, miscellaneous revenues: licenses, fines, rents, interest, money borrowed, franchise tax, protest check, misc.; recovered expenditures- amount, account. 1939 miscellaneous revenues

6. Contents—continued *also include: slot machine money, alcoholic beverages, retailer's licenses, dance halls & tourists' camps, road bond interest.*

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 *h.d.w. under ptd. heads.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size *16 1/2 x 15 1/2 x 2.* *253 double pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Treasurer'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)

Cash Receipts

(County Treasurer)

Cash Receipts Worcester County (1931-1935)
253 double pages.

Cash Receipts Worcester County (June 1, 1939--
255 dbl. pp.

2 vols. 1931-35 and ^{June 1} 1939-- labeled by Co.

Contents: date, explanation, receipt no., cash, general ledger, taxes receivable collected (dates) interest or discount on taxes collected, miscellaneous revenues: Licenses, fines, rents, interest, money borrowed, franchise tax, protest check, misc.; recovered expenditures - amount, account. 1939 miscellaneous revenues also include: slot machine money, alcoholic beverages retailer's licenses, dance halls & tourists camps, road bond interest.

hdw. under ptd. leads. $16\frac{1}{2} \times 15\frac{1}{2} \times 2$.

Co. Treasurer,

Worcester Co.

County Treasurer

Worcester County

amp.

223

Tax Receipt Book,
1915-35, 987 vols.
(dated) 16 vols. 1916-17
not titled.

Carbon copies of tax receipts, giving the
date, name of taxpayer, amount, amount of county
and state tax, interest, total paid, district, and
signature of treasurer, Ser. number by receipt
no. Hdw. on pts. of tax. Ser. 100 pp. 12 x 8 x 1
Gavett

Where since 1935 and

No. of vols.

They used to receipt forms
after 1935 - see other info.

Lewis R. Lepton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Treasurer
(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 Gas Receipt 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 1915-35
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 21 bundles
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 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 Duplicate Worcester Co. tax receipt given, receipt no., date received, amount, name of person, County tax, interest, disbursements, state tax, interest total, district no., and signature of treasurer.
(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 Number by receipt no. Chron. by date received.
(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 pth. forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

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

10. Size 7 X 4 X 1 - 12 X 8 X 1 100 PP
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information These tax receipt books were discontinued in 1935. Starting 1936 they use the tax receipt forms which are triple
(Condition of record if not good. Relation to 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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Book

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	Book
(Tax receipt book)	1915	Num. by no. Chron. by date. <i>revised</i>	None	Hdw. on ptl. forms	5
(Tax receipt book)	1916	" "	" "	" "	11
"1917 Tax receipt book"	1917	" "	" "	" "	17
"1918 Tax receipt book"	1918	" "	" "	" "	41
"1919 Tax receipt book"	1919	" "	" "	" "	45
"1920 Tax receipt book"	1920	" "	" "	" "	45
"1921 Tax receipt book"	1921	" "	" "	" "	39
"1922 Tax receipt book"	1922	" "	" "	" "	45
"1923 Tax receipt book"	1923	" "	" "	" "	60
"1924 Tax receipt book"	1924	" "	" "	" "	72
"1925 Tax receipt book"	1925	" "	" "	" "	60
"1926 Tax receipt book"	1926	" "	" "	" "	60
"1927 Tax receipt book"	1927	" "	" "	" "	48
"1928 Tax receipt book"	1928	" "	" "	" "	48
"1929 Tax receipt book"	1929	" "	" "	" "	74
"1930 Tax receipt book"	1930	" "	" "	" "	59
"1931 Tax receipt book"	1931	" "	" "	" "	70

Total no. of vols. or f.d.'s 21 bundles
 Average no. of pages 987
 Estimated no. of papers 987

Size: largest 12 X 8 X 1
 smallest 7 X 4 X 1

749

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Books

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	Books
"1932 tax receipt book"	1932	Number by no. Character by date	None	Hdw. on pt'd. form	70
"1933 tax receipt book"	1933	Received	"	"	55
"1934 tax receipt book"	1934	" "	"	"	58
"1935 tax receipt book"	1935	" "	"	"	5
					188

Contents: Duplicate Worcester Co. tax receipts giving receipt no., date received, amount, name of payer, County tax, interest, discount, state tax, interest, total, district no., and signature of treasurer.

798
987

In attic of Courthouse.

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

Size: largest _____
 smallest _____

224
224
(Tax Receipts),

1936. Ebn. 5150

Papers in 1 box.

Duplicate tax receipts for state and
county taxes, on real and personal
property and securities, giving name of
taxpayer, address, district, year, folio and
line no of annual roll and tax ledger, amount
of assessment, ^{tax} rate for state, county, and securities,
discount or interest, and total paid; Att.
Aph. within towns and districts. Typed. 18x16x4 1/2.
Govt.

What are real and personal
levies? From ~~appearance~~ description
they seem to be duplicate
tax receipts.

Duplicate tax receipts

CASHIER'S STUB

TAX LEVY DISTRICT No. 2

1936

TO COUNTY COMMISSIONERS OF WORCESTER
COUNTY AND STATE OF MARYLAND, DR.

DO NOT DETACH STUB

RETAIN THIS BILL, MAIL WITH
YOUR CHECK: OR PRESENT
WITH YOUR PAYMENT

FOLIO
LINE NO.

ROGER W. LANKFORD, TREASURER
SNOW HILL, MARYLAND

ASSESSMENT

DISCOUNT INTEREST

POSITIVELY NO DISCOUNT ON STATE TAXES

AMOUNT

INTEREST CHARGED ON STATE TAXES
OCTOBER 1, 1936.

COUNTY TAX \$0.95

COUNTY
REAL & PERSONAL

INTEREST CHARGED ON COUNTY TAXES
JANUARY 1, 1937.

STOCKS, BONDS, ETC.,
\$0.30 ON \$100

COUNTY
SECURITIES

3 PER CENT. DISCOUNT ON COUNTY
TAXES IF PAID BY SEPT. 15, 1936.

\$0.22 ON \$100.00

STATE
REAL & PERSONAL

NONE

2 PER CENT. DISCOUNT ON COUNTY
TAXES IF PAID BY OCT. 15, 1936.

STOCKS AND BONDS
\$0.15 ON \$100

STATE
SECURITIES

NONE

STATE & COUNTY INTEREST RATES,
FOR PAYMENTS DEFERRED TO 1937.

TOTAL TAX

DISCOUNT
OR INTEREST

TOTAL

	YR.	COUNTY	STATE		YR.	COUNTY	STATE
OCT.	'36	NONE	1/2	JUNE	'37	3	4 1/2
NOV.	'36	NONE	1	JULY	'37	3 1/2	5
DEC.	'36	NONE	1 1/2	AUG.	'37	4	5 1/2
JAN.	'37	1/2	2	SEPT.	'37	4 1/2	6
FEB.	'37	1	2 1/2	OCT.	'37	5	6 1/2
MAR.	'37	1 1/2	3	NOV.	'37	5 1/2	7
APR.	'37	2	3 1/2	DEC.	'37	6	7 1/2
MAY	'37	2 1/2	4				

OFFICE OPEN DAILY
(EXCEPT SUNDAYS AND
HOLIDAYS)
FROM 9 A. M. TO 4 P. M.

Louise R. Lepton

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Treasurer
(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 (Real & Personal tax Receipts)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1934
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 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 Duplicate receipts, some giving name and address of taxpayer, assessed value of real and personal property, County and State tax, securities, discount interest 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 type of records contained and dates covered by each should be given. Unless contents of these

titles.
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 towns
(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. 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 18 X 16 X 4 1/2 approx. 5-150 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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Real & Personal tax Levies)	1936	alph. by name of towns.	none	Tipped on pt'd. form
------------------------------	------	-------------------------	------	----------------------

Duplicate
 Contents: Top receipts from opening names and address of tax payers, assessed value of real and personal property County and state tax, securities, discount, interest and total amount.

In attic of courthouse

Total no. of vols. or f.d.'s

Average no. of pages

Estimated no. of papers

1 box

Size: largest
 smallest

18 x 16 x 4 1/2

750

225

Automobile, 1927-
35, 306 Vols. (dated)

Carbon copies of receipts for automobile
taxes, giving no., date, name of taxpayer,
district, amount of county and state
tax, interest or discount, total paid
and signature of treasurer. Arr. numer
by receipt no. H.A.S. or pta. form. Aves. 24 pp.
12x8x1/2. Garret.

Where are auto receipts

After 1935? None.

Previously reported.

They use tax receipt forms after
1935 see other information

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 County Treasurer
(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 (Automobile tax receipts 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 1927 - 35
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 bundles
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 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 Duplicate Mount of Automobile tax receipts giving no., date, received of amount, district no., county tax, interest, discount, state tax, interest, total and treasurer's sig.
(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 *Number. by no. of receipt, 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. 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 8 1/2 x 1/4* *306 books*
(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 *The auto receipt book was discontinued after 1935. 1936 they started with the auto receipt forms, which are triple.*
(Condition of record if not good. Relation to 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)

County Treasurer

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Automobile 1927"	1927	Number, by number of receipt, Chron. by date issued	None	Hdw. on 34 ptd. forms books
"Automobile 1928"	1928	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1929"	1929	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1930"	1930	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1931"	1931	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1932"	1932	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1933"	1933	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1934"	1934	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books
"Automobile 1935"	1935	Number, by no. of receipt, Chron. by date issued.		Hdw. on 34 ptd. forms books

Total no. of ^{books} vols. or f.d.'s 306
 Average no. of pages 24
 Estimated no. of papers _____

Size: largest 124 8 1/4 x 7/4
 smallest _____

30 6

Contents:

Duplicate Worcester Co. Automobile Tax Receipts giving no., date,
received of, amount, district no., County tax, interest, discount,
State tax, interest, total, Treasurer sig.

Location: In the attic (To remain in attic)

226

TAX SALE RECORD, 1920--., 1 vol.

Record of property sold for taxes, giving year of levy, district no., owner, description of property, amount of tax, interest, cash for advertising, clerk of court, auctioneer, name of purchaser, address, sale price, and date of deed. Arr. chron. by date of sale. Hdw. on ptd. form. 62 pp. 13 $\frac{1}{2}$ x 19 $\frac{1}{2}$ x $\frac{1}{4}$. Treasurer's vault.

Tax Sale Record,
1920 --, 1 Vol.

Record of property sold for taxes, giving year of levy, district no. owner, description of property, amount of tax, interest, cost for advertising, class of court, auctioneer, name of purchaser, address, sale price, ^{date} of sale, ^{of del.} Hrs. chrom. by date of sale, Hds. on pta. form. 62 pp. 12 1/2 x 19 1/2 x 1/4. Treasurer's request

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 County Treasurer
(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 "Tax Sales 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 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 gives: Levy (date), dist. no., taxpayer, purchaser, date of sale, county & state taxes, redeemed by whom, date, amount - county and state taxes, county & state int., costs, deed.
(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 Taxpayer.*
(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 *12 1/2 x 19 1/2 x 1/2* *62 pp. (not numbered).*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Treasurer'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) (Date of publication) (Publisher)

Tax Sales Record.

"Tax Sales Record"

(1920-1937)

Contents: Levy (date) Dist no., Taxpayer, purchaser, date of sale, county & state taxes, redeemed by whom, date, amount, county & state taxes, county & state tax inst., costs, deed.

12 $\frac{1}{2}$ x 19 $\frac{1}{2}$ x $\frac{1}{2}$ 62 pp. (not numbered)

Printed on ptd. forms.

227

T

(Auto Receipts)

1936. Est. 4532 papers

in 1 box,

Duplicate tax receipts giving name of taxpayer, address, name of car, assessed value, amount of state and county tax, amount of discount or interest, and total paid.

Arr. Alph. by name of taxpayer. Typed on pts. form. $16\frac{1}{2} \times 11 \times 8\frac{1}{2}$. Garret.

Sounds like receipts.

They are receipts

Louise R. Seston

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Treasurer
(Office of custody) (Office which made the record, if different)

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

1. Title (Auto Tax Receipts)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

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

3. Quantity 1 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 auto tax receipt forms, given name and
(Purpose and general nature of record. Principal items of information

address of taxpayer, maker of tax assessed
shown. Summary of forms used in making record, their headings, etc. If a very

value state & county tax and securities,
general or miscellaneous record, detailed information as to type of records

discontin. and interest total amount assessed
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 towns
(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 16 1/2 x 11 x 8 1/2 appx. 4532 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 southside
(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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Auto Tax Levies)

1936

alph by name none
of towns

Typed on
std. form

Contents: Auto tax receipts giving name and address of taxpayer, make of car, assessed value, state county tax and securities, discount and interest, total amount assessed.

In attic of courthouse

Total no. of vols. or f.d.'s

1 box

Average no. of pages

Estimated no. of papers

4532

Size: largest

smallest

16 1/2 x 11 x 8 1/2

27⁸

Insolencies Record, 1920--. 1 vol.

Record of insolencies approved by the commissioner, including auto^{mobile} insolencies, 1928-36, giving date approved, levy year, district no., name of taxpayer, assessable basis, type of property, amount of county and state taxes, remarks. Arr. chron. by date approved; auto^{mobile} ~~insolencies~~ arr. alph. by name of town^{or district}. Adv. on ptd. form. 250 pp. 12 x 16 $\frac{1}{2}$ x 1 $\frac{1}{2}$. Treasurer's vault.

Can you give the
Approximate number
of papers. Check the
Touchat record.

(Treasurer's office)

Insolvencies Record

"Insolvencies Record"

(1920-1932)

Contents (Auto + Tax insolvency record) gives: date approved, levy, district no., taxpayer, assessable basis - real, personal, other, county + state taxes, remarks.

Also gives automobile insolvencies in lack of volume (1928-1936) (rubber stamped by Pub. accountant.)

arr. chron. by taxpayer; autos

12 x 16½ x 1½. Ldw. on ptd. forms. approx

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 County Treasurer
(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 "Insolventcies 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 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 gives; date approved, levy, district no., taxpayer, assessable basis - real, personal, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by other; county & state taxes, remarks.
(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 gives auto insolventcies in back of volume, (1928-1936) by towns.

6. Contents—continued _____

7. Arrangement *Chron. by taxpayer, auto. alph. by towns.*
(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 *12 X 16 1/2 X 1 1/2* *aprox 250 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Treasurer'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)

Auto insolvencies rubber stamped & dated by public accountant.

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

(Place of publication) (Date of publication)

229

Sheriff Sale Journal

1925-26, 1 Vol. Discontinued

Record of ^{lists of} personal property seized ~~by the~~ and sold ^{by the} Sheriff, by order of ^{the} Treasurer, and sold to satisfy delinquent taxes, giving name of taxpayer, amount due ^{Treasurer} amount of sale, ~~and~~ ^{and} costs, and amount of surplus, if any, returned to taxpayer. Th. Croome, Sec. State of return. Haw. 152 pp. 31 used, 12x4x1/2.

S. C. 257 code Worcester Co. 1920 code

This is accounts placed in hands
of sheriff to sell for delin-
quent taxes.

R. S. L. —

Does the sheriff levy on
personal property and sell
therefor delinquent taxes; or
merely collect delinquent
taxes?

(over)

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 County Treasurer.
(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 "Sheriff Sale Journal"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates 1925-26
(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 Journal
(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 and no further records kept.

6. Contents Record of accounts of personal property placed
(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)

in hands of Sheriff for collection & proceeds turned over to County Treasurer; debit on l. h. page, credits on r. h. page, giving date, name, year, County state, Co. int., st. int., district. Also shows errors granted by Co. Commissioners.

6. Contents—continued _____

7. Arrangement arr. chron. by date.
(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 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 7 1/4 x 1/4 152 pp. 31 pp. used.
(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)

Co Treasurer,

"Sheriff Sale Journal" 1925-26,

1 vol. discontinued 152 pp. 31 used.

Contents: Record of accounts of personal property placed in hands of sheriff for collection and proceeds turned over to County Treasurer, debit on left h. page - credit on right h. page giving date, name, year, county, state, Co. int., st. int., district. also shows errors granted by county commissioners
arr. chron. by date. hdw. hdw. heads.

12 x 7 $\frac{1}{4}$ x 4 152 pp. 31 used.

To remain in attic.

1-330
2-331
2-332

3 bound in 1936-57

Decrease, 1936-38,

Est 1950 papers in

in envelope, 3 bound.

Title varies: Insolencies and others Dist. 1-10.

Record of Abatements, gross and insolencies
~~of abatements gross and insolencies~~ 1936-57

giving reasons for decrease, name and
address of taxpayer, date, district, assessed
value of land, personal property and
amount of decrease, ^{adjustment} or insolency,
Hrv. chosen by date filed, Hrv. on pt. form
10 x 9 1/2 x 1. Gavaret.

Transfers 1936-38,
Est. ~~590~~²⁰¹⁵ papers in
58 envelopes.

Original transfers issued to the treasurer
by the Commissioners, giving name of grantee
and grantee, date, description of property,
assessed value, and consideration. Arr. Chron
by date filed. Hdwr. on pt. form. 10 1/4 x 1.
Gavrek

Increase, 1936-38.

Est. 700 pages in
19 envelopes.

Original notices of additions to assessments, giving reason for increase, description of new buildings or improvements, name and address of taxpayer, assessed values of land and personal property, and amount of increase. Str. Chor. by data filed. H.W. on pt. 1, form. 10 x 4 1/2 x 1 Garry.

Louise P. 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 *County Treasurer*
(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 *"Insolencies and Snow Dist. 1 to 10"*
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities

or both)

2. Dates *1936-37*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *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 *Recd of insolencies and snow dist. 1 to 10. some had district lists and the no. same had address of the owner, assessed value, County tax, state tax, securities and total*
(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 taxpayer's business
(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. on ptd. forms
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 7 x 3 1/2 x 2 - 7 x 6 x 3 1/2 1015 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)

County Treasurer

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
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<p>"Insolencies and Process Dist. 1 to 10"</p>	<p>1936-37</p>	<p>alph. by name of the payer</p>	<p>none</p>	<p>Edw. on std. form</p>
--	----------------	---	-------------	------------------------------

Contents: Record of insolencies and process, giving district, folio and line no., name and address of taxpayer, assessed value, County tax, State tax, securities and total.

In attic of courthouse

Total no. of vols. or f.d.'s	3 bundles	Size: largest	7 x 5 x 3 1/2
Average no. of pages		smallest	7 x 5 x 2
Estimated no. of papers	1015		

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

envelopes

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	envelopes
"Transfers"	1936-38	Chron by date issued	none	Added on ptd. form	17
"Decrease"	1936-38	" "	" "	" "	22
"Increase"	1936-38	" "	" "	" "	19

Contents: Property transfer slips furnished by County Commissioners, giving names of grantor and grantee, date, address, dist. no., taxes, real, personal, succeeded to, total basis, money; County, State, total, kind of instrument, description of property and signature of clerk of County Commissioners.

Labelled by years, no. of envelope and name of slips.

Total no. of vols. or f.d.'s 58 envelopes
 Average no. of pages _____ Size: largest $10 \times 4\frac{1}{2} \times 1\frac{1}{2}$
 Estimated no. of papers 2014 smallest $10 \times 4\frac{1}{2} \times \frac{1}{4}$

In attic of Courthouse

Louise P. 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 Horcestw State Newfoundland

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

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

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

or both)

2. Dates 1936-38
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 58 envelopes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By year, no. of envelope and name of slips.
(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 Proputy transfer slips furnished by Co. Commissioner giving names of grantor and their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by grantee, date, address, dist. no., year, real personal, securities, total bases, money, County, State, total, kind of insolvency, description of property and signature of Clerk of County Commissioner.

6. Contents—continued _____

7. Arrangement Chron. by date issued, in envelopes
(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 pth. forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size 10 X 4 1/2 X 1/4 - 10 X 4 1/2 X 1 1/2 2014 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)

232

~~Treasurer~~

Automobile Tax ledger,
1937 - - 4 vols. (3 vols. No. 1;
3 vols. No. 2; 1 vol. labeled
Pocahontas; also dated.)

Record of automobile assessments giving
name of owner, location, type of vehicle,
amount of assessment, amount of state
and county tax, total tax, date paid,
amount, other credits by insolvencies or
transfers. Arr. repts. by name of taxpayer
within districts. Types on gth. form. 2 vols.
aver. 400 pp. 2 vols. aver. 1000 pp. $17\frac{1}{2} \times 7\frac{1}{2} \times 2\frac{1}{2}$,
 $17\frac{1}{2} \times 15 \times 4$, Treasurers 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 County Treasurer
(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 "Automobile Tax 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 1937--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by vol. no. and 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 (Automobile tax levy) gives: name, location & description, state and county assessment, state & county tax, total tax, date paid, amount paid, other credits - insolvencies, transfers, 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 taxpayer in towns.*
(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 (4 hdw.) on ptd. forms. (mostly typed - few figures 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 *4 vols (1937-38) 17 1/2 x 15 x 2 1/2 aver. 200 dbl. pp. 2 vol (1939) 17 1/2 x 15 x 4. aver 500 dbl pp. 1 vol 17 1/2 x 15 x 1. 65 dbl. pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *6 vols. in Treasurer's office. Racoonoke 1939 in 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)

Volumes like this in Commissioner's vault.

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

(Treasurer's office)

Automobile Tax Ledger.

Automobile Tax Ledger	1937	volume 1
"	"	"
"	1937	volume 2
"	"	"
"	1938	volume 1
"	"	"
"	1938	volume 2
"	"	"
"	1938 (1939)	(volume 1)
"	"	"
"	1938 (1939)	volume 2
"	"	"
"	1939	Pocomoke

7 vols. 1937--

Contents (Automobile Tax Levy) gives: name, location and description, state & county assessment, state & county tax, total tax, date paid, amount paid, other credits - insolvencies, transfers, remarks.

typed (4 hdiv.) on ptd. forms.

arr. alph. by name of taxpayer in towns.

17½ x 15 x 2½ aver. 200 dbl. pp. 1939 (except Pocomoke)

17½ x 15 x 4 aver 500 dbl. pp.

6 vols. in office - Pocomoke 1939 in vault.

4400
5400
2400
470

234

Collection Book

54

(TAX COLLECTIONS), 1915, 1928-39, 1931--. 28 vols.

3 vols.

(labeled by number of district) 76 vols. also dated

53 vols. 1915--
not titled

Record of tax collections, giving name of taxpayer, address, year of levy, taxable basis, amount of tax on real and personal property for county and state, and securities; debit county and state tax, date, folio tax ledger, receipt no., and credits by state and county tax.

Arr. alph. by name of taxpayer; corporations, arr. chron. by date of recording. Hdw. on ptd. form. 9 vols. aver. 150 pp. 12 x 9 x 1;

4.5

10 vols. aver. 800? pp. 12 x 15 x 4 1/2. 18 vols., 1915, 1928-36, garret;

10 vols., 1936--, treasurer's office.

Check for total no. of vols.

(Tax Collections)

1915, 1928-29, 1931 - - ~~17~~²⁸ Vols.

(Labeled by number of district)

Record of tax collections giving name of taxpayer, address, year of levy, taxable basis, amount of tax on real and personal property for county and state ~~tax~~ and securities, debit county and state tax, date, folio tax ledger receipt no. and credits by state and county tax. Arr. alph. by name of taxpayer, corporation, chron. by date of recording. 9 Vols. at \$1.50 pp; 19 Vols. and 300 pp. 2.

12x9 1/2 in x 15 x 1 1/2 in

18 Vols, 1915, 1948-36 general, 10 Vols. 1936 - - Treasurer'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 County Treasurer
(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 no title (Tax Collection 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 1928-29 1931--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 19 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By district number on front of vol.
(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, address, date levy, taxable basis, real, personal, county & state, personal securities, taxes: debit, county & state, date, folio, receipt no., credits: co. & state taxes, balance co. taxes.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement *alph. by taxpayer; corporations entered*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

~~8. Indexing~~ *Chron. in front of 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. 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 15 x 4* *(Thickness varies. 3 vols. are 5" average about 4")*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *9 vols. in Treasurer's vault.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
10 vols. in 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)

9 vols are transfers and represent closed accounts. —
10 Current vols. in office.

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

Tax Collection Book

(Co. Treas.)

no title
(1 vol)

1-2-3-4-6 (Tax Collection Book) (1928-1929)

gives name, amount of assessment, real, personal, Total, amount of tax; county, state, date, disct., int., exp., amount paid, county, state. (obs. on floor of Treas.'s vault, should be in attic.)

no title (Tax Collection Book) (1931-1936) 8 vols. numbered by districts 1-10. (4-6-7=1 vol.)

(The above 8 vols. are closed accounts. All active accounts have been transferred to current volumes.) Treas' vault.

no title (Tax Collection Book) (1936--) 10 vols. numbered by districts 1-10.

Contents: name, address, date levy, taxable basis, real, personal, county & state, personal securities, taxes: debit, county & state, date, folio, receipt no., credits: co. & state taxes, balance co. taxes.

arr. alph. by taxpayer; corporations entered chron. in front

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 County Treasurer
(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 (Collection Book) Title on inside
(Give present 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 1915
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by district no. No. 1-9.
(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 tax collections giving
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record,

year, name of taxpayers, amount of assessment
their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by
amount of county & state tax, date of payment,
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
Discount, Interest, Erroneous, amount paid
county & state.

Banks, corporations & Trust Companies in
back of vols.

Front of each vol. has county & state rate

6. Contents—continued *on real & personal property, & securities, Total amount of real, personal bank stocks, corporations, securities, grand total assessments and collections.*

7. Arrangement *arr. by name of taxpayer*
(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. under hdw. 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 *12 x 8 3/4 x 3/4* *over 150 pp.*
(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)

County Treasurer
Collection Books.

(Collections Books) No. 1-9. 1915

9 vols.

Contents: Record of tax collections giving year, name of taxpayer, amount of assessment, amount of county & state tax, date of payment, discount, interest, erroneous amount paid county & state.

Banks, corporations & trust companies in back of vols.

Front of each vol. has county & state rate on real & personal property & securities, Total amount of real, personal, bank stocks, corporations, securities, grand Total assessments and collections.

arr. alph. by taxpayer. hdw. hdw. heads.

12 x 18³/₄ x ³/₄ aver. 150 pp. attic of courthouse.

Louise P. Lepton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *Maine*

Name of agency or office *County Treasurer*
(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 *(Tax Collection 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 *1916-29, 1932*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *26 vols.*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *By year and districts*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *1930 & 31 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 tax collections of all districts in county giving name of taxpayer, amount of assessments on real and personal property and total amount of tax for county and state, date pd., disct., int., etc., amount pd. for county and state.*
(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 taxpayer*
(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. undupltd. 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 *thickness varies 18 x 11 3/4 x 1 1/2 to 18 x 11 3/4 x 4 1/2*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

420 to 1520 pp.

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)

County Treasurer

"all districts, 1916-17" $18 \times 11 \frac{3}{4} \times 2 \frac{1}{2}$ - 740 pp.

"all districts 1 to 9" 1918-19, $18 \times 11 \frac{3}{4} \times 2 \frac{1}{2}$ - 780 pp.

(Tax Ledger dist. 1) 1920, $18 \times 11 \frac{3}{4} \times 2 \frac{1}{2}$ - 420 pp.

"1920-1921" (dist. 2, 3, 4, 5, 6, 7, 8, 9) $18 \times 11 \frac{3}{4} \times 2 \frac{1}{2}$ - 760 pp.

"1922-1923" (all dist.) $18 \times 11 \frac{3}{4} \times 3$ - 933 pp.

"1924-25" (9 vols. labelled by dist. no.)
 $18 \times 11 \frac{3}{4} \times 1 \frac{1}{2}$ apprx. 425 pp.

"1926 & 1927" (all dist.) $18 \times 11 \frac{3}{4} \times 4 \frac{1}{2}$ - 1520 pp.

"1928-1929, dist. 1, 2, 3, 4" $18 \times 11 \frac{3}{4} \times 3$ - 1021 pp.

"1928 & 1929, dist. 5, 6, 7, 8, 9" $18 \times 11 \frac{3}{4} \times 2 \frac{1}{2}$ - 830 pp.

"1932 collection book" (9 vols. labelled by dist. no.)
 $18 \times 11 \frac{3}{4} \times 2 \frac{1}{2}$ apprx. 768 pp.

235

Check Receipts & Disbursements,

1925-31, 2 vols. 1 vol. April

1930-31 no title.

Records of receipts and disbursements; under receipts, giving date, ~~summary~~^{explanation}, receipt no., amount for taxes, interest and ^{and other deposits;} miscellaneous revenue; under expenditures, date, name of payee, voucher no., amount of withdrawal, and balance. Arr. chron. by date of recording. Hds. under pta. heads. 1 vol. 600 pp. $16\frac{1}{2} \times 26 \times 2$; 1 vol. 200 pp. $17 \times 26\frac{1}{2} \times 1\frac{1}{2}$. 7 leaves.

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 *County Treasurer*
(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 Receipts & Disbursements"* *1 vol. 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)

2. Dates *1925-1931*
(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
(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 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 show date, explanation (to whom paid) vouchers no., general, other, deposits, withdrawals. Receipts show date, explanation, receipt no., cash, taxes receivable - collected, interest or discount on taxes collected, miscellaneous revenue.

6. Contents—continued

7. Arrangement *chron. by date of entry & number. by voucher + check no.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *none.*
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by

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

10. Size *16 1/2 x 26 x 2 1/4 600 pp. 17 x 26 1/2 x 1 1/2 200 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *In attic of courthouse.*
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
(to remain in attic)

12. Other information *See also "Sedger" 1909-1925 4 vols.*
"Cash book" 1920-25 2 vols.
(Condition of record if not good. Relation to 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)

County Treasurer

All markings on outside of vols. as filed.	Dates covered in vol. as	Arrangement	Indexing	Writing
Cash Receipts + Disbursements	June 1925 - Apr 1930	Chron. by date of entry, and numer. by voucher no. and check no.	none	hdw. ptd heads.
no title (cash receipts + Dis.)	Apr. 1930 - 1931	ditto	none	ditto

Total no. of vols. ~~as filed.~~ 2
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest $16\frac{1}{2} \times 22 \times 2\frac{1}{4}$
 smallest $17 \times 26\frac{1}{2} \times 1\frac{1}{2}$

600 pp
 200 pp.

236

Cash Book, 1920-25, 2 Vols.

Vol. 1920-23 not titled.

Daily records of expenditures by the treasurer
giving date, name of payee, purpose, check
no. and amount. Arr. Chron. by date of
recording. Hdw. under pta. head. Paper 200pp,
12x13x1. Greenish.

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 County Treasurer
(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" 1920-25
(Give present 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 1920-25
(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 Daily record of ^{itemized} cash expenses paid by county treasurer giving date, to whom (paid) for what, L.P., check #, 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)

(This includes road work, misc. supplies, pensions, witnesses, physicians account, paupers coffin, salaries of officials, etc. (all under heading "For what" column.) no receipts in these 2 vols.)

6. Contents—continued _____

7. Arrangement Chron. by date of entries
(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 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 11³/₄ x 13 x 1 200 pgs.
(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 See also "Ledger" 1909-1925- 4 vols.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
"Cash Receipts & disbursements" 1925-1931 2 vols.
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)

County Treasurer.

All markings on outside of vols. 	Dates covered in vol. 	Arrangement	Indexing	Writing	
no title (cash book)	1920-23	chron. by date of entry.	none	hdiv ptd heads.	264 pp
"Cash Book"	1924-25	ditto	none.	ditto	155 pp

Total no. of vols. or ~~files~~ 2
 Average no. of pages 200
 Estimated no. of papers

Size: largest 11 3/4 X 13 X 1
 smallest

In attic.

237

Cash Disbursements,

- 1931 - - 3 Yrs.

Record of disbursements under general ledger, ^{fund} a trust house fund, old age pension fund, deposits in sinking and educational funds, giving date, explanation, voucher no., check no., amount, with drawn from each fund. Arr. chron. by date of receipt.

Hand. under pta head. Paper 506 pp 16 1/2 x 15 1/2

Treasurer's Vouch.

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 *County Treasurer*
(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 Disbursements Worcester 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 *1931--*
(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 *by county*
(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)
probably in attic.

6. Contents *date, explanation; voucher no., cash, general ledger, vouchers payable; general, capital, other; sinking fund cash; deposits, withdrawals, check no., Pocomoke City National Bank; almshouse fund, endowment fund, old age pensions, deposits, withdrawals, check 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.
(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 16 1/2 x 15 1/2 x 2 253 dbl. pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Treasurer'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)

(Co. Treasurer)

Cash Disbursements

Cash Disbursements Worcester County (1931-35)
253 dbl. pp.

Cash Disbursements Worcester County (1935 - ^{June} 1939)
251 dbl. pp.

Cash Disbursements Worcester County (June 1939 - -)
255 dbl. pp.

3 vols. 1931 - - hdw. ptd heads.

Contents: date, explanation, voucher no., cash,
general ledger, vouchers payable: general,
capital, other; sinking fund cash: deposits,
withdrawals, check no., Poconoke City
National Bank - almshouse fund, endow-
ment fund, old age pensions; deposits,
withdrawals, check no.

$16\frac{1}{2} \times 15\frac{1}{2} \times 2$.

253 dbl. pp.

238

(Orders) 1910-14,
Est. 612 papers
in 5 bundles.

Original orders issued by the commissioners
on the treasurer, giving date, ^{name of} place,
amount, purpose, and signature of the clerk.
Arr. Chron. by date filed. Hds. on pt. form.
8 x 3 1/2 x 3 1/2. Garnet.

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 County Commissioners
(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 (Treasurers orders)
(Give present 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 1910-14
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 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 original orders issued by Commissioners
(Purpose and general nature of record. Principal items of information

authorizing treasurer to pay, giving amount, date, name of payee, purpose and signature of clerk.
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 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 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. 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 *8 X 3 1/2 X 3 - 8 X 3 1/2 X 4* *approx. 6 1/2 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)

County Commissioners

All markings on outside of vols. of f.d.

Dates covered in vol. f.d.

Arrangement

Indexing

Writing

(Treasurer's orders)

1910-14

Chron. by date issued

none

Adm. on pld. form

Contents: original orders issued by Commission authorizing treasurer to pay, giving amount, date, name of payee, purpose and signature of clerk.

In attic of Courthouse

Total no. of vols. or f.d.'s

5 bundles

Average no. of pages

Estimated no. of papers $\frac{61}{2}$

Size: largest

$8 \times 3 \frac{1}{2} \times 4$

smallest

$8 \times 3 \frac{1}{2} \times 3$

239

VOUCHER RECORDS, 1925--. 3 vols. Title varies: Voucher Register,
1 vol., 1925-30.

Record of vouchers issued for expenditures from the levy fund, gives date, purpose,
voucher no., date and amount paid, check no., and name of payee. Arr. chron. by
date recorded. Hdw. on ptd. form. Aver. ²⁴⁶~~250~~ pp. (17 x 23 x 1 $\frac{1}{2}$, 17 x 23 x 2. Office
no. 1.

Voucher Record, 1925--. 3 vols.

Title varies: Voucher Register, 1 vol., 1925
- 30.

Record of vouchers ^{issued} for expenditures from the boy
fund, gives date, purpose, voucher ^{no.}, date and
amount paid, check no., ^{and} name of payee. Arr.
chron. by date recorded. Hdw. on pt'd. form. Over.
369 pp. 17 x 28 x 1 1/2, 17 x 23 x 2. Office no. 1.

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 *County Commissioners*
(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 *"Voucher Record." "Voucher Register"*
(Give present 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 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 *gives date, explanation, voucher no., paid date, check no., voucher payable - general, other, appropriations - Bond redemption, bond interest, Commis of inc. towns, circuit court expenses, forest warden, county commis. office, county treasurer's office, court house expenses, Public Landings, local registrars, Public accountant, Hospital for insane, interest, physicians, pauper's coffins, justices of peace, orphan's court, out pensioners, roads - dist. nos. 1-2 3,*
(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)

registration and election, register of hills, states attorney, sheriff acct., jail acct., schools, supervisor, slag roads, - dist. nos 1-2-3, general

ledgers - amount, account. - Current vol. also contains - county agent, G.P.A., Vol. Fire Co., constables, Health Dept.,

6. Contents—continued *Hor. Co. Welfare, Md. children's aid, Pen. Gen. Hosp., Co. printing, sewing room W.P.A., standard learner, police magistrates, general reassessment, Light for un. inc. towns, Japanese beetles, Poconoke River drainage.*

7. Arrangement *Chron. by what*
(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 *1 vol. 17x28x1 1/2, 166 pp, 2 vol. 17x23x2, 203 dbl. pages.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *all in Commr's office #1.*
(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)

Prior records probably in attic - The Commr's vault is very small and is not adequate for all their volumes.

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

Voucher Record (& Register)

397
406
778
246

Voucher Register (1925-1930) 166 dbl. pp. 17x28x1 1/2
Voucher Record Worcester County (1930-1937) 203 pp. 17x23x2
Voucher Record Worcester County (1937--) " 17x23x2

3 vols. 1925--

Contents 1925-37 gives date, explanation, voucher no., paid - date, check no., voucher payable - general, other, appropriations, - Bond redemption, bond interest, Commr's of inc. towns, circuit court expenses, forest warden, county commr's office, county treasurer's office, court house expense, Public Landings, local registrars, Public accountant, Hospital for insane, interest, physicians, pauper's coffins, justices of the peace, orphans' court, out pensioners, roads, - disct., no. 1-2-3, registration and election, register of wills, states attorney, sheriff acct., jail acct., schools, supervisor, slag roads - disct., no. 1-2-3, general ledger - amount, account.

Current vol. also contains - county agent, G.P.A., Vol. Fire Co., constables, Health Dept., Wor. Co. Welfare, Ind. Children's aid, Pen. Gen. Hosp., Co. printing, Sewing rooms, W.P.A., standard bearer, police magistrates, general re-assessment, Light for un-inc. towns, Jap. beetles, Pocumoke river drainage.

arr. chron. led. on ptd forms.

240

County Commissioners
Vouchers, 1975 --, est.
20,000 papers inc 48 f.d.
(30 f.d. dated) 18 f.d. not
titled.

Vouchers for expenditures from levy
fund giving date, voucher no., name of
payee, amount, purpose and signature
of Commissioner. All numbered by voucher
no. ~~and shown by months, in envelopes.~~
Holes and typed on std. form. 10 1/2 x 5 x 13 1/2,
12 1/2 x 5 x 16 1/2. Commissioner's voucher.

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 County Commissioners
(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 "County Commissioners Vouchers"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1925--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 48 file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 30 labeled by month & year; 18 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 Contains all bills paid by County Commissioners, giving voucher no., check no., to whom paid, signed by all commissioners, also rubber stamped "paid" & signed by pres. of commissioners.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

48
4
19200

7. Arrangement

numer. by voucher no., & 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

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

36 f.d. 10 1/2 x 4 3/4 x 13 1/2 12 f.d. 12 1/2 x 5 x 16 1/2.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

aver. 16 enw. to f.d., 25 vouchers to enw.

11. Location by dates and quantities

Commissioner'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)

These vouchers are in excellent condition. Filed very neat & orderly.
Vouchers for each week's business contained in separate envelope & tied.

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

County Commissioners Vouchers. (f.d.)

"	County Commissioners Vouchers, June, July, August 1925. 1-330 inclusive"
"	County Commissioners Vouchers, Sept, Oct, Nov. 1925 331-684 inclusive"
"	County Commissioners Vouchers Dec. 1925, Jan., Feb. 1926 685-1017"
"	" " " Mar. Apr. & May 1926 1018-1377
"	" " " June, July & Aug. 1926 1378-1695"
"	" " " Sept. Oct. & Nov. 1926 (no numbers)
"	" " " Dec. 1926 Jan. & Feb. 1927 "
"	" " " Mar. Apr. & May 1927
"	" " " June, July & Aug. 1927
"	" " " Sept. Oct & Nov. 1927
"	" " " Dec. 1927 Jan. 1928 (Feb).
"	" " " Mar. Apr. & May 1928
"	" " " June July & Aug. 1928
"	" " " Sept. Oct. & Nov. 1928
"	" " " Dec. ¹⁹²⁸ Jan. & Feb. 1929.
"	" " " Mar. Apr. & May 1929
"	" " " June, July & Aug. 1929
"	" " " Sept. Oct. & Nov. 1929
"	" " " Dec. 1929 Jan. & Feb. 1930.
"	" " " Mar. Apr. & May 1930
"	" " " June, July & Aug. 1930
"	" " " Dec. 1930 Jan & Feb. 1931
"	" " " Mar. Apr. & May 1931
(no label)	June July August 1931
	Sept. Oct. Nov. 1931
	Dec. 1931, Jan. Feb. 1932
	Mar. Apr. & May 1932
	June, July, Aug. Sept. 1932
	Oct. Nov. Dec. 1932

18 f.d. (1933--) unlabeled.

48 file drawers. 24 labeled by "Country

Committees' vouchers" and dated by month & year, 6 dated by month & year only, 18 unlabeled.

Contents - Contains all files paid by committee, gives vouchers re, check mt. To whom paid and further stamped by pres. of committee, also signed by each commissioner.

att. shown 4 by numbers. over 16 are to f.d. Each note's number contained in

separate env. Committee. vult.

241

(Cancelled checks)
1902 - -
Est. 76000 paper
in 6 boxes.

Returned cancelled checks, giving order no,
date, check no, payee, amount and signature
of treasurer. Att. returned by check no.
Hdw. on pts. form. 16x11x10 1/2, 19 1/2 x 17 x 14.
Garrett.

Louise R. Kipton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 County Treasurer
(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 1902-39
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 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 Checks returned by bank after
(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 numerical 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.
(Handwritten. Handwritten printed form. Handwritten 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 10 1/2 - 19 1/2 x 17 x 14
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents) approx. 75,966 cks.

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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Cancelled Checks)	1902-39	Numer. by check no.	None	Hds. on pt'd. forms
--------------------	---------	---------------------	------	---------------------

Contents: Checks returned by bank after payment giving order no., check no., payee and amount, signature of treasurer.

In attch of courthouse

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

6 boxes

75,966

Size: largest
 smallest

19 1/2 X 17 X 14
 16 X 11 X 10 1/2

242

(Check stubs) 1902-39

764 vols.

Stub record of checks issued by treasurer,
giving date, check no., name of payee, and
amount. Arr. numer. by check no. Hrs. 100 pp.

9x13 x 1 1/2; Jan boxes, 9 or 2 ch

Are these check stubs?

yes these are check stubs

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 *County Treasurer*
(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 *(Acct. of 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 *1902-39*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *4 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 *Record of expenditures pd. by check issued by Co. Treasurer, giving date, name of payee, check no. and amount.*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to 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 numer. by stub 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 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 12x12x19 - 17x15x9 1/2 appr. 191 books
(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)

County Treasurer

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(acct. of Disbursements)

1902-39

Memor. by stub no., Chron by date issued

ndw. on ptd. form

Contents: Record of expenditures pd. by check issued by treasurer, giving date, name of payee, check no., and amount.

In attic of Courthouse

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

4 boxes

$\frac{4}{164}$

Size: largest
 smallest

17x15x 9 1/2
 12x12x 19

County Treasurer

(Tax Collection Books) 1916-29, 1932

26 vols. 18 x 11 $\frac{3}{4}$ x 1 $\frac{1}{2}$ to 18 x 11 $\frac{3}{4}$ x 4 $\frac{1}{2}$

arr. alph. by name of taxpayer

Hdw. under pt'd. heads

Labelled by years and district no.

Contents: Record of tax collections of all districts in county giving name of taxpayer, amount of assessment on real and personal property and total, amount of tax for county and state, date pd., dist., int., arr., amount pd. for county and state.

To be returned to office of county treasurer.

243

CONTROLS BY DISTRICT REAL PERSONAL INTANGIBLE AND AUTOMOBILE, 1936---

1 vol.

Summarized record of revenue from taxes by districts and recapitulations, giving total, levy and revenue for county and state on real, personal, intangible and automobiles; also interest, new and old balance. Recapitulations give gross revenue for county and state. Property taxes arr. numer. by districts, automobiles alph. by names of towns: ^{and districts} Hdw. on ptd. form. 400 pp. 12 x 15 x 2. Treasurer's vault.

Controls By District
Real, Personal, Intangible,
and Automobile, 1936 - -
1 Vol.

Summarized record of revenue from taxes
by districts and recapitulations, ^{levy and revenue} giving ^{total} for
County and state on real, personal, intangible
and automobiles, ~~total by district~~ also interest, new and old
balances. Recapitulations give gross revenue
for county and state. Property taxes are summed
by districts, automobiles rep. by names of towns.
Hds. on ptd. form. 400 pp. 1 1/2 x 15 x 4. Treasurers'
vouch.

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 County Treasurer
(Office of custody) (Office which made the record, if different)
Address of office of custody Courthouse
(Name of building, room number, street address)

- Title "Controls by district Real, Personal Intangible, and Automobile."
(Give present 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 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 (Levy & Revenue Record.) gives: Total revenue, real personal, intangible and automobiles, County and state; Grand recapitulation, county: total levy & revenue; Grand recapitulation State: total levy & revenue; County & state revenue by districts 1-10; Headings are: real, personal & intangible. total levy and revenue, County (state) real, personal, intangible, date of payment, credit tax, interest, new & old balance, 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 *Automobiles gives: county & state automobile revenue by towns. Headings are: automobile total levy & revenue, county & state revenue, date of payment, credit tax, interest, old and new balance, remarks.*

7. Arrangement *numer. by districts; autos alph. by towns.*
(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 *11 $\frac{3}{4}$ x 14 $\frac{3}{4}$ x 2. approx. 400 pp. (not numbered.)*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Treasurer'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)

(Treasurer's office)

Controls by Districts. Real, Personal and Intangible and Automobile.

Controls by District. Real, Personal & Intangible and Automobile.

Contents, gives Total Revenue, Real, personal, intangible and automobiles, county & state.
Grand Recapitulation County - Total Revenue & Levy.
" " " " State. " " "

County & State revenue (real, personal and intangible) by districts (1-10)

Headings are: Real, personal & intangible total levy & revenue, county (& state) real, personal, intangible, date of payment, credit tax, interest, new & old balance, remarks.

Automobiles. gives: county & state automobile revenue by towns.

Heads. automobile total levy & revenue; county & state revenue, date of payment, credit tax, interest, old & new balance, remarks.

1 vol. 1936 --

arr. numer. by districts; autos alph. by towns.
hdw. on ptd. forms.

$11\frac{3}{4} \times 14\frac{3}{4} \times 2$ approx. 400 pp.

Mr. Meyer:

With the return of these forms that have been rechecked in the different offices the work in the courthouse is finished.

I have inquired about the other offices you instructed me to go to. We have no County Surveyor, the Supervisor of Assessments uses the County Commissioners books, we have no Alms house, these people being sent to Cambridge. The State's Attorney has been in office a very short while and informs me he has no records, the sheriff keeps his records under his hat, so the state's attorney tells me; the books of the Election Supervisors are kept under lock and key and under no conditions are they to be surrendered.

Tomorrow I'll go to the city hall.

Ruth S. Leonard.

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
Maryland HISTORICAL RECORDS SURVEY
Name of State

WPA Form 15HR

(Leave this space blank)

THE MAPS AND PHOTOGRAPHS FORM

County: Worcester City or town: Snow Hill

Agency or department: County Commissioners

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 _____ 36 x 37 (inside frame)
(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: 62,500 _____ 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, in cooperation
(Artist, author, etc.) (publisher or engraver, if any) (place of publication)
8. Location: Commissioner's office #1. (on wall)
(Rooms and vaults)

9. Other information: There is a map like this in the Clerk of the Circuit Court's vault.

with U.S. Geological Survey, H.C. Newdenhall, director.

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: County Commissioners

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 Maryland showing State Road System and State Aid Roads."

3. 1927 51 x 35 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 () (Road lines colored.)

5. If map, also indicate: 1 in = 5 mi. or 312,500 (Scale) (type of map - physical, political, etc.)

6. _____ (Condition of writing or other work) (of paper, film, etc.)

7. J. N. Mackall (chief engineer) (Artist, author, etc.) (publisher or engraver, if any) (place of publication)

8. Location: Commissioner's office #2. (on wall) (Rooms and vaults)

9. Other information: Prepared by Maryland Geological Survey
Edward Bennett Mathews State Geologist
Based on surveys made in cooperation with the
United States Geological Survey.

Original

Snow Hill

200. CIVIL DOCKET, 1928-35, 1939---. 4 vols. (2 vols. labeled Walter W. Price, J.P.; 1 vol. also labeled by no. of case contained).

Record of proceedings in civil cases, giving docket no., names of plf. and def., type and amount of action, date summons issued and returned, date of trial, names of witnesses, and amount of judgment and costs. Arr. numer. by docket no. Indexed alph. by name of def. Hdw. Aver. 250 pp. 13 x 8 x 1, 19 x 11 x 2. W.W. Price's office, Market Street.

201. CASES, 1928-35, 1939---. Est. 4,200 papers in 6 f.b. (3 f.b. labeled Walter W. Price, J.P.; 3 f.b. also labeled by case no. contained.). Title varies: Suits Docketed Before, 2 f.b., 1928-31; Civil Docket No.5, 1 f.b. 1931-33.

Original papers and warrants in civil and criminal cases, giving type of proceedings, docket no., names of plf. and def., amount of fine and/or costs. Arr. alph. by name of plf.? Hdw.; hdw. on ptd. form; typed. 12 x 4 x 11 1/2. W.W. Price's office, Market Street.

202. CRIMINAL DOCKET, 1928-36, 1939---. 8 vols. (3 vols. labeled Walter W. Price J.P.). 2 vols., 1931-35, not titled.

Record of criminal trials, giving date, case no., name of def., charge arresting officer, witnesses, verdict at trial, amount of fine and costs or sentence, if released under recognizance or committed to jail for a grand jury action. Arr. numer. by docket no. Indexed alph. by name of def. Hdw. Aver. 280 pp. 13 x 8 x 1, 19 x 11 x 2. W.W. Price's office, Market Street.

203. DOCKET FOR TRIAL MAGISTRATES MOTOR VEHICLE CASES, 1928-36, 1939---. 3 vols. Title varies: Criminal Docket, Motor Vehicle, 1 vol. 1928-31. 1 vol. 1931-36, not titled.

Record of proceedings in violations of motor vehicle laws, giving case no., date of violation, section of code violated, place, names of def., complainant, arresting officer and witness, nature of warrant, arrest slip no., date of trial, plea, verdict, amount of fine and cost or sentence, if paid or committed, amount remitted to the Commissioner of Motor Vehicles, date, check no., appeal date, name of bondsman, amount of bond, date of filing of papers with clerk of court, and remarks. Arr. numer. by case no. Indexed alph. by name of def. Hdw. 1928-36; hdw. on ptd. form 1939---. Aver. 200 pp. 12 x 7 1/2 x 1, 14 x 10 x 1. W. Price's office, Market Street.

204. CASH BOOK, 1939---. 1 vol.

Record of cash receipts for fines and costs collected and copy of monthly report to the county commissioners, giving date, amount of fines and costs, and totals. Arr. chron. by date of recording. Hdw. 200 pp. 18 x 12 x 1 1/2. W. W. Price, Office.

Justices of the Peace

Pocomoke City

205. CIVIL DOCKET, 1939--. 1 vol. (No.2).
Record of the proceedings in civil cases, giving docket no., names of plf. and def., typed of action, amount, date summons issued and returned, date of trial, witnesses, amount of judgment, and costs. Arr. numer. by docket no. Indexed alph. by name of def. Hdw. 252 pp. 18 x 11 x 1 $\frac{1}{2}$.
206. LETTERS (Summonses), 1939--. Est. 25 papers in 1 f.b.
Copies of summonses issued by the trial magistrate, in civil cases, giving name of def., name of person summoned, date, when to appear, and signature of justice. No orderly arrangement. Hdw. and typed on ptd. form. 12 x 3 x 11. Office.
207. CRIMINAL DOCKET, 1939--. 1 vol. (No. 2).
Record of criminal trials, giving date, case no., name of def., charge, arresting officer, names of witnesses, verdict at trial, amount of fine and costs, or sentence, if released under recognizance, or committed to jail for action of the grand jury. Arr. numer. by docket no. Indexed alph. by name of def. 500 pp. 18 x 11 x 2. Office.
208. MOTOR VEHICLE CASES, 1939--. 1 vol. (A-74).
Record of proceedings in violation of motor vehicle laws, giving case no., date of violation, section of code violated, place, name of complainant, arresting officer and witness, nature of warrant, arrest slip no., date of trial, plea, verdict, amount of fine and costs or sentence, if paid or committed, amount remitted to the Commissioner of Motor Vehicles, date, check no., appeal date, name of bondsmen, amount of bond, date of filing of papers with clerk of court, and remarks. Arr. numer. by docket no. Hdw. on ptd. form. 200 pp. 14 x 10 x 1. Office.
209. CIVIL CASES(Criminal), 1939--. Est. 70 papers in 1 f.b.
Copies of warrants for traffic violations, giving date, charge, case no., name of def., time, and amount of fine and costs. Arr. alph. by name of def. Hdw. on ptd. form. 12 x 3 x 11. Office.
210. RECEIPTS, 1939--. Est. 50 papers in 1 f.d.
Copies of receipts issued for fines and costs, giving receipt no., date, name of def., offense, amount paid, arresting officer, and signature of magistrate. Arr. alph. by name of def. Hdw. on ptd. form. 12 x 3 x 11. Office.

Justices of the Peace

Berlin

211. CIVIL DOCKET, 1935--. 3 vols. (No. 1-3). Title varies:
Ledger, 2 vols., 1935-May 31, 1939.
Justice of the peace record 1935-May 31, 1939 and trial magistrates,
June 1939--of proceedings in civil trials, giving case no., names of
plf. and def., type of action, summons, to whom issued, date return-
able, dates of return and trial, amount of judgment, names of witnesses,
and costs. Arr. numer. by case no. Indexed alph. by name of def.;
1 vol. June 1939--also indexed by plf. Hdw. Aver. 250 pp. 14 x 9 x 1,
18 x 16 $\frac{1}{2}$ x 2. Office.
212. CRIMINAL DOCKET, 1935--. 5 vols. (No. 1-4, 3). Title varies:
Ledger, 4 vols., 1935-May 31, 1939.
Justice of peace record 1935-May 31, 1939 and trial magistrates, June
1939--of criminal trials, giving date, name of def., charge arresting
officer, names of witnesses, verdict at trial, amount of fine and costs,
or if released under recognizance, or committed to jail awaiting grand
jury action. Contains: Docket for Trial Magistrates Motor Vehicle Cases,
1935-May 31, 1939, entry . Arr. numer. by docket no. Indexed alph.
by name of def. Hdw. Aver. 480 pp. 14 x 9 x 2, 18 x 10 $\frac{1}{2}$ x 2 $\frac{1}{2}$. Office.
213. DOCKET FOR TRIAL MAGISTRATES MOTOR VEHICLE CASES, 1939--.
2 vols. (A-215, A-132). 1935-May 31, 1939 in Criminal Docket,
entry .
Record of proceedings in violation of motor vehicle laws, giving case no.,
date of violation, section of code violated, place, name of complainant,
arresting officer and witness, nature of warrant, arrest slip no., date
of trial, plea, verdict, amount of fine and cost, or sentence, if paid
or committed, amount remitted to the Commissioner of Motor Vehicles, date,
check no., appeal date, names of bondsmen, amount of bond, date of filing
papers with the clerk of court, and remarks. Arr. numer. by docket no.
Indexed alph. by name of def. Hdw. on ptd. form. Aver. 300 pp. 14 x
10 x 1. Office.
214. CASH BOOK, 1939--. 1 vol.
Daily record of cash receipts for fines and costs, giving date, name of
def., amount, and total receipts for each month. Also contains month-
ly record of remittances to the county commissioners and the Motor Ve-
hicle Commissioner. Arr. chron. by date of recording. Hdw. 76 pp. 14
x 9 x $\frac{1}{2}$. Office.

Justices of the Peace

Ocean City

215. CIVIL DOCKET WOBCESTER CO., 1939--. 1 vol. (No. 4).
Record of proceedings in civil trials, giving case no., names of plf. and deft., type of action, summons, to whom issued, date returnable, dates of return and trial, amount of judgment, names of witnesses, and costs. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. 300 pp. 18 x 12 x 3. Office. 250

216. CRIMINAL DOCKET, 1939--. 1 vol. (No. 4.).
Record of criminal trials, giving date, name of deft., charge, arresting officer, names of witnesses, verdict at trial, amount of fine and costs, or sentence, if released under recognizance, or committed to jail for grand jury action. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. 250 pp. 18 x 12 x 3. Office.

217. TRIAL MAGISTRATE MOTOR VEHICLE CASES, 1939--. 1 vol. (A-75).
Record of proceedings in violation of motor vehicle laws, giving case no., date of violation, section of code violated, place, name of complainant, arresting officer and witness, nature of warrant, arrest slip no., date of trial, plea, verdict, amount of fine and costs or sentence, if paid or committed, amount remitted to the Commissioner of Motor Vehicles, date, check no., appeal date, name of bondsmen, amount of bond, date of filing of papers with clerk of court, and remarks. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. on ptd. form. 200 pp. 12 x 14 x 2. Office.

218. CASH BOOK, 1939--. 1 vol.
Daily record of cash receipts for fines and costs and copy of monthly report to county commissioners, giving date, amount of fines and costs, and totals. Arr. chron. by date of recording. Hdw. 200 pp. 13 x 12 x 1½. Office.

Process

Sheriff

219. SHERIFF'S DOCKET, 1893, 1895-1901, 1903-7, 1932, 1933. 15 v vols. (14 vols., 1893, 1895-1901, 1903-7, labeled by court terms.).
Brief record of court proceedings for temporary use of the sheriff, giving names of plf. and deft., docket no., in appearances, civil and criminal appeals, judicials, criminal appearance and continuances, and presentments. Arr. numer. by docket no. within type of procedure. Hdw. A ver. 80 pp. 14 x 8½ x ½, 15½ x 10½ x 1. 14 vols., 1893, 1895, 1901, 1903-17, in garret; 1 vol., 1932-33, county commissioner's vault.

Jail Record

220. (PRISONERS' RECORD), 1870-71, 1938--. 3 vols.
Record of prisoners in jail, giving date, name of prisoner, address, sex, color, nationality, marital status, height, weight, name of arresting officer, offense, articles taken from prisoner, and disposition of case. Early record also contains daily record of jail expenses. Arr. alph. by name of prisoner. Hdw. Ayer, 200 pp. 12½ x 8 x ½, 14 x 8 x ½. 1 vol., 1870-71, garret; 2 vols., 1938--., jailor's home.

200

Civil Docket

Approx. 75 opp. 13x8x1,
19x11x2. Office of
Justice, Market St.

1918-25, 1939 - -. 4 Vols.
(1 vol. No. 8;
2 vols. labeled Matthews W.
Price, f.p.; ~~1 vol. No. 8~~, 1 vol. also
labeled
by no. of case contained)

Record of ~~civil~~ proceedings in ~~practice of~~
the ~~peace court~~ ^{Cases,} civil ~~actions~~ giving, docket
no., names of ~~part.~~ and ~~deft.~~ type and amount
of ~~action~~, date ~~summons~~ issued and
returned, date of trial ^{name of} witnesses and amount
of judgment and costs. ~~Vol.~~ ^{Vol.} ~~no.~~ ^{no.} ~~by~~ ^{by} docket no.,
Index ~~et~~ ^{et} ~~alph.~~ ^{alph.} by name of ~~deft.~~ ~~names~~, ~~Adm.~~

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 Justice of Peace
(Office of custody) (Office which made the record, if different)

Address of office of custody Market Street, Snow Hill
(Name of building, room number, street address)

1. Title "Civil 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 1928 - 35, 1939 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records 1936 - 39 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 proceedings in civil action giving suit no., docket no., name of plp. and deft., warrant to whom issued and returnable, dates of return and trial, typed of case, amount of judgment and cost
(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 *Number, by suit no.*
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing *Alph. by name of dept. giving page 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.

10. Size *19X11X2 - 13X8X1* *Average no. 200 pages*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities *Justice of Peace 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)

This Register was out of office from 1936-39

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

Justice of Peace

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
"Civil Docket Walter W. Price J. P."	1928-31	Number by suit no.	Alph. by name of deft. giving page no.	Hdw.	304 pages
"Civil Docket No. 5. Cases no. 272 to inclusive Walter W. Price J. P."	1931-33	Number. by suit no.	Alph. by name of deft. giving page no.	Hdw.	287 pages
"Civil Docket # 8"	1933-35	Number. by suit no.	Alph. by name of deft. giving page no.	Hdw.	168 pages
"Civil Docket"	1939--	Number. by suit no.	Alph. by name of deft. giving page no.	Hdw.	252 pages 14 used

Contents:

Record of proceedings in civil action, giving suit no., docket no., name of plf. and deft., warrant to whom issued and returnable, dates of return and trial, typed of case, amount of judgment and cost.

Total no. of vols. ~~200~~ 4
 Average no. of pages 200
 Estimated no. of papers

Size: largest 19X11X2
 smallest 13X8X1

This magistrate was out of office from 1936-39.

Mr. Laing:

These are the vols. in the attic I told you about that might be private records. I showed them to Mr. Espe when he was here last week and he told us to write them up and make a form for them.

Much of these vols. are ledgers and the left and right hand page balances. - Mrs. Weston has copied pages from the different vols. for you to inspect to see if you can make any suggestions as to where they might belong. No one in the offices downstairs knows anything about them. We have spent right much time on them trying to find which office to credit them to, but can find no clue as to where they belong.

They are large leather bound vols. with index tabs such as were used for public records. I have never seen private records bound thus.

Probably exhibits in equity
or research work of deceased persons

Louise R. 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 *?*
(Office of custody) (Office which made the record, if different)

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

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

or both)

2. Dates *1866-70*
(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 expenditures by hosts giving date name of hosts, trips, purchased and their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by amount on left hand page, right hand page gives date, by settlement, and amount. Right page balanced with left.*
(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)

(copy of p. included)

6. Contents—continued _____

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

8. Indexing X
(Self-contained—describe what it 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 done in ruled paper
(Handwritten. Handwritten printed form. Handwritten 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 6 1/2 x 1 270 pgs.
(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)

1869 Feb. 2 Birch Nov. 1869 20

2nd pr.	1 load 20		20		
5th "	Pl. 1/2 pr.		24	50	
16th "	11.4. up 30 1 1/2 load 35 4 pr 20		85		
" "	1 and 1/2 load 20 Pl. 1/2 pr 20		4	20	
" "	1/2 load 50 20 2		1	25	
18th "	3 1/2 load 20 4 pr 20 4 pr 20		1	70	
" "	1 load 20 20 2 pr 20 20 15		7	90	
" "	1/2 pr 20 50 20 20 20 15		1	35	
" "	1/4 pr 35 15 pr 20 1 load 55		1	71	
" "	1/4 load 5 Pl. 1/2 pr 50			57	
20th "	21 pr 5 4 5 1/2 load 15 14 1/2 50		2	49	
" "	Pl. 1/2 pr 20 Pl. 1/2 pr 150		2	50	
" "	Pl. 1/2 pr 20 250		2	50	
			50.13	9th March	Ray settlements
					50.13

(Ledger) 1866-70

15 x 6 1/2 x 1

270 pp.

arr. chron. by date. all Ldw.

Contents: Record of expenditures for boats given
date, name of boat, trip purchased and
amount on left hand page. Right hand
page given date, by settlement and amount.
Right page balanced with left.

In attes of Courtouse.

Laura R. Sington

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 *attic of Courthouse (Snow Hill)*
(Name of building, room number, street address)

1. Title *"Ledger" "Cash" "Day 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 *1865-80*
(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 *1865-71 "Ledger P. 95", 1866-80 "Day Book P. 95", 1865-68*
(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 sales of merchandise giving date, name, article sold, amount, Total.*
(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)
left & right hand pages balance in most vols.

6. Contents—continued _____

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

8. Indexing 1865-67, 1868-69 indexed alpb. 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 giving page no.)
title and identification number

9. Writing all Ldw on ruled pages.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

10. Size "Chest Book" 8 3/4 x 6 x 1 1/2, Ledger P. 95 13 1/2 x 8 x 1 1/4, "Day Book P. 95" 16 x 7 1/4 x 2
(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)

"Ledger"

"Ledger, P. 45." 1865-67

$13\frac{1}{2} \times 8\frac{3}{4} \times 1\frac{1}{4}$ 244 pp.

indexed alph. by name giving page no.

"Ledger, P. 45." 1868-69

$13\frac{1}{2} \times 8\frac{3}{4} \times 1\frac{1}{4}$ 464 pp.

indexed alph. by name giving page no.

"Ledger, P. 45." 1869-71

$15\frac{3}{4} \times 10\frac{3}{4} \times 2$ 670 pp.

"Cash, P. 45." 1865-68

$8\frac{3}{4} \times 6 \times 1$ 288 pp.

"Day Book, P. 45." 1866-68

$16 \times 7\frac{1}{4} \times 1$ 580 pp.

"Day Book, P. & S." 1868-69
16 x 7 $\frac{1}{4}$ x 1 618 pp.

"Day Book, P. & S." 1869-71
16 x 7 $\frac{1}{4}$ x 1 778 pp.

"Day Book, P. & S." 1873, 1879-80
16 x 7 $\frac{1}{4}$ x 1 692 pp.

arr. Chron. by date. all Ldw.

8 vols. 1865-80

1865-67, 1868-69 indexed alph. by
name giving page no.

1869

John Doe

Dr.

1869-71

Page 13

cr.

Sept.	28 th	To Amt. from ledger no. 2	411	53	Sept.	28 th	By Amt. from ledger no. 2	230	50
"	"	12 $\frac{1}{2}$ pack $\frac{270}{4}$ coffee 1.20	3	90					
Oct.	1 st	4 $\frac{1}{2}$ ch. bacon 10.12 1 mol. 75	10	87	Oct.	4 th	By 91 ac. feathers 50	45	50
"	"	for pins 10 6 v. pins 30 1 comb 10		50	Dec.	2 nd	" Bal. Hide		63
"	"	Buttons tobo. 50 tack 20		88					
"	4 th	1 stl 20 tobo. 25 Lete 3.25	3	70.					\$ 276 13
"	5 th	29 mus. 6.80 1 pr. shaw 2.00 2 Leto. 175	9	55					
Nov.									
Dec.									

Must pay balance, this one doesn't

\$ 529 11

Ledger, P. 7. J.

year 1869-1871

Size, 16 x 7 1/4 x 2

778 pp.

4 vols.

10	24	20	18	10	10	10	10	10	10
20	20	20	20	20	20	20	20	20	20
30	30	30	30	30	30	30	30	30	30
40	40	40	40	40	40	40	40	40	40
50	50	50	50	50	50	50	50	50	50
60	60	60	60	60	60	60	60	60	60
70	70	70	70	70	70	70	70	70	70
80	80	80	80	80	80	80	80	80	80
90	90	90	90	90	90	90	90	90	90
100	100	100	100	100	100	100	100	100	100

Vertical text on the left side of the page, possibly a date or reference number.

Vertical text on the right side of the page, possibly a date or reference number.

11 1871

1869 Snow Hill Wednesday 8th Dec

Dec.	8 th	Name	
X		Cash Loan	1 00
Paid		Name 2 pr. boots	5 50
X		Name $\frac{1}{2}$ doz. eggs	18
X		Name 6 yds. Calico	96
		1 basin	80
		$\frac{3}{4}$ yds. trade	15
Post		Name $2\frac{1}{4}$ butter	1 13
X		Name $9\frac{1}{2}$ yds Calico	1 43
		3 " muslin	45

Day Book P. & L.

Year - 1869-71

2 vols.

Page - $15 \frac{3}{4} \times 10 \frac{3}{4} \times 2 = 670$ pp.

20

2 pr. buttons

Buttons

18

1/2 doz eggs

X

20

Wagon cables

X

20

1/2 doz. spoons

10

2 1/4 buttons

Buttons

10

2 1/2 doz. spoons
1 doz. spoons

10

10

X

1866 Sewell's Ledger Book

1866 Cash Paid out

Date	Particulars	Dr.	Cr.	Balance
Nov. 26	Cash by Name	1 44 75		
"	"			7 50
"	Cash by Name	5 00 00		
"	"			1 00 00
"	Cash by Name	9 00 00		
"	"			13 00
"	Cash by Name	35 75		
"	"			28 75
"	Cash by Name	41 50		
"	"			30 00
"	Cash by Name	49 75		
"	"			40 75
"	Cash by Name	41 50		
"	"			8 50
"	Cash by Name	41 50		
"	"			8 00
"	Cash by Name	8 75		
"	"			14 00
"	Cash by Name	42 75		
"	"			4 00
"	Cash by Name	13 75		
"	"			31 00
"	Cash by Name	46 00		
"	"			10 00
"	Cash by Name	46 00		
"	"			82 00
"	Cash by Name	46 00		
"	"			9 00
"	Cash by Name	46 00		
"	"			46 00
"	Cash by Name	46 00		
"	"			83 00
"	Cash by Name	46 00		
"	"			16 00
"	Cash by Name	46 00		
"	"			25 00
"	Cash by Name	46 00		
"	"			10 00
"	Cash by Name	46 00		
"	"			19 00
"	Cash by Name	46 00		
"	"			20 00
"	Cash by Name	46 00		
"	"			27 00
"	Cash by Name	46 00		
"	"			82 75
"	Cash by Name	46 00		
"	"			83 75
"	Cash by Name	46 00		
"	"			10 52 50

Cash Book

year 1865 - 1868

1 vol.

Size - $8\frac{3}{4} \times 6 \times 1$

288 pp

1878

Other

1868

On

29th Feb

To Salvoysel Returns

63 61

3rd Jan

By Salvoysel Returns

57 79

12th March

To Cash by Name

2 50 00

21st Jan

By Name

21 96

13th March

To Cash by Name

17 08

11th March

By Name

56 77

12th March

Central B. & S. dividend

29 25

15th March

By Name

26 74

11th April

Oct. ret. on 9000

10 96 70

11th April

By Name

28 66

"

Franchise

74 36

"

By Name

13 04

15

30 69

24th Jan

By Name & Oct.

90 32

21

48 13

8th April

By Name

21 60

10th April

Ball. div. issue

2 34 89

By Name & Div.

88 90

"

"

1 60 00

By Name

00

11th April

"

2 44 92

By Name & Oct.

92

"

"

1 22 68

By Name

68

"

"

4 02

By Name to date

02

36 78 82

36 78 82

Ledger, P. & J.

Years - 1868 - 69

Ring - $13\frac{1}{2} \times 8 \times 1\frac{1}{4}$

1 vol.

464 pp.

1868

1868

24th Apr

To acct. value of 12th Apr 12 68 20 21st April

freights 82 28 24th

in interest 15 04

Coal 2 00 00

Note to place 9 86 04

25 51 56

26th May

1868

25th Apr

to acct. freight 39 02

to value of notes 74 28

to freight on notes 5 20

to Central Bank dividend 29 25

Coal 4 20 10

21st

amt. Central bank

7 71 55

val due in acct 21 48 13

By goods 48 39

By 1st June 1 00 00

By 2nd June 1 38 33

By 3rd June 78 10

By 4th June 22 61

25 51 56

By goods 5 62 98

By 1st June 26 39

By 2nd June 28 25

By 3rd June 1 14 67

By 4th June 39 06

7 71 55

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 ?
(Office of custody) (Office which made the record, if different)

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

1. Title "Liquor" "Dry Back"
(Give present 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 1859-1880
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 vols.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By names 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 Records of daily sales giving name, date, what sold, and amount. List their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by and right hand column balance in sales.
each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached
1859-62, 1876-77, 1874-75.

(copy of pp included)

Sho. D. P. Tuttle
was seen by
of 107 May 1894-97

6. Contents—continued _____

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

8. Indexing *1859-62, 1876-77, 1874-76, indexed*
(Self-contained—describe 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 giving page no.

9. Writing *all handwritten ruled pages.*
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.)

Printed. Photostat. Other. Give months and years covered by each kind of writing)
10. Size *pages from 16 x 11 1/4 x 1 - 12 x 8 x 1 1/4*
(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*
(Snow Hill)
(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)

Lidger J. D. P.

1859-62

16 x 11 1/4 x 1

170 pp

Index in front arr. alph. by name
giving page no.

arr. chron. by date.

^{Kts} Lidger acct. giving names, date, amount on left
hand column. Right hand column gives credit, date,
credited by Cash and amount. Right column
balances with left column.

Thos. D. Pennell (on indebtedness) 1876-77

12 x 8 x 1 1/4

238 pp.

Thos. D. Pennell, Snow Hill, Worcester County Md

12 x 8 x 1 1/4

232 pp. 1874-75

indexed alph. by name giving page no.

arr. chron. by date.

^{Kts} Daily record of sales of merchandise, giving
name, date, what sold and amount. On
left hand page. Right hand page gives date, amount
credited by cash and balances with left hand
page.

"J. D. Purnell Ledger" 1877-78
13 x 8 $\frac{1}{4}$ x 1 $\frac{1}{4}$ 282 pp.

"Ledger J. D. Purnell" 1878-1880
13 x 8 $\frac{1}{4}$ x 1 $\frac{1}{4}$ 358 pp.

Contents: Ledger acct. giving name, date, for what,
and amount on left hand page gives date,
credited by cash, and amount. Left hand page
balances with right.
Arr. Chron. by date.

"Day Book J. D. P." 1859-62
16 $\frac{1}{2}$ x 7 $\frac{1}{4}$ x $\frac{3}{4}$ 122 pp.

"J. D. Purnell, Snow Hill, Md. Sept 3rd 1873"
(on inside of cover) 1873-74
15 $\frac{1}{2}$ x 6 $\frac{1}{2}$ x 1 356 pp.

"J. D. Purnell" 1875-76
14 x 6 x 1 222 pp.

"Snow Hill, Md, 1874, Day Book, J. D. Purnell"
(on inside of cover) 1874-77

Arr. Chron. by date
Daily records of sales of merchandise

giving name, date, what sold and
Amount.

To be returned to attic of courthouse

1877

Mame

1877

Jan 1st To amt for 250
May 17th 60

70

June 1877

23 Bay prop returned

710

July 3 300
Wicks 75

75

July 18

Bay creek

75

1877

Mame

Jan 1

To amt. for 1

258

and down

258

1878

Oct 10

To Rutledge
Hamp

1878

red. Bay down

40

1877

Mame

Jan

May 8

To amt 4 July 21
Wicks 10

55 1878

May 20

Wicks 25
Wicks 10

35

Jan 12

Bay creek

71.80

1878

Mame Bay

Jan

1.80

71.80

J. D. Curran Lodge

1877-78

71 x 1/4 x 81

61 x 52

1859 Snow Hill April 29th

April	29	Name	
		To 1 Gal Whiskey 50	Dr.
		" 1 " Molasses 40	
		Name provided	90
		To Cr. Name	Dr. #1 15
		Name	
		To 1 Gal. Whiskey	Dr. 50
30 th		Name	
		To. pd. Name	Dr. \$6 00
		Name	
		To 3 Gal Molasses 1.20	
		" 1 pr. shoes 1.75	
		" 1 yd. senaburg 1.3	Dr.
		" 2 pr. wome. shoes 2.75	
		" 3 lb Soda Lime .38	#6 21
		Name	
		To 1 Bbl. flour	Dr. 8 00
		Name	
		To 4 doz. eggs 1.00	Dr. 40

"Bay Book S. D. P."

1859-62

$14\frac{1}{2} \times 7\frac{1}{4} \times \frac{3}{4}$

201

Cases, 1928-35, 1939-
Est. 4200 papers in
6 f. b. (3 f. b. labeled
Walter W. Price & P. 3 f. b.
also labeled by case no. contained
title varies; 5/1/35)

Booklet before, 2 f. b.
1928-31; Civil Booklet
No. 5, 1 f. b. 1931-33.

Original papers and warrants in civil
and criminal cases, giving type of proceedings,
docket no., names of pt. and def., amount of
fine and/or costs. Arr. Alph. by name of pt. &
Hdw. hdw. on ptd. form; typed. 12x4x11" fr.
W. W. Price's office, Market St.

Harold B. 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 Md.

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

Address of office of custody Market St. Snow Hill, Md.
(Name of building, room number, street address)

1. Title (Magistrates 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 1928 - 36 and 1939
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 file boxes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Case no., 9 dates
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1936 - 39 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 warrants and original papers in civil and criminal cases, filed in Judge Price's office, giving type of case, docket no., jef., def., amount of fines and 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 *Alph. by name of pl.*
(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., typed, and 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 *12 1/2 x 11 1/2 x 5 — 12 1/2 x 11 1/2 x 3 42/2 papers*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information *This Justice of Peace was out of office from 1936-39.*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

Market Street, Snow Hill.

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

Justice of Peace

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Suits Docketed before Walter W. Price J.P."	1928-29	arr. Alph by name plf.	Under index tabs	Hdw., typed and hdw. on ptd. forms
"Suits Docketed before Walter W. Price J.P."	1930-31	arr. Alph by name plf.	Under index tabs	Hdw., typed and hdw. on ptd. forms.
"Civil Docket # 5 Walter W. Price J.P."	1931-33	arr. Alph by name plf.	Under index tabs	Hdw., typed and hdw. on ptd. forms
"Cases # 539-774"	1933-35	arr. Alph by name plf.	Under index tabs	Hdw., typed and hdw. on ptd. forms
"Cases 775-865"	1936	arr. Alph by name plf.	Under index tabs	Hdw., typed and hdw. on ptd. forms.
"Cases # 866"	1939	arr. Alph by name plf.	Under index tabs	Hdw., typed and hdw. on ptd. forms

Total no. of ^{file boxes} vols. or f.d.'s 6
 Average no. of pages _____
 Estimated no. of papers 4212
 Appr.

Size: largest $12\frac{1}{4} \times 11\frac{1}{2} \times 5$ 11 1/2
 smallest $12\frac{1}{4} \times 11\frac{1}{2} \times 3$ 11 1/2

Contents :

Copies of warrants and original papers in civil and criminal cases, filed in Judge Price's office, giving type of case, docket no., ysf., def., amount of fines and costs.

Location :

Justice of Peace Office - Market Street

202

Criminal Docket

1928-36, 1939---. 8 Vols.

(3 vols. labeled Walter H.

Price F.P.) 2 vols. 1931-35

Not titled.

Record of Criminal Trials, giving date, case no.,
name of deft., charge, arresting officer,
witnesses, ^{verdict} trial, ^{amount of} fine and costs or sentence,
if released under recognizance or
committed to jail for grand jury action.
Arr. numer. by docket no. Indexed alph. by
name of deft. ¹⁹³¹⁻³⁵ Hrs. 750 pp. 13x8x1, 19x11x2.
W. W. Parice's office, Market St.

Louise R. Lipton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 Justice of Peace
(Office of custody) (Office which made the record, if different)

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

1. Title "Criminal 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 1928-36 1939--
(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 name of docket
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1937-39
(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 inmate commitments in Criminal Cases, General Criminal, name of all and date. Also date of commitments, duration and 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 docket no.*

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

8. Indexing *Alph. by name of dept. giving figures.*

(Self-contained—describe what it 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 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 *13x8x1 - 19x11x2* *av. 200 p.*

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

11. Location by dates and quantities *In office of Justice of Peace*

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

Market Street.

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 Justice of Peace moved out of office
from 1936-39*

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Justice of Peace

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
Criminal docket of Walter H. Price J.P.	1928-29	Numer. by docket no.	alph. by name of deft. given papers	all Ldw.	280p.
Criminal docket Walter H. Price J.P.	1929-31	" "	" "	" "	275p.
(Criminal docket)	1931-33	" "	" "	" "	286p.
(Criminal docket)	1933-35	" "	" "	" "	284p.
Criminal docket	1935	" "	" "	" "	86p.
Criminal docket of Walter H. Price J.P.	1935-36	" "	" "	" "	288p.
Criminal docket of Walter H. Price J.P.	1936	" "	" "	" "	284p.
Criminal docket	1939-	" "	" "	" "	60 used 500p. 80 used

Contents: Record of magistrates commitment in criminal cases, giving case no., name of deft. and dept., charge, date of commitment, sentence, and costs.

Total no. of vols. or f.d.'s 8 vols.
 Average no. of pages 200
 Estimated no. of papers _____
 Size: largest 19x11x2
 smallest 15x8x1

This magistrate was out of office from 1936-39.

203

Docket for Trial Magistrate
Motor Vehicle Cases, 1918-36,
1939 - - 3 vols. Title varies:
Criminal Docket, Motor Vehicle,
1 Vol., 1928-31. 1 Vol. 1931-36 not
titled.

Record of proceedings in violations of
motor vehicle laws, giving date, docket no.,
name of deft., address, license no., tag no.,
charge, arresting officer, names of witnesses,
and amount of fine and costs. Hrr.
Numbered by case no. Indexed alph. by name
of deft. Hdw. 1928-36, Hdw. on pta. form. 1939--
Hrr. 200 pp. 12 x 7 1/2 x 1, 14 x 10 x 1. 1000. Prices office
Mason St.

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 Justice of Peace
(Office of custody) (Office which made the record, if different)
Address of office of custody Market Street
(Name of building, room number, street address)

- Title "Criminal Docket, Motor Vehicle"
(Give present 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 1928-36, 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)
- Quantity 3 vols.
(Number of volumes; file drawers; file boxes; bundles; other)
- Labeling By name of docket.
(Explain fully; years; numbers; letters; number of records so labeled)
- Discontinued and missing records 1936-39 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 proceedings in mediation of motor vehicle cases, given date, name of doct., docket no., charges, amount of fine, name of arresting officer and cts.
(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 *Turnover by docket no.*

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

8. Indexing *alpb. by name of dist. giving*

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

page no.
title and identification number)

9. Writing *Handw. and Ldw. 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 1/2 x 1 - 14 x 10 x 1*

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

aver. 200 pp.

11. Location by dates and quantities *office of Justice of Peace.*

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

12. Other information *This Justice of Peace went out*

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

of office in 1936 and came back
Whether record is known to have been kept earlier than dates shown in item 2)
in 1939.

Market St. Snow Hill.

13. (For use in Florida.) Early imprints

(Author)

(Publisher)

(Place of publication)

(Date of publication)

Justice of Peace

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Criminal Docket Motor Vehicle"	1928-31	Numer. by docket no.	alpb. by name of dept. giving page no.	all lds. 288 p.
(Automobile cases)	1931-36	Numer. by docket no.	alpb. by name of dept. giving page no.	all lds. 136 p.
"Docket for Trial Magistrate Motor Vehicle cases"	1939--	Numer. by docket no.	alpb. by name of dept. giving page no.	lds. on pt'd. forms 200 p. und.

Contents: Record of proceedings in violations of motor vehicle laws, giving date, name of dept., docket no., charge, amount of fine, name of arresting officer and caste.

336
288

524

Total no. of vols. or f.d.'s 3 vols.
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest 14 X 10 X 1
 smallest 12 X 7 1/2 X 1

This Justice of Peace was out of office from 1936-39.
 Office of Justice of Peace, Market Street, Saw Hill.

204

Cash Book, 1939--
1940.

Record of Cash receipts for fines
and costs collected and copy
of monthly report to the County
Commissioners, giving date, amount
of fines and costs, and totals. Arr.
Chron. by date of recording. Hds.
2 opp. 18 x 12 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 Free Municipal
(Office of custody) (Office which made the record, if different)

Address of office of custody Market St. 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 1939 - -
(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 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 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. Key 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 18 X 12 X 1 1/2 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 Dist. Magistrate.
(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)

Trial Magistrate

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
---	---------------------------	-------------	----------	---------

"Cash Book"	1939--	Chron. by date entered	—	Hdck
-------------	--------	------------------------	---	------

Contents: monies entered monthly and sent to County Commissioner for Criminal and Civil Cases, giving date, amount of receipts and costs, total.

In office of Trial Magistrate. Snow Hill

Total no. of vols. or f.d.'s 1 vol.
 Average no. of pages 200
 Estimated no. of papers _____

Size: largest 18 x 12 x 1 1/2
 smallest _____

100
Town Magistrate

Pocomoile

205

Civil Docket, 1939--
1 Vol. (No. 2)

Records of the proceedings in civil cases, giving docket no., names of p[er]t. and de[fe]n[de]n[t]. Type of action, amount, date summons issued and returned, date of trial, witnesses, amount of judgment and costs. Arr. numer. by docket no. Indexed alph. by name of de[fe]n[de]n[t]. Hdw. 252 pp.

18 x 11 x 1 1/2,

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 Massachusetts

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

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

1. Title "Civil docket no. (2)"
(Give present 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 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 proceedings in Civil
(Purpose and general nature of record. Principal items of information
Cases, giving names of pt. and def.,
shown. Summary of forms used in making record, their headings, etc. If a very
Magistrate, Co., State action, date
general or miscellaneous record, detailed information as to type of records
summons issued, to whom issued,
contained and dates covered by each should be given. Unless contents of these
date returned, signature of magistrate,
records are described by other Forms 12-13HR, such forms should be filled out
amount of debt and verdict.
and attached)

6. Contents--continued _____

7. Arrangement numerical by docket no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing alph. by hand of dept. giving
page 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 X 11 X 1 1/2 252 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 Trial Magistrate
(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)

Trial Magistrate

All markings on outside of vols. or f.d.

Dates covered in vol. f.d.

Arrangement

Indexing

Writing

"Civil Docket no. 2"

1939--

Number by alph. by
 docket no. name of pt. Hdu.
 giving page
 no. of

Contents: Record of proceedings in civil cases, giving names of pt., dept., magistrate, Co., state, action, date summons issued, to whom issued, date returnable, signature of magistrate, amount of debt and interest.

In office of Trial Magistrate

Total no. of vols. or f.d.'s 1
 Average no. of pages 252
 Estimated no. of papers

Size: largest 18 x 11 x 1 1/2
 smallest

206

(Charters, (Summonses)
1939-5

Est. 25 papers in 1
+ 1/2.

Copies of summonses issued by the Trial
Magistrate, in civil cases, giving name of
dept, name of person summoned, date, ~~with~~
to appear, and signature of justice, No
orderly arrangement. Hand and types on
ptai forms. 12 x 3 x 11 Gfr. c.

Hazel 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 Justice Magistrate
(Office of custody) (Office which made the record, if different)

Address of office of custody Willow St. Room 10
(Name of building, room number, street address)

1. Title Letters
(Give present 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 box
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Letters
(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 orders for summons issued by Magistrate to deputy sheriff serving name of person summoned. Date time to
(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

appear signature of Magistrate
records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents--continued _____

7. Arrangement no arr.
(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 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 12 x 11 x 3 25 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 trial
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Register Ray v. Shedd Willowst.
cabinet, on floor)
Room 101.

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)

Judicial Magistrate (Mr. Ray V. Gladding)

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Letters

1939 - No arr.

Hand and typed

Contents: Duplicate copies of orders for summons issued by justice to deputy sheriff giving name of person summoned, date, time to appear, signature of justice.

In office of Judicial Magistrate. Pocomoke.

Total no. of ~~vols. or f.d.'s~~ *17 f.d.*
 Average no. of pages _____
~~Estimated~~ no. of papers *25*

Size: largest _____
 smallest _____

12 X 11 X 3

Letter file boxes.

Mr. Laing - This form should have been
3 forms & addenda sheets. One file
box for each form instead of
3 file boxes for 1 form.

R. S. L.

Louise R. Lepton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 Judicial Magistrate
(Office of custody) (Office which made the record, if different)

Address of office of custody _____
(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 1939 -
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

4. Labeling Letter Civil Cases, receipts
(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 trial
(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 alpb. by subject.
(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. 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 12 X 14 X 3 approx. 150p.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In office of Justice
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Magistrate
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)

Trial Magistrate

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Correspondence)	1939..	alp. by subject	under indexed	Edw. and typed
------------------	--------	-----------------	---------------	----------------

Contents: Routine correspondence of Trial Magistrate, including original papers of civil cases, receipts and attes.

In office of Trial Magistrate

Total no. of vols. or f.d.'s _____
 Average no. of pages _____
 Estimated no. of papers 150

3 file boxes

Size: largest 12 x 11 x 3
 smallest _____

Labelled, Letters, Civil Cases, receipts.

207

Criminal Docket

1939 - - 1 Vol. (No. 2)

Record criminal trials, giving date, case no., name of deft., charge, arresting officer, names of witnesses, verdict at trial, ^{amount of} fine and costs, or sentence, if released under recognizance, or committed to jail for action of the grand jury. Arr. number, by docket No. Indexed deft. by name of deft. 500pp. 18x11x2. Office.

Is this a record of
Trials or of Commitments
only. You report Trials
at Snow Hill and
Commitments at Ocean
City.

(over)

This is a record of
"Criminal Trials"

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 Shirley Nesbitt
(Office of custody) (Office which made the record, if different)

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

1. Title "Criminal Docket No 2"
(Give present 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 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 proceedings in Criminal
(Purpose and general nature of record. Principal items of information
cases giving name of deft, date
warrant and issued, Constable,
shown. Summary of forms used in making record, their headings, etc. If a very
Co., state, date of action, plus, fees,
general or miscellaneous record, detailed information as to type of records
Certs, state witnesses, Constable Certs,
contained and dates covered by each should be given. Unless contents of these
signature of magistrate
records are described by other Forms 12-13HR, such forms should be filled out
and attached)

6. Contents--continued _____

7. Arrangement mixed by packet no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing sept. by name of dept.
(Self-contained--describe what it 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 11 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 In office of Dist. Magistrate
(Room, vault, wall--N.E.S.W., section, bin, sholf,

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)

Local Magistrate

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Criminal Docket" 1939-- Number by alph. by docket no. memo of dft. Hdw.

Contents: Record of proceedings in Criminal Cases, giving name of deft., date warrant was issued, Constable, co., state, date of action, plea, fine, Costs, state witnesses Constable Cert, Signature of Magistrate

In office of Local Magistrate

Total no. of vols. or f.d.'s 1
 Average no. of pages 500
 Estimated no. of papers _____

Size: largest 18x11x2
 smallest _____

Motor Vehicle Cases, 1934--Vol. (A-74).

Records of proceedings in violation of motor vehicle laws, giving case no., date of violation, section of code violated, place, name of complainant, arresting officer and witness, nature of warrant, arrest slip no., date of trial, plea, verdict, amount of fine and costs of sentence, if paid or committed, amount remitted to the Commissioner of Motor Vehicles, date, check no., appeal date, name of bondsmen, amount of bond, date of filing of papers with Clerk of Court and remarks. Fr. names. by docket no. Has. on pte. form. 200 pp. 14X10X1. 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 Trial Magistrate
(Office of custody) (Office which made the record, if different)

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

1. Title Motor Vehicle Cases A-74
(Give present 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 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 proceedings in motor vehicle
(Purpose and general nature of record. Principal items of information

Cases, giving Case no., date of violation, license
shown. Summary of forms used in making record, their headings, etc. If a very
no. driver, address, violation, section,
general or miscellaneous record, detailed information as to type of records

place, complainant, arresting officer, arrest
contained and dates covered by each should be given. Unless contents of these
slip no., witnesses, date of trial, plea, verdict,
records are described by other Forms 12-13HR, such forms should be filled out

fine and cost, fine pd or committed, signature
and attached)

6. Contents--continued Magistrate, appeal date, bondman,
amount of bond, date of filing, papers
used. clerk of court and remarks.

7. Arrangement Number 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 Handwritten, or 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 14 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 trial magistrate
(Room, vault, wall--N.E.S.W., section, bin, shelf,
cabinet, on floor)

12. Other information This magistrate went in
(Condition of record if not good. Relation to other records.
office June 1939 no cash book.
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)

Jail Magistrate

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Motor vehicle cases
A-74''

1939- - Name by
Case no.

How
ptd. found

Contents: Record of proceeding in motor vehicle cases, giving case no., date of violation, license no., owner, address, violations, section, plea, complaint, arresting officer, arrest slip, witnesses, date of trial, plea, verdict, fine and cost, fine pd or committed, signature of magistrate, appeal date, bondsmen, amount of bond, date of filing papers with clerk of court and remarks.

In office of Jail Magistrate

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

Perf.

Size: largest
smallest

14 X 10 X 1

209

Civic Cases (Criminal)

1939 - - Est. 90 papers

in 1 ft. S.

Copies of warrants for traffic violations

91709^{date}, charge, case no., name of dept.

Time and amount of fine and costs.

Arr. Dept. by name of dept. How. or pta.

Form. 12 x 3 x 11. 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 Trust. Magistrate
(Office of custody) (Office which made the record, if different)

Address of office of custody Miller St. Brockton
(Name of building, room number, street address)

1. Title Civil Cases
(Give present 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 box
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Civil Cases
(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 transcripts 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 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 Alph. by name of dept. under indented
(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 ytd. form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size 12 x 11 x 3 1/4 app. 70 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 Trial
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Magistrate Ray V. Sheddling Hollow St.
cabinet, on floor)
Edcombe.

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)

Trial Magistrate (Mr. Ray J. Gladding)

All markings on outside of
vols. or fd.

Dates
covered
in vol.
fd.

Arrangement

Indexing

Writing

"Civil Cases"

1939--

*alph. by
name of
dept. number
index tabs.*

*H.W. on
fd. form*

*Contents: Copies of traffic warrants and judgments.
Giving type of case, case no., ply, dept., time,
date, amount of fine and costs.*

In office of Trial Magistrate Beconka

Total no. of vols. or f.d. is

1 f.d.

Average no. of pages

~~Estimated~~ no. of papers

70

Size: largest
smallest

12 X 11 X 3

210

Receipts 1939 --
Est. 50 papers in
1 f.d.

Copies of receipts issued for fines and costs,
~~costs~~, giving receipt no., date, name
of dept., offense, amount paid, arresting
officer, and signature of magistrate, etc.,
kept by name of dept. It is on pt. form,
12 x 3 x 11. 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 Trial Department
(Office of custody) (Office which made the record, if different)

Address of office of custody Willow St. Room 4
(Name of building, room number, street address)

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

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

2. Dates 1939 - -
(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 Receipts
(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 fines paid by person
(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 those

of fine arresting officer signature
of Registrars.
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 dept under ind. titles.
(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 printed form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size 7 1/2 x 11 x 3 1000 50 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 Special Negotiator
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Ray V. Shading, Willow St. Room 20
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)

Jurat Magistrate (Mr. Ray V. Gladding)

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Receipts

1939--

alph. by name of dept. under index tabs.

Law. on pt. found

Contents: Receipts of fines paid by person arrested giving receipt no., date, name of person arrested, offense, amount of fine, arresting officer, Signature of Magistrate.

In office of Jurat Magistrate Sacramento

Total no. of vols. or f.d.'s
Average no. of pages
Estimated no. of papers 50

1 f.d.

Size: largest
smallest

12 x 11 x 3

Treue Magistrate

Berlin

211

Civil Docket

1935 -- 3 Vols.

(No. 1-3) Title Varies;

Ledger, 2 Vols. 1935-
May 31, 1939.

Justice of the Peace record 1935- May 31, 1939
and trial magistrates, June 1939 -- of proceedings
in civil trials, giving case no., names of Pft. and Dft.,
type of action, summons, to whom issued, &
date returnable, dates of return and trial, ~~if~~
amount of judgment, names of witnesses, and
costs. ^{HTC} Arr. named by case no., indexed aft. by name of
Dft. 1 Vol. June 1939 -- also ^{indexed} on Pft. Arr. 15 pp. 14 x 9 x 1/2, 18 x 10 1/2 x 1/2

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 Trial Magistrate Mr. Fred A. Culver, Sr.
(Office of custody) (Office which made the record, if different)

Address of office of custody Broad Street Berlin
(Name of building, room number, street address)

1. Title "Ledger" (Civil Docket) "Civil 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 1935 - - -
(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 1 vol 1939 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 Record of all civil cases in magistrate's
(Purpose and general nature of record. Principal items of information

shown. Summary of forms used in making record, their headings, etc. If a very
office, giving names of pef. & del., date,
proceedings of trial, amount of judgments,
general or miscellaneous record, detailed information as to type of records

costs, date satisfied or withdrawn.
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 case no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing 3 vols. 1935-39, self-con. front by def. + p.no.
(Self-contained--describe what it shows. If separate, fill out a form for it,

1 vol 1939-- self-con. front by def. + p.no. & self-con. back
and place cross reference here to that form by title and identification number)

9. Writing h dw.
(Handwritten. Handwritten printed form. Handwritten 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 1935-39- 14 x 8 3/4 x 1 1 vol 1939-- 18 x 10 1/2 x 2.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities Locked in cabinet in mag-
(Room, vault, wall--N.E.S.W., section, bin, shelf,

istrates office.
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)

over. + p.no. by self.

Trial Magistrate - Berlin - Mr. Fred A. Culver, Sr.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

Justice of Peace Records

"Ledger" (Civil Docket #1)	1935-38	arr. numer. by case no.	self-con. front arr. alph. by name of deft + p.no.	Ldiv	276 P.
"Ledger" (" " #2)	1938-39	"	"	"	"

Trial Magistrate's Record

"Civil Docket June 1939 To Worcester County Md. No. 3"	1939--	"	self-con. front by deft. + p.no. self-con. back by pef. + p.no.	Ldiv.	250 pp.
--	--------	---	--	-------	---------

Contents: Record of all civil cases, giving name of pef. + deft, date, proceedings of trial, amount of judgments, costs, date satisfied or withdrawn.

Total no. of vols. or f.d. 3
~~Average~~ no. of pages 250
 Estimated no. of papers _____

Size: largest 18 X 10 1/2 X 2 (1 vol 1939)
 smallest 14 X 8 3/4 X 1 (2 vol. 1935-39)

List of Forms enclosed. (May 31-1931)

Deed Record (rechecked)	177 vols.	1784--
Index to deeds (")	34 "	1742--
Mortgage Records (")	21 "	1921--
Court Proceedings	15 "	1817--
Chattel Records	4 "	1933--
Conditional Contracts of Sales Dockets	6 "	1917--
Chancery Records	41 "	1818--
Chancery Docket	16 "	1822--
Chancery Index	2 "	1910--
Stet Docket	3 "	1876--

Index to Mortgages

Index to Mortgages & Bills of Sale. 1914-1917 © D.C.
1 vol - 1914-1917 O.D.C.

Contents - Campbell system arr. alph. by date
names grantee & grantor, direct & reverse, instr.,
liber, no., folio.

504 pp. 18x.12x3.

pk. on form
sent in by Paige.

Index under pt'd heads.

Index to Mortgages Beginning April 1st, 1925

A-K L-Z

212

Criminal Docket,

1935 - - 5 Vols. (Nos. 1-4, 3). Title varies; ledger 4 Vols. 1935-May 31-1939.

Justice of peace record 1935-May 31, 1939 and
 trial magistrate's June 1939 - - of criminal
 trials, giving date, name of deft, charge, arresting
 officer, names of witnesses, verdict at trial, amount
 of fine and costs ^{or} if released under recognizance
 or committed to jail awaiting grand jury action.
 Arr. numbers by docket no. Indexed alph. by name
 How. Hrb. 48 pp. 17x9x2, 18x10 1/2 x 2 1/2. Office

How about papers for all trial
magistrates?

The trial magistrates

Courts were not established
until June, 1939. Except
Cash Book. There certainly
is a variance in title and
in type of contents from
1935 to May 1939. Use the
addressed sheets for each vol.

Bot. file.

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 Trial Magistrate Mr. Fred A. Culver, Sr.
(Office of custody) (Office which made the record, if different)

Address of office of custody Broad Street Berlin
(Name of building, room number, street address)

1. Title "Ledger" (Criminal & Auto Docket) "Criminal 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 1935--
(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 1 vol No. 3 (1939--)
(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 4 vols. (1935-1939) contain record of all Criminal cases and Auto violation cases, giving name of dept., date writ issued, proceedings of case, plea, verdict, amount of judgments & 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 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

1 vol. (June 1939--) contains record of _____
(and attached)

6. Contents--continued Criminal cases only.

7. Arrangement numer. by case no. (all vols.)
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing self. con. front alph. by name of
(Self-contained--describe what it shows. If separate, fill out a form for it,
dept. & p. no. (all vols.)
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 4 vols. (1935-39) 14x8 3/4 x 2 476 pp.
(Of record or container. Height, width, thickness or depth. Average number of
1 vol (1939--) 18x10 1/2 x 2 1/2 500 pp.
pages or documents)

11. Location by dates and quantities In locked cabinet in
(Room, vault, wall--N.E.S.W., section, bin, shelf,
office.
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)

Trial Magistrate - Berlin - Mr. Fred A. Culver, Sr.

All markings on outside of vols. or f.d.	Dates covered in vol. f.d.	Arrangement	Indexing	Writing	
<u>Justice of Peace Records.</u>					
"Ledger" (Criminal and Auto Docket # 1)	1935-36	numer. by case no.	alph. by dept. & p. no.	hdiv	476
"Ledger" (" " " " # 2)	1936-37	"	"	"	"
"Ledger" (" " " " # 3)	1937-38	"	"	"	"
"Ledger" (" " " " # 4)	1938- ^{may 31} 1939	"	"	"	"
<u>Trial Magistrate's Record</u>					
"Criminal Docket June 1939 to Worcester County Md. No. 3"	June 1st 1939--	"	"	"	500

(1935- may 31, 1939)

Contents: 4 vols of Justice's records, contain record of all Criminal cases and auto violation cases, giving name of dept., date writ issued, proceedings of case, plea, verdict, amt. of judgments + costs.

Total no. of vols. or f.d.'s 5
 Average no. of pages 476 1 vol 500
 Estimated no. of papers

Size: largest 18 x 10 1/2 x 2 1/2 (1 vol) ¹⁹³⁹⁻⁻
 smallest 14 x 8 3/4 x 2 (4 vols)

Trial Magistrate record (1 vol June 1, 1939--) contains only record of criminal cases.

213

Index at Dept. by name of left.
H.W. on p. 2. forms, Apr. 300 pp.
14x10x1. Office.

Docket for Trial
Magistrates Motor Vehicle
Cases, 1939 - - 2 Vols.
(F-215, F-132) 1935-May 31
1939 in Criminal Docket.

Record of proceedings in violation of motor
vehicle law, giving case no., date of violation,
section of code violated, place, name of complainant,
arresting officer and witness, nature of warrant,
arrest slip no., date of trial, plea, verdict,
amount of fine and cost, or sentence, if period
committed, amount remitted to the Commission
of Motor Vehicles, date, check no., appeal date, names of
bondsmen, amount of bond, date of filing papers with
the Clerk of Court, and remarks, H.W. numer. by docket no.

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 Trial Magistrate Mr. Fred A. Culver, Sr.
(Office of custody) (Office which made the record, if different)

Address of office of custody Broad Street Berlin
(Name of building, room number, street address)

1. Title "Auto 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 1939--
(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 a-215 a-132
(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 all violation of Motor Laws.
(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 Numerically by case no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing self-con. front, arr. alph. by name
(Self-contained--describe what it shows. If separate, fill out a form for it,
of car owner giving case no.
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 14x10x1 300 pp.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

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

magistrate's office.
cabinet, on floor)

12. Other information For prior auto cases see
(Condition of record if not good. Relation to other records.

Criminal Docket 1935-39.
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)

Trial Magistrate - Berlin - Mr. Fred A. Culver, Sr.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	
"Docket for Trial Magistrates Motor vehicle cases A-215"	June 1st 1939-40	numer. by case no.	alph. by name of car owner & case no.	hdw. on ptd. forms.	300
"Docket for Trial Magistrates Motor vehicle Cases A-132"	1940--	"	"	"	"

Record of all violations of motor laws.

Total no. of vols. or f.d.'s 1
 Average no. of pages 300
 Estimated no. of papers

Size: largest 14 X 10 X 1
 smallest

OFFICE MEMORANDUM
WORKS PROGRESS ADMINISTRATION
OF MARYLAND

DATE

TO Mr. Loring.

FROM

BE BRIEF

Re Berlin Trial Magistrate. Mr. Fred A. Culver has held office since 1935. Records prior to June 1st, 1939 are his old Justice of Peace Records. Does this simplify matters?

I checked all Ocean City and Berlin Trial Magistrates.

Ruth S. Leonard

OFFICE MEMORANDUM

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE May 9, 1940

TO Mrs. Ruth S. Leonard FROM Francis F. Lansing

BE BRIEF

I am returning two forms for trial magistrates at Pocomoke City for correction. The records of each trial magistrate should be uniform, a motor vehicle docket, a criminal and a civil docket, returned warrants and summonses and cash records. The criminal docket at Ocean City is reported as a record of commitments only while those in Pocomoke ^{and} suggest criminal trials. Each trial ~~has~~ ^{should} magistrate is equal in authority in matters ^{file} within their jurisdiction so I believe all the records should be the same. Will you

OFFICE MEMORANDUM

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE

TO

FROM

BE BRIEF

please check the criminal docket items.
We have no reports for trial magistrate
at Berlin, Mr. Fred. A. Quevar.
A very good history of the fire company
at Berlin was sent with the reports. We
would like to have a history of each
of the other companies. The best sources
of information are the corporation records
in the clerk of court, the minutes of the
county commissioners and the fire companies.

214

Cash Book, 1939 - -
1800.

Daily record of cash receipts for
fines and costs, giving date, name of
debtor, amount, and total receipts for
each month. Also contains ~~copy of~~ monthly
~~report~~ record of remittances to the
County Commission and
the Motor Vehicle Commission. Arr. chron.
by date of recording. Hdw. 76 pp.
14x9x1/2. 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 Jrial Magistrate Mr. Fred A. Culver, Jr.
(Office of custody) (Office which made the record, if different)
Address of office of custody Broad Street 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 1939--
(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 Daily record of all monies received by
(Purpose and general nature of record. Principal items of information

magistrate giving date, name, amounts
shown. Summary of forms used in making record, their headings, etc. If a very

received from costs, fines and total
general or miscellaneous record, detailed information as to type of records

amount received for each month.
contained and dates covered by each should be given. Unless contents of these

also Monthly record of all monies paid to Co.
records are described by other Forms 12-13HR, such forms should be filled out

Commissioners and Motor Vehicle Commissioner
and attached)

6. Contents--continued _____

7. Arrangement Chron. by date of entry
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none
(Self-contained--describe what it shows. If separate, fill out a form for it,
and place cross reference here to that form by title and identification number)

9. Writing 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 3/4 76 pp.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities Cabinet of Magistrate's
(Room, vault, wall--N.E./S.W., section, bin, shelf,
office (locked).
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)

Trial Magistrate - Berlin.

Mr. Fred A Culver, Sr.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Cash Book"	1939--	Chron. by date of entry	none	hdw. 76 under hdw. heads

Contents: Daily record of all monies received by magistrate giving date, name, amounts received from costs, fines, and total amount received for each month.

Monthly record of all monies paid to Co. Commissioners and Motor Vehicle Commissioners.

Total no. of vols. or ~~f.d.~~ 1
 Average no. of pages 76
 Estimated no. of papers

Size: largest
 smallest 14 x 8 3/4 x 1 1/2

Trial Magistrate

Ocean City

Completed

215

Civil Decret
Worcester Co. 1939--
1 Vol. (No. 4)

Record of proceedings in civil trials, giving
Case No., names of Plt. and deft., type of
action, summons, to whom issued, date returnable,
date of return, and trial, amount of judgment,
names of witnesses, and costs. Arr. numer.
by decretal no. Indexed alph. by name
of deft. Hdw. ~~300~~ pp. 18x12x3. Office.
250 pp

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 Trial Magistrate
(Office of custody) (Office which made the record, if different)

Address of office of custody Dorchester St. Access City
(Name of building, room number, street address)

1. Title "Civil Docket Worcester Co. No. 4"
(Give present 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 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 proceedings in Civil
(Purpose and general nature of record. Principal items of information

action, giving case no., pt., dist.
shown. Summary of forms used in making record, their headings, etc. If a very

type of action, warrant, to whom
general or miscellaneous record, detailed information as to type of records

issued and returnable, dates of return
contained and dates covered by each should be given. Unless contents of these

and trial amount of judgment
records are described by other Forms 12-13HR, such forms should be filled out

Witnesses and Costs.
and attached)

6. Contents--continued _____

7. Arrangement Numer. by docket no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing alph. by name of dept. giving page 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 X 12 X 3 300 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 Trial Magistrate
(Room, vault, wall--N.E.S.W., section, bin, shelf,

across 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)

Trial Magistrate

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Civil Docket Worcester Co. No. 4"

1939--

Numer. by docket no.

alph. by name of deft giving preference

Hdw.

Contents: Record of proceedings in civil actions, giving case number, plf., deft., type of action, warrant, to whom issued and returnable, date of return and trial, amount of judgment, witnesses and costs.

In office of Trial Magistrate, Ocean City

Total no. of vols. or f.d.'s 1 vol.
 Average no. of pages 250 ✓
 Estimated no. of papers _____

Size: largest 18x12x3
 smallest _____

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 Dorchester

State Maryland

Name of agency or office

Trial Magistrate Mr. Edward J. White
(Office of custody) (Office which made the record, if different)

Address of office of custody

Ocean City - Dorchester St.
(Name of building, room number, street address)

1. Title "Civil 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 1st 1939--

(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 no. No. 4.

(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 all Civil Cases in mag-
(Purpose and general nature of record. Principal items of information

istrate's office, giving name of pef. &
shown. Summary of forms used in making record, their headings, etc. If a very
deft., date of trial, proceedings of trial,
general or miscellaneous record, detailed information as to type of records
verdict, amount of judgments and
contained and dates covered by each should be given. Unless contents of these
costs.

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

and attached)

6. Contents--continued _____

7. Arrangement number, by case no. + Chron. *By date of trial.*
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing self-con. both front + back not used. (only 2 cases entered to 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 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 18x10 1/2 x 2 252 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In drawer of desk in office.
(Room, vault, wall--N.E.S.W., section, bin, sholf, 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)

Trial Magistrate - Ocean City - Mr. Edward J. White

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Civil Docket June 1st 1939 to Worcester County, Md. No. 4"	June 1st 1939 --	numer. by case no. & chron. by date of trial	self-con. index in front & back <u>not used</u>	h.d.w.

252 pp.

Contents - Record of all civil cases in magistrate's office, giving date, name of pef. & def., proceedings of trial, verdict, amount of judgments and costs.

N.B. only 2 cases entered to date.

Total no. of vols. or ~~f.d.~~s 1
 Average no. of pages 252
 Estimated no. of papers

Size: largest 18 x 10 1/2 x 2.
 smallest

214

Criminal Docket
1939 - - Vol. (No. 4)

Record of criminal trials, giving date, name of deft.,
charge, arresting officer, names of witnesses,
verdict at trial, amount of fine and costs, or
sentence, if released under recognizance,
or committed to jail for great jury action.
Arr. number, by docket no. Indexed alph. by name
of deft. Hdw. ~~11~~ 150 pp. 18x12x3. 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 Trial Magistrate
(Office of custody) (Office which made the record, if different)

Address of office of custody Dorchester St. Ocean City
(Name of building, room number, street address)

1. Title "Criminal Docket Worcester Co. No. 4"
(Give present 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 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 magistrates commitments in
(Purpose and general nature of record. Principal items of information

Criminal Cases, giving case no., name of
shown. Summary of forms used in making record, their headings, etc. If a very

plft. & det. charge, date of commitment & costs.
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 Alphabetically by docket no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing Alph. by name of debt. giving page 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 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 18 X 12 X 3 250 pp.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In Magistrate office Ocean City, Dorchester St.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information This magistrate J. Edward White will have been in office one year in June.
(Condition of record if not good. Relation to 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)

Trial Magistrate

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Criminal Docket Worcester Co. No 4"	1939 --	Number by docket no.	Alph. by name of deft. giving page no.	Hdw.

Contents:

Record of magistrates commitments in Criminal Cases, giving case no., plf., deft., charge, date of commitment and cost.

Location:

In magistrate office Ocean City, Dorchester St.

Other information

This magistrate J. Edward White will have been in office one year in June.

Total no. of vols. ~~or fd.~~'s 1
 Average no. of pages 250
 Estimated no. of papers

Size: largest 18x12x3
 smallest

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 Trial Magistrate Mr. Edward J. White
(Office of custody) (Office which made the record, if different)

Address of office of custody Ocean City, Md. Dorchester, St.
(Name of building, room number, street address)

1. Title "Criminal 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 1st, 1939 - -
(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 no. No. 4
(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 all criminal cases entered
(Purpose and general nature of record. Principal items of information
in magistrate's office giving date of arrest
shown. Summary of forms used in making record, their headings, etc. If a very
charges date of trial, plea, verdict, judgment
general or miscellaneous record, detailed information as to type of records
and costs.
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 number, by case no. & chron by date of trial
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing self. con. front - alph. by name of
(Self-contained--describe what it shows. If separate, fill out a form for it,
deft. & p. no. under index tabs.
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 10 1/2 X 2 1/2 500 pp.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In drawer of desk in
(Room, vault, wall--N.E.S.W., section, bin, shelf,
office.
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)

Trial Magistrate - Ocean City - Mr. Edward J. White

All markings on outside of vols. or fd..	Dates covered in vol. fd.	Arrangement	Indexing	Writing
<p>"Criminal Docket June 1939 to Worcester County Md. no. 4"</p>	<p>June 1st 1939 --</p>	<p>Number by case no. & chron. by date of trial</p>	<p>alph. by name of deft. & p. no. under index tabs.</p>	<p>hdw.</p>

500 pp.

Contents: Record of all criminal cases entered in magistrate's office, giving date of arrest, charges, date of trial, plea, verdict, judgments & costs.

Total no. of vols. or f.d.s. 1
 Average no. of pages 500
 Estimated no. of papers

Size: largest 18x10 1/2 x 2 1/2
 smallest

217

Trice Magistrate Motor
Vehicle Cases, H. 45.
1939--1 Vol. (H 45)

Record of proceedings in violation of
Motor Vehicle laws, giving case no. date of violation,
section of code violated, place, name of complainant,
arresting officer and witness, nature of warrant,
arrest slip no., date of trial, plea, verdict, amount
of fine and cost or sentence, if paid or committed,
amount remitted to the Commissioner of Motor
Vehicles, date, check no., appeal date, name
of bondsmen, amount of bond, date of filing
of papers with clerk of court, and remarks.
For. numer. by docket no. H.W. by ptd. for sum. Sideral, alph
200 pp. 12 X 18 X 2. Office. by name of Dept.

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 Trial Magistrate
(Office of custody) (Office which made the record, if different)
Address of office of custody Dorchester St. Ocean City
(Name of building, room number, street address)

1. Title "Trial magistrate, motor vehicle cases G-75"
(Give present 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 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 proceedings in motor vehicle
(Purpose and general nature of record. Principal items of information

cases, giving case no., date of violation,
shown. Summary of forms used in making record, their headings, etc. If a very

license no., owner, address, violation,
general or miscellaneous record, detailed information as to type of records

section, place, complainant, arresting
contained and dates covered by each should be given. Unless contents of these

officer, arrest slip no., witness, date
records are described by other Forms 12-13HR, such forms should be filled out

of trial, plea, verdict, fine and cost,
(and attached)

6. Contents--continued fine pd. or committed, sig. of trial magistrate, appeal date, bondsman, amount of bond, date of filing papers with clerk of court and remarks.
7. Arrangement Numer. by docket 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. 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 14 x 2 app. 200 pages
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities Trial magistrate office,
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Dorchester St. Ocean City
cabinet, on floor)
12. Other information This money is sent with in
(Condition of record if not good. Relation to other records.
five days after trial, to the Comm.
information on prior, subsequent, or similar records. Whether record is known
of motor vehicles.
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)

Trial Magistrate

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Trial magistrates, motor vehicle cases A-75"	1939--	Numer. by docket no.	✓	Hdw. on ptd. forms

Contents:

Record of proceedings in motor vehicle cases, giving case no., date of violation, license no., owner, address, violation, section, place, complainant, arresting officer, arrest slip no., witness, date of trial, plea, verdict, fine and cost, fine pd. or committed, sig. of trial magistrate, appeal date, bondsmen, amount of bond, date filing papers with clerk of court and remarks.

Location:

Trial magistrate office on Dorchester St. Ocean City.

Other:

This money is sent, with in five days after trial, to the Comm. of motor vehicles.

Total no. of vols. or f.d.'s 1
 Average no. of pages 200
 Estimated no. of papers

Size: largest 12x14x2
 smallest

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 Trial Magistrate Mr. Edward J. White
(Office of custody) (Office which made the record, if different)

Address of office of custody Ocean City, Dorchester St.
(Name of building, room number, street address)

1. Title "Auto 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 1st 1939 --
(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 a-75
(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 all violations of motor
(Purpose and general nature of record. Principal items of information

vehicle laws
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 number, by case no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing alph. by name of car owner
(Self-contained--describe what it shows. If separate, fill out a form for it,
giving case no. (self-contained)
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 14 X 10 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 drawer of desk
(Room, vault, wall--N.E.S.W., section, bin, shelf,
of magistrate
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)

Trial Magistrate - Ocean City - Mr. Edward J. White

All markings on outside of vols. or fd.

Dates covered in vol. ~~fd.~~

Arrangement

Indexing

Writing

"Docket for Trial Magistrates Motor Vehicle Cases A-75"

June 1st - 1939 - -

numer. by case no.

alph. by name of car owner & case no.

hdu on ptd. forms

300 pp.

Contents - Record of all violations of motor vehicle laws - (ptd form)

Total no. of vols. or f.d.'s 1
 Average no. of pages 300
 Estimated no. of papers

Size: largest
 smallest

14X10X1

218

Cash Book, 1939
— — 1 Vol.

Daily

Record of cash receipts for fines and
costs, ~~costs~~ and copy of monthly report
to County Commissioners, giving
date, amount of fines and costs and
totals. Arr. Chron. by date of recording.
Hdw. 200 pp. 18 x 12 x 1/2. Office.

Lester R. 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 Trial Magistrate
(Office of custody) (Office which made the record, if different)

Address of office of custody Dorchester St. Ocean City
(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 1939 - -
(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 Monies entered monthly and sent
(Purpose and general nature of record. Principal items of information

to Co. Commissioner and Criminal
shown. Summary of forms used in making record, their headings, etc. If a very

and civil cases giving date amount
general or miscellaneous record, detailed information as to type of records

of receipts and cert. totals
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 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 18 x 12 x 1 1/2 appx. 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 Trial Magistrate
(Room, vault, wall--N.E.S.W., section, bin, shelf,
Ocean city.
cabinet, on floor)

12. Other information There are no Justices of Peace
(Condition of record if not good. Relation to other records.
in Worcester Co. anymore, they are
Information on prior, subsequent, or similar records. Whether record is known
called Trial Magistrates and have
to have been kept earlier than dates shown in item 2)
authority to sentence to two years
in House of Correction.

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

(Place of publication) (Date of publication)

Trial Magistrate

All markings on outside of
vols. or fd.

Dates
covered
in vol.
fd.

Arrangement

Indexing

Writing

"Cash Book"

1939--

Chron. by date
entered

Hdw.

Contents: Monies entered monthly and sent
to Co. Commissioners for Criminal and
Civil Cases, giving date, amount of receipts
and costs.

In office of Trial Magistrate - Ocean City.

Total no. of vols. or f.d.'s

1 vol.

Average no. of pages

200

Estimated no. of papers

Size: largest

smallest

18x12x1 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 Trial Magistrate Mr. Edward J. White
(Office of custody) (Office which made the record, if different)

Address of office of custody Ocean City Dorchester St.
(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 June 1st 1939 --
(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 Daily record of all monies received
(Purpose and general nature of record. Principal items of information

by trial magistrate giving date, name,
shown. Summary of forms used in making record, their headings, etc. If a very

amount received from costs, fines, and
general or miscellaneous record, detailed information as to type of records

Total amount received for each month.
contained and dates covered by each should be given. Unless contents of these

Monthly record of amount paid to County
records are described by other Forms 12-13HR, such forms should be filled out

commissioners.
and attached)

6. Contents--continued _____

7. Arrangement Chron. by date of entry.
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?)
8. Indexing none
 (Self-contained--describe what it shows. If separate, fill out a form for it,
 and place cross reference here to that form by title and identification number)
9. Writing hdw. under hdw. 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 14 x 8 1/2 x 3/4 76 pp.
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities In desk drawer of
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
Magistrate.
 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)

Trial Magistrate - Ocean City - Mr. Edward J. White

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
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"Cash Book"	June 1st 1939--	Chron. by date of entry.	none	Ldw hdw. heads.
-------------	--------------------	--------------------------------	------	-----------------------

Contents: Daily record of all monies received by trial magistrate giving date, name, amount received from costs, fines and total amount received for each month. Monthly record of amount paid to County commissioners.

Total no. of vols. or f.d.'s 1
~~Average~~ no. of pages 76
 Estimated no. of papers

Size: largest $14 \times 8\frac{1}{2} \times \frac{3}{4}$
 smallest

76

219

Vol. 1934-33, County
Commissioner's Vault

Sheriff's Docket

1893, 1895-1901, 1903-07,
1932, 1933, 15 Vols.

(14 Vols. 1893, 1895-01, 1903-07
labeled by court
terms)

Brief record of court proceedings for
temporary use of ~~the~~ Sheriff, giving names
of pt. and def., docket no., in appearance,
Civil and Criminal appeals, judiciale,
Criminal appearances and continuances,
and presentments. For names by docket
no. certain type of procedure. H.W. App. 80 pp 14x8 1/2 x 1/2
15 1/2 x 10 1/2 x 1. 14 Vols. 1893, 1895-¹⁹⁰¹, 1903-07, in quarters

Louise R. 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 *Sheriff*
(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 *"Sheriff's 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 *1893, 1895-1901, 1903-1907*
(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 court terms and dated by year.*
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records *1894, 1902 missing*
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents *Index names of plt. and dett. docket no. appearances, judicials, crim. appearances, crim. content.*
(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. 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 all Law.
(Handwritten. Handwritten printed form. Handwritten 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 $\frac{3}{4}$ x 8 $\frac{1}{2}$ x $\frac{1}{2}$ aver. 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)

These vols. are among clerk of Cir. Court's volumes in attic.

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

(Place of publication)

(Date of publication)

Clerk of Circuit Court

"Sheriff's docket Oct. term 1893"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket July term 1895"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket Jan. term 1895, March term 1895"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket Oct. term 1895, Jan. term 1896"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket May term 1896, July term 1896,
Oct. term 1896, J. H. Young Sheriff"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket, J. Henry Young Sheriff, Jan. term 1897,
Mar. term 1897, July term 1897"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket Jan. term 1898, J. S. Harrison, Sheriff
May term 1898"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"J. S. Harrison, Sheriff, Oct. term 1898, Jan. term 1899,
May term 1899, July term 1899, Oct. term 1899"
all Ldw. $13 \frac{3}{4} \times 8 \frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

Clerk of Circuit Court

"Shuff's docket Jan. term 1901, July term 1900, Oct.
term 1900, Wm. C. Landford Sheriff."

all Ldw. $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Wm. Whaley, Sheriff's docket, Jan term 1903, May term 1903,
July term 1903, Oct. term 1903."

all Ldw. $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket Jan. term 1904, May term 1904, July
term 1904."

all Ldw. $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket Jan. term 1905, May term 1905, Oct.
term 1905"

all Ldw. $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"H. J. Anderson, Sheriff's docket, Jan term 1906, May
term 1906, July term 1906"

all Ldw. $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

"Sheriff's docket Oct. term 1906, Jan term 1907, May
term 1907"

all Ldw. $13\frac{3}{4} \times 8\frac{1}{2} \times \frac{1}{2}$ appr. 65 pp.

Clerk of Circuit Court

14 vols. . 1893, 1895-1901, 1903-1907

Contents: Gives names of plt. and dft., docket no., appearances, judicials, crim. appearances, crim. continuances.

arr. numer. by docket no. under category of cases.

In attic of courthouse. (not to be taken to Clerk's vault).

1) What is the Sheriff's Docket doing in the County Commissioners' office?
The clerk might be able to tell you. As it stands, the form is incomplete.

28

291151

252

016

299

14

59

The Suing:

I am returning this form for "Sheriffs
Docket" that is in the Commis. vault.
Goodness knows why it is there, nobody
here knows, the rest are in the attic.
I haven't been able to see the sheriff yet his
office is always locked, but the clerk of Court
and State's attorney both told me he keeps
no records.

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.

4

VOLUMES AND UNBOUND RECORDS FORM

County *Worcester* State *Maryland*

Name of agency or office *Sheriff (In Comis vault.)*
(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 *"Sheriffs 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 1932 - Mar Term 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 *gives name of plt. + def., docket no., and proceedings of 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)

contains appearances, civil appeals, criminal appeals, judicials, criminal appearances, criminal continuances, presentments.

6. Contents—continued _____

7. Arrangement *numer. by docket no. within 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 *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 *15 1/2 x 10 1/2 x 3/4* *approx. 250 pp.*
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

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

12. Other information *This docket is kept in the*
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.)
Commissioner's vault but it is a Sheriff's
Whether record is known to have been kept earlier than dates shown in item 2)
record, nobody seems to know why it is in
Commis. vault.

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

(Place of publication) (Date of publication)

Sheriff's Docket

Sheriff's Docket March Term 1932 - March Term 1933.

1 vol.

gives names of plf. + deft., case number,
proceedings of cases, contains
appearances, civil appeals, criminal
appeals, judicials, criminal appearances,
criminal continuances, presentments.

arr. Chron. ^{by docket no.} within category of cases.
no index - hdw. approx 250 pp.

$15\frac{1}{2} \times 10\frac{1}{2} \times \frac{3}{4}$.

Commissioner's vault.

220

(Prisoners Record)

1870-71, 1938-- 3 vols.

Record of prisoners in jail, giving date, name of prisoner, address, sex, color, nationality, marital status, height, weight, name of arresting officer, offense, articles taken from prisoner, and disposition of case. Early records also contains daily record of jail expenses. Arr. kept by name of prisoner. Htes. Htes. 200 pp. ^{1 1/2" x 8" x 1/2"} 4 x 8 x 1/2. ~~Jailed home.~~

1 Vol. 1870-71 general, 2 vols. ~~1870-71~~ 1938-- jailed home.

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 *County Jail*
(Office of custody) (Office which made the record, if different)

Address of office of custody *Snow Hill Rd.*
(Name of building, room number, street address)

1. Title *(Jailers 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 *1938 - - -*
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity *2 volumes*
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling *✓*
(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 *Prisoners record giving prisoners in jail*
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
date, name, address, sex, color, nationality, martial status, height, weight, arresting officers, offence, articles in possession of prisoners, disposition.

6. Contents—continued _____

7. Arrangement Alph. by name of prisoner
(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 1/4 200 pages
(Of record or container. Height, width, thickness or depth. Average number of pages/or documents)

11. Location by dates and quantities Jailers home
(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)

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Jailors books)

1938 -

Alph. by name of prisoner

Hdw.

Contents:

Prisoner's records, giving prisoners in jail, date, name, address, sex, color, nationality, marital status, height, weight, arresting officer, offence, articles in possession of prisoner, disposition.

Location:

at the jailors home.

Total no. of vols. or f.d.'s 2
Average no. of pages 200
Estimated no. of papers

Size: largest 14x8x1/4
smallest

Lewis 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 *Sheriff*
(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 *(file docket) "Isaac M. Barnes docket" on inside of cover.*
(Give present 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 *1870-71*
(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 *Daily report of jail giving names of prisoners, date committed and released, no. of days served and amount, expenses of jail for prisoners and jail, including washing, fuel, scrubbing, jail 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)
(of prisoners clothes)

6. Contents—continued _____

7. Arrangement Chron. by date of arrest.
(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 H.W.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.

10. Size 12 1/2 x 8 x 1/4 18 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)

Sheriff

(Kit) Isaac M. Bowen's Kit outside

1870-71 12 1/2 x 5 x 1/4 18 pp

by date of arrest.

daily report of jailer giving name of
no., date committed and released, no.
of days held and amount. Expenses of
jailer for prisoners and jail including
working, fuel, scrubbing jail, etc.

In office of Courthouse

Trice Magistrate

Sheriff

2 entries

Snow Hill

Pocomoke

Berlin

Ocean City

All entries

W.W. Price

Trial Magistrate

Snow Hill

Answers, file

Tom as always, 10/1/1912

Dr. H. P. Price

Trial Magistrate

Ocean City

Trine Magistrate

Ocean City

Trial Magistrate

Berlin

Total Magistrate

Berlin

Trial Magistrate

Pocomoke

Postcard

Timberline State

Skewiff

1500

1700

834

4034

44

11

2

10

Wor. Co. Newport-Town,-1744.

An act to enable certain commissioners therein named to lay out forty acres of land into eighty lots, for a town on Indian river, in Worcester County, as also forty acres of land into eighty lots, at the head of Asseteague Creek, at a place commonly called The Trap, for a town.

May, 1744, ch. 23. Kilty Vol. 1.

Suppl. Acts, 1745, ch. 3. and 1748, ch. 12.

"N.B. by this act,.1. The Commissioners are empowered to buy 40 acres of land, at each of the said places, and cause the same to be laid out into 80 lots in each of the aforesaid towns. 2. The commissioners to meet upon the lands aforesaid, before the last day of November next, then and there to treat with the owners for the purchase thereof, and in case of refusal or disability of the owners to sell, to cause the same to be valued by a jury, and whatever sum the jury shall assess and award, shall be the price to be paid to such owners &c. 3. The Commissioners after such purchase or valuation to cause the same 40 acres in each town to be laid out into 80 lots, allowing space for streets, lanes &c., and number the lots from one

(continued next page)

Wor. Co. Newport-Town,-1744.

to eighty; and the streets and lanes to be distinguished by names, and by posts set up. 4. The commissioners to assess and ascertain the price of the several lots, according to their value, convenience, &c. so as that the price of all the lots in each town may amount to the sum agreed for, or awarded by the jury. 5. The lands so divided and laid out shall be erected into towns, and that situated on Indian river, on John Massey's and Thomas Eydolats Plantation to be called Baltimore-Town, and that at the head of Asseteaque Creek, at the Trap, to be called Newport-Town. 6. The owners of the land to have the first choice of any lots in each town, so that such choice be made within 10 days after the survey, after which time, any person to be at liberty to take up lots in each of the towns, paying the price set thereon; and every person paying the price of the lot by him or her taken up, or proving, to the satisfaction of the commissioners, a tender thereof to the owner aforesaid, and that the owner had refused to accept the same, and an entry of such payment, or tender and re-

(continued next page)

Wor.Co. Newport-Town,- 1744.

fusal, being made as hereafter directed, shall invest such person with an estate of inheritance, in fee simple, of and in such lot, to him or her, his or her heirs forever, without any deed, &c. from such owner for the same. 7. None to take up above one lot within 12 calender months after survey. 8. Persons taking up lots in either of the above towns shall within three years after such taking up, build and finish thereon one good substantial and tenantable house, with one brick or stone chimney thereto, that shall cover not less than 400 square feet of ground, exclusive of sheds; and persons neglecting to build as aforesaid, wtihin the time limited, shall lose such lot, and the estate of such taker up shall thenceforth cease and determine, and the lots so neglected to be build upon, may be taken up by any other person whatsoever, which second taker up, paying the commissioners the price thereof so as aforesaid assessed, and entry thereof made as aforesaid, and building thereon as before directed, within

(continued next page)

Wor. Co. Newport-Town, - 1744.

the time before limited, after such second taking up, shall have the like estate therein as the first taker up (Who shall comply with all the requisites before mentioned) are declared to have, and so, toties-quoties, until the same lot is built upon and improved as aforesaid, and the money paid by such second taker up shall be applied by the commissioners to the use and benefit of the town. 9. The surveyor to make out fair and exact plots of the town whereby each lot, street, lane and alley therein, may appear well distinguished by their respective numbers and names, and the same plots, with full and plain certificates thereon, shall deliver to the commissioners, to be repositied as hereafter directed. 10. The commissioners to employ a sufficient clerk, and administer an oath to him for the due performance of his office, which clerk shall find a well bound book for entering proceedings of the said commissioners in the premises, and faithfully register therein the certificates of the

(continued next page)

Wor. Co. Newport-Town, 1744.

surveys, and all other transactions of the commissioners in and about the town aforesaid; the said registry, with the plots and certificates being carefully examined by the commissioners, shall, when completed, be lodged with the county clerk, to be by him kept among the county records.

11. Possessors of lots to pay one penny sterling yearly rent for each lot to the right honorable the lord proprietor, his heirs or assigns.

Wor. Co. Boundaries, 1742.

An act to divide Somerset County, and to erect a new County on the Sea-board Side, by the name of Worcester.

Sept. 1742, ch. 19. Kilty Vol. 1.

"N.B. by this act, 1. After the 10th, December next, the bounds of Somerset county shall contain as followeth: Beginning at Watkin's Point, and from thence running up Pocomoke Bay to the mouth of Pocomoke river up and with the said river to the mouth of Dividing Creek, thence up the Westernmost side of the said creek to the bridges called Dentstone's bridges, and from thence West to the main road, over Cox's branch, to the broad creek bridge, and down the said branch and creek into Nanticoke river, thence down the said river with Dorchester county to the mouth thereof, and from thence, including all the islands formerly deemed to be in Somerset County, to the beginning called Watkins Point; and that after the said 10th December, all the remaining part of what is now reputed to be within the county of Somerset, to the extent of this Province, shall be and is hereby constituted into a county, and shall be nominated, called and known by the name

(continued on next page)

Wor. Co. Boundaries,-1742.

of Worcester County, and the inhabitants thereof shall have and enjoy equal privileges with the other counties of this province, in sending delegates to the general assembly, having county courts, sheriffs, justices, and other officers and ministers, as usual in other counties, &c.

2. Certain commissioners are appointed and empowered to purchase from the owners of such land in the town of Princess-Anne and Snow-Hill, not being more than one nor less than half an acre, whereon to erect a courthouse in each county, and in case of refusal, or disability of the owner to sell such land, to have the same valued by a jury, and the payment of such valuation to the owner, &c. or tender thereof, shall invert to justices, and their successors, with an estate in fee-simple, for the use of such county court forever. 3. The justices empowered to contract for the building, and cause a courthouse to be built in their respective counties on the said lands, and to raise sums, not exceeding L. 1000 in each county, to pay for the lands and buildings, by three equal yearly assessments.

Wor. Co. Boundaries,-1742.

4. The justices of Somerset County to sell by Vendors, to the highest bidder, the present courthouse and lands belonging to the said county, half the produce whereof to be paid to the justices of Worcester County, and be by them applied to the county charge, the other half to be in like manner applied by the justices of Somerset County, to defray the public charge of that county. 5. Worcester County Court to be held on the first Tuesday of the months of March, June, August and November, yearly; and the assize in the said county to begin, and be held on the Tuesdays before the assizes in Somerset County; and the assize and county courts of Somerset County, after the last day of November next, shall be held at Princess-Anne-Town aforesaid.

Wor. Co. Jail-House,-1744.

An act for building a prison in Worcester County.

May, 1744, ch. 15. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Levy Court,-1744.

An act to encourage the distroying of bears in Worcester County.

May, 1744, ch. 1. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Snow-Hill-Town, -1747.

A supplementary act to the act for laying out the town anew, commonly called Snow*Hill-Town, in Somerset County.

May, 1747, Ch. 7. Kilty Vol.1.

"N.B. The original act of 1742, ch. 11., having directed the plot of the town, and the proceedings of the commissioners, to be lodged with the clerk of Somerset County, which (by reason of the late division of that county,) might make it very inconvenient to the inhabitants of Snow-Hill-Town, to report to the clerk of Somerset County for making the necessary searches, &c. the present act directs, ~~1. That the record book of the Proceedings of the commissioners, and plot of the town, shall be transmitted to the clerk of Worcester County, to be lodged among the records of the said county, &c.~~ 2. That no person living within the said town unless within their own enclosures, (under penalty of ten shillings current money for each transgression, to be recovered before any magistrate, as in the case of small debt, for the use of the County School), shall keep any swine, or geese belonging to themselves, or any other."

Wor. Co. Snow-Hill-Town, - 1747

"A" Supplementary act to the the act for laying out the town and new
Commonly called Snow-Hill-Town, in Somerset County, May, 1747, ch. 7. Kilty Vol. 1.

"N. B The original act of 1743 ch. 11, having directed the plot of the the town, and
the proceedings of the commissioners, to be lodged with the Clerk of Somerset County,
which (by reason of the late division of that county,) might make it very
inconvenient to the inhabitants of Snow-Hill-Town, to report to the clerk of
Somerset County for making the necessary searches, &c. the present act directs,
1. That the record book of the Proceedings of the commissioners, and plot of
the town, shall be transmitted to the clerk of Worcester County, to be
lodged among the records of the said County, &c. 2. That no person living
within the said town, makes within their own enclosures, (under penalty of
Ten shillings current money for each transgression, to be recovered before any
Magistrate, as in the case of small debt, for the use of the County School,) shall
keep any swine on ground belonging to themselves, or any other, &c."

Wor. Co. Levy,-1748.

An act empowering the justices of Worcester County to levy on the taxable inhabitants of All Hallows Parish in the said County, a sum not exceeding eight thousand pounds of tobacco, for uses therein mentioned.

May, 1748, ch. 6, Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Newport-Town,-1748.

An act granting a further time for surveying and laying out a town in Worcester County called Newport-Town, and confirming the privileges granted by the former act to the town.

May, 1748, ch. 12. Kilty Vol. 1.

"N.B. The time limited in the act of 1745, ch. 3. having elapsed before anything could be done in pursuance thereof, the present act invested certain commissioners with the same powers &c. and confirms the privileges &c. to the inhabitants, or owners of lots in the said town, as was given by the former act, and limits the powers &c. granted therein to the 1st May, 1749.

Wor. Co. Boundaries, - 1744.

An act for dividing All-Hallows Parish, in Worcester County, and for erecting a parish out of the same, called by the name of Worcester Parish.

May, 1744. ch. 24, Kilty Vol. 1.

By this act the All-Hallows Parish is divided and a new parish called Worcester is created in the county.

Wor. Co. Newport-Town,- 1745.

A supplementary act to the act to enable Commissioners therein named to lay out forty acres of land into eighty lots, for a town on Indian river, in Worcester County, as also forty acres of land into eighty lots, at the head of Asseteague creek, in a place commonly called the trap, for a town.

Aug. 1745, ch. 3. Kilty Vol. 1.

A supp. to- 1744, ch. 23.

"N.B. The Surveyor of Worcester County having refused to stake and distinguish the lots in the said town &c. and it also appearing that the town called Baltimore-town is not laid out in so commodious a place or on such navigable water as it would be if laid out more bending on Indian river than at present it does, this act, 1. Appoints and empowers anew the said town called Baltimore-Town in such manner as to them should seem meet, so as to include within the bounds thereof such navigable water as might be most conveniently situate thereto; and the said Commissioners are invested with the same powers, etc. in laying out the said Baltimore-Town anew, as

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Wor. Co. Newport-Town, - 1745.

the commissioners were lay the former act invested with. 2. The surveyor of Worcester County obliged to lay out, stake, mark and number, every lot, etc. 3. The several matters to be done by virtue of this act to be completed on or before the 1st. May, 1746."

Wor. Co. Schools,- 1746.

An act for erecting a county school in Worcester County, and appointing visitors for the same.

June, 1746, ch. 7. Kilty Vol.1.

Sec. 2. Visitors appointed for Worcester County School, and hereby invested with the same powers, duties and trusts reposed in, and required of the visitors, in as full and ample manner, as if the said Worcester County had been a county at the time of making the act for the encouragement of learning, and erecting schools in the several counties. (Act. 1723, ch. 19.)

Sec. 3. Money arising within the province for the use of the schools, from Sep. 29, next, that shall come into the public treasury, shall be divided into thirteen equal parts and the treasurer is hereby required to make payment of one of those thirteen parts, to the visitors of the said Worcester County School, and their successors, and the visitors to use such money in such manner as may be most for the encouragement and advancement of the said Worcester County School .

Wor. Co. Boundaries, 1750.

An act to settle the divisions between Frederick and
Baltimore Counties, and also between Dorchester and Worcester Counties.

May, 1750, ch. 13. Kilty Vol. 1.

"N.B. By this act, 2. The branch running up to the Widow Owens, late
the wife of William Owens, and from thence up the main branch between
John Marriott's and Edward Burris's shall be the division between the
two counties of Dorchester and Worcester, and all the lands on the
north side of the said branch shall be deemed, to be in Dorchester
County, and all the lands to the southward thereof to be deemed to be
in Worcester County."

Wor. Co. Boundaries,-1751.

An act to annex certain extra parochial lands, lying between Naffaongo Creek and Accongo branch, in Worcester County, to the parish of All-Hallows.

May, 1751, ch. 5. Kilty Vol. 1.

Sec. 1. All that track of land known by the name of Indian-Town, between the creek called Naffaongo Creek and Accongo branch, in Worcester County annexed to All-Hallows Parish.

Sec. 2. The inhabitants thereof shall enjoy all privileges, powers, etc. as the other inhabitants of All-Hallows Parish, etc.

Wor. Co. Assessments, - 1751.

An act to enable the Vestrymen and Churchwardens of Coventry Parish, lying partly in Somerset and Worcester Counties, to purchase two acres of land, at some place between Dividing and Nassiango Creeks, in Worcester County, fit and convenient to build a chapel of ease on, and to assess the parishioners of the said parish with a certain sum of current money for completing the same.

May, 1751, ch. 23, Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Levy-1755.

An act to purchase two acres of land in the upper part of Worcester Parish, in Worcester County, and building a chapel thereon. . .

June, 1755, ch. 14, Kilty Vol.1.

Title only reported in Kilty.

Wor. Co. Levy,-1756.

A supplementary act to the act empowering the justices of Worcester County to levy on the taxable inhabitants of All-Hallows Parish a sum of tobacco, and for other purposes therein mentioned.

Feb. 1756, ch. 7. Kilty Vol. 1.

A supp. to 1748, ch. 6.

Title only reported in Kilty.

Wor. Co. Levy,-1757.

An act for the relief of Sundry inhabitants of All-Hallows Parish
in Worcester County.

Title only reported in Kilty.

Wor. Co. Snow-Hill,-1760.

An act to increase the salaries of the inspectors of Snow-Hill
Warehouse, in Worcester County, and Plymouth Warehouse, in Dor-
chester County.

March, 1760, ch. 7. Kilty Vol. 7.

Expired 18th Dec. 1763.

Title only reported in Kilty.

Wor. Co. Taxes,- 1762.

An act to empower the justices of Somerset and Worcester Counties to levy on the taxable inhabitants of Coventry Parish, partly in Somerset and Worcester Counties, the quantity of sixty-two thousand four hundred pounds of tobacco, for the uses therein mentioned.

March, 1762, ch. 16. Kilty Vol.2.

N.B. By this act the vestry of the parish, is empowered to purchase, in fee, two acres of land in Somerset County, within the Parish, and build thereon a chapel of ease. 2. The vestry is authorized to enlarge the chappel of ease on Dividing Creek of the said parish. 3. The justices of Somerset and Worcester County Courts are empowered to assess and levy on the taxable inhabitants of the said parish 62,400 Lbs. of tobacco, by three equal assessments, in the years 1762, 1763, and 1764, together with the she-riffs salary of five per cent, for collecting the same, which assessments shall be respectively made by the justices aforesaid

in proportion to the taxable inhabitants of the said Parish of Coventry, residing in their several and respective counties, and when collected, shall be paid by the respective sheriffs to such vestry, etc. to be by them received and applied to the uses aforesaid. 4. The inhabitants of Coventry Parish may discharge the said tax in current money, in the same manner as they are now enable to pay and discharge the public or county levy.

Wor. Co. Schools, -1763.

A supplementary act to act for erecting a county school in Worcester County, and appointing visitors for the same.

Oct. 1763, ch. 16, Kilty Vol. 1.

A supp. to-1746, ch. 7.

Sec. 2. Visitors, of the school, or a majority, hereby authorized to purchase four lots of ground in the town of Snow-Hill, for the use of the school, and cause to be erected thereon a school for the county.

Sec. 3. Visitors of Somerset County hereby made accountable to the visitors of Worcester Co. for the money in the hands of the former at the time of the division of the county.

Sec. 4. Visitors of the County School of Somerset County not to be accountable for money appearing to be due on accounts to be rendered.

Sec. 5. Visitors of the Worcester County School to receive out of the money in the hands of the State treasurer, one share of such sum or sums of money, which at the time of the division of the county

(continued next page)

Wor.Co. Schools, - 1763.

of Somerset where in her hands, due to Somerset County School,
for the use of Worcester County School.

Wor. Co. Levy Courts,-1766.

An act to repeal part of an act relating to destroying crows and squirrels in particular counties, and of red foxes in Kent and Queen-Anne counties, so far as the time extends to Somerset, Dorchester and Worcester counties.

Nov. 1766, ch. 2. Kilty Vol. 2.

Sec. 1. An act to repeal the act Nov. 1765, ch. 35, relating to destroying crows and squirrels, so far as it relates to Worcester County, repealed.

Wor. Co. Levy-1768.

An act to empower the justices of Somerset and Worcester Counties to levy on the taxable inhabitants of Stepney Parish, in Somerset and Worcester Counties, the quantity of one hundred and sixty thousand pounds of tobacco, for the uses therein mentioned.

May, 1768, ch.9, Kilty Vol. 9.

Title only reported in Kilty.

Wor. Co. Poor,-1768.

An act for the relief of Joseph Scott of Worcester County.

May, 1768, ch. 11, Kilty Vol. 1.

A private act.

Title only reported in Kilty.

Wor. Co. Snow-Hill-Town,-1768.

An act to prohibit raising of swine and geese in George-Town, in
Kent County, and in Snow-Hill-Town, in Worcester County.

May, 1768, ch. 8. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Poor,-1768.

An act for the relief of the poor within the Several Counties therein mentioned.

May, 1768, ch. 29. Kilty Vol. 1.

Supplementary acts,-Nov. 1770, ch. 7, 1771
ch. 18.

An act for the relief of poor in the several counties therein mentioned, to wit, A.A.Co. P.R. Co. Worcester and other Counties.

Sec. 2. Alms and workhouses to be erected in the several counties herein mentioned at convenient places therein, at the general charge and expense of the respective counties, and the Justices of the Counties, authorized to assess and levy on the taxable inhabitants of each county, at the time of laying their respective county levy, a quantity not exceeding fifteen pounds of tobacco by the poll in each year of 1768, 1769, 1770, together with the sheriffs salary of 5% for collecting same, and when same is col-

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Wor. Co. Poor, -1768.

lected by the sheriff he shall pay same to such trustees of the poor, or a major part of them, as by this act appointed, who are authorized to use and apply same to the use and purpose herein directed.

Sec. 3. It may be lawful to pay and discharge said assessment in money, in same manner as public or county levies are discharged.

Sec. 4. Trustees are appointed herein named for each county, and oath provided (see this section for form of) powers and duties of.

Sec. 5. Vacancies among trustees to be filled by remaining trustees.

Sec. 6. Penalty for refusing to act when appointed, ten pounds current money.

Sec. 7. Trustees to draw upon the several and respective sheriff from time to time for the use and purpose directed by this set.

Sec. 8. The trustees authorized to purchase a quantity of land in each county, not exceeding one hundred acres, and to build on the

(continued on next page)

Wor. Co. Poor,-1778.

land, houses for the reception of the poor of each county and for such vagrants, beggars, vagabonds and others as shall be committed by virtue of this act, and they shall provide one part thereof, to be called the Alms-house, to and for the reception and lodging of the poor of the county, and the other part thereof, to be called the work-house, to and for the reception and lodging of such vagrants, beggars, and etc., as shall be committed by virtue of this act, and when it is completed money declared to be vested in said trustees of that county, for the use and purpose directed by this act.

Sec. 9. Trustees to buy beds and etc. and are required to purchase the said and as near and convenient to principal towns as may be possible, and they are hereby obliged to keep a fair account, in writing, of all monies expended and produce vouchers to support the same, to the justices of the several counties at their Nov.

(continued next page)

Wor.Co. Poor,-1768.

Courts to be by them inspected.

Sec. 10. After the expiration of the said three years, the justices of the several county courts to assess and levy on the taxable inhabitants of each of their counties at the time of laying their county levies, a quantity of tobacco, not exceeding fifteen pounds by the poll, in the same manner as herein before directed, for the use and purpose aforesaid.

Sec. 11. Trustees authorized to meet on the 1st Monday of May, yearly, and at such other times as may be necessary, and to appoint a fit person of each county as overseer of the Alms-and workhouse in each county and shall agree and pay the said overseer a salary not exceeding eighty pounds current money per annum, overseer to enter into bond in the Penalty of L.200.

Sec. 12. Trustees may remove overseer and appoint other in his place.

Sec. 13. Trustees may meet four times a year if deemed necessary, to

(continued on next page)

- make ordinances, rules and bylaws as they may deem necessary.
- Sec. 14. Overseer to keep a list of all poor, vagrants, and etc., who shall be committed to their alm and workhouse, also a fair account, in writing, of all material coming into his hands, and all money received and shall account for same to the trustees.
- Sec. 15. Overseer may compel the poor to work and apply such money arising from same to the maintenance and support.
- Sec. 16. Disorderly persons may be committed to the workhouse by the magistrates upon conviction, for violation of certain bylaws etc. of county, city or town.
- Sec. 17. Trustees to direct what poor to be received in the Alm-house etc. and it may be lawful for one justice of the peace to commit to the workhouse, such disorderly persons.
- Sec. 18. J.P. by warrant may remove poor to county where legally resident.
- Sec. 19. Provisions as to what shall constitute legal residence of the

(continued next page)

Wor.Co. Poor, -1768.

county.

Sec. 20. Persons received in Alm or Workhouse to wear a badge.

Sec. 21. Penalty on keeping booth on land purchased for same, selling
liquors, ets. ten pounds current money.

Sec. 22. Penalty to be recovered in any court of record by indictment.

Sec. 23. Sheriffs to aid trustees.

Sec. 24. Relating to pleadings.

Sec. 25. Trustees to be elected yearly by inhabitants of the county.

Wor. Co. Schools,-1770

An act to unite the free-Schools of Somerset and Worcester
County.

Sept. 1770, ch. 12. Kilty Vol. 1.

A supp. 1774, ch. 12.

- Sec. 2. There shall be erected one school to be called Eden School, for the counties of Somerset and Worcester. It the most convenient place to both counties, at the discretion of the Visitors to be hereafter appointed.
- Sec. 3. Visitors appointed. In equal number from each county, Vacancy to be filled up with a resident of that county wherein the vacancy happened.
- Sec. 4. That all duties, taxes and impositions, hereafter to be collected for use of the county schools, there shall be paid, by the treasurer, two equal dividends, to be applied and expended to the use and benefit of the school by the said visitors.
- Sec. 5. The visitors constituted by this act are hereby empowered to re-

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Wor. Co. Schools,-1770.

ceive all monies in the hands of visitors of a former law, and to sue for same.

Sec. 6. The visitors, are authorized, to make sale by way of public vendee, of the schools of the said two counties, with the land thereto belonging to the highest bidder, and to convey the same, in fee simple to the purchaser, and the money arising from the sale thereof, as well as from subscription, shall be applied to the use of the said school.

Wor. Co. Levy Courts,-1769

An act to repeal part of act to encourage the destroying of wolves, crows and squirrels.

Nov. 1769, ch. 16. Kilty Vol. 1.

Sec. 1. Act of act 1728, ch.27, as relates to killing of crows and squirrels in the several counties including Worcester County, hereby repealed.

Wor. Co. Levy,- 1771.

An act to empower the justices of Somerset and Worcester counties to levy on the taxable inhabitants of Stepney Parish, in said counties, the sum of sixty-thousand pounds of tobacco, for the uses therein mentioned, and to establish the church at Green Hill the parish church for said parish.

Oct. 1771, ch. 9. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Levy- 1771.

An act to empower the justices of Worcester county to levy on the taxable inhabitants of All-Hallows Parish, in said county, the quantity of thirty-two thousand pounds of tobacco for the uses therein mentioned.

Oct. 1771, ch. 10. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Levy-1774.

An act to assess and levy on the taxable inhabitants of All-Hollows Parish, in Worcester county, a quantity not exceeding forty-five thousand pounds of tobacco for the purpose of erecting a chapel of ease in the said parish.

March, 1774, ch. 10. Kilty Vol. 1.

Title only reported in Kilty .

Wor. Co. Schools,-1774

A supplement to the act to unite the free schools of Somerset
and Worcester counties.

March, 1774, ch. 12. Kilty Vol. 1.

A supp. to- 1770, ch. 12.

Sec. 2. Seven visitors, now or hereafter to be chosen, who shall attend
meetings shall, and are hereby authorized to transact any
business relative to said school, as jolly as if there were a
majority of the whole number then present.

Wor. Co. Levy,-1774.

An act to empower the justices of Somerset and Worcester counties to levy on the taxable inhabitants of Coventry Parish, in said counties, the quantity of thirty-two thousand pounds of tobacco, for the uses therein mentioned.

March, 1774, ch. 19. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Sheriffs,- 1774.

An act empowering John Done, sheriff of Worcester county, to execute for the public levy, deputy-commissary's and attorneys fees.

March, 1774, ch. 20. Kilty Vol. 1.

A private act.

Title only reported in Kilty.

Wor. Co. Orphans Court, - 1777.

An act to establish Orphans Courts in the several counties of
this State.

Feb. 1777, ch. 8. Kilty Vol. 1.

Supp. - 1777, ch. 9. 1790, ch. 58., 1791,

ch. 76, 1798, ch. 101.

Sec. 2. The office of commissary-general abolished, and that five justice of the peace, in Worcester and other counties, be specially named by the governor with the advice and consent of the council, and be by him commissioned as justices of the Orphans Courts, any three or more to have power to hold court once every two months, or oftener within the several and respective counties, at the place of holding county courts, and there to proceed, according to the laws in force, or hereafter to be in force, in testamentary affairs, and have the same power, authority, and jurisdictions within their county, which the commissary-

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general heretofore by law exercised within the State.

Sec. 3. Courts to be held on the second Tuesday in June, Aug., Oct., Dec., Feb., and April yearly, or oftener; justices to take the oath of allegiance and fidelity to the State, oath as justice, and sign a declaration of his belief in the Christian religion.

Sec. 4. Register of Wills, shall have all power, authority, and jurisdiction, which the deputy-commissaries heretofore exercised by law in the county, shall attend meetings of the orphans court in his county, make full entry of their proceedings, and shall also make a fair record of all wills and other matters heretofore recorded in the office of the commissary-general, and give out copies, under seal, when demanded, of all such records.

Sec. 5. Register of Wills, obliged to attend on Tuesday and Saturday in every week, where the county courts are held, for the dispatch of all business, also to lodge all original papers and all re-

(continued next page)

Wor. Co. Orphans Court, -1777..

cords made up by him, in a repository in the court house of the county of which he is register, said repository to be provided by the justice of the county court, at the expense of the county.

Sec. 6. The register of will in each county, shall take the oath of allegiance and fidelity to the State, also oath of his office, (see this section for form of) and shall sign a declaration of his belief in the Christian religion, and also give bond in the sum of two thousand pounds current money, payable to the State, Bond to be approved by the J.P. before whom oath taken, and with the certificate of oath entered upon record in the orphans court of the county, the original to be kept by the presiding judge of the said court.

Sec. 7. Justices to cause a seal to be made for this several counties, and shall proceed by way of summons, attachments, etc.

Sec. 8. Summons to be directed to the sheriff, etc.

(continued next page)

Wor. Co. Orphans Courts, - 1777.

Sec. 9. Justices may call a jury for the determination of questions of facts, in case either party to require same.

Sec. 10. This act not to be construed to deprive the parties in disputed cases to institute their suits originally in the county courts.

Sec. 11. Persons, agrieved by a decree, may appeal, within 10 days, to the general court.

Sec. 12. Providing rules to determine where wills may be proved.

Sec. 13. Providing rules to determine where letters to be granted.

Sec. 14. Executors and administrators authorized to sue for all claims, etc. of testator, or institute as they might or could do.

Sec. 15. Upon death of the executor, letters of administration may be granted by the court.

Sec. 16. Provisions provided, where will is produced after letters of administration was granted.

Sec. 17. Relating to allowances to executors, etc., in case of damages

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Wor. Co. Orphans Courts,- 1777.

to the estate.

Sec. 18. Orphans courts to have power, jurisdiction, etc., regarding executors, administrators, guardians and orphans, that the county courts by law heretofore had.

Sec. 19. Relates to Prince George county only.

Wor. Co. Orphans Court, - 1777.

A supplementary act to the act to establish Orphans Court in the several counties of the State.

Oct. 1777, ch. 9. Kilty Vol. 1.

A supp. to-Feb. 1777, ch. 8.

- Sec. 2. One Justice may call and adjourn the Orphans Court.
- Sec. 3. Orphans Courts to have the same power, jurisdiction and authority to issue process, against persons administering or taking letters testamentary, and witnesses, that the commissary-general hath heretofore had, used or practiced.
- Sec. 4. Register of Wills, when required, shall in the recess of the court, take probate wills, grant letters of administration and letters testamentary, also warrants to appraisers etc., and in every respect have the same power, etc. that the deputy-commissary heretofore had, used or practiced.
- Sec. 5. Justices, in counties where they did not meet, to meet on Tuesday

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Wor.Co. Orphans Courts, - 1777.

of December, instant, and proceed to do business as fully as if
they have met at the time appointed.

Wor. Co. County Court,- 1779.

An act for reviving and continuing the action and process in

Worcester County Court, March, 1779, ch. 6. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Officers Fees- 1779.

An act for the regulation of officers fees.

Nov. 1779, ch. 25. Kilty Vol. 1.

Sec. 2. The officers mentioned in this act, their deputies, etc. not to take, directly or indirectly, by reason of their offices, any other or greater fees than are here limited and allowed, under penalty of \$50.

Fees to the register in chancery, to the clerk of the general court, to the register of the bond office, to the notary public, to the naval officers, (for table of the above fees see this section.

Sec. 3. Fees to the notary public and naval officers to be paid on service done, fees to the register of wills, to the clerk of the county courts, criminal fees, chancery proceedings in county court, to the sheriff, (for table of above fees see this section).

Sec. 4. Where small sums only are remaining due upon judgment for a greater sum, the sheriff's fee upon execution shall be upon real bona fide debt due and claimed by the plaintiff. The sum due to
(continued next page)

Wor. Co. Officers Fees,- 1779.

be specified on back of writ, by clerk, plaintiff or his attorney, and the sheriff not be obliged to execute such writ before such endorsement.

Sec. 5. Sheriff's fee on execution: $7\frac{1}{2}$ percent of first L.10.00, in money, or 1000-lbs. of tobacco, and 3 percent on residue, in same specie, sum to be endorsed as beforesaid. Fees of surveyor, register of the admiralty court, to the marshal of above court, to the Examiner- General, clerk of the Court of Appeals, criers fees, coroners fees, and criers fees in the county court.

Sec. 6. Estates not exceeding thirty pounds current money shall be deemed pauper estates, and the register of will shall be allowed thirty shillings and no more.

Sec. 7. Register of Wills not to charge for giving his advice in any matter on thing relative to his office, under penalty of L.50.

Sec. 8. Officers to take oath (see this section for form of)

(Continued on next page)

Wor. Co. Officers Fees,- 1779.

Sec. 9. Accounts of officers fees mentioned in act to be made out in fair, clear manner and in words at length, copies to be delivered to persons interested, if required.

Sec. 10. Proceedings discontinued or abated, or otherwise ended before final judgment, not to be recorded, or fee charged.

Sec. 11. No officer mentioned in this act shall send out his fees on execution but once in every year, under penalty of L. 200.

Sec. 12. Surveyor not to be paid fee for erroneous certificates.

Sec. 13. Upon proof by affidavit that a dollar (for such fees) is about to abscond, magistrate shall give the sheriff warrant to execute for same, which he shall do without any execution fee.

Sec. 14. Debtor absconding, may give bond for the payment of such fees and the sheriff is obliged to take same.

Sec. 15. The costs hereafter to be payable in money.

Sec. 16. Justices , at the time of assessing the county levy, hereby

(continued on next page)

Wor. Co. Officers Fees,- 1779.

empowered and directed to allow to the clerk of their respective courts, in their county levies, full satisfaction of warrants to the overseers of the county highways, constables, warrants, and all other services to be done for their respective counties, and by order of the justices for the time being the following sums,-
Worcester county one hundred pounds.

Sec. 17. Sheriff may distrain goods of person chargeable with officers fees.

Sec. 18. On refusal to pay such fees, or to show goods to be distrained, sheriff may take such person in execution for the sum due, etc.

Sec. 19. No prosecution or suit shall be commenced for same, unless within one year from the time committed.

Sec. 20. and

21. Repealed by 1780, ch. 23.

Sec. 22. Fees in chancery and the court of Admiralty, (see this section for table of) and

(continued on next page)

Wor. Co. Officers Fees,- 1779.

Sec. 23. To be paid on service done.

Sec. 24. Duration of this act, to end on next session.

Note- Continued for one year. (except 17th, 20^d and 21th sections) by act
1780, ch. 23.

Nov. 1781, ch. 7, Nov. 1782, ch. 32, revived by 1883, ch. 30. con.

by 1784, ch. 83, Nov. 1787, ch. 36. Nov. 1788, ch. 47, 1789, ch. 58,

1790, ch. 59, 1797, ch. 116, 1798, ch. 71.

Wor. Co. Officers Fees,- 1780.

An act to continue an act for the regulation of officers fees.

Oct. 1780, ch. 23. Kilty Vol. 1.

Sec. 1. Act of Nov. 1779, ch. 25. (except 17th and 21st and 22^d Section)
continued for one year.

Sec. 2. Justices of the respective counties, at the time of assessing the county charges to allow the clerk of their respective courts, in their county levies, in full satisfaction for warrants to the overseers of the highways, constable warrants, assisting in laying and apportioning the county levy, and all other services to done for their respective counties. The following sums, Worcester county - ten pounds in Spanish dollars, at the rate of seven shillings and six-pence per dollar, or the value thereof in paper money.

Sec. 3. All fines and etc. to be discharged, in tobacco at the rate of twelve shilling and six-pence per hundred, or in specie, valuing spanish dollar at seven shillings and six-pence, and gold and

(continued on next page)

Wor. Co. Officers Fees,- 1780.

other silver proportion, or in new bills at the passing value,
at the election of the person charged.

Sec. 4. This act to continue one year, etc.

Wor. Co. Roads, - 1782.

An act declaring that the causeway leading through Pokomoke Swamp to Snow-Hill, be repaired and maintained at the charge of Worcester county.

April, 1782, ch. 7. Kilty Vol. 1.

Sec. 2. Justices of Worcester County authorized, and required to declare the said causeway as a public highway, and, from time to time take care that the same be kept and maintained in good order, and fit for passage of all travelers, etc. at the expense of the county, and to appoint an overseer of the said causeway.

Wor. Co. Insolvent Debtors,- 1783.

An act for the relief of Charles Durkin, of Worcester County.

April, 1783, ch. 19. Kilty Vol. 1.

Title only reported in Kilty.

Wor. Co. Roads,- 1784.

An act to establish a road in Worcester County, from the Sinepuxent road to Walton Purnell and Annanias Hudson's grist mill, and from thence to Freeman's branch.

Nov. 1784, ch. 4. Kilty Vol. 1.

Sec. 2. Certain persons appointed, or any three or more of them, authorized to lay out a public road, twenty feet wide, from the said Sinepuxent road, that is, the road leading from Saint Martin's church to Sinepuxent inlet, to the grist mill of the said Annanias Hodson and Walton Purnell, and from the said mill to Freeman's Branch, same to be a public road, and kept up at the public expense, Commissioners to ascertain damage occasioned by the road to any person, or persons which damage, when sustained, shall be paid by the said Annanias Hudson, and Walton Purnell.

Wor. Co. Roads,- 1785.

A supplement to the act to establish a road in Worcester County from the Sinepuxent road to Walton Purnell and Annanias Hudson's Grist Mill, and from thence to Freeman branch.

Nov. 1785, ch. 20. Kilty Vol. 2.

A supp. to 1784, ch. 4.

Sec. 2. That part of the act of 1784, ch. 4. which provides that damages, sustained by persons by such road passing through their property, be paid by Annanias Hudson and Walton Purnell, repealed.

Sec. 3. Justices of Worcester County to levy sum adjudged by the Commissioners, to be the damages sustained by the persons, through whose lands the road shall run, and, when collected, to be paid to the persons sustaining such damages.

Wor. Co. Levy,- 1785.

An act to authorize the Vestry of Stupney' Parish, in Somerset
and Worcester Counties, to settle and pay the debts of the pa-
rish, and for other purposes.

Nov. 1785, ch. 21. Kilty Vol. 2.

Title only reported in Kilty.

Wor. Co. Assessments,- 1785.

An act to ascertain the value of land in the several counties of this State for the purpose of laying the Public Assessment.

Nov. 1785, ch. 53. Kilty Vol. 2.

- Sec. 2. The average value of land by the acre established in the several counties, as follows- Worcester County twenty shillings and three-pence.
- Sec. 3. The annual assessments to be imposed on the amount of land at the above average value, and on personal property as shall be hereafter directed.
- Sec. 5. Directions for ascertaining the quantity of land in the different counties.
- Sec. 9. Lands not heretofore assessed and hereafter to be granted, to be valued at this comparative value with other lands in the same county.
- Sec. 10. Directions for valuing the lands of Commissioners of Tax, Justi-

(continued next page)

Wor. Co. Assessments,- 1785.

ces of the county courts to appoint person, to value the land of same.

Sec. 11. Direction for giving notice of the valuation made, Comm. to appoint three places of meeting in this county, for the purpose of showing valuation, to see persons concerned, time of meeting to be advertised, at least 10 days before such meeting, etc.

Sec. 15. Comm. to make out account of property ascertained and valued and deliver same signed and enclosed to the clerk of the House of Delegates and also a copy to the clerk of the county to be by him recorded, and the clerk of the House to enter the same in a book to be provided for the purpose, and keep the original in his office, and on the 2^d day of the meeting of the general assembly to lay same before the delegates for their inspection.

Wor. Co. Lands,- 1790.

An act to facilitate the draining of Land in the several Counties
therein mentioned.

Nov. 1790, ch. 3. Kilty Vol.

A supp. 1799, ch. 73.

An act to facilitate the draining of land in the several counties
including Worcester County.

Wor.Co. Elections,- 1790.

An act, directing the time and manner of holding elections for Representatives of this State in Congress of the U.S., and for appointing electors on the part of the State, for choosing a President and Vice-President of the U.S., and for regulation of the said elections; also to repeal the act therein mentioned.

Nov. 1790, ch. 16. Kilty Vol. 2.

Supp. 1791, ch. 62, 67, April 1792, ch. 5.

Nov. 1792, ch. 34, 1795, ch. 73, 1796, ch,

41, 1798, ch. 111.

Sec. 2. For the purpose of choosing the President and Vice-President, and Representatives in Congress of the U.S., the State is divided into six districts. Worcester with Dorchester and Caroline Counties constitute the fifth district.

Wor. Co. Elections, - 1791.

A supplement to the act directing the time, place and manner,
of holding elections for representatives of this State to the
Congress of the U.S. etc.

Nov. 1791, ch. 62. Kilty Vol. 2.

A supp. to- 1790, ch. 16.

Sec. 2. Dorchester, Sommerset and Worcester Counties, to form the eight
district for the election of representatives in the Congress of
the U.S.

Wor. Co. County Court, - 1792.

An act to revive and aid the proceedings of Worcester County Court.

April, 1792, ch. 4. Kilty Vol. 2.

Title only reported in Kilty.

Wor. Co. Poor,- 1792.

An act for the benefit of Jesse Fookes, of Worcester County.

Nov. 1792, ch. 7. Kilty Vol. 2.

A private act.

Title only reported in Kilty.

An act for resurveying and laying out anew Snow Hill-Town, in Worcester County.

Nov. 1792, ch. 53. Kilty Vol. 2.

Sec. 1. Plot of town made by virtue of 1742, ch. 11, cannot be found.

Sec. 2. Commissioners appointed, who shall have authority to direct the surveyor of Wor. County, to survey and make out a new and exact plot of the town, and shall ascertain and limit the extent of the lots streets and alleys thereof according to the best evidence obtained.

Sec. 3. Commissioners, after giving ten days notice of time and place of meeting, authorized, to issue summons for persons applied for by any proprietor, who are required to attend under penalty of twenty shillings, and to examine them upon oath, etc. concerning their knowledge of the bounds, limits, etc. of any 10th street, etc. of said town, and to establish same accordingly.

(Continued next page)

Wor.Co. Snow-Hill-Town, - 1792.

Sec. 4. Commissioners shall cause the plot, when finished, together with depositions taken, to be entered on the records of Worcester County, and same to be thereafter considered the true plot of Snow-Hill-Town, as if the original plot had never been lost.

Sec. 5. Remaining commissioners to appoint persons to fill vacancies among them.

Sec. 6. Commissioners to be allowed ten shillings per day attending and the surveyor fifteen shilling per day employed by the commissioners.

Sec. 7. Allowances and other expenses to be paid by the proprietors of lots in said town.

43
Wor. Co. Roads, - 1793.

An act to establish the road leading from Crooked Run, in Worcester County, to Saint-Martin's Landing, as a public road.

Nov. 1793, ch. 18. Kilty Vol. 2.

Sec. 2. That the road aforesaid, leading from Crooked Run to Saint-Martin's Landing, hereby declared a public road and hereafter to be kept and repaired as other roads in the county.

Wor. Co. Levy Courts, - 1793.

An act to alter the time of holding the levy courts in the several counties therein mentioned. Nov. 1793, ch. 46. Kilty Vol. 2.

Sec. 2. That the several and respective justices of the peace, who now compose, or shall hereafter compose the Levy Courts, instead of meeting as heretofore required by law, are hereby authorized to meet at the usual places for holding county courts in the several counties as follows:—Worcester County, on the first Monday in April, in every year.

Wor. Co. Marriages,- 1794.

An act for annulling the marriage of Schoolfield Parker, of Worcester county, and Sarah, his wife. Nov. 1794, ch. 3. Kilty . . .
Vol. 2.

Title only reported in Kilty.

An act for building a new prison in Worcester County.

Nov. 1794, ch. 4. Kilty Vol. 2.

- Sec. 2. Justices of Worcester County authorized to levy in two equal assessments in the years 1795, and 1796, a sum not exceeding six hundred pounds, together with sheriff's compensation of 6%.
- Sec. 3. Commissioners appointed to superintend the building of a new prison at Snow Hill, in the said county, on the public ground heretofore appropriated for those of a court-house and prison, and hereby authorized to contract to build and finish the said prison which, when completed, to be put into custody of the sheriff of Worcester County.
- Sec. 4. Commissioners authorized to call on the sheriff to pay the sum levied and apply the same to build and complete the said prison.
- Sec. 5. The Commissioners to lay before the J.P. of the County, at the levy court annually, a fair and distinct account of the money by them received and expended for the purpose aforesaid, surplus if

(continued on next page)

Worc. Co. Jail- 1794.

any, to be applied towards defraying the county charges.

Sec. 6. Commissioners' allowance to be not more than ten shillings per day, to be allowed by the J.P. out of the money levied.

Sec. 7. The money levies to be applied by the Commissioners, either to repairing the old gaol, or building a new one agreeably to this act.

Sec. 8. Majority of the remaining Commissioners to fill vacancies among them.

An act to extend the public road leading from Herring Creek, in Worcester County, to the north end of Synepuxent, Nov. 1794, ch. 12, Kilty vol. 2.

Sec. 2. Justices of Worcester County Court authorized to grant or reject any petition for the extension of the said road.

Sec. 3. Justices, when they think it proper, may grant petition for the extension of the said road, and in such case shall order a commission to issue to five discreet persons, not interested in any land affected, empowering them, or any three of them, to survey, lay out and open, at the expense of such petitioners, a road not exceeding 33 ft. wide from the bridge erected on a branch of Herring Creek until it intersects the public road that leads to the north end of Synepuxent, and the said road, when surveyed and opened, shall be recorded in Worcester County Court and be

(continued on next page)

Wor. Co. Roads,- 1794.

kept up and repaired, as other public roads in the said county.

Sec. 4. Damages to persons through whose hands the said road shall pass, shall be ascertained by the commissioners, and shall be paid by the petitioners. Persons, who conceive themselves injured by such valuation of damages, may upon petition have the sheriff summon 12 freeholders of the county, not interested in the property, to assess and value the damages which shall be final and conclusive.

Sec. 5. The Commissioners are not to lay out, or open the said road through buildings, gardens, orchards, or meadows of any such person, or persons.

Justices of the Peace

Sherriff

JUSTICES OF THE PEACE

5120 or still

200 CIVIL DOCKET, 1928-25, 1939--. 4 vols. (2 vols. labeled
Walter W. Price, J.P; 1 vol. also labeled by no. of case
contained).

Record of proceedings in civil cases, giving docket no., names of plf. and def., type and amount of action, date summons issued and returned, date of trial, names of witnesses, and amount of judgment and costs. Arr. numer. by docket no. Indexed alph. by name of def. Hdw. Aver. 250 pp. 13 x 8 x 1, 19 x 11 x 2. Office of justice, Market Street.

401

CASES, 1928-35, 1939--. Est. 4,200 papers in 6 f.b.
(3 f.b. labeled Walter W. Price, J.P.; 3 f.b. also
labeled by case no. contained). Title varies: Suits
Docketed Before, 2 f.b., 1928-31; Civil Docket No. 5,
1 f.b., 1931-33.

Original papers and warrants in civil and criminal cases, giving type
of proceedings, docket no., names of plf. and def., amount of fine
and/or costs. Arr. alph. by name of plf.? Hdw.; hdw. on ptd. form;
typed. 12 x 4 x 11 $\frac{1}{2}$. W.W. Price's office, Market Street.

207 CRIMINAL DOCKET, 1928-36, 1939--. 8 vols. (3 vols. labeled
Walter W. Price J.P.). 2 vols, 1931-35, not titled.

Record of criminal trials, giving date, case no., name of deft., charge, arresting officer, witnesses, verdict at trial, amount of ~~fine~~ and costs or sentence, if released under recognizance or committed to jail for grand jury action. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. Aver. 280 pp. 13 x 8 x 1, 19 x 11 x 2. W.W. Price's office, Market Street.

Entry 203

Books for Trial Magistrates
Motor Vehicle Cases, 1928-36, 1939 - -
3 Vols. Title Varies; Criminal Decree,
Motor Vehicle, Vol. 1928-31, Vol. 1931-36
Not Titled,

Records of proceedings in violations of motor vehicle
cases, giving case no., date of violation, section of code
violated, places names of left, complainant, arresting
officer and witness, nature of warrant, arrest
slip no., date of trial, plea, verdict, amount of fine
and cost or sentence, if paid or committed,
amount remitted to the Commissioner of Motor
Vehicles, date, check no. appeal date, name of
bondsmen, amount of bond, date of filing of
papers with clerk of court, and remarks.

203

DOCKET FOR TRIAL MAGISTRATE MOTOR VEHICLE CASES, 1928-36,
1939--. 3 vols.: Title varies: Criminal Docket, Motor
Vehicle, 1 vol., 1928-31. 1 vol., 1931-36, not titled.

Record of proceedings in violations of motor vehicle laws, giving date,
docket no., name of deft., address, license no., tag no., charge, ar-
resting officer, names of witnesses, and amount of fine and costs.

Arr. numer. by case no. Indexed alph. by name of deft. Hdw. 1928-36;
hdw. on ptd. form 1939--. Aver. 200 pp. 12 x $7\frac{1}{2}$ x 1, 14 x 10 x 1. W.
W. Price's office, Market Street.

6604

CASH BOOK, 1939--. 1 vol.

Record of cash receipts for fines and costs collected and copy of monthly report to the county commissioners, giving date, amount of fines and costs, and totals. Arr. chron. by date of recording. Hdw. 200 pp. 18 x 12 x $1\frac{1}{2}$. Office.

205 Pocahontas City

CIVIL DOCKET, 1939--. 1 vol. (No. 2).

Record of the proceedings in civil cases, giving docket no., names of
plf. and deft., type of action, amount, date summons issued and return-
ed, date of trial, witnesses, amount of judgment, and costs. Arr. numer.
by docket no. Indexed alph. by name of deft. Hdw. 252 pp. 18 x 11 x 1 $\frac{1}{2}$.

106 LETTERS (Summonses), 1939--. Est. 25 papers in 1 f.b.

Copies of summonses issued by the trial magistrate, in civil cases, giving name of deft., name of person summoned, date, when to appear, and signature of justice. No orderly arrangement. Hdw. and typed on ptd. form. 12 x 3 x 11. Office.

207

CRIMINAL DOCKET, 1939--. 1 vol. (No. 2).

Record of criminal trials, giving date, case no., name of deft., charge, arresting officer, names of witnesses, verdict at trial, amount of fine and costs, or sentence, if released under recognizance, or committed to jail for action of the grand jury: Arr. numer. by docket no. Indexed alph. by name of deft. 500 pp. 18 x 11 x 2. Office.

246

MOTOR VEHICLE CASES, 1939--. 1 vol. (A-74).

Record of proceedings in violation of motor vehicle laws,
giving case no., date of violation, section of code violated,
place, name^{of} ^{death} complainant, arresting officer and witness,
nature of warrant, arrest slip no., date of trial, plea, verdict,
amount of fine and costs or sentence, if paid or committed, amount
remitted to the Commissioner of Motor Vehicles, date, check no.,
appeal date, name of bondsmen, amount of bond, date of filing of
papers with clerk of court, and remarks. Arr. numer. by docket
no. Hdw. on ptd. form. 200 pp. 14 x 10 x 1. Office.

209 CIVIL CASES (Criminal), 1939--. Est. 70 papers in

1 f.b.

Copies of warrants for traffic violations, giving date, charge, case no., name of deft., time, and amount of fine and costs. Arr. alph. by name of deft. Hdw. on ptd. form. 12 x 3 x 11. Office.

210 RECEIPTS, 1939--. Est. 50 papers in 1 f.d.

Copies of receipts issued for fines and costs, giving receipt no., date, name of deft., offense, amount paid, arresting officer, and signature of magistrate. Arr. alph. by name of deft. Hdw. on ptd. form. 12 x 3 x 11. Office.

Be-Civil

211

CIVIL DOCKET, 1935--. 3 vols. (No. 1-3). Title varies: Ledger, 2 vols., 1935-May 31, 1939.

Justice of the peace record 1935-May 31, 1939 and trial magistrates, June 1939-- of proceedings in civil trials, giving case no., names of plf. and def., type of action, summons, to whom issued, date returnable, dates of return and trial, amount of judgment, names of witnesses, and costs. Arr. numer. by case no. Indexed alph. by name of def.; 1 vol., June 1939-- also indexed by plf. Hdw. Aver. 250 pp. 14 x 9 x 1, 18 x 16 $\frac{1}{2}$ x 2. Office.

212

CRIMINAL DOCKET, 1935-- . 5 vols. (No. 1-4, 3).

Title varies: Ledger, 4 vols., 1935-May 31, 1939.

Justice of peace record 1935-May 31, 1939 and trial magistrates, June 1939-- of criminal trials, giving date, name of deft., charge, arresting officer, names of witnesses, verdict at trial, amount of fine and costs, or if released under recognizance, or committed to jail awaiting grand jury action. Contains: Docket for Trial Magistrates Motor Vehicle Cases, 1935-May 31, 1939, entry . Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. Aver. 480 pp. 14 x 9 x 2, 18 x 10 $\frac{1}{2}$ x 2 $\frac{1}{2}$. Office.

213

DOCKET FOR TRIAL MAGISTRATES MOTOR VEHICLE CASES,
1939--. 2 vols. (A-215, A-132). 1935-May 31, 1939
in Criminal Docket, entry .

Record of proceedings in violation of motor vehicle laws, giving case no., date of violation, section of code violated, place, name of complainant, arresting officer, and witness, nature of warrant, arrest slip no., date of trial, plea, verdict, amount of fine and cost, or sentence, if paid or committed, amount remitted to the Commissioner of Motor Vehicles, date, check no., appeal date, names of bondsmen, amount of bond, date of filing papers with the clerk of court, and remarks. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. on ptd. form. Aver. 300 pp. 14 x 10 x 1. Office.

2014

CASH BOOK, 1939--. 1 vol.

Daily record of cash receipts for fines and costs, giving date, name of deft., amount, and total receipts for each month. Also contains monthly record of remittances to the county commissioners and the Motor Vehicle Commissioner. Arr. chron. by date of recording. Hdw. 76 pp. 14 x 9 x $\frac{1}{8}$. Office.

Ocean City

WFS

CIVIL DOCKET WORCESTER CO., 1939--. 1 vol.

(No. 4).

Record of proceedings in civil trials, giving case no., names of plf. and deft., type of action, summons, to whom issued, date returnable, dates of return and trial, amount of judgment, names of witnesses, and costs. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. ~~300~~ pp. 18 x 12 x 3. Office.

250

216

CRIMINAL DOCKET, 1939--. 1 vol. (No. 4).

Record of criminal trials, giving date, name of deft., charge, arresting officer, names of witnessés, verdict at trial, amount of fine and costs, or sentence, if released under recognizance, or committed to jail for grand jury action. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. 250 pp. 18 x 12 x 3. Office.

TRIAL MAGISTRATE MOTOR VEHICLE CASES, 1939--.

217

1 vol. (A-75).

Record of proceedings in violation of motor vehicle laws, giving case no., date of violation, section of code violated, place, name of complainant, arresting officer and witness, nature of warrant, arrest slip no., date of trial, plea, verdict, amount of fine and costs or sentence, if paid or committed, amount remitted to the Commissioner of Motor Vehicles, date, check no., appeal date, name of bondsmen, amount of bond, date of filing of papers with clerk of court, and remarks. Arr. numer. by docket no. Indexed alph. by name of deft. Hdw. on ptd. form. 200 pp. 12 x 14 x 2. Office.

218

CASH BOOK, 1939--. 1 vol.

Daily record of cash receipts for fines and costs and copy of monthly report to county commissioners, giving date, amount of fines and costs, and totals. Arr. chron. by date of recording.

Hdw. 200 pp. 18 x 12 x $1\frac{1}{2}$. Office.

Sheriff

Process

219

SHERIFF'S DOCKET, 1893, 1895-1901, 1903-07, 1932,
1933. 15 vols. (14 vols., 1893, 1895-17, 1903-7
labeled by court terms).

Brief record of court proceedings for temporary use of the sheriff, giving names of plf. and def., docket no., in appearances, civil and criminal appeals, judicials, criminal appearance and continuances, and presentments. Arr. numer. by docket no. within type of procedure. Hdw. Aver. 80 pp. 14 x $8\frac{1}{2}$ x $\frac{1}{2}$, 15 $\frac{1}{2}$ x $10\frac{1}{2}$ x 1. 14 vols., 1893, 1895, 1901, 1903-17, in garret; 1 vol., 1932-33, county commissioner's vault.

Jail Record

470

(PRISONERS' RECORD), 1870-71, 1938--. 3 vols.

Record of prisoners in jail, giving date, name of prisoner, address, sex, color, nationality, marital status, height, weight, name of arresting officer, offense, articles taken from prisoner, and disposition of case. Early record also contains daily record of jail expenses. Arr. alph. by name of prisoner. Hdw. Aver. 200 pp. $12\frac{1}{2}$ x 8 x $\frac{1}{2}$, 14 x 8 x $\frac{1}{2}$. 1 vol., 1870-71, garret; 2 vols., 1938--, jailor's home.

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Woman's Influence Evident In Aura Surrounding Berlin

Bentztown Bard Finds Marks Of Tidy Hominess Of Good Shore Housekeeping

This is the final of the series of three articles describing Berlin.

By FOLGER MCKINSEY
The Bentztown Bard

Berlin, Md., May 6—There is an air of woman's influence about this lovely town of old Worcester, and the woman's touch is to be seen in almost everything.

A residence here is not a mere residence, but a home, with all the tidy hominess of good old Eastern Shore housekeeping. The women are not contented with anything but the best.

One of them whom I met was so busy with public activities that she was rushing through a job at her office to get home to whitewash a fence before the members of a sight-seeing pilgrimage arrived on the morrow. They have a women's club, too, but strange to say, it is not very active, which deficiency is made up by the energy they show in other organizations to which they belong.

Have Homemakers' Club

They have a Homemakers' Club, of which Mrs. L. W. Warren is head, and some active members of the D. A. R., who belong to the chapter in Salisbury. These have just been holding a pilgrimage to historic places on the Shore, the members from Berlin being Mrs. H. S. Purnell, Mrs. J. Richard Phillips and Mrs. G. E. Henry, Jr.

There is a chapter of the Order of the Eastern Star—Holly Chapter No. 45—of which Mrs. John W. Burbage is the worthy matron and which is an associate of Evergreen Lodge No. 153, A. F. & A. M., organized in 1871 and with a temple on Main street. Carl Baker is its worshipful master.

Other Lodges There

There is also a lodge of Odd Fellows, with an Odd Fellows hall, and the White Eagle Tribe of Red Men, with John E. K. Davis at its head. He is also at the head of all the Maryland tribes. The American Legion is represented by the Boggs-Disharoon Post No. 123.

There are troops of both Boy Scouts and Girl Scouts in Berlin, the former headed by Raymond K. Davis as scout master, and the latter by Mrs. Ernest Holland as leader.

An important organization of the setup here is the Powellville CCC drainage camp, which has been doing valuable work in the reclamation of the Pocomoke river area. Over 100,000 acres have been drained, much of it in the vicinity where the wild deer of Worcester roam at will and have increased to such an extent as to become a menace to farm crops.

Old Homes There

Among the many attractions offered by Berlin none is more alluring than its aggregate of a half dozen or more ancient homesteads, around which clusters much of the aura of early Maryland. One of the attractive home places—not so ancient but nevertheless very interesting—is the home near the town of Samuel D. Riddle, of Philadelphia, owner of the famous Man-O'-War and of War Admiral. Both were bred and trained on Mr. Riddle's place here and many visitors come to see the home of those two famous race horses.

Another place of interest is "Dunwandrin," owned by Colonel and Mrs. Harry S. Purnell, the latter a retired army officer who was in command of Fort McHenry during the World War. His is not an old estate, but it is very beautiful. The Riddle place was originally known as "Winchester," and was built in 1826 by John Madison Temple.

Was Wedding Gift

"Homewood," on Broad street in town, was built in 1834; and was a wedding gift from John C. Derrickson to his daughter at her marriage in 1860 to the late Zedok Purnell Henry. The name of "Burleigh," probably a later spelling of the name "Burley" of the ancient maps, occurs in three instances in the naming of places of historic interest here. There is "Burleigh Manor," in the Hammond family since 1835 and now the residence of Dr. T. V. Hammond. It is on South Main street with grounds of forty-five acres and is famous for a Japanese camella, over a hundred years old, in its landscaping.

In this recital of the old places I

have mentioned names that are a part of the old family memberships and relationships of the community through the generations. It is said that the first white man to have been received by the Indians when he stepped foot on the Shore was a resident of Berlin. The old family names are still prevalent among the folk of the present generation—the Purnells, Henrys, Derricksons, Whaleys, Robins, Jacobs, Bowens—the latter referring to the famous Dr. Bowen, who lived here with his daughter unto his 90th year of age, his daughter after his death having removed to Illinois.

At Hay's Landing, four miles away on Newport Creek, is an old lime kiln, where boats used to come in the old days to bring supplies and to take away the lime that was made there to be used for making plaster for the homes that were built in the neighborhood. The lime was hauled to town by ox cart. The oldest citizen here is a respected colored man—Isaiah Fasset—who last year, celebrated his ninety-sixth birthday. One of the oldest ladies of the early regime of culture and society in the community is Mrs. M. J. Watkins, now 90 years old, a member of one of the leading families, and still keenly interested in the day's events.

Located At Junction

Berlin is located on U. S. Route 113 and is the junction of this route with the Dupont Highway, extending all the way down to the Virginia line. You come into Berlin at the center of its business section, a street having fine residence sections both north and south of the business core. It is crossed by Commerce, Broad, Bay and Pitt streets, and traffic here moves north and south and east and west.

It is a town with a really live weekly newspaper—the *Eastern Shore Times*—which has been the outgrowth of a combination of the old *Ocean City News* merged with the old *Berlin Times* and now operated in a handsome, well-equipped building and plant of its own by Gilbert T. Shilson as publisher and Elizabeth Henry as manager.

Often Changed Hands

Several years ago the former *Times* had been bought by the late Armistead R. Holcomb, of the staff of the New York *Herald-Tribune*, who died here of pneumonia in 1936. It has changed hands three times since then and is now in the hands of a man who is Public Service Commissioner of the State of Michigan and who bought the paper with the idea of making his home here.

Here is a town of modern progress and enterprise in an environment of rural beauty and quiet, which is operated under a city management system, is every year reducing the bonded indebtedness it has at times contracted to obtain public improvements.

Has Fine Facilities

It has acquired a number of fine public facilities without one cent increase in its taxes. It has thirteen miles of city streets, most of them well paved; its own electric plant, sewers, water, telegraph, telephone, two railroads, fine State highways with ample bus service, schools, churches, a rich agricultural area at its very door, many industries within its town limits, and a friendly, quiet, neighborly spirit. A self-contained town, which goes all the way on its own, pays off its bonds, and doesn't ask for Government aid.

It is a town that has had railroads since 1867; that gave birth to one of the great naval heroes of the world; that refused Government aid for an airport because it involved "too much red tape"; that was one of the first towns to hold a baby show, and that has set an example to other communities by the efficiency of its methods of town government. Not far away is the sea, and its great marlin. Over hundreds of widespread acres the strawberries ripen, the chickens crow and the early peas begin to show their bloom.

[Reprinted from a late edition of yesterday]

"Harvest," which began... at Ford's Theater... Treadwell takes for... present maladjustment... the soil in Cali-... quinn Valley.

some of the fundamental... dissatisfaction of farmers... migrations of the dis-... resulting ruination of mil-... res, and the paradox of... abundance.

res Audience

In the ways of the... Treadwell presents her... a tract or debate, but in... emotional conflict between... sufficiently interesting to... old the attention of the

cynical and pessimistic... negative forces which are... author believes, much of... the pioneers. The other... ed with that instinctive... rth which is as old as... for counter forces which... epair the damage. The... at by both at the end... not radical; there is... which cannot be righted... by good people, using... ntelligence.

and Wife In Roles

as the protagonists are... and his wife, Florence... ey are supported by an... ny. The characters are... n from life; from the... xperience on her Cali-... d her observations have... erity about them. The... aged the drama in their... t affords, all things con-... ie most solid, thoughtful... evenings of the season... a close.

so well in double harness... le acting honors in por-... re in strong contrast at... March, who can be as... e next film star when... anands, has so far sub-... in the role of Elliott... ke that person, with his... e and warped pride, an... aracter throughout most

Of The Play

e, on the other hand... ls in a part which might... because of, persistent... face of what seem to be... difficulties. Her Carlotta... d without being stuffy;... aking a parade of sweet-... suming, simple and wise... e-reliant.

owering of romance in... e two, both having sur-... are of loneliness and... t gives shape and sub-... atic power to the mes-... the text. They grew up... Thatcher ranch, then a... ul place. Carlotta mar-... l went to live in Europe... dowhood, then poverty... tion of the war, and she... valley to the ranch... cquired by inheritance... undown and worn out

alley Changed

valley a country slum... log stands and shacks... le farm's run by "dagoes"... se low standard of liv-... a deterioration of the... y. Later on, Miss Tread-... these despised "dagoes"... ans, too; that they are... ng from the soll as the... constant toil and thrift... e families to help with

who stayed on the land... wrong woman, gradual-... et things slide and al-... omic hazards as low... and strenuous compe-... n. Once the best peach... uty, he let his trees go

to seed, too, "built a filling station of his own and took out his grievances in talk. His wife had died, and his daughter Tony (Judy Parrish) was growing up wild and aimless.

Starts Rebuilding Ranch

Undeterred by the black picture he paints for her of present-day farming—it is like "standing on the brink of hell and throwing checks into the fire"—Carlotta sets out to rebuild the ranch, wrest a living from the land and make a home in the old house. She takes advice from her Italian neighbor, De Lucchi (Alan Reed), and ultimately wins Elliott to her point of view.

In so doing, she manages likewise to unscramble the affairs of Tony, who is in love with De Lucchi's boy (Arthur Franz), but has indulged in reckless mischief with her second cousin (Shelley Hull). This portion of the play is a repetition of many similar situations, but it has its purpose, in that it shows the effect of economic instability and false values on the minds of the younger generation.

Others In Cast

Miss Parrish gives a tense, well-rounded portrayal of this embittered girl, who is misguided rather than bad, and Mr. Franz is excellent as her Italian sweetheart. Mr. Hull does well in one brief appearance as Billy, having inherited some of the ability of his father, Henry Hull, who was the star of Miss Treadwell's last play, "Plumes in the Dust."

The secondary characters are well-rounded and extraordinarily well played. Mr. Reed, last seen here as the Greek wrestler in "Love's Old Sweet Song," is fine as the old Italian; Edith King deserved the special applause she received as vulgar cousin Bertha; and Doro Merande wandered in for one comical scene as a widow woman looking for a job at very light housekeeping.

John Morny gave a convincing portrait of a lanky, vague, lazy Okie, and Helen Carew made a good thing of Elliott's mother, a faded, skeptical, independent farm lady of the old school. Watson Barratt designed the eloquent settings and the play was ably directed by Lester Vail. This is, by the way, the final subscription offering of the Theater Guild.

Patterns

Jolly Jumper

This gay little pattern will be a joy to busy mothers and wee tots both. The jumper may be worn alone as a sunrock.

And you can see from the diagram how easy it is to make. Panties are included.

Gingham, linen, percale are nice for the jumper; voile, batiste, linen for the blouse.

Price 10 cents, in coin. Address orders to The Baltimore Sun Pattern Service

106 SEVENTH AVENUE NEW YORK

Print name and address plainly. Please Put A Circle Around Size Wanted.

Pattern No. 8939 is designed in all sizes 2, 3, 4, 5, 6 years.

Name
Street Address
City
State

Note—DO NOT send clipping of this pattern with your order. Keep the clipping for reference as to number and size of pattern desired, in case your order goes astray.

If you... ing pov... same fr... Now... used w... or it m... more p... cologue... from a... yourse... lzer. Lad... prefer... dusting... plied... subtle... sachet... washed... meant... lingeri... for pu... wear... pinned... many... growl... Just... is ava... stick... over... It vov... you w... Wor... use a... above-... stance... first, a... der af... ing wi... cealed... final d... hair a... Thus... quisite... ates a... Miss... for P... write... a self... velope... A ra... appear... diced, tions... choppe... olives... mayon... horser... pieces... when t

List of Orleans Court Judges 1824 - -

Zadok Sturgis }
John P. Duffield } 1824
George W. Purnell }

Zadok Sturgis }
Geo. W. Purnell } 1829
William U. Purnell }

Zadok Sturgis }
Thomas Harper } 1830
John R. Pitte }

Zadok Sturgis }
Geo. W. Purnell } 1831
Henry Franklin Junr. }

Zadok Sturgis }
Henry Franklin Junr. } 1832
William W. Purnell }

Isaac Sturgis }
Geo. W. Purnell } 1835
Jacob. Boston }

Geo. W. Purnell }
Jacob. Boston } 1835
John R. Purnell }

Geo. W. Purnell }
Jacob. Boston } 1836
Edward Heywood }

to

Geo. W. Purnell }
Edward Heywood } 1838
John S. Martin }

to

Samuel R. Smith }
John J. Williams } apv.
Cheed Purnell } 1839

Minute Books missing 1840-1852

Thomas Johnson }
William Bratten } 1852 - to
Thomas P. Parker }

Thomas Johnson }
William Lewis } 1855 - to
Lemuel D. Wilson }

Charles P. Jones }
William Lewis } 1859 to
Lemuel D. Wilson }

Irving W. Merrill }
John W. Lewis } 1863
James S. LeCompte }

William H. Merrill }
John W. Lewis } 1864
James S. LeCompte }

William H. Merrill }
John W. Lewis } 1865 -
John R. Hill }

William Bratten }
Robert Pitts } 1867
Alfred D. Merrill }

Theo. W. Williams }
Robert Pitts } 1868 to
Alfred D. Merrill }

Theo. W. Williams }
James Whalley } 1871 to
Francis D. Hayman }

Theo. W. Williams }
James Whalley } 1879 to
Francis D. Hayman }
Benj. Curmean }

Theo. W. Williams }
Benj. Curmean } 1883
Major T. Hall }

Thos. W. Williams }
Major J. Hall } 1883
John B. Corbin }

Charles P. Jones }
Major J. Hall } 1884
John B. Corbin }

Charles P. Jones }
Major J. Hall } 1887 to
Elijah B. Carey }

Elijah B. Carey }
Ara P. Bowen } 1891
Henry J. Onley }

Elijah B. Carey }
Ara P. Bowen }
Henry J. Onley } 1895-
Stephen L. Purnell }

Elijah B. Carey
Henry J. Selby
Stephen L. Purnell } 1895

Isaac P. Henry
Ara P. Bowen
Alfred Child } 1899

Isaac P. Henry
Ara P. Bowen
Alfred Child } 1903-04
William E. Boston
William A. Taylor

Ara P. Bowen
William E. Boston
William A. Taylor } 1904-07

Ara P. Bowen
William E. Boston
William A. Taylor
Henry N. Willis } 1907-08

Ara P. Bowen
William A. Taylor } 1908-09
J. Henry Young }

Ara P. Bowen
William A. Taylor } 1909-11
Edward M. Ross }

Ara P. Bowen
William A. Taylor } 1911-12
Edward M. Ross }
John L. Mason }

William A. Taylor
Edward M. Ross } 1912-15
John L. Mason }

William A. Taylor
Edward M. Ross
John L. Mason } 1915-16
James S. Scarborough }
Sidney A. Bowen }
Peter G. Jones }

James S. Scarborough
Peter J. Jones
Sidney A. Bowen
Henry E. Davis } 1916-17

James S. Scarborough
Peter J. Jones
Henry E. Davis } 1917-19

James S. Scarborough
Peter J. Jones
Henry E. Davis
Samuel E. Shockey
Thomas J. Fassitt
Edward H. Bounds } 1919-20

Samuel E. Shockey
Thomas J. Fassitt
Edward H. Bounds } 1920-23

Samuel E. Shockey
Thomas J. Fassitt
Isaac James Davis } 1923-30

Samuel E. Shockey
Isaac James Davis
William S. Godfrey } 1930-32

Samuel E. Stockley } 1932-33
—

Isaac J. Davis }
William S. Godfrey } 1932-33
—

John H. Gillies } May 2, 1933 to May 31, 1933
—

John H. Gillies }
Isaac J. Davis } 1933-35
William S. Godfrey }
—

Isaac J. Davis } 1935-36

John H. Gillies }
William S. Godfrey } 1935-36
—

John H. Gillies }
Isaac J. Davis } 1936-38
William S. Godfrey }
—

John H. Gillies }
William S. Godfrey } March 1, 1938 to
Dewitt B. Merrill } Nov. 29, 1938

John H. Gillies }
William S. Godfrey } 1938-
Charles W. Pilchard }

ELECTION SUPERVISORS (Appointive)

Robert H. Powell
Severn Murray 1890
Parker E. Wharton

Vice Emory Bell
Alexander D. Irwin 1892
Thomas H. Collins

Alexander D. Irwin
Thomas H. Collins 1894
Henry J. Anderson

Urian F. Shackley
Edward S. Furbush 1896
Elijah J. Scharlfield

These are the first county commissioners we could find and were
unable to find the name of the clerk.

Elected in the year 1839 to serve for term of 3 years.

James Powell 1st dist.
Rowland Bevans

William Showell 2nd dist.
James Fooks of D.

Levin G. Irving 3rd dist.

(There are only three county commissioners serving at the present
time).

REGISTERS OF WILLS OF WORCESTER CO. = 1742--.

1742-1743	John Henry	Depy. Com.
1743-1777	Benton Harris	" "
1777-1781	Wm. Morris	Register of Wills
1781-1782	John Morris	" "
1782-1792	John Wise	" "
1792-1799	Levin Handy	" "
1799-1806	Jas. B. Robins	" "
1806-1824	Matthew Hopkins	" "
1824-1839	Lemuel P. Spence	" "
1839-1846	Samuel R. Smith	" "
1846-1851	Teagle Townsend	" "
1851-1857	Geo. B. Gray	" "
1857-1863	Thomas P. Parker	" "
1863-1865	Edw. Hubbell	" "
May-Nov.		
1865-1865	Jas. S. Lecompt	" "
1865-1873	Geo. W. Bishop	" "
1873-1884	Geo. T. Bratten	" "
1884-1897	Thos. D. Purnell	" "
1897-1915	Edw. P. Davis	" "
1915-1921	Asbury C. Riley	" "
1921-1939	Dr. Paul Jones	" "
1939--	Frank E. Hudson	" "

WORCESTER COUNTY WELFARE BOARD

Prior to 1933 public relief work in Worcester County was in the hands of the Board of County Commissioners. Due to the emergency situation in 1933, it became necessary in Maryland to provide State-wide control of the distribution of Federal and State funds. In order to effect this, Welfare Boards were organized throughout the State on a county basis under the supervision of the Board of State Aid and Charities. In January 1934, the Worcester County Welfare Board began the distribution of emergency relief funds.

The state and county set-up was made permanent by legislative act of the assembly in 1935, (acts 1935, ch. 586). Under this legislation and that of 1939, (ch. 99, sec. 8-D), the County Welfare Boards have authority to administer aid to dependent children, old age assistance, public assistance to the needy blind and general public assistance; child welfare services under the Social Security Act; the investigation and referral of applicants for Works Progress Administration, Public Works Administration and Civilian Conservation Corps. Such boards also have authority to administer, handle and distribute Federal Surplus Commodities, as well as work relief and services to families and individuals in need; the care of neglected, dependent and delinquent children, this care to include service to juvenile courts or other courts having jurisdiction over minors.

In Worcester County, the Welfare Board performs the above functions, with the exception of General Public Assistance relief to the needy handicapped in general, and care of neglected and delinquent children.

The County Welfare Board consists of seven members, who serve without pay, of whom one is a county commissioner who serves ex-officers for one year. The other six members are appointed by the county commissioners from a list submitted by the State Department of Public Welfare (official title since 1939, ch. 99, sec. 1) after conference with the Board of County Commissioners. Appointments to the Welfare Board in 1940 and thereafter are for terms of six

years, such appointees being ineligible for re-appointment to a second term immediately succeeding the first.

Subject to the approval of the State Department of Public Welfare, the Welfare Department of Public Welfare, the Welfare Boards appoint the personnel necessary for administration of the county welfare programs.

Expenditures of Worcester County Welfare Board in 1938-1939 amounted to \$120,966.24, of which \$18,671.72 were received from the county and \$102,294.52 from State and Federal grants.

Records of the Worcester County Welfare Board are kept on forms prescribed by the State Department of Public Welfare. Such records are confidential, according to law, all are kept in the welfare office, second floor of the Municipal Building, Snow Hill, Maryland.

George R. Collier, elected State's Attorney for Worcester County November 1851.

"To hold the said office of 'The States Attorney' for Worcester County until you shall be duly discharged therefrom and to execute the duties of said office with deligence and fidelity, without favor, affection or ^{partiality} ~~partiality~~, according to law."

(State's Attorney 1851).

Registers of Wills of Worcester Co. - 1742--.

1742-1743	John Henry	Deputy Com.
1743-1777	Benton Harris	" "
1777-1781	Wm. Morris	Register of Wills
1781-1782	John Morris	" "
1782-1792	John Wise	" "
1792-1799	Levin Handy	" "
1799-1806	Jas. B. Robins	" "
1806-1824	Mathew Hopkins	" "
1824-1839	Lemuel P. Spence	" "
1839-1846	Samuel R. Smith	" "
1846-1851	Teagle Townsend	" "
1851-1857	Geo. B. Gray	" "
1857-1863	Thomas P. Parker	" "
1863-1865	Edw. Hubbell	" "
may - Nov 1865-1865	Jas. S. Lecompt	" "
1865-1873	Geo. H. Bishop	" "
1873-1884	Geo. J. Bratten	" "
1884-1897	Thos. D. Purnell	" "
1897-1915	Edw. P. Davis	" "
1915-1921	Asbury C. Riley	" "
1921-1939	Dr. Paul Jones	" "
1939 -	Frank E. Hudson.	" "

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. 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; Sankford & Stennous, Wicomico County, Contractors.

All records except those of the Bd. of Education, Election Supervisors and those in attic are kept in fire-proof vaults.

Indeterminate number of vols. from Register of Wills vault missing that cannot be accounted for.

BERLIN FIRE COMPANY, Inc.

"SERVICE FOR OTHERS"

BERLIN, MARYLAND

OUTLINE OF THE GROWTH OF THE BERLIN FIRE COMPANY

On or about the latter part of 1894 the business men of Berlin purchased a hand pumper and some hose and made arrangements to put up a tank for their water supply. Around this equipment a loose sort of an organization was formed, but when in August 1895 this organization went into action, their water supply, a well, gave out and the pumper was abandoned and burned along with the entire business section and some homes. All records of this Company, if any existed, were destroyed in this conflagration. From 1895 to 1909 the town was served by a bucket brigade. In 1909 the present light and water plant was built and a new Fire Company was organized with two home made and hand drawn hose carts as its equipment, about two years later a hand drawn reel with ladders was purchased, and in 1916 a chassis was purchased upon which was built a hose body and ladder rack. In 1924 the Company purchased a triple combination Mack Pumper of 300 Gal Capacity which was delivered in the early part of 1925 and in February 1925 the Berlin Fire Company joined The Maryland State Firemans Association. In 1926 the Company was incorporated and purchased a Ford Chemical which was replaced in 1927 by a 4 cylinder Chevrolet Truck carrying a hose body and pump in addition to the ladders and chemical equipment. In May 1933 a new 6 cylinder Chevrolet truck was purchased to replace the 4 cylinder chevrolet truck and on February 10, 1934, in answering a call near Taylorville with this Chevrolet truck, the truck skidded on the icy road and turned over, causing the death of one man, Franklin Pennewell, then Vice-President of the Company, and injured several other members of the Company, also the Company

BERLIN FIRE COMPANY, Inc.

"SERVICE FOR OTHERS"

BERLIN, MARYLAND

doing a great damage to the truck. This truck was repaired and put back in use. About this time the Mayor and Council purchased the present Municipal Building at the Corner of Bay and Williams Street and in March 1935 the Fire Company moved from their Old Quarters on Bay Street to the New Building. Later the Mayor and Council remodeled the Second Floor of the New Municipal Building and arranged quarters for the members of the Fire Company consisting of, Living Room, Meeting Room, Recreation Room and Kitchen and on May 1st, 1938 these quarters were dedicated. Then there came the demand for more equipment and in November 1938 a New 500 Gallon Mack Triple Combination Pumper with equipment was purchased and delivered. The Berlin Fire Company has at present 30 active members with 3 pieces of apparatus. The Present Officers are: Fred A. Culver, President; Waddell Whittington, Vice-President; Wm. S. Hudson, Secretary; Wilson W. Brittingham, Treasurer; J. Wm. Thomason, Chief; Ray Jarvis, Asst-Chief; Russell Rogers, Captain; Calvin Wimbrough, Asst-Captain; Reuben Lewis, Chief Engineer; with seven Assistant Engineers.

Pocomoke City - Fire Company

The big town fire of April 1922, destroyed all old records of the Pocomoke Fire Company when the fire house was burned, but as near as I can learn the Company was organized about 1888 with 25 men and a hand drawn hose cart with about 250 feet of hose and buckets, and few years later about 1895, a hand drawn steam pumper was purchased by the town as was some more hose. This steam pumper 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 by-gone days. Shortly after the town fire a new 1,000 gallon motor was purchased by the town; also about 2,000 feet of $2\frac{1}{2}$ " hose and in 1930 another new 1,000 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 1,000 feet more of $2\frac{1}{2}$ " 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 September 4th, 1939 (PWA Project) Labor Day. This new building is fully equipped with a very modern kitchen, large auditorum lounge room, ladies and mens' rest rooms and billard room.

In February of 1940, the Fire Company purchased a new modern ladder truck and 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 two 1,000 gallon pumpers, a combination chemical and booster truck and a ladder truck and pumper and about 4,500 feet of good $2\frac{1}{2}$ " hose and a membership of 35 men.

Last year we answered 62 alarms, 30 in the town and 32 calls in Worcester, Somerset Counties in Maryland and from Accomac and Northampton Counties in Virginia, with an estimated loss in Pocomoke of about \$5,000.

A BRIEF HISTORY OF STOCKTON FIRE CO.

The Stockton Fire Company was organized in 1924. In 1925 the company was incorporated. The fire house was built in May 1925. It is made of stone blocks and wood.

In 1930 the company joined the State Firemen's Association which they belong at present date.

The present charter calls for twenty-five active members, but there are only twenty-two on active list at present.

The equipment consist of one chemical truck and one eight hundred gallon pumper.

The present fire chief is H.D. Cutright, and secretary and treasurer, G.E. Dryden.

HISTORY OF OCEAN CITY VOLUNTEER FIRE COMPANY

Ocean City's bucket brigade dates back to 1875, the only available water being the family pump, ocean and bay.

In 1903 a water system was installed with adequate distribution of fire plugs, included in this contract were two hand pull hose carriages, with reels and hose.

After the loss of the Oriental Hotel in 1905, a fire company was formed, having twenty members. There was no building to house this equipment, only canvass covers. Church bells, and railroad engine whistles were used to alarm the people, later a bell was installed on the water tank for this use.

In 1907 a two story building was erected. The first floor was used for fire equipment and second for meetings of town and lodge. This building is now used 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 chasis.

In 1918 the Siren System of alarm was installed.

In 1928 the town provided the New Fire Company 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 company was incorporated. At present the company owns: One Ford chemical, one G.M.C. truck and trailer, hook and ladder wagon, 21,000 gallon LaFrance pumper booster system. This equipment is valued at \$35,000 and is owned by the fire company and is not an asset of the city.

No salaries are paid. The expense of gas, oil, and hose is paid by the city.

Captain T.T. Moore
Archie Davis
Howard Wainwright
Allan Quillin
Herman Parsons

President
Chief
Assistant Chief
Secretary
Treasurer

History of Berlin

Berlin sprang up on the site of "Burleigh Plantation," patented in 1677 by William Stevens. The main highway in older days, known as the "Seaside Road," which extended up the Eastern Shore Peninsula, passed through the site of Berlin.

The town of Berlin today stands on two old plantations. Buckingham Presbyterian Cemetery and the southern part of town today stands on the old Burleigh Plantation while the northern section of the town is located on Mount Pleasant Plantation.

Prior to the great fire of August 4, 1895, which wiped out over seventy buildings, churches and stores, the town of Berlin grew very slowly.

Berlin secured its first town charter

from the State Legislature in 1895 and
held its first municipal election in
May of 1896.

Berlin was the birthplace of Stephen
Decatur Jan. 1779.

Clerks of the Circuit Court
of
Worcester County

Robert King <i>jr.</i>	1742-1752
Henry Johnson	1752-1777
R. Dennis, pro. tem.	1777-1777
John Done, pro. tem.	1777-1777
Jas. R. Morris	1777-1795
John C. Handy	1795-1837
Gordon M. Handy	1837-1846
Edward D. Martin	1846-1856
John A. Purnell	1856-1857
William E. Timmons	1857-1863
G. H. Richardson	1863-1867
I. T. Matthews	1867-1885
J. W. Staton	1885-1889
J. M. Richardson	1889-1889
Francis H. Purnell	1889-1907
Oliver D. Collins	1907-1925
Sue M. Collins	1925-1926
Bessie Bowen	1926-1930 <i>1938</i>
Joseph E. Brimer	1930-- <i>1938</i>

Linear feet measurements of County records in Worcester County.

Register of Wills (vault)	{	87 linear ft. bound	
	{	292 " " unbound.	
Co. Commr's. (offices + vault)	{	31 1/2 " " bound	
	{	15 1/3 " " unbound.	
Co. Treasurer (office + vault)	{	19 " " bound	
	{	16 1/4 " " unbound.	
Clerk of Court (office + vault)	{	201 1/2 " " bound	
	{	522 " " unbound	
	{	31 " " unbound (file cabinet in jury room)	
attic records of clk. of Ct.,	{	45 " " bound	
Co. Commr. + Co. Treas.	{	69 " " unbound.	

Welfare Bd. (office + voting house)	{	40 linear ft. unbound records in fd. (office)
	{	13 linear ft. unbound records in bundles (office)
	{	2 1/2 linear ft. bound records (in office)
	{	11 1/2 linear ft. unbound records in boxes (in voting house)

Snow Hill Volunteer Fire Co.

Snow Hill had no fire company prior to the fire of 1893. In 1897 the "Snow Hill Volunteer Fire Department of Snow Hill, Maryland" was organized with an active membership of 36 and an honorary membership of 100. The present membership is 30 active and 100 honorary members. Incorporated 1925 (Incorporation Record No. 1, Liber S. M. C. fol. 14)

The present building occupied by the fire company was erected in 1936 with the aid of WPA Funds and is a large two-story brick structure with ample space for all equipment. The second floor has a lounge, rest room with shower, large kitchen fully equipped by the Firemen's auxiliary, and a large auditorium used by the public for entertainment. Present valuation of building \$18,000.00

The City Hall now occupies the old

fire house.

The sum of \$4,035.80 (1940 Levy) is appropriated by the County Commissioners and divided equally among the fire companies of Worcester Co. Outside of this sum the company is self-sustaining.

The present equipment owned by the company is 2 American La France with booster tanks, pumpers and hose compartments, 1 International hose truck. A new International truck will be purchased in the near future.

Mr. Meyer:

The following are linear feet measurements of records in courthouse:

Register of Wills (vault)	{	87 linear ft. bound
		292 " " unbound.

Co. Commissioners (offices + vault)	{	31½ " " bound
		75⅓ " " unbound.

Co. Treasurer (office + vault)	{	19 " " bound.
		16¼ " " unbound

Clerk of Court (office + vault)	{	201½ " " bound
		522 " " unbound
		31 " " unbound (in jury room)

Attic (Includes bound & unbound records of Clerk of Court, Co. Comrs. & Co. Treas.)	{	45 " " bound
		69 " " unbound

We will measure the records of
Welfare Board at their convenience,
and in the meantime will con-
tinue with the Minutes of County
Commissioners unless we hear from
you to the contrary.

Ruth S. Leonard.

1. Worcester County, Maryland
Historical Sketch

Worcester County Maryland is situated in the section of the State called the Eastern Shore.

It is bounded on the north by Prince Georges County and Delaware, on the east by the Atlantic Ocean and Chincoteague Bay, the south by Virginia and on the west by Somerset County (1)

This County embraces an area of 495 square miles or 316,000 acres, one fourth of this acreage is covered by the bays of Sinepux-ent, Chincoteague, Isle of Wight, Assanoman, and Newport. The Atlantic Ocean forms an entire Eastern border.

A narrow strip of beach ranging from one quarter of a mile to one mile in width forms the coast and is separated from the mainland by the above mentioned bays. The

(1) Emily Emerson Lundy - The Spirit of Maryland p. 333

2) Worcester County. Historical Sketch.

narrowest part of this stretch of water is at Ocean City where it is spanned by a bridge about one fourth of a mile long and its widest part is below Snow Hill where it is about 8 miles from shore to shore. (2)

Worcester County is rich in historic associations. Recent years have brought to light valuable data that place part of Worcester ^{County} as the site of the landing of the Florentine navigator, Giovanni de Verrazano in 1524.

He had been sent out by King Francis, I of France to seek a passage to China. This was over 400 years ago and not long after Columbus discovered America that Verrazano fitted out his frigate, "La Dauphine", with a crew of fifty men and set out to find the much sought passage to the Orient. After many vicissitudes, the first land he saw was the coast of North Carolina. He named the region, "Banks of Laurel". (3)

Resuming his journey and following the coast east and northward he discovered

(2) Compiled by Robt. Emms. - The State of Maryland
for Public Uses. P. 177

(3) Jennings' Wise - The Kingdom of Accomack or
The Eastern Shore of Maryland P.
111-113

3)

Worcester County
Historical sketch

saw a section of land with large forests which he named Acadia. The landing he chose in this section which he described as Acadia has been identified as that in Worcester County. It is believed that he stopped about 8 miles west of Berlin.

From ancient maps it would seem that Verrazano sailed into Assateague Bay through the southerly opening known as Cincoteague Inlet and that he departed by way of the opening of Sinepuxent neck. This latter is said to have been the old Pinepuxent Inlet, the scene of foreign and coastwise shipping in the latter part of the 17th, all of the 18th and part of the 19th centuries. It is also a belief that Assateague Bay was open to the sea in the 16th century. (4)

Verrazano travelled up this coast line bestowing names as he went until he reached the group of islands off the coast of what is now Maine, thus making the first record or description of the ^{Atlantic} coast of our own

(4) Eastern Shore Times - Apr 18, 1840. Part let. Vertical file

4)

Worcester County -
Historical Sketch

E.M.C

United States.

Indians called the isolated Peninsula "Acchanmake" meaning "land beyond the water," referring thus to the location of the peninsula separated, as it is from the mainland of Virginia by Chesapeake Bay.

Tradition claims that Indians were not friendly to any strangers who tried to land on their beach up to 1603.

Bartholomew Gilbert son of noted Sir Humphrey Gilbert after a voyage to New England, Mar. 26, - July 23, 1602. decided to search for lost Colonists of Roanoke Island.

He set out in a bark of 50 tons, were caught in a storm of the capes of Virginia and in July 1603, entered the Bay in search of a good harbor, and headed for the Eastern shore Peninsula and anchored about a mile off the beach. (5) A group went

Jenny Dase. - Ye Rudome of Accomacke or
(3) The Eastern Shore of Virginia P. 111-113

ashore seeking fresh water. The party had only proceeded a short distance when they were attacked by hostile Indians who killed Captain Gilbert and one other of the ^{party}. The balance of the group reached their vessel with great difficulty and at once abandoned any idea of searching for Sir Walter Raleigh's lost colony, and the Elizabeth and its crew returned to England (6)

(6) Jennings Base. Ye Rivermouth of Accomacke
or the Earliest Shore of Virginia P.
(2)

(6)

Mercedee County

Historical Sketch

The Charter for the Province of Maryland granted to Cecil, Lord Baltimore, June 20, 1632, definitely included, in addition to the territory west of Chesapeake Bay, that of the peninsula between the Atlantic Ocean and Delaware Bay (east) and the Chesapeake Bay (west) and extending from the Maryland - Virginia boundary line (south) in a northerly direction along the ocean side up through Delaware Bay to the 40 degree north latitude.

Lord Baltimore disregarded the assertions of other claimants to this section asserting his rights thereto, and in 1669 in an effort to put an end to encroachments by others, he directed his provincial authorities to encourage (under liberal terms) settlers to take up lands "upon the seaboard side of the Eastern shore and on Delaware Bay within the degree forty northerly latitude and especially the Whorekill."

(7) Clayton Torrence - Old Somerset on the Eastern Shore of Maryland - P. ⁽⁸⁾

(8) Archives of Md. Vol V. pp. 54-5

Whorekill - (to be)

Archives of Maryland - P. 54-5

Worcester County
Historical Sketch

It was more than fifty years before the erection of Worcester County in 1742, that the Maryland Province had a Worcester County erected by order of the Lord Proprietary. This act was but an amplification of previous instructions to erect an unnamed County where Worcester County was finally and definitely established in 1742 (9)

On Oct 22, 1669, the Council of Maryland following instructions received from his Lordship, bearing the date of July 28, 1669, ordered:

"That from the Hore Kill to Mount Scarborough be erected into County and called as the Lord Proprietary shall hereafter direct" (10)

The bounds of this County were given as the Horekill (creek) or Lewis Creek near Lewis, Delaware and Mount Scarborough which according to Hermann's Map of 1670 lay south of Snow Hill, possibly near the present town of Scarborough. (10)

- (9) Clayton Lawrence - *Old Somerset or the Eastern Part of Maryland.* p. 185.
 (9a) Worcester Court Book - like a. p. 15
 (10) - E. B. Matthews - *The Counties of Maryland* - p. 567

8 Worcester County
Historical Sketch

The instructions from his Lordship called for the erection of a County to be named Durham which was to extend north of Worcester County along the Delaware from Shorekill to the 40th degree of north latitude. (11)

On June 19, 1672 the Proprietary, Lord Baltimore, through his Governor erected a Worcester County which included practically all of the territory under dispute between himself and the Duke of York (the same not yet having been granted to William Penn.)

The Proclamation read:

"Beginning at the southermost Branch of a Bay, now called Rehoboth Bay, and from thence running northerly up the Sea Board side to the South Cape of Delaware Bay and thence to the Shore Kill Creek and up the Bay to the 40th degree northerly latitude, with a County, and do hereby erect the same into a County and it is our will and pleasure that it shall be a County and called by the name of Worcester County in our said Province of Maryland." (12)

11) E. B. Matthews

Counties of Maryland p 568

12) E. B. Matthews -

Counties of Maryland p. 566

Worcester County
 Historical Sketch

These prescribed boundaries of the Worcester County of 1672 embraced not only the unnamed County of 1669 but also Durham County also. ...

All of the territory that comprised the old temporary Counties was included within the boundaries of the original Maryland Charter of 1632 covered in the clause *haec tenes inclusa in* the preamble of the Charter of King Charles I, the grantor, Lord Baltimore the applicant and the Duke of York the subsequent disputant, can all be shown by documentary evidence to have held that any settlements of the Dutch along the Delaware were of no account and should not be respected as granting control away from the English crown. This attitude of the English was enforced against the Dutch in 1663-4 when New Amsterdam and the Dutch settlements along the Delaware were conquered.

When, Charles II granted all the land east of the Delaware River

Worcester County
Historical Sketch

to his brother James, then the Duke of York and Albany, the latter became interested in the settlements on the western shore and acted on, without really asserting, the principle emphasized by the Dutch representatives to Maryland in 1659, viz, that all of this territory had been left out of the Maryland grant, out of regard to the Dutch settlements by the clause in the preamble as heretofore cited. Following this principle was the assumption of authority and control of the Duke of York and his representatives, and the land was subsequently granted to William Penn. With the question of ownership presenting itself between Penn and Charles, Lord Baltimore, the matter was referred to the Privy Council, and as the Duke of York had become King James II, the Council confirmed the title previously assumed by the King when Duke of York. This decree of 1685 gave old Worcester County to the King and it ceased to be part of Lord Baltimore's Province. (14)

E. B. Mathews Counties of Maryland p 567

The land in Worcester County was long a part of Somerset before it was organized into a separate County, at the home of Daniel Murray in Snow Hill town, on December, 11, 1742, by virtue of a Commission from Lord Baltimore dated December 10, 1742.

The Legislature of 1742 passed an Act as follows:

Dorchester County
Historical Sketch

Footnote:

Preamble:

For as much as divers inhabitants
of Dorchester County, have by their Petition, to
this General Assembly, prayed that the
said County may be divided, and a new
County erected out of part thereof;

Be it enacted by the Right Honorable,
the Lord Proprietary, by and with the advice and
Consent of his Lordship's Governor and the Upper
and Lower Houses of Assembly, and the
Authority of the same, that after the tenth
day of December next, the Bounds of Somerset
County shall contain as followeth:

"Beginning at Watkins Point, and from
thence thence running up Pamunke-Bay
to the mouth of the Pamunke River, up and
with the said River to the mouth of Dinding
Creek; thence up the westernmost side
of the said Creek and main branch to the
Bridges called Newstone's Bridges, and
from thence west to the main road, called
Parahawkin Road; thence up and with
the said road to John Caldwell Senior's
saw mill, thence up and with said

Worcester County
Historical sketch

13)

went over Col's Branch to Broad-Creek Bridge
and down said Branch and creek into
Nantuxke River; thence down said River
into Worcester County, to the mouth thereof,
and from thence, including all the
Islands formerly deemed to be in
Somerset County, to the Beginning
called Dratkins Point; and that after
the said Tenth day of December, all the
remaining Part of what is now reputed to
be within the County of Somerset to the
extent of this Province, shall be nominated
called and known by the name of Worcester
County and the inhabitants thereof shall
have and enjoy equal Privileges with the other Counties
of this Province, in sending delegates to the
General Assembly, having County Courts, Sheriffs
Justices, and other officers and Ministers, as is
usual in other Counties within this Province.

And be it further enacted by the Authority,
Advice and Consent aforesaid, That Col.
Levin Gale, Col. Robert King, Major George Hale,
Captain James Martin, Major Robert Jenkins
Henry, and Mr. Isaac Morris, or the major
Part of them, shall be, and are hereby authorized
and empowered at such times as they or the
major part of them shall think proper, before
the tenth day of December next, to meet to-

Marshall County
Historical Sketch.

gathered at Princes Anne Town in Somerset County, and Burr Hill Town in Marshall County, and buy or purchase from the owners of such land as they or the major part of them, shall think proper in the said Towns, not being more than one, or less than half of one acre, whereon to erect a Court-House in each county and a prison in Marshall County, if the owners of such land will sell it at a reasonable Rate; but if the owners of such lands only the said Col. Levin Gale, Col Robert Key, Major George Hale, Captain James Martin, Major Robert Jenkins Henry, and Mr Isaac Morris or the major part of them, shall be chosen, shall refuse to sell it at a reasonable Price, or be under the age of Twentyone years, or other disability to sell or convey the same, then the said persons or the major part of them are hereby authorized and empowered to issue a warrant to the Sheriff of such County, where it shall be requisite, therein requiring the said Sheriff to summon twenty four free holders of said city of the said County, to appear on the land to be chosen as aforesaid, at a time therein to be mentioned,

Twelve at least of which Freeholders shall be impanelled and sworn as a Jury, to enquire who is owner, and declare the value of the said land designed for a Court-House, and the Payment of such their valuation to the Persons who shall be found by such Jury to be owner of such land, or to the Guardian of the Owner if a minor, or to the husband, if a feme covert, if one shall be found to be the Owner; which Payment and receipt therefore or Tender thereof, shall next the Justices of Worcester County, and their successors with an estate in fee simple for the use of such County-Court for ever.

And be it further enacted, That the Justices of the several County-Courts of each of the said Counties shall, and are hereby authorized and impowered to assess and levy upon the taxable Persons of their respective Counties, in the same manner as the County Charge hath been usually levied, so much money as shall be necessary to pay for the Land so as aforesaid to be allotted and to build a Court House

on the said Land: Provided always,
 That the said sums shall not exceed
 the sum of one thousand pounds,
 current money in each County, to be
 levied by three equal assessments
 in the years one thousand seven
 hundred and forty three, one thousand
 seven hundred and forty four, and
 one thousand seven hundred and
 forty five.

And be it also enacted That the
 said Justices shall be authorized
 and empowered to contract for
 the building of, and to cause a
 a Court-house to be built in their
 respective Counties, on said lands,

and be it further enacted, by the
 Authority, advice and Consent
 aforesaid, That the County-Court
 of the County of Worcester aforesaid
 shall be held on the first Tuesdays
 of the months of March, June, August
 and November, yearly; and that the
 Assizes in the said County shall begin
 and be held on the Thursday before the
 Assizes in Somerset County; and that the

Investee County

Historical Sketch

... the Assizes and County Courts for Somerset County, after the last day of November, next, shall be held at Princess Anne Town aforesaid; any law, usage or custom, to the contrary notwithstanding (10)

These are the first County Commissioners
we could find and were unable to find
the name of the clerk.

Elected in the year 1839 to serve for term
of 3 years.

James Powell }
Rowland Bevans } 1st. Dist.

William Howell }
James Fooks of D. } 2nd. Dist.

Lewis S. Irving - 3rd. Dist.

(There are only 3 county commissioners
serving at the present time.)

Election Supervisors (appointive)

33
16

Robert H. Powell
Levern Murray
Parker E. Wharton } 1890

Vice Emory Bell
Alexander D. Irwin
Thomas H. Collins } 1892

Alexander D. Irwin
Thomas H. Collins
Henry J. Anderson } 1894

Uriah F. Shackley
Edward S. Furbush
Elijah J. Schanfield } 1896

(1896 was earliest date asked for, but we found some earlier so include them)

Mr. Meyer:

We have done the best we could with early officials of Worcester Co. The first sheriff we find is 1744, but they held office so long he was probably sheriff in 1742 also. First coroner dates from 1786. We are also sending lists of others officers or commissioners that we found and thought might be of interest. - Does this include all the officials that are needed? Do you want a list of all chief judges and associate judges to the present time?

Next week we will begin the imprints.

Ruth S. Leonard.

Worcester County Welfare Board

Prior to 1933 public relief work in Worcester County was in the hands of the Board of County Commissioners. Due to the emergency situation in 1933, it became necessary in Maryland to provide state-wide control of the distribution of Federal and State funds. In order to effect this, Welfare Boards were organized throughout the State on a County basis under the supervision of the Board of State Aid and Charities. In January, 1934, the Worcester County Welfare Board began the distribution of emergency relief funds.

The State and County set-up was made permanent by legislative act of the assembly in 1935, (acts 1935, ch. 586). Under this legislation and that of 1939, (Ch. 99, Sec. 8-D), the County Welfare Boards have authority to administer aid to Dependent Children, Old Age Assistance, Public Assistance to the Needy Blind and General Public Assistance; Child Welfare Services under the Social Security Act; the investigation

and referral of applicants for Works Progress Administration, Public Works Administration and Civilian Conservation Corps. Such Boards also have authority to administer lands and distribute Federal surplus commodities, as well as work relief and services to families and individuals in need; the care of neglected, dependent and delinquent children, this care to include service to juvenile courts or other courts having jurisdiction over minors.

In Worcester County, the Welfare Board performs the above functions, except the exception of General Public assistance, relief to the needy handicapped in general, and care of neglected and delinquent children.

The County Welfare Board consists of seven members, who serve without pay, of whom one is a County Commissioner who serves ex-officio for one year. The other six members are appointed by the County Commissioner from a list submitted by the State Department of Public Welfare (official title since 1939, Ch. 99, Sec. 1) after conference with

the Board of County Commissioners.
Appointments to the Welfare Board in
1940 and thereafter are for terms of
six years, such appointments being in-
eligible for re-appointment to a second
term immediately succeeding the first.

Subject to the approval of the State
Department of Public Welfare, the Welfare
Boards appoint the personnel necessary
for administration of the county Welfare
programs.

Expenditures of Worcester County Welfare
Board in 1938-1939 amounted to \$120,966.24,
of which \$18,671.72 were received from the
County and \$102,294.52 from State and Federal
grants.

Records of the Worcester County Welfare Board
are kept on forms prescribed by the State Depart-
ment of Public Welfare. Such records are
confidential, according to law. All are
kept in the Welfare office, second floor of
the Municipal Building, Snow Hill, Maryland.

George R. Collier, elected State's attorney
for Worcester County Nov. 1851.

"To hold the said office of 'The State's
attorney' for Worcester County until you
shall be duly discharged therefrom
and to execute the duties of said
office with diligence and fidelity,
without favor, affection or partiality,
according to law."

(State's attorney 1851.)

OFFICE MEMORANDUM
FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE August 2, 1940

TO Mrs. Ruth S. Leonard

FROM Francis J. Laing

BE BRIEF

I am hoping you have kept a copy of the linear feet measurements of the county records. The last copy sent reached my desk but disappeared. If possible please send another copy and I will promise to lock it in the safe.

*This also includes measurements of
Welfare Board, (office & voting house)*

R.S.L.

A History of Pocomoke

Little is known of the origin of Pocomoke City, largest town in Worcester County, before 1670. In that year Col. William Stevens, then owner of the ground on which Pocomoke City now stands, established a ferry across the Pocomoke River at that point, which became known as Stevens' Ferry.

Boats transported the people from bank to bank of the river and Stevens' Ferry became the center of business for the whole section of what was then known as the Great County of Somerset.

Thirteen years later in 1683 a New England trader came up the Pocomoke River in his vessel, laden with English rum and cheese. He sought a landing at the ferry but was driven away by the authorities. He then moved up the river to the next knoll and landing. This was called "The meeting house landing".

About the year 1700 a tobacco warehouse was built and the name of the settlement was changed from "Meeting house landing" to "Warehouse landing". Up until 1776 a few warehouses

and a few dwellings made up the town. Then in 1820 the city limits of the town were drawn up and surveyed, forming a quadrangle.

In 1848 the name of the village was again changed to "New Town".

In 1865 an act of incorporation was secured, its full power and authority was given to the town commissioners to widen and straighten old streets, to lay out and construct new ones, to perform such other acts as in their judgment, to secure the health, happiness and prosperity of the town.

In 1878 by a petition to the General Assembly of Maryland, the place received its present name - "Pocomoke City". The name, derived from the Indians, means to some "Abounding in Fish" and to others "Muddy Waters", having been taken from the river upon which the town is situated.

Three times Pocomoke City was practically destroyed by fire - in 1888, again in 1892 and again in 1922. After each fire an improved city sprang up.

The present mayor of the city is Hon. E. Wilford Ross. The city now has a population of 3,300, with a taxable basis of \$3,250,000 according to city tax book figures. The city is on route 13 which is a direct route leading from the north to the south. Pocomoke is 13 miles south of the county seat Snow Hill.

Also within the past few years over \$200,000 has been expended for municipal improvements, including a new post office, fire house, municipal building, street and sewer improvements. A park and golf course is nearly completed.

11/17/38

Mayors of Pocomoke City
From 1895

May 6, 1895	to May 1, 1896	— William Dale
May 1, 1896	to May 1, 1898	— William F. King
May 1, 1898	to Sept. 2, 1901 (Resigned)	— R. M. Stevenson
Sept. 2, 1901	to May 1, 1908	— E. James Tull
May 1, 1908	to May 1, 1912	— Dr. I. T. Boston
May 1, 1912	to May 1, 1916	— E. James Tull
May 1, 1916	to Aug. 5, 1918 (Resigned)	— Edward M. Ross
Aug. 5, 1918	to June 23, 1924 (died 6/17/24)	— E. James Tull
June 23, 1924	to May 1, 1932	— William F. Hall
May 1, 1932	to May 1, 1936	— R. V. Sladding
May 1, 1936	to May 1, 1940	— E. W. Ross

An Act to provide for Recording certain Wills in the Register's office of Worcester County.

Whereas it is represented to this General Assembly by the petition of the Register of Wills of Worcester County, and certified by the Orphans Court of said County, that a number of Wills, — to the division of Somerset, and erection of Worcester County aforesaid, are in a — and imperfect state, and that a new record, made from the original Wills in the said office would be of great utility; therefore

II Be it Enacted by the General Assembly of Maryland, that it shall and may be lawful for the Justices of the Orphans Court of Worcester County, and they are hereby empowered and required to cause to be recorded by the Register of Wills of said County, in good leather bound books to which fair and regular Alphabets shall be prefixed, all such Wills filed in the office of the Register of Wills of said County, and which have not been recorded, as they or a majority of them, in their judgment, may deem necessary and proper to be recorded.

III And Be it Enacted that the said Register shall be entitled to receive ten cents per side for all such Wills by him recorded as above required, as a compensation for his services

IV for Recording the same. And Be it enacted, that the said Court

if Worcester County may and shall lay on the separate property of said County, such sum of money as the fee for Recording said Wills may amount to be collected and paid over by the sheriff of Worcester County to the Register aforesaid. And Be it enacted, that this Act shall continue in force until the first day of May Eighteen hundred and eleven, and no longer.

In the Record of the proceedings of the Orphans Court

of Worcester County 18th May 1808 the following order is entered to wit "Whereas by an act of the General Assembly of Maryland passed the 20th of January 1808 It is enacted as follows "That it shall and may be lawful for the

Justices of the Orphans Court of Worcester County and they are hereby empowered and required, to cause to be recorded by the Register of Wills of said County in good leather bound books to which fair and regular Cephahets shall be prefixed as such Wills filed in the office of the Register of Wills of said County, and which have not been recorded as they or a majority of them in their judgments may deem necessary and proper to record" —

Therefore in pursuance of the said Act and in virtue of the power and authority vested in the Court thereby — It is Ordered that the Register Record in Books of the description mentioned in said Act, all Wills in said office of date — to the year 1743 —

Snow Hill, Md.

Feb. 13. 1939.

Mr. F. J. Sainz
Baltimore, Md.

Dear Sir:

After you left last week the Register here found a list of all the Registers of Worcester County. Thinking you might want it I am sending it along with an Act of the General Assembly passed in 1808 pertaining to recording certain wills.

I think I will finish here in the Register's vault by the end of this week and will start the Clerk of Court's volumes soon.

Respectfully

Mrs. Ruth S. Leonard

Snow Hill, Md.

County Commissioners' Minute Books begin
1869--

Worcester County had five county commissioners until 1923 - From 1923--
three county commissioners.

Meetings were held irregularly until 1900.
Beginning January, 1900 meetings were held "each and every Tuesday."

First Clerk to Co. Commrs. James S. Jones.
(according to minute Books. 1869)

Collectors of State & County Taxes appointed
by co. commrs. (annually)
Stockton was called "Sandy Hill" prior to
1872.

Trustees of poor appointed annually by
Co. Commrs.

Can find no record of establishment of
Alms House. Was in use 1869. Alms House
Farm sold July 15, 1919 for \$28,775.
1900 new building was erected at Poor House
Farm \$918.45.

Electric lights installed in Ct. house, 1890.

1869-1900 Court room was used for entertainments by various churches & social groups, by permission of Co. Commrs.

Can find no appropriations for welfare.
Out-of-door pensions were granted
throughout all vols. that were read
1869-1925.

General Administration

309. GENERAL CORRESPONDENCE, 1934--. Est. 5,000 papers in 2 f.d. (labeled by division of alphabet contained).
Routine correspondence of the welfare board. Arr. alph. by name of subject or correspondent. Hdw.; typed. $11\frac{1}{2}$ x 12 x 25. Office.

310. REQUISITIONS AND LETTERS TO STATE OFFICE ORDERING SUPPLIES, 1934--. Est. 200 papers in 1 bundle.
Copies of requisitions for supplies or equipment, giving, date, quantity, description of articles, and signature of executive secretary; also contains correspondence. Arr. chron. by date of order. Typed on ptd. form. 12 x $8\frac{1}{2}$ x $1\frac{1}{2}$. Office.

General Assistance

311. (INDEX CARDS), 1934--. Est. 5,850 cards in 5 f.b. (labeled by division of alphabet contained).
General index file to all case histories, arr. alph. by name of client, giving birthdate, color, case no., residence, date of first application, names of children and others in household, cross references, category, dates of action taken, and name of case worker. Typed on ptd. card. 6 x 12 x 4 . Office.

312. STATISTICAL CARDS, 1937--. Est. 1,878 cards in 1 f.d., 1 bundle.
Card record of active and inactive approved cases for assistance to welfare clients, giving type of assistance, name of client, race, case no. name of worker, no. included in budget, and status of case. Arr. numer. within type of assistance. Hdw. on ptd. form. Bundle $8\frac{1}{2}$ x $5\frac{1}{2}$ x $8\frac{1}{2}$; F.d. $8\frac{1}{2}$ x $6\frac{1}{2}$ x 15 . Office.

313. ACTIVE CASES, 1934--. Est. 2,800 papers in 5 f.d. (labeled by case no. contained).
Active case histories of all welfare clients, including cases of old age assistance, aid to needy blind, and dependent children and general public assistance, giving case no., original application, investigators report, property, insurance and bank account, and medical reports and all forms establishing eligibility. Arr. numer. by case no. Hdw.; typed; hdw. and typed on ptd. form. $11\frac{1}{2}$ x 12 x 25 . Office.

314. APPLICATIONS APPROVED & REJECTED, 1938--. Est. 1,600 cards in 1 f.d., 1 bundle (bundle dated). Title varies: Application Cards Disposed of by Approval or Rejection, 1 bundle. 1938-39.
Card record of applications received, later approved or rejected, for aid to needy blind, aid to dependent children, and old age assistance, and for assignments to National Youth Administration, Civilian Conservation Corps and Work Projects Administration, giving name, ^{race,} case no., name of worker, date recorded, status of application, and date. Arr. chron. by date filed. Hdw. and typed on ptd. form. F.d. 7 x 9 x 11 ; bundle 8 x 10 x $8\frac{1}{2}$. Office.

Welfare Board

315. INACTIVE CASES, 1934--. Est. 3,200 papers in 11 f.d. (labeled by case no. contained).
Inactive case records of welfare clients of all categories, showing information as in entry . Arr. numer. by case no. Hdw. and typed on ptd. form. 11½ x 12 x 25. Office.
316. (RECORD OF ASSISTANCE GRANTED), 1936--. 3 vols.
Record of assistance granted, giving name of client, address, case no., no. in assistance groups, reference, date, total payment, distribution by category of assistance, and remarks. Arr. numer. by case no. Hdw. on ptd. form. Aver. 500 pp. 12 x 9 x 4. Office.
317. (REQUISITIONS FOR ASSISTANCE), 1936--. 1 vol. and est. 450 papers in 2 bundles. 1 bundle, 1934-35, subtitled Requisitions Discontinued and Closed O.A.A. : 1 bundle, 1934-35, subtitled Requisitions Discontinued and closed A.D.C.
Requisitions for assistance in active and inactive welfare cases, giving date, case no., clients and payees name and address, relationship of payee to head of group, no. of persons, type of assistance, date check to be drawn, amount of check, distribution of assistance, date of revision, by whom authorized, and date approved by executive secretary. Arr. numer. by case no. within type of assistance. Hdw. and typed on ptd. form. Vol. 350 pp. 11 x 7½ x 3½; bundles 12 x 8½ x 2. Office.
318. CHANGE OF STATUS, 1938--. In Check Copies, entry .
Finance officer's copy of notice to change, giving case no., name of client, date, present category, nature of change, and signatures of executive secretary and case worker. Arr. numer. by case no.
319. DISPOSITION OF REQUISITIONS, 1938--. In Check Copies, Notice of Change, Disposition of Requisitions, *entry*,
Workers copy of record of disposition of applications, giving case no., name of applicant, address, names and addresses of cross references, date taken, category, no. of persons, date accepted, no. assisted, no. in relief grant, category, if civilian conservation corps, eligible for or receiving relief, unemployed, and in need of employment, dates rejected, otherwise disposed of, category, transferred to worker, sent to statistical clerk, and signature of worker; also record of action taken, worker check, and statistical clerk check of all records. Arr. numer. by check no.
320. (NO APPLICATION), November 1939--. Est. 120 cards in 1 bundle. January-October 1939 in Work Progress Administration, entry.
Card record of cases where no application has been filed, applicant not being eligible for assistance, giving case no., name of applicant, rate, date, address, names of children, request made by applicant, reason for not taking application, and names of interviewer and initial supervisor. Arr. chron. by date filed. Hdw. and typed on ptd. form. 5 x 8 x 1. Office.

321. (ANALYSIS OF CASE LOAD), 1934-36. In Obsolete Material, entry

Analysis of case load, giving case no., date, name of family, no in household, race, how long on relief and unemployed, name of employable, wage earner in family, and problems in the family other than unemployment including physical disability.

322. PAYROLL FOR ASSISTANCE, 1935--. 2 vols.

Pay roll record of all forms of public assistance, giving by whom requisitioned and approved, pay roll no., page no., voucher no., period covered, date checks to be sent, checks received by, case no., name and address of client, or persons other than client, no. of persons, distribution of assistance, amount of checks, and check no. Arr. numer. by pay roll no. Hdw. and typed on ptd. form. Aver. 1,150 pp. $14\frac{1}{2}$ x 10 x 4. Office.

323. DIRECT RELIEF ORDERS, 1934-36. Est. 17,300 papers in 3 f.d. Original orders for direct relief, giving order no., county, date, name of supplier, name of client, address, case no., amount, commodity, and signatures of recipient and disbursing officer. Arr. numer. by order no. Hdw. on ptd. form. $4\frac{1}{2}$ x 10 x 25. Office.

324. CARBON COPIES OF DIRECT RELIEF ORDERS, 1934-36. Est. 17,350 papers in 3 boxes.

Carbon copies of direct relief orders, showing information as in entry . Arr. numer. by order no. Hdw. on ptd. form. 11 x 9 x 9, 21 x $7\frac{1}{2}$ x 17. Voting house.

[328] 325. (WATERMEN'S LOANS), 1934. In Supplies Obsolete Material Watermen's Rehabilitation Program, entry

Applications for emergency loans to needy watermen, due to losses by storm, in rehabilitation program, giving name of waterman, address, and amount of loan. Arr. chron. by date filed.

326. (LOCAL WOODSMEN), 1924-37. In C.C.C. Camp Cases, entry . Applications and assignments to special projects, in forest conservation other than Civilian Conservation Corps, giving date of application, name of applicant, and date assigned.

327. (EMERGENCY RELIEF), 1934. In Supplies Obsolete Material Waterman's Rehabilitation Program, entry

Temporary emergency relief lists, submitted by board members, welfare agencies and interested persons, at time welfare board offices were opened.

[325] 328. SUPPLIES, OBSOLETE MATERIAL WATERMAN'S REHABILITATION PROGRAM, 1934. Est. 1,500 papers in 1 f.d.

Lists of outside pensioners furnished by the county commissioners, to be added to the direct relief clients, giving name and residence. Contains: (Emergency Relief Lists), 1934, entry ; (Watermen's Loans), 1934, entry . Arr. by districts and towns. Typed and hdw. on ptd. form. $11\frac{1}{2}$ x 12 x 25. Office.

Works Projects

329. (WORK PROJECTS ADMINISTRATION), 1935--. Est. 3,000 papers in 3 f.b.

Record of Works Projects Administration employment, forms 402, 403, 600, and 601, including certification of eligibility, notice to report for work, notice of termination of employment and notice of case change, giving name and address of worker, identification no., case no., and date. Contains: (No Application), 1935-October 1939, entry . Arr. alph. by name of worker. Typed on ptd. form. 6 x 8 $\frac{1}{2}$ x 12. Office.

330. OBSOLETE MATERIAL, 1934-36. Est. 700 papers in 1 f.d.

Applications for professional projects, giving name and address of applicant, age, persons in household, no. of dependents, name, age, relationship to applicant, is home owner or rented, total assets and liabilities, how long unemployed, income past year, last regular job, date left, rate of pay, education and special training, work qualified to do, and signature of applicant. Contains: (Adult Education), 1934-36, entry ; (Analysis of Case Load), 1934-36, entry ; (Visiting Housekeepers), 1934-35, entry . Arr. chron. by date filed. Hdw. and typed on ptd. form. 11 $\frac{1}{2}$ x 12 x 25. Office.

331. (SPONSOR'S EXPENDITURES), 1937--. In Financial Records, entry .

Certification of sponsor's expenditures, other than pay roll, giving name of official sponsor, official project no., work project no., type or work symbol, location, period for the expenditures, name of cosponsor and other contributor, description of material, unit, quantity, unit price, amount, certification and signature of project supervisor, date posted to expenditure register, land costs paid by official sponsor, and total contribution.

332. (ADULT EDUCATION), 1934-36. In Obsolete Material, entry .

Report of attendance in adult educational programs, giving place, date, subject taught, no. in attendance, hours each meeting, no. of meetings per month, total hours of instruction, and signatures of instructors, chairman and executive secretary.

333. (VISITING HOUSEKEEPERS), 1934-35. In Obsolete Material, entry .

Report of visits to families on relief, by housekeepers, giving name of family, history, assistance given, including sewing, diets, cooking, canning, and planning menus; also contains correspondence.

Commodities Distribution

334. COMMODITY DISTRIBUTION, 1934--. Est. 10,000 papers in 2 f.d.

Record of commodity distribution including food, clothing and other necessities, giving name of distributor, name of client, address, type of commodity delivered, date, amount received, transfers and returns, balance on hand, and remarks. Also monthly summary of all types of commodities delivered. Arr. chron. by date filed. Hdw. and typed on ptd. form. 11 $\frac{1}{2}$ x 12 x 25. Office.

Civilian Conservation Corps

335. C.C.C. (Civilian Conservation Corps) CAMP CASES, 1934--.
Est. 720 papers in 2 f.d. (labeled by division of alphabet contained).

Applications and certification of applicants for Civil Conservation Corps, active and inactive cases, giving case no., name of applicant, address, date, application received by, place and date of birth, physical description, family members and history, school and employment record, signatures of applicant and certifying officer, and date certified; also includes correspondence, notations of dismissals, and desertions. Contains: (Local Woodsmen), 1934--, entry . Arr. alph. by name of applicant. Hdw. on ptd. form. 11 $\frac{1}{2}$ x 12 x 25. Office.

336. (FORECAST AND ENROLLMENT JUNIOR APPLICANTS C.C.C.) (Civilian Conservation Corps), 1934--. In Financial Records, entry . Monthly statistical forecast for Civilian Conservation Corps enrollment, including classes of applicants eligible, boys notified to report for enrollment, report of junior enrollment, years of schooling completed by juniors accepted, length of regular paid employment of juniors accepted, schedule of acceptances by towns or camp, and years of residence in county and state, giving date, names of applicants and enrollees, and signature of executive secretary.

Finances

337. CASH VOUCHER RECORD (Receipts and Disbursements), 1934--.
1 vol. and est. 456 papers in 1 bundle. 1 vol., 1938--, not titled.

Record of receipts and disbursements: under receipts, giving date, source and amount; under expenditures, date, amount paid, check no., name of payee, purpose, and balances. Arr. chron. by date of recording. Hdw. under ptd. head. Vol. 600 pp. 14 $\frac{1}{2}$ x 11 $\frac{1}{2}$ x 1 $\frac{1}{2}$; bundle 14 x 11 $\frac{1}{2}$ x 3. Office.

338. FINANCIAL RECORDS, 1934--. Est. 1,300 papers in 2 f.d., 1 bundle (2 f.d. labeled by division of alphabet contained).
Title varies: Financial Reports, 1 bundle, 1934-38.

Monthly financial reports, including cash account reconciliations, giving date, approval of executive, obligations, amount unpaid, and totals for various categories of assistance. Contains: (Request for Advance), 1934--, entry ; (Notice of Refund), 1936--, entry ; (Record of Trust Accounts), 1935--, entry ; (Report of All Travel Outside the County), 1938--, entry ; (Pay Roll), 1938--, entry ; (Quarterly Reports), 1938--, entry ; (Statistical Financial Supplements), 1934--, entry ; (Forecast and Enrollment Junior Applicants C.C.C.), 1934--, entry ; (Estimate of Expenditures), 1934--, entry ; (Sponsor's Expenditures), 1927--, entry ; (Audit Reports), 1937--, entry ; (Recoveries), 1935--, entry ; (Monthly Statistical Report of Public Assistance), 1934--, entry ; (Workers Quarterly Estimate), 1934--, entry ; (Analysis of Case Load), 1940--, entry . Arr. chron. by date filed. Hdw. and typed on ptd. form. Bundle 12 x 9 x 2; f.d. 11 $\frac{1}{2}$ x 12 x 25. Office.

339. (QUARTERLY REPORTS), 1934--. In Financial Records, entry . . . Quarterly statements of expenditures and source of funds, giving date, approval of executive secretary, monthly expenditures and totals for each category of assistance, administration and child welfare services, and amount of local, state, and federal contributions for each category.

340. DUPLICATE COPIES OF VOUCHERS, 1934--. Est. 14,378 papers in 3 f.d., 3 f.b. 3 f.d., 1936--, not titled. Duplicate vouchers 1934-36, and original vouchers 1936--, for assistance, purchases and services, giving voucher no., check no., date paid, name of payee, address, date of invoice, monthly obligation, entered, description, amount, and purpose by distribution under accounts. Arr. numer. by voucher no.; 1 box, 1934 no orderly arrangement. Typed on ptd. form. F.d. $4\frac{1}{2}$ x 10 x 25; f.b. $13\frac{1}{2}$ x 9 x $10\frac{1}{2}$, 25 x 12 x $9\frac{1}{2}$. 3 f.b., 1934-35, voting house; 3 f.d., 1936--, office.

341. CHECK COPIES, NOTICE OF CHANGE, DISPOSITION OF REQUISITION, 1934--. Est. 46,000 papers in 1 f.d., 2 boxes, 1 bundle. Title varies: Worcester County Welfare Board Carbon Copies, 2 boxes, 1934-36. 1 bundle, 1936-38, not titled. Carbon copies of checks issued, showing information as in entry . . . Contains: Notice of Change, 1938--, entry ; Disposition of Requisitions, 1938--, entry . . . Arr. numer. by check no. Typed on ptd. form. Bundle 12 x 10 x 3; boxes 12 x 10 x 18, 21 x $14\frac{1}{2}$ x $14\frac{1}{2}$; f.d. $11\frac{1}{2}$ x 12 x 25. 2 boxes, 1934-36, voting house; 1 f.d., 1 bundle, 1936--, office.

342. CANCELED CHECKS, 1934--. Est. 45,680 papers in 22 boxes, 2 bundles (dated). Canceled checks of the welfare board, giving date, no., amount, and name of payee. Arr. numer. by check no. Typed on ptd. form. 13 x 9 x 4. Office.

343. (PAY ROLL), 1934--. In Financial Records, entry . . . Pay rolls for employees of the welfare board, giving date, name of employee, merit system classification, amount earned, amount withheld for insurance and retirement, net amount due employee, budget no. and title, and certification by State Employment Commission.

344. (MONTHLY STATISTICAL REPORT OF PUBLIC ASSISTANCE), 1934--. In Financial Records, entry . . . Monthly statistical report of public assistance including applications for old age assistance, aid to dependent children, needy blind and general public assistance, W.P.A., N.Y.A., C.C.C., and special service, giving status of applications, cases approved, persons represented in cases receiving general public assistance, unduplicated cases receiving public assistance, number of grants in each category to households, cases approved for special service, and service to children in foster care.

345. (STATISTICAL FINANCIAL SUPPLEMENTS), 1934--. In Financial Records, entry .
Statistical supplements to monthly financial reports, giving date, approval of executive secretary, details of obligations for general public assistance, of cancellations, and adjustments, and of cash refunds.

346. (AUDIT REPORTS), 1937--. In Financial Records, entry .
Auditor's statement of receipts and expenditures and assets and liabilities, and analysis of unexpended balance.

347. (WORKERS QUARTERLY ESTIMATE), 1934--. In Financial Record, entry .
Workers quarterly estimate for assistance in cases to be carried into new quarter, giving dates quarter beginning and ending, name of worker, name of client, case no., amount for each month and total for quarter, type of assistance, and grand total.

348. (ESTIMATE OF EXPENDITURES), 1934--. In Financial Records, entry .
Estimate of expenditures for welfare program for ensuing quarter, including old age assistance, aid to dependent children, aid to needy blind, general public assistance, board of children, administration and child welfare service, giving date quarter begins, approval of chairman and executive secretary, amounts requested, amounts approved, total, amount of local, state and federal funds, total approved from state and federal funds, date, and signature of director, State Department of Public Welfare.

349. (RECORD OF TRUST ACCOUNTS), 1935--. In Financial Records, entry .
Record of trust accounts, giving case no., name of bank, name and address of client, date, description, amount of deposits, withdrawals, check no., amount, and balance.

350. (RECOVERIES), 1935--. In Financial Records, entry .
Record of cash receipts and expenditures realized from assignments by clients of the welfare board, including insurance policies, assigned or trust bank accounts and other property, giving case no., gross receipts, details of disbursements, amount recovered, and amount of remainder paid to estate; also contains individual and control accounts.

351. (REQUEST FOR ADVANCE), 1934--. In Financial Records, entry .
Request for quarterly advance from the county commissioners, giving date, amount of estimate, amount allocated to each category of assistance and administration, total required for quarter, gross advance requested, less unexpended local funds on hand, at beginning of quarter, and net advance requested.

352. (NOTICE OF REFUND), 1936--. In Financial Records, entry . Notice from State Department of Public Welfare that State Comptroller has been requested to advance state and federal funds, giving date, amount, and amounts allocated to each category of assistance, and administration.

353. TRANSMITTALS, 1934-35. Est. 500? papers in 4 f.d. (labeled by no. of transmittal contained). Title varies? Transmittals Returned from Baltimore, 2 f.b., 1934-35; Lists, 1 f.b., 1934.

Copies of monthly reports to state agency of expenditure of federal appropriations, for audit and payment in the current account, giving county, date, check no., list no., voucher no., purpose of disbursement, account, amount, totals, approvals of county commissioners and state agency, and signature of welfare official. Arr. numer. by list no. Typed on ptd. form. 19½ x 14 x 12. Office.

354. COPIES OF EXPENSE ACCOUNTS, 1934-39. Est. 1,075 papers in 2 bundles. 1940 in Financial Records, entry .

Copies of expense accounts of active and inactive welfare workers, giving unit or department, name of worker, address, period, date, work classification, itinerary, time of departure and arrival, transportation, speedometer reading, start, finish, mileage, rate, railroad, bus or ferry, other expenses, hotel, meals, miscellaneous and total, and signatures of approving and certifying officials. Arr. chron. by date filed. Hdw. on ptd. form. 11½ x 9 x 4, 12 x 10 x 2. Office.

355. (REPORT OF ALL TRAVEL OUTSIDE THE COUNTY), 1938--. In Financial Records.

Quarterly report of all travel expense outside of Worcester County, giving name of worker, county, date, from, to, total expense incurred, purpose, and grand total; also contains summary of total expenses incurred, all persons, for all three months.

General Administration

309. GENERAL CORRESPONDENCE, 1934--. Est. 5,000 papers in 2 f.d. (labeled by division of alphabet contained). Routine correspondence of the welfare board. Arr. alph. by name of subject or correspondent. Hdw.; typed. 11½ x 12 x 25. Office.

310. REQUISITIONS AND LETTERS TO STATE OFFICE ORDERING SUPPLIES, 1934--. Est. 200 papers in 1 bundle. Copies of requisitions for supplies or equipment, giving, date, quantity, description of articles, and signature of executive secretary; also contains correspondence. Arr. chron. by date of order. Typed on ptd. form. 12 x 8½ x 1½. Office.

General Assistance

311. (INDEX CARDS), 1934--. Est. 5,850 cards in 5 f.b. (labeled by division of alphabet contained). General index file to all case histories, arr. alph. by name of client, giving birthdate, color, case no., residence, date of first application, names of children and others in household, cross references, category, dates of action taken, and name of case worker. Typed on ptd. card. 6 x 12 x 4. Office.

312. STATISTICAL CARDS, 1937--. Est. 1,878 cards in 1 f.d., 1 bundle. Card record of active and inactive approved cases for assistance to welfare clients, giving type of assistance, name of client, race, case no., name of worker, no. included in budget, and status of case. Arr. numer. within type of assistance. Hdw. on ptd. form. Bundle 8½ x 5½ x 8½; F.d. 8½ x 6½ x 15. Office.

313. ACTIVE CASES, 1934--. Est. 2,300 papers in 5 f.d. (labeled by case no. contained). Active case histories of all welfare clients, including cases of old age assistance, aid to needy blind, and dependent children and general public assistance, giving case no., original application, investigators report, property, insurance and bank account, and medical reports and all forms establishing eligibility. Arr. numer. by case no. Hdw.; typed; hdw. and typed on ptd. form. 11½ x 12 x 25. Office.

314. APPLICATIONS APPROVED & REJECTED, 1938--. Est. 1,600 cards in 1 f.d., 1 bundle (bundle dated). Title varies: Application Cards Disposed of by Approval or Rejection, 1 bundle. 1938-39. Card record of applications received, later approved or rejected, for aid to needy blind, aid to dependent children, and old age assistance, and for assignments to National Youth Administration, Civilian Conservation Corps and Work Projects Administration, giving name, race, case no., name of worker, date recorded, status of application, and date. Arr. chron. by date filed. Hdw. and typed on ptd. form. F.d. 7 x 9 x 11; bundle 8 x 10 x 8½. Office.

Welfare Board

315. INACTIVE CASES, 1934--. Est. 3,200 papers in 11 f.d. (labeled by case no. contained).
Inactive case records of welfare clients of all categories, showing information as in entry . Arr. numer. by case no. Hdw. and typed on ptd. form. 11½ x 12 x 25. Office.
316. (RECORD OF ASSISTANCE GRANTED), 1936--. 3 vols.
Record of assistance granted, giving name of client, address, case no., no. in assistance groups, reference, date, total payment, distribution by category of assistance, and remarks. Arr. numer. by case no. Hdw. on ptd. form. Aver. 500 pp. 12 x 9 x 4. Office.
317. (REQUISITIONS FOR ASSISTANCE), 1936--. 1 vol. and est. 450 papers in 2 bundles. 1 bundle, 1934-35, subtitled Requisitions Discontinued and Closed O.A.A. : 1 bundle, 1934-35, subtitled Requisitions Discontinued and closed A.D.C.
Requisitions for assistance in active and inactive welfare cases, giving date, case no., clients and payees name and address, relationship of payee to head of group, no. of persons, type of assistance, date check to be drawn, amount of check, distribution of assistance, date of revision, by whom authorized, and date approved by executive secretary. Arr. numer. by case no. within type of assistance. Hdw. and typed on ptd. form. Vol. 350 pp. 11 x 7½ x 3½; bundles 12 x 8½ x 2. Office.
318. CHANGE OF STATUS, 1938--. In Check Copies, entry .
Finance officer's copy of notice to change, giving case no., name of client, date, present category, nature of change, and signatures of executive secretary and case worker. Arr. numer. by case no.
319. DISPOSITION OF REQUISITIONS, 1938--. In Check Copies, Notice of Change, Disposition of Requisitions.
Workers copy of record of disposition of applications, giving case no., name of applicant, address, names and addresses of cross references, date taken, category no. of persons, date accepted, no. assisted, no. in relief grant, category, if civilian conservation corps, eligible for or receiving relief, unemployed, and in need of employment, dates rejected, otherwise disposed of, category, transferred to worker, sent to statistical clerk, and signature of worker; also record of action taken, worker check, and statistical clerk check of all records. Arr. numer. by check no.
320. (NO APPLICATION), November 1939--. Est. 120 cards in 1 bundle. January-October 1939 in Work Progress Administration, entry.
Card record of cases where no application has been filed, applicant not being eligible for assistance, giving case no., name of applicant, rate, date, address, names of children, request made by applicant, reason for not taking application, and names of interviewer and initial supervisor. Arr. chron. by date filed. Hdw. and typed on ptd. form. 5 x 8 x 1. Office.

Welfare Board

321. (ANALYSIS OF CASE LOAD), 1934-36. In Obsolete Material, entry .
Analysis of case load, giving case no., date, name of family, no in household, race, how long on relief and unemployed, name of employable, wage earner in family, and problems in the family other than unemployment including physical disability.
322. PAYROLL FOR ASSISTANCE, 1935--. 2 vols.
Pay roll record of all forms of public assistance, giving by whom requisitioned and approved, pay roll no., page no., voucher no., period covered, date checks to be sent, checks received by, case no., name and address of client, or persons other than client, no. of persons, distribution of assistance, amount of checks, and check no. Arr. numer. by pay roll no. Hdw. and typed on ptd. form. Aver. 1,150 pp. 14 $\frac{1}{2}$ x 10 x 4. Office.
323. DIRECT RELIEF ORDERS, 1934-36. Est. 17,300 papers in 3 f.d.
Original orders for direct relief, giving order no., county, date, name of supplier, name of client, address, case no., amount, commodity, and signatures of recipient and disbursing officer. Arr. numer. by order no. Hdw. on ptd. form. 4 $\frac{1}{2}$ x 10 x 25. Office.
324. CARBON COPIES OF DIRECT RELIEF ORDERS, 1934-36. Est. 17,350 papers in 3 boxes.
Carbon copies of direct relief orders, showing information as in entry . Arr. numer. by order no. Hdw. on ptd. form. 11 x 9 x 9, 21 x 7 $\frac{1}{2}$ x 17. Voting house.
325. (WATERMEN'S LOANS), 1934. In Supplies Obsolete Material Watermen's Rehabilitation Program, entry .
Applications for emergency loans to needy watermen, due to losses by storm, in rehabilitation program, giving name of waterman, address, and amount of loan. Arr. chron. by date filed.
326. (LOCAL WOODSMEN), 1924-37. In C.C.C. Camp Cases, entry .
Applications and assignments to special projects, in forest conservation other than Civilian Conservation Corps, giving date of application, name of applicant, and date assigned.
327. (EMERGENCY RELIEF), 1934. In Supplies Obsolete Material Waterman's Rehabilitation Program, entry .
Temporary emergency relief lists, submitted by board members, welfare agencies and interested persons, at time welfare board offices were opened.
328. SUPPLIES, OBSOLETE MATERIAL WATERMAN'S REHABILITATION PROGRAM, 1934. Est. 1,500 papers in 1 f.d.
Lists of outside pensioners furnished by the county commissioners, to be added to the direct relief clients, giving name and residence. Contains: (Emergency Relief Lists), 1934, entry ; (Watermen's Loans), 1934, entry . Arr. by districts and towns. Typed and hdw. on ptd. form. 11 $\frac{1}{2}$ x 12 x 25. Office.

Works Projects

329. (WORK PROJECTS ADMINISTRATION), 1935---. Est. 3,000 papers in 3 f.b.

Record of Works Projects Administration employment, forms 402, 403, 600, and 601, including certification of eligibility, notice to report for work, notice of termination of employment and notice of case change, giving name and address of worker, identification no., case no., and date. Contains: (No Application), 1939-October 1939, entry . Arr. alph. by name of worker. Typed on ptd. form. 6 x 8½ x 12. Office.

330. OBSOLETE MATERIAL, 1934-36. Est. 700 papers in 1 f.d.

Applications for professional projects, giving name and address of applicant, age, persons in household, no. of dependents, name, age, relationship to applicant, is home owner or rented, total assets and liabilities, how long unemployed, income past year, last regular job, date left, rate of pay, education and special training, work qualified to do, and signature of applicant. Contains: (Adult Education), 1934-36, entry ; (Analysis of Case Load), 1934-36, entry ; (Visiting Housekeepers), 1934-35, entry . Arr. chron. by date filed. Hdw. and typed on ptd. form. 11½ x 12 x 25. Office.

331. (SPONSOR'S EXPENDITURES), 1937---. In Financial Records, entry .

Certification of sponsor's expenditures, other than pay roll, giving name of official sponsor, official project no., work project no., type or work symbol, location, period for the expenditures, name of cosponsor and other contributor, description of material, unit, quantity, unit price, amount, certification and signature of project supervisor, date posted to expenditure register, land costs paid by official sponsor, and total contribution.

332. (ADULT EDUCATION), 1934-36. In Obsolete Material, entry .

Report of attendance in adult educational programs, giving place, date, subject taught, no. in attendance, hours each meeting, no. of meetings per month, total hours of instruction, and signatures of instructors, chairman and executive secretary.

333. (VISITING HOUSEKEEPERS), 1934-35. In Obsolete Material, entry .

Report of visits to families on relief, by housekeepers, giving name of family, history, assistance given, including sewing, diets, cooking, canning, and planning menus; also contains correspondence.

Commodities Distribution

334. COMMODITY DISTRIBUTION, 1934---. Est. 10,000 papers in 2 f.d.

Record of commodity distribution including food, clothing and other necessities, giving name of distributor, name of client, address, type of commodity delivered, date, amount received, transfers and returns, balance on hand, and remarks. Also monthly summary of all types of commodities delivered. Arr. chron. by date filed. Hdw. and typed on ptd. form. 11½ x 12 x 25. Office.

Civilian Conservation Corps

335. C.C.C. (Civilian Conservation Corps) CAMP CASES, 1934--.
Est. 720 papers in 2 f.d. (labeled by division of alphabet contained).

Applications and certification of applicants for Civil Conservation Corps, active and inactive cases, giving case no., name of applicant, address, date, application received by, place and date of birth, physical description, family members and history, school and employment record, signatures of applicant and certifying officer, and date certified; also includes correspondence, notations of dismissals, and desertions. Contains: (Local Woodsmen), 1934--, entry . Arr. alph. by name of applicant. Hdw. on ptd. form. 11½ x 12 x 25. Office.

336. (FORECAST AND ENROLLMENT JUNIOR APPLICANTS C.C.C.) (Civilian Conservation Corps), 1934--. In Financial Records, entry . Monthly statistical forecast for Civilian Conservation Corps enrollment, including classes of applicants eligible, boys notified to report for enrollment, report of junior enrollment, years of schooling completed by juniors accepted, length of regular paid employment of juniors accepted, schedule of acceptances by towns or camp, and years of residence in county and state, giving date, names of applicants and enrollees, and signature of executive secretary.

Finances

337. CASH VOUCHER RECORD (Receipts and Disbursements), 1934--.
1 vol. and est. 456 papers in 1 bundle. 1 vol., 1938--, not titled.

Record of receipts and disbursements: under receipts, giving date, source and amount; under expenditures: date, amount paid, check no., name of payee, purpose, and balances. Arr. chron. by date of recording. Hdw. under ptd. head. Vol. 600 pp. 14½ x 11½ x 1½; bundle 14 x 11½ x 3. Office.

338. FINANCIAL RECORDS, 1934--. Est. 1,300 papers in 2 f.d., 1 bundle (2 f.d. labeled by division of alphabet contained).

Title varies: Financial Reports, 1 bundle, 1934-38.

Monthly financial reports, including cash account reconciliations, giving date, approval of executive, obligations, amount unpaid, and totals for various categories of assistance. Contains: (Request for Advance), 1934--, entry ; (Notice of Refund), 1936--, entry ; (Record of Trust Accounts), 1935--, entry ; (Report of All Travel Outside the County), 1938--, entry ; (Pay Roll), 1934-4, entry ; (Quarterly Reports), 1934-4, entry ; (Statistical Financial Supplements), 1934--, entry ; (Forecast and Enrollment Junior Applicants C.C.C.), 1934--, entry ; (Estimate of Expenditures), 1934--, entry ; (Sponsor's Expenditures), 1927--, entry ; (Audit Reports), 1937--, entry ; (Recoveries), 1935--, entry ; (Monthly Statistical Report of Public Assistance), 1934--, entry ; (Workers Quarterly Estimate), 1934--, entry ; (Analysis of Case Load), 1940--, entry . Arr. chron. by date filed. Hdw. and typed on ptd. form. Bundle 12 x 9 x 2; f.d. 11½ x 12 x 25. Office.

Welfare Board

339. (QUARTERLY REPORTS), 1934--. In Financial Records, entry . Quarterly statements of expenditures and source of funds, giving date, approval of executive secretary, monthly expenditures and totals for each category of assistance, administration and child welfare services, and amount of local, state, and federal contributions for each category.

340. DUPLICATE COPIES OF VOUCHERS, 1934--. Est. 14,378 papers in 3 f.d., 3 f.b. 3 f.d., 1936--, not titled. Duplicate vouchers 1934-36, and original vouchers 1936--, for assistance, purchases and services, giving voucher no., check no., date paid, name of payee, address, date of invoice, monthly obligation, entered, description, amount, and purpose by distribution under accounts. Arr. numer. by voucher no.; 1 box, 1934 no orderly arrangement. Typed on ptd. form. F.d. 4 $\frac{1}{2}$ x 10 x 25; f.b. 13 $\frac{1}{2}$ x 9 x 10 $\frac{1}{2}$, 25 x 12 x 9 $\frac{1}{2}$. 3 f.b., 1934-35, voting house; 3 f.d., 1936--, office.

341. CHECK COPIES, NOTICE OF CHANGE, DISPOSITION OF REQUISITION, 1934--. Est. 46,000 papers in 1 f.d., 2 boxes, 1 bundle. Title varies: Worcester County Welfare Board Carbon Copies, 2 boxes, 1934-36. 1 bundle, 1936-38, not titled. Carbon copies of checks issued, showing information as in entry . Contains: Notice of Change, 1938--, entry ; Disposition of Requisitions, 1938--, entry . Arr. numer. by check no. Typed on ptd. form. Bundle 12 x 10 x 3; boxes 12 x 10 x 18, 21 x 14 $\frac{1}{2}$ x 14 $\frac{1}{2}$; f.d. 11 $\frac{1}{2}$ x 12 x 25. 2 boxes, 1934-36, voting house; 1 f.d., 1 bundle, 1936--, office.

342. CANCELED CHECKS, 1934--. Est. 45,680 papers in 22 boxes, 2 bundles (dated). Canceled checks of the welfare board, giving date, no., amount, and name of payee. Arr. numer. by check no. Typed on ptd. form. 13 x 9 x 4. Office.

343. (PAY ROLL), 1934--. In Financial Records, entry . Pay rolls for employees of the welfare board, giving date, name of employee, merit system classification, amount earned, amount withheld for insurance and retirement, net amount due employee, budget no. and title, and certification by State Employment Commission.

344. (MONTHLY STATISTICAL REPORT OF PUBLIC ASSISTANCE), 1934--. In Financial Records, entry . Monthly statistical report of public assistance including applications for old age assistance, aid to dependent children, needy blind and general public assistance, W.P.A., N.Y.A., C.C.C., and special service, giving status of applications, cases approved, persons represented in cases receiving general public assistance, unduplicated cases receiving public assistance, number of grants in each category to households, cases approved for special service, and service to children in foster care.

Welfare Board

345. (STATISTICAL FINANCIAL SUPPLEMENTS), 1934--. In Financial Records, entry .
Statistical supplements to monthly financial reports, giving date, approval of executive secretary, details of obligations for general public assistance, of cancellations, and adjustments, and of cash refunds.
346. (AUDIT REPORTS), 1937--. In Financial Records, entry .
Auditor's statement of receipts and expenditures and assets and liabilities, and analysis of unexpended balance.
347. (WORKERS QUARTERLY ESTIMATE), 1934--. In Financial Record, entry .
Workers quarterly estimate for assistance in cases to be carried into new quarter, giving dates quarter beginning and ending, name of worker, name of client, case no., amount for each month and total for quarter, type of assistance, and grand total.
348. (ESTIMATE OF EXPENDITURES), 1934--. In Financial Records, entry .
Estimate of expenditures for welfare program for ensuing quarter, including old age assistance, aid to dependent children, aid to needy blind, general public assistance, board of children, administration and child welfare service, giving date quarter begins, approval of chairman and executive secretary, amounts requested, amounts approved, total, amount of local, state and federal funds, total approved from state and federal funds, date, and signature of director, State Department of Public Welfare.
349. (RECORD OF TRUST ACCOUNTS), 1935--. In Financial Records, entry .
Record of trust accounts, giving case no., name of bank, name and address of client, date, description, amount of deposits, withdrawals, check no., amount, and balance.
350. (RECOVERIES), 1935--. In Financial Records, entry .
Record of cash receipts and expenditures realized from assignments by clients of the welfare board, including insurance policies, assigned or trust bank accounts and other property, giving case no., gross receipts, details of disbursements, amount recovered, and amount of remainder paid to estate; also contains individual and control accounts.
351. (REQUEST FOR ADVANCE), 1934--. In Financial Records, entry .
Request for quarterly advance from the county commissioners, giving date, amount of estimate, amount allocated to each category of assistance and administration, total required for quarter, gross advance requested, less unexpended local funds on hand, at beginning of quarter, and net advance requested.

Welfare Board

352. (NOTICE OF REFUND), 1936--. In Financial Records, entry . Notice from State Department of Public Welfare that State Comptroller has been requested to advance state and federal funds, giving date, amount, and amounts allocated to each category of assistance, and administrative.

353. TRANSMITTALS, 1934-35. Est. 500? papers in 4 f.d. (labeled by no. of transmittal contained). Title varies: Transmittals Returned from Baltimore, 2 f.b., 1934-35; Lists, 1 f.b., 1934.

Copies of monthly reports to state agency of expenditure of federal appropriations, for audit and payment in the current account, giving county, date, check no., list no., voucher no., purpose of disbursement, account, amount, totals, approvals of county commissioners and state agency, and signature of welfare official. Arr. numer. by list no. Typed on pt'd. form. 19½ x 14 x 12. Office.

354. COPIES OF EXPENSE ACCOUNTS, 1934-39. Est. 1,075 papers in 2 bundles. 1940 in Financial Records, entry .

Copies of expense accounts of active and inactive welfare workers, giving unit or department, name of worker, address, period, date, work classification, itinerary, time of departure and arrival, transportation, speedometer reading, start, finish, mileage, rate, railroad, bus or ferry, other expenses, hotel, meals, miscellaneous and total, and signatures of approving and certifying officials. Arr. chron. by date filed. Hdw. on pt'd. form. 11½ x 9 x 4, 12 x 10 x 2. Office.

355. (REPORT OF ALL TRAVEL OUTSIDE THE COUNTY), 1936--. In Financial Records.

Quarterly report of all travel expense outside of Worcester County, giving name of worker, county, date, from, to, total expense incurred, purpose, and grand total; also contains summary of total expenses incurred, all persons, for all three months.

Welfare Board General Administration

309 GENERAL CORRESPONDENCE, 1934--. Est. 5,000 papers in 2 f.d.
(labeled by division of alphabet contained).

Routine correspondence of the welfare board. Arr. alph. by name of
subject or correspondent. Hdw.; typed. $11\frac{1}{2}$ x 12 x 25. Office.

310

REQUISITIONS AND LETTERS TO STATE OFFICE ORDERING SUPPLIES,

1934--. Est. 200 papers in 1 bundle.

Copies of requisitions for supplies or equipment, giving, date, quantity, description of articles, and signature of executive secretary; also contains correspondence. Arr. chron. by date of order. Typed on ptd. form. 12 x 8 $\frac{1}{2}$ x 1 $\frac{1}{2}$. Office.

COUNTY WELFARE BOARD

REQUISITION FOR SUPPLIES OR EQUIPMENT

19

To: State Office

Please supply from stock, or arrange for purchase of the following:

Quantity	Articles (Describe fully)

Executive Secretary

FOR STATE OFFICE

Ordered from: _____

Date _____

P.O. No. _____

U.A. No. _____

approved _____

General Assistance

311

(INDEX CARDS), 1934--. Est. 5,850 cards in 5 f.b. (labeled by division of alphabet contained).

General index file to all case histories, arr. alph. by name of client, giving birthdate, color, case no., residence, date of first application, names of children and others in household, cross references, category, dates of action taken, and name of case worker. Typed on ptd. card. 6 x 12 x 4. Office.

SURNAME	MAN'S	BIRTHDATE	COLOR	CASE NUMBER
MAIDEN NAME	WOMAN'S	BIRTHDATE	COLOR	DATE FIRST APPLICATION

ADDRESS

ADDRESS

ADDRESS

PERSONS IN HOUSEHOLD

CHILDREN	REMARKS	CHILDREN	REMARKS
1.		10.	
2.		11.	
3.		OTHERS	
4.		1.	
5.		2.	
6.		3.	
7.		4.	
8.		5.	
9.		6.	

312

STATISTICAL CARDS, 1937--. Est. 1,878 cards in 1 f.d.,

1 bundle.

Card record of active and inactive approved cases for assistance to welfare clients, giving type of assistance, name of client, race, case no., name of worker, no. included in budget, and status of case. Arr. numer. within type of assistance. Hdw. on ptd. form. Bundle $8\frac{1}{2}$ x $5\frac{1}{2}$ x $8\frac{1}{2}$; F.d. $8\frac{1}{2}$ x $6\frac{1}{2}$ x 15. Office.

CASE APPROVED FOR _____

NAME _____

RACE _____

CASE NO. _____

WORKER _____

NUMBER INCLUDED IN RELIEF BUDGET _____

STATUS OF CASE		1939-40												1940-41											
		O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
CARRIED OVER																									
ADDED	NEW																								
	OLD																								
	RECURRENT																								
ASSISTED																									
ALSO RECEIVED																									
CLOSED																									

STATUS OF CASE		1941-42												1942-43											
		O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
CARRIED OVER																									
ADDED	NEW																								
	OLD																								
	RECURRENT																								
ASSISTED																									
ALSO RECEIVED																									
CLOSED																									

313

ACTIVE CASES, 1934--. Est. 2,800 papers in 5 f.d. (labeled by case no. contained).

Active case histories of all welfare clients, including cases of old age assistance, aid to needy blind, and dependent children and general public assistance, giving case no., original application, investigators report, property, insurance and bank account, and medical reports and all forms establishing eligibility. Arr. numer. by case no. Hdw.; typed; hdw. and typed on ptd. form. $11\frac{1}{2}$ x 12 x 25. Office.

312

APPLICATIONS APPROVED & REJECTED, 1938--. Est. 1,600 cards in 1 f.d., 1 bundle (bundle dated). Title varies: Application Cards Disposed of by Approval or Rejection, 1 bundle, 1938-39.

Card record of applications received, later approved or rejected, for aid to needy blind, aid to dependent children, and old age assistance, and for assignments to National Youth Administration, Civilian Conservation Corps and Works Projects Administration, giving name, ^{of applicant,} race, case no., name of worker, date recorded, status of application, and date, Arr. chron. by date filed. Hdw. and typed on ptd. form. F.d. 7 x 9 x 11; bundle 8 x 10 x 8½. Office.

APPLICATION FOR _____

NAME

RACE

CASE NO.

WORKER

STATUS OF APPLICATION	YEAR 19.....											YEAR 19.....												
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
RECEIVED																								
Disposed of	Approved*																							
	Denied As Ineligible																							
	Disposed of for Other Reasons																							
Pending at End of Month																								
Sec. Sec. Categories	Eligible and Awaiting Grant																							
	Investigation Not Started or Incomplete																							

CCC Only: Code "R" if applicant is from family eligible for or receiving relief; and "N. R." if applicant is from family unemployed and in need of employment.

*—Use for "Referred" for WPA, NYA, CCC.

315

INACTIVE CASES, 1934--. Est. 3,200 papers in 11 f.d. (label-
ed by case no. contained).

of all categories,

Inactive case records of welfare clients showing information as in
entry . Arr. numer. by case no. Hdw. and typed on ptd. form. $11\frac{1}{2}$ x
12 x 25. Office.

316

(RECORD OF ASSISTANCE GRANTED), 1936--. 3 vols.

Record of assistance granted, giving name of client, address, case no., no. in assistance groups, reference, date, total payment, distribution by category of assistance, and remarks. Arr. numer. by case no. Hdw. on ptd. form. Aver. 500 pp. 12 x 9 x 4. Office.

..... COUNTY WELFARE BOARD
STATE OF MARYLAND

Case Number

RECORD OF ASSISTANCE GRANTED

Number in Aid Dep. Children Group

(Last Name)

(First Name)

(Address)

Number in General Assistance Group

Reference	Date	Total	Gen'l. Pub. Assist.		Aid to Dependent Children	Remarks
			In Kind	Cash		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

317

(REQUISITIONS FOR ASSISTANCE), 1936—. 1 vol. and est. 450 papers in 2 bundles. 1 bundle, 1934-35, subtitled Requisitions Discontinued and Closed O.A.A.; 1 bundle, 1934-35, subtitled Requisitions Discontinued and Closed A.D.C.

Requisitions for assistance in active and inactive welfare cases, giving date, case no., clients and payees name and address, relationship of payee to head of group, no. of persons, type of assistance, date check to be drawn, amount of check, distribution of assistance, date of revision, by whom authorized, and date approved by executive secretary. Arr. numer. by case no. within type of assistance. Hdw. and typed on ptd. form. Vol. 350 pp. 11 x 7 $\frac{1}{2}$ x 3 $\frac{1}{2}$; bundles 12 x 8 $\frac{1}{2}$ x 2. Office.

**COUNTY WELFARE BOARD
OF MARYLAND**

REQUISITION FOR ASSISTANCE

Date.....193

Client's Name.....Address.....

Payee's Name.....Address.....

Relationship of payee to head of group.....

CASE No.

NUMBER OF PERSONS:

G. P. A.

OLD AGE

A. D. C.

BLIND

Checks to be drawn on.....of each month as follows:

AMOUNT OF CHECK	DISTRIBUTION OF ASSISTANCE								DATE OF REVISION	REVISION AUTHORIZED BY
	GENERAL PUBLIC ASSISTANCE		OLD AGE ASSISTANCE		AID TO DEPENDENT CHILDREN		PUBLIC ASSISTANCE TO NEEDY BLIND			

As a result of investigation of the above case, I certify that the above amounts have been determined in accordance with Maryland acts and rules and regulations of the Board of State Aid and Charities covering the type of assistance granted.

Approved.....Exec. Sec'y.Relief Aide.

318

CHANGE OF STATUS, 1938--. In Check Copies, entry .

Finance officer's copy of notice to change, giving case no., name of client, date, present category, nature of change, and signatures of executive secretary and case worker. Arr. numer. by case no.

319

DISPOSITION OF REQUISITIONS, 1938--. In Check Copies, Notice
of Change, Disposition of Requisitions.

Workers copy of record of disposition of applications, giving case no.,
name of applicant, address, names and addresses of cross references,
date taken, category, no. of persons, date accepted, no. assisted, no.
in relief grant, category, if civilian conservation corps, eligible for
or receiving relief, unemployed, and in need of employment, dates reject-
ed, otherwise disposed of, category, transferred to worker, sent to sta-
tistical clerk, and signature of worker; also record of action taken,
worker check, and statistical clerk check of all records. Arr. numer.
by check no.

329

(NO APPLICATION), November 1939--. Est. 120 cards in 1 bundle. January-October 1939 in Works Progress Administration, entry .

Card record of cases where no application has been filed, applicant not being eligible for assistance, giving case no., name of applicant, rate, date, address, names of children, request made by applicant, reason for not taking application, and names of interviewer and initial supervisor. Arr. chron. by date filed. Hdw. and typed on ptd. form. 5 x 8 x 1. Office.

NO APPLICATION TAKEN AT INTAKE

CASE NUMBER

SURNAME

RACE

DATE

(FIRST NAME OF MAN-BIRTHDATE)

(FIRST NAME OF WOMAN-BIRTHDATE)

(MAIDEN NAME)

ADDRESS:(PRESENT)

ADDRESS:(ONE FORMER)

CHILDREN (NAME)	AGE	CHILDREN (NAME)	AGE
1.		5.	
2.		6.	
3.		7.	
4.		8.	

REQUEST MADE BY APPLICANT

(OVER)

NO APPLICATION TAKEN FOR FOLLOWING REASON:

INTERVIEWER

SUPERVISOR

341

(ANALYSIS OF CASE LOAD), 1934-36. In Obsolete Material,
entry .

Analysis of case load, giving case no., date, name of family, no. in household, race, how long on relief and unemployed, name of employable, wage earner in family, and problems in the family other than unemployment including physical disability.

Analysis of Case Load (Obs. Material f.d.)

Outline of analysis of Case Load.

gives case no., date, name of family, no in household, race, length of time on relief, unemployment, employable wage earner in family, problems in the family other than employment - includes physical disabilities etc.

1 folder - approx 350 papers.

~~2019~~
3220

PAYROLL FOR ASSISTANCE, 1935--. 2 vols.

Pay roll record of all forms of public assistance, giving by whom requisitioned and approved, pay roll no. page no., voucher no., period covered, date checks to be sent, checks received by, case no., name and address of client, or persons other than client, no. of persons, distribution of assistance, amount of checks, and check no. Arr. numer. by pay roll no. Hdw. and typed on ptd. form. Aver. 1150 pp. 14 $\frac{1}{2}$ x 10 x 4.
Office.

323

DIRECT RELIEF ORDERS, 1934-36. Est. 17,300 papers in 3 f.d.

Original orders for direct relief, giving order no., county, date, name of supplier, name of client, address, case no., amount, commodity, and signatures of recipient and disbursing officer. Arr. numer. by order no. Hdw. on ptd. form. $4\frac{1}{2}$ x 10 x 25. Office.

THIS ORDER MUST BE FULLY ITEMIZED ON THE REVERSE SIDE AND ACKNOWLEDGMENT OF RECEIPT OF ITEMS MUST BE MADE BY PERSON TO WHOM THE ORDER IS DRAWN WHEN PROPERLY IDENTIFIED. ORDERS MUST ACCOMPANY SUPPLIERS' BILLS AND BE SUBMITTED DIRECT TO COUNTY WELFARE BOARD.

FORM No. 7

State of Maryland

No. 17256

MUST BE PRESENTED FOR
PAYMENT WITHIN FIFTEEN
DAYS FROM DATE.

DIRECT RELIEF ORDER

NOT NEGOTIABLE

COUNTY OF _____, 193_____

SUPPLIER _____

SUPPLY TO _____

ADDRESS _____ CASE No. _____

RELIEF AS DESIGNATED UP TO _____ DOLLARS
100

FAMILY- - -	_____
NON-FAMILY	_____
TRANSIENT -	_____

FOR _____

UPON ISSUANCE OF ORDER,
RECIPIENT MUST SIGN BELOW:

INVESTIGATOR OR RELIEF ADMINISTRATOR

ITEMS	Quantity	Amount	ITEMS	Quantity	Amount
COFFEE			Brt. Forward		
TEA			BARLEY		
SUGAR			COAL OIL		
FLOUR			MATCHES		
BREAD			MEAT		
YEAST			MACARONI		
BUTTER			Vegetables		
LARD			Canned Goods		
SODA			CHEESE		
SALT			FISH		
SOAP					
MILK					
SYRUP			CLOTHING		
BEANS			SHOES		
RICE			RENT		
HOMINY			FUEL		
PRUNES			MEDICINE		
Corn Meal			Medical Care		
Forwarded			TOTAL		

I hereby acknowledge receipt of the above articles.

(Signed) _____
Recipient.

I HEREBY CERTIFY that the person in whose favor this order is drawn received full value therefor as set forth above.

Supplier.

Address _____

THIS ORDER MUST BE FULLY ITEMIZED ON THE REVERSE SIDE AND ACKNOWLEDGMENT OF RECEIPT OF ITEMS MUST BE MADE BY PERSON TO WHOM THE ORDER IS DRAWN WHEN PROPERLY IDENTIFIED. ORDERS MUST ACCOMPANY SUPPLIERS' BILLS AND BE SUBMITTED DIRECT TO COUNTY WELFARE BOARD.

FORM No. 7

State of Maryland

No. 17256

DIRECT RELIEF ORDER

COUNTY OF _____, 193_____

SUPPLIER _____

SUPPLY TO _____

ADDRESS _____ CASE No. _____

DUPLICATE

(NOT NEGOTIABLE)

RELIEF AS DESIGNATED UP TO _____ DOLLARS

100

FAMILY- . . .

NON-FAMILY

TRANSIENT -

FOR _____

UPON ISSUANCE OF ORDER,
RECIPIENT MUST SIGN BELOW:

INVESTIGATOR OR RELIEF ADMINISTRATOR

THIS ORDER MUST BE FULLY ITEMIZED ON THE REVERSE SIDE AND ACKNOWLEDGMENT OF RECEIPT OF ITEMS MUST BE MADE BY PERSON TO WHOM THE ORDER IS DRAWN WHEN PROPERLY IDENTIFIED. ORDERS MUST ACCOMPANY SUPPLIERS' BILLS AND BE SUBMITTED DIRECT TO COUNTY WELFARE BOARD.

FORM NO. 7

State of Maryland

No. 17256

DIRECT RELIEF ORDER

COUNTY OF _____, 193_____

SUPPLIER _____

SUPPLY TO _____

ADDRESS _____ CASE No. _____

TRIPLICATE

(NOT NEGOTIABLE)

RELIEF AS DESIGNATED UP TO _____ DOLLARS

100

FAMILY - - -

NON-FAMILY

TRANSIENT -

FOR _____

UPON ISSUANCE OF ORDER,
RECIPIENT MUST SIGN BELOW:

INVESTIGATOR OR RELIEF ADMINISTRATOR

324

CARBON COPIES OF DIRECT RELIEF ORDERS, 1934-36. Est. 17,350

papers in 3 boxes.

Carbon copies of direct relief orders, showing information as in entry .

Arr. numer. by order no. Hdw. on ptd. form. 11 x 9 x 9, 21 x $7\frac{1}{2}$ x 17.

Voting house.

See (Direct Relief).

325

(WATERMEN'S LOANS), 1934. In Supplies Obsolete Material

Watermen's Rehabilitation Program, entry . .

Applications for emergency loans to needy watermen, due to losses by storm, in rehabilitation program, giving name of waterman, address, and amount of loan. Arr. chron. by date filed.

328 (LOCAL WOODSMEN), 1924-37. In C.C.C. Camp Cases, entry .
Applications and assignments to special projects, in forest conserva-
tion (other than Civilian Conservation Corps, giving date of applica-
tion, name of applicant, and date assigned.

Now inactive

377

(EMERGENCY RELIEF), 1934. In Supplies Obsolete Material

Waterman's Rehabilitation Program, entry .

Temporary emergency relief lists, submitted by board members, welfare agencies and interested persons, at time welfare board offices were opened.

~~3/28~~
3/28
SUPPLIES, OBSOLETE MATERIAL WATERMAN'S REHABILITATION PROGRAM,

1934. Est. 1,500 papers in 1 f.d.

Lists of outside pensioners furnished by the county commissioners, to be added to the direct relief clients, giving name and residence. Contains: (Emergency Relief Lists), 1934, entry ; (Watermen's Loans), 1934, entry . Arr. by districts and towns. Typed and hdw. on ptd. form. 11 $\frac{1}{2}$ x 12 x 25. Office.

Relief lists for all towns:

Emergency relief lists submitted by Board members, interested persons and other agencies when the WCVB office opened in Jan. '34. (inactive)

Pauper lists of towns: (inactive)

Lists of out-door paupers carried by Co. Commissioners prior to 1934 and turned over to WCVB for direct relief.

Divided into lists according to residence for the convenience of the WCVB.

Watermen's Loans: ^{June} 1934. (inactive)

Loans made in a rehabilitation program to needy watermen. Condition a result of severe storm of 1933.

Information from Miss Houston.

329

Works Projects

(WORK PROJECTS ADMINISTRATION), 1935--. Est. 3,000 papers
in 3 f.b.

Record of Works Projects Administration employment, forms 402, 403, 600,
and 601, including certification of eligibility, notice to report for
work, notice of termination of employment and notice of case change,
giving name and address of worker, identification no., case no., and
date. Contains: (No Application) ^{from north} 1939-October 1939, entry . Arr.
alph. by name of worker. Typed on ptd.fbrm. 6 x 8 $\frac{1}{2}$ x 12. Office.

330

OBSOLETE MATERIAL, 1934-36. Est. 700 papers in 1 f.d.

Applications for professional projects, giving name and address of applicant, age, persons in household, no. of dependents, name, age, relationship to applicant, is home owner or rented, total assets and liabilities, how long unemployed, income past year, last regular job, date left, rate of pay, education and special training, work qualified to do, and signature of applicant. Contains: (Adult Education), 1934-36, entry ; (Analysis of Case Load), 1934-36, entry ; (Visiting Housekeepers), 1934-35, entry . Arr. chron. by date filed. Hdw. and typed on ptd. form. $11\frac{1}{2}$ x 12 x 25. Office.

"Applications for professional projects."

(obsolete material f.d.)

Gives - name and address of applicant,
age, persons in household, dependents:
name, age, relationship to applicant;
Home owned or rented, liabilities &
assets, length of time unemployed,
income during past year, last regular
job, date left, rate of pay, education,
special training, work qualified to
do, signature of applicant.

, folder. 50 papers.

331
(SPONSOR'S EXPENDITURES), 1937--. In Financial Records,
entry .

Certification of sponsor's expenditures, other than pay roll, giving name of official sponsor, official project no., work project no., type or work symbol, location, period for the expenditures, name of cosponsor and other contributor, description of material, unit, quantity, unit price, amount, certification and signature of project supervisor, date posted to expenditure register, land costs paid by official sponsor, and total contribution.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

CERTIFICATION OF SPONSOR'S EXPENDITURES (OTHER THAN PAY ROLL)

Official sponsor FRANCIS J LAING Official project No. _____

Project location _____ (State) Work project No. _____

_____ (County) _____ (Town or city) Type of work symbol _____

This report covers expenditures for the period _____ by:

Official sponsor _____ (check only).

Cosponsor _____ Name of agency _____

Other contributor _____ (check only).

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE		AMOUNT	
			\$		\$	

Certification is hereby made that in connection with this project the items listed above have been furnished without cost to the { WORKS PROGRESS ADMINISTRATION.
NATIONAL YOUTH ADMINISTRATION.

Certified: _____
Project Supervisor.

Posted to sponsor's expenditure register by _____

Land costs paid by official sponsor or cosponsor after June 30, 1935 _____ \$ _____

332

(ADULT EDUCATION), 1934-36. In Obsolete Material, entry .

Report of attendance in adult educational programs, giving place, date, subjects taught, no. in attendance, hours each meeting, no. of meetings per month, total hours of instruction, and signatures of instructors, chairman and executive secretary.

Adult Education - Form 9-a. (obs. material f d.)

gives - subject taught, place, date, no. attending,
hours per meeting, meetings per week, total
hours of instruction, signatures of instructors,
chairman, & executive secretary.

1 folder approx 200 papers.

323
(VISITING HOUSEKEEPERS), 1934-35. In Obsolete Material,
entry .

Report of visits to families on relief, by housekeepers, giving name of family, history, assistance given, including sewing, diets, cooking, canning, and planning menus; also contains correspondence.

"Visiting Housekeepers." (1934-35)

Report of housekeepers visiting families
on relief, history of family, help given
such as canning, sewing, old people's
diets, childrens' diets, cooking, planning
menus, also contains correspondence
regarding same.

, folder - 100 papers

334

COMMODITIES DISTRIBUTION

COMMODITY DISTRIBUTION, 1934--. Est. 10,000 papers in 2 f.d.

Record of commodity distribution including food, clothing and other necessities, giving name of distributor, name of client, address, type of commodity delivered, date, amount received, transfers and returns, balance on hand, and remarks. Also monthly summary of all types of commodities delivered. Arr. chron. by date filed. Hdw. and typed on ptd. form. $11\frac{1}{2}$ x 12 x 25. Office.

335

Civilian Conservation Corps

C.C.C. (Civilian Conservation ~~Program~~ Camps) CAMP CASES, 1934--.

Est. 720 papers in 2 f.d. (labeled by division of alphabet contained).

Applications and certification of applicants for Civil Conservation Corps, active and inactive cases, giving case no., name of applicant, address, date, application received by, place and date of birth, physical description, family members and history, school and employment record, signatures of applicant and certifying officer, and date certified; also includes correspondence, notations of dismissals, and desertions. Contains: (Local Woodsmen), 1934--, entry . Arr. alph. by name of applicant. Hdw. on ptd. form. $11\frac{1}{2}$ x 12 x 25. Office.

336

(FORECAST AND ENROLLMENT JUNIOR APPLICANTS C.C.C.) (Civilian Conservation Corps), 1934-- . In Financial Records, entry .

Monthly statistical forecast for Civilian Conservation Corps enrollment, including classes of applicants eligible, boys notified to report for enrollment, report of junior enrollment, years of schooling completed by juniors accepted, length of regular paid employment of juniors accepted, schedule of acceptances by towns or camp, and years of residence in county and state, giving date, names of applicants and enrollees, and signature of executive secretary.

STATE DEPARTMENT OF PUBLIC WELFARE
 FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT

MONTH _____

CLASSES OF APPLICANTS	ACTUAL NUMBER OF COMPLETED AND PENDING APPLICATIONS NOW ON FILE IN LOCAL OFFICES OF ELIGIBLE AND QUALIFIED JUNIORS WHO DESIRE TO BE SELECTED DURING THE NEXT QUARTERLY CCC ENROLLMENT				ESTIMATED NUMBER OF ADDITIONAL APPLICANTS, WHO HAVE NOT YET APPLIED, WHO WILL BE ELIGIBLE AND AVAILABLE FOR CCC SELECTION DURING THE NEXT QUARTERLY CCC ENROLLMENT		TOTALS
	WHITE		COLORED		WHITE	COLORED	
	AGE 17	AGES 18-23 INC.	AGE 17	AGES 18-23 INC.			
1. HOW MANY ELIGIBLE APPLICANTS WITH DEPENDENTS WHO ARE NOW RECEIVING RELIEF, WORK RELIEF, OR OTHER PUBLIC ASSISTANCE WILL DESIRE TO BE SELECTED DURING THE NEXT QUARTERLY CCC ENROLLMENT.							
2. HOW MANY ADDITIONAL ELIGIBLE APPLICANTS WITH DEPENDENTS WHO ARE ELIGIBLE TO RECEIVE (BUT NOT ACTUALLY RECEIVING) RELIEF, OR OTHER PUBLIC ASSISTANCE WILL DESIRE TO BE SELECTED DURING THE NEXT QUARTERLY CCC ENROLLMENT?							
3. HOW MANY ADDITIONAL ELIGIBLE CCC APPLICANTS WITH DEPENDENTS WHO ARE NOT RECEIVING OR ELIGIBLE TO RECEIVE RELIEF, BUT FOR WHOM A CCC ALLOTMENT WOULD HELP TO MAINTAIN A NORMAL STANDARD OF LIVING WILL BE ELIGIBLE AND AVAILABLE FOR CCC SELECTION DURING THE NEXT QUARTERLY CCC ENROLLMENT?							
4. HOW MANY ADDITIONAL ELIGIBLE CCC APPLICANTS WITHOUT DEPENDENTS, ELIGIBLE TO MAKE DEPOSITS INSTEAD OF ALLOTMENTS, WILL BE ELIGIBLE AND AVAILABLE FOR SELECTION DURING THE NEXT QUARTERLY CCC ENROLLMENT?							
5. TOTAL ELIGIBLE CCC JUNIOR APPLICANTS AVAILABLE FOR SELECTION DURING THE NEXT QUARTERLY CCC ENROLLMENT? (SUM OF ITEMS 1 TO 4 INCLUSIVE)							
6. ESTIMATE - TOTAL THOSE SELECTEES LIKELY TO WITHDRAW APPLICATIONS OR LIKELY TO FAIL TO REPORT AT ACCEPTANCE STATIONS DURING THE NEXT QUARTERLY CCC ENROLLMENT (BASED ON PREVIOUS EXPERIENCE)							XXXXX
7. ESTIMATE - TOTAL THOSE SELECTEES LIKELY TO BE REJECTED AT ACCEPTANCE STATIONS DURING THE NEXT QUARTERLY CCC ENROLLMENT? (BASED ON PREVIOUS EXPERIENCE)							XXXXX
8. TOTAL DEDUCTIONS (ITEM 6 PLUS ITEM 7)							
9. NET FORECAST OF ELIGIBLE AND AVAILABLE APPLICANTS (ITEM 5 MINUS ITEM 8)							

EXECUTIVE SECRETARY _____

DATE _____

COUNTY _____

REPORT OF JUNIOR ENROLLMENT - CIVILIAN CONSERVATION CORPS

Enrollment Dates

Local Unit

Section A. Quota and Selection

	White	Col.	Total
1. County Quota			
2. Number of Juniors sent for examination			
3. Number of selectees (principals & alternates) notified by selecting agency to report for examination who failed to report at Army CCC acceptance station			
4. Number of Juniors rejected after examination by Army			
5. Number of Juniors accepted for enrollment by Army			
6. Number of Junior applicants awaiting future enrollment			

Section B. Age Distribution of Juniors Accepted

Age	Total number of Juniors accepted	Number previously enrolled	Age	Total number of Juniors accepted	Number previously enrolled
1. 17			6. 22		
2. 18			7. 23		
3. 19			8. 24 and over		
4. 20			9. TOTAL		
5. 21					

Section C. Weight and height of juniors accepted

Weight	Number of juniors accepted	Height	Number of juniors accepted
1. Weight 107 to 121 pounds		10. Height 60 to 62 inches	
2. Weight 122 to 136 pounds		11. Height 63 to 65 inches	
3. Weight 137 to 151 pounds		12. Height 66 to 68 inches	
4. Weight 152 to 166 pounds		13. Height 69 to 71 inches	
5. Weight 167 to 181 pounds		14. Height 72 to 74 inches	
6. Weight 182 to 196 pounds		15. Height 75 inches and over	
7. Weight 197 pounds and over		16. Height not specified	
8. Weight not specified			
9. TOTAL		17. TOTAL	

SECTION D. YEARS OF SCHOOLING COMPLETED BY JUNIORS ACCEPTED

Schooling	Number	Schooling	Number
Elementary School	xxx	High School	xxx
1. 1st Grade		9. 1st year	
2. 2nd Grade		10. 2nd year	
3. 3rd Grade		11. 3rd year	
4. 4th Grade		12. 4th year	
5. 5th Grade		13. College - all years	
6. 6th Grade		14. Not specified	
7. 7th Grade			
8. 8th Grade		15. Total	

SECTION E. URBAN-RURAL CLASSIFICATION OF JUNIORS ACCEPTED

Urban-Rural classification of places where juniors were living	Number of juniors accepted
1. On farm owned by their families	
2. On farm not owned by their families	
3. In rural, non-farm areas, or incorporated places having less than 2,500 inhabitants	
4. Incorporated places with population of 2,500 to 10,000	
5. Incorporated places with population of 10,001 to 25,000	
6. Incorporated places with population of 25,001 to 100,000	
7. Incorporated places with population of 100,001 to 250,000	
8. Incorporated places with population of 250,000 and over	
9. Total number of juniors accepted	

SECTION F. LENGTH OF UNEMPLOYMENT OF JUNIORS ACCEPTED

Months unemployed	Number	Months unemployed	Number
1. Unemployed less than 4 months		6. Unemployed more than 20 months	
2. Unemployed 4 to 7 months		7. Never employed	
3. Unemployed 8 to 11 months		8. Not specified	
4. Unemployed 12 to 15 months		9. Total number of juniors accepted	
5. Unemployed 16 to 19 months			

Finances

337

CASH VOUCHER RECORD (Receipts and Disbursements), 1934--.

1 vol. and est. 456 papers in 1 bundle. 1 vol., 1938--, not titled.

Record receipts and disbursements: under receipts, giving date, source, and amount; under expenditures, date, amount paid, check no., name of payee, purpose, and balances. Arr. chron. by date of recording. Hdw. under ptd. head. Vol. 600 pp. $14\frac{1}{2}$ x $11\frac{1}{2}$ x $1\frac{1}{2}$; bundle 14 x $11\frac{1}{2}$ x 3. Office.

~~Financial~~ es

338

FINANCIAL RECORDS, 1934--. Est. 1,300 papers in 2 f.d., 1 bundle (2 f.d. labeled by division of alphabet contained).

Title varies: Financial Reports, 1 bundle, 1934-38.

Monthly financial reports, including cash account reconciliations, giving date, approval of executive, obligations, amount unpaid, and totals for various categories of assistance. Contains: (Request for Advance), 1934--, entry ; (Notice of Refund), 1936--, entry ; (Record of Trust Accounts), 1935--, entry ; (Report of All Travel Outside the County), 1938--, entry ; (Pay Roll), 1938--, entry ; (Quarterly Reports), 1938--, entry ; (Statistical Financial Supplements), 1934--, entry ; (Forecast and Enrollment Junior Applicants C.C.C.), 1934--, entry ; (Estimate of Expenditures), 1934--, entry ; (Sponsor's Expenditures), 1927--, entry ; (Audit Reports), 1937--, entry ; (Recoveries), 1935--, entry ; (Monthly Statistical Report of Public Assistance), 1934--, entry ; (Workers Quarterly Estimate), 1934--, entry ; (Analysis of

(Continued on next page)

Case Load), 1940--, entry . Arr. chron. by date filed. Hdw. and
typed on ptd. form. Bundle 12 x 9 x 2; f.d. $11\frac{1}{2}$ x 12 x 25. Office.

STATE DEPARTMENT OF PUBLIC WELFARE
MONTHLY FINANCIAL REPORT

Month of _____ 19__

Welfare Board

Correct: _____

Executive

1		2		3		4		5		6		7		8	
Obligations				Total		Cash dis-		Deductions		Cash		Net		Unpaid at	
Unpaid at beginning of month	Incurred during current month	Columns 1 & 2		bursed in payment of obligations	Canc. and adj. of prior mo. obligations	Refunds	obligations column 2 minus col. 5 & 6	end of mo. column 3 minus col. 4 & 5							
1. General Public Assistance															
Eligible for State Matching															
a. Cash															
b. In Kind															
c. Total															
Not Eligible for State Matching															
d. Cash															
e. In Kind															
f. Total															
2. Old Age Assistance															
a. To Recipients															
b. Burials															
c. Total															
3. Aid to Dependent Children															
4. Public Asst. to Needy Blind															
a. To Recipients															
b. Burials															
c. Total															
5. Board of Children															
6. Administration															
7. Child Welfare Services															
8.															
9. TOTALS (Sum of lines 1c, 1f, 2c, 3, 4c, 5, 6, 7 & 8)															

339

(QUARTERLY REPORTS), 1934-- . In Financial Records, entry .

Quarterly statements of expenditures and source of funds, giving date, approval of executive secretary, monthly expenditures and totals for each category of assistance, administration and child welfare services, and amount of local, state, and federal contributions for each category.

STATE DEPARTMENT OF PUBLIC WELFARE

STATEMENT OF EXPENDITURES AND SOURCE OF FUNDS

For Quarter Ended Correct Executive

Welfare Board

	1	2	3	4	5	6
	1st Month	2nd Month	3rd Month	Total	Source of Funds	
					Local	State & Fed
1. Gen. Pub. Assistance Matchable						
a. Cash						
b. In Kind						
c. Total						
Not Matchable						
d. Cash						
e. In Kind						
f. Total						
2. Old Age Assistance						
a. To Recipients						
b. Burial						
c. Total						
3. Aid to Dep. Children						
4. Pub. Asst. Needy Blind						
a. To Recipients						
b. Burial						
c. Total						
5. Board of Children						
6. Administration						
a. Salaries						
b. Travel						
c. Office Equip.						
d. Telephone, tel.						
e. Stat. & Off. Sup						
f. Postage						
g. Office Rent						
h.						
j.						
k.						
l.						
m.						
n. Total						
7. Child Welfare Serv.						
a. Salaries						
b. Travel						
c.						
d. Total						
8. TOTAL (Sum of 1c, 1f, 2c, 3, 4c, 5, 6n, 7d.)						

Do not use
this space

340

DUPLICATE COPIES OF VOUCHERS, 1934--. Est. 14,378 papers
in 3 f.d., 3 f.b. 3 f.d., 1936--, not titled.

Duplicate vouchers 1934-36, and original vouchers 1936--, for assistance,
purchases and services, giving voucher no., check no., date paid, name
of payee, address, date of invoice, monthly obligation, entered, descrip-
tion, amount, and purpose by distribution under accounts. Arr. numer.
by voucher no.; 1 box, 1934 no orderly arrangement. Typed on ptd. form.
F.d. $4\frac{1}{2}$ x 10 x 25; f.b. $13\frac{1}{2}$ x 9 x $10\frac{1}{2}$, 25 x 12 x $9\frac{1}{2}$. 3 f.b., 1934-35,
voting house; 3 f.d., 1936--, office.

3411

CHECK COPIES, NOTICE OF CHANGE, DISPOSITION OF REQUISITION,
1934--. Est. 46,000 papers in 1 f.d., 2 boxes, 1 bundle.

Title varies: Worcester County Welfare Board Carbon Copies,
2 boxes, 1934-36. 1 bundle, 1936-38, not titled.

Carbon copies of checks issued, showing information as in entry 3411?

Contains: Notice of Change, 1938--, entry ; Disposition of Requisitions,
1938--, entry . Arr. numer. by check no. Typed on ptd. form.

Bundle 12 x 10 x 3; boxes 12 x 10 x 18, 21 x 14 $\frac{1}{2}$ x 14 $\frac{1}{2}$; f.d. 11 $\frac{1}{2}$ x 12 x
25. 2 boxes, 1934-36, voting house; 1 f.d., 1 bundle, 1936--, office.

See (Canceled Checks).

342

CANCELED CHECKS, 1934--. Est. 45,680 papers in 22 boxes,
2 bundles (dated).

Canceled checks of the welfare board, giving date, no., amount, and
name of payee. Arr. numer. by check no. Typed on ptd. form. 13 x 9
x 4. Office.

348

(PAY ROLL), 1934-- . In Financial Records, entry .

Pay rolls for employees of the welfare board, giving date, name of employee, merit system classification, amount earned, amount withheld for insurance and retirement; net amount due employee, budget no. and title, and certification by State Employment Commission.

CERTIFICATION AND APPROVAL OF PAYROLL

(Payrolls must be certified by the employee by whom prepared and approved by appointing authority or other responsible officers.)

I HEREBY CERTIFY that the employees whose names are listed on this payroll have been properly appointed to positions legally established; that they have been present on duty during the entire period covered by the payroll, except as specifically stated otherwise, and that the rates, amounts and computations are correct.

Date _____ Signed _____

The within payroll is approved by the undersigned:

Date _____ Signed _____

CERTIFICATE OF STATE EMPLOYMENT COMMISSION

I HEREBY CERTIFY that the employees named in this payroll and indicated as being in the classified service have been appointed or employed and have held their positions during the period for which compensation is claimed in pursuance of law and of the rules made by the State Employment Commissioner under the provisions of the Merit System Law, and have complied with the terms of said law and of said rules, and that the positions listed as unclassified are not within the law and rules of this Commission.

THIS CERTIFICATE is made with the understanding that if, between this date and the end of the payroll period, any change is made in connection with any of the positions enumerated in this payroll, the appointing authority of the organization unit will be immediately notified to withhold payment of any item not properly payable.

Date _____ STATE EMPLOYMENT COMMISSIONER,

by _____

344

(MONTHLY STATISTICAL REPORT OF PUBLIC ASSISTANCE), 1934--.

In Financial Records, entry . .

Monthly statistical report of public assistance including applications for old age assistance, aid to dependent children, needy blind and general public assistance, W.P.A., N.Y.A., C.C.C., and special service, giving status of applications, cases approved, persons represented in cases receiving general public assistance, unduplicated cases receiving public assistance, number of grants in each category to households, cases approved for special service, and service to children in foster care.

MONTHLY STATISTICAL REPORT ON PUBLIC ASSISTANCE

c. l.

Local Unit

Month of

A. APPLICATIONS FOR PUBLIC ASSISTANCE

Status of applications	I	II		IV	V
	Old age assistance	Aid to dependent children		Public assistance to needy blind	General public assistance
		Number of families	Number of children		
1. Pending from preceding month					
2. Received during month					
3. Total during month					
4. Disposed of during month					
a. Approved for assistance					
b. Denied as ineligible					
c. Disposed of for other reasons					
5. Pending at end of month					
a. Found eligible and awaiting grant					
b. Investigation not started or incomplete					

B. CASES APPROVED FOR PUBLIC ASSISTANCE

Status of case	I	II		IV	V
	Old age assistance	Aid to dependent children		Public assistance to needy blind	General public assistance
		Number of families	Number of children		
6. Carried over from preceding month					
7. Added during the month					
a. New					
b. Old					
c. Recurrent					
8. Total under care during month					
a. Received assistance during month					
b. Received special payments only during month		XXXX	XXXX		
c. Received no payments during month					
9. Closed during the month					
10. Carried forward to next month					

C. APPLICATIONS FOR WPA, NYA, CCC REFERRAL

Status of applications	I	II	III
	Number of applications for		
	Works Progress Administration	National Youth Administration	Civilian Conservation Corps
11. Pending from preceding month			
12. Received during month			
13. Total during month			
14. Disposed of during month			
a. Referred as eligible			
b. Denied as ineligible			
c. Disposed of for other reasons			
15. Pending at end of month			

D. SPECIAL REPORT ON CCC APPLICATIONS PENDING AT THE END OF THE MONTH (LINE 15 ABOVE)

CCC Applications	I	II	III
	Total	White	Colored
16. Total number of applications pending at end of month			
17. Number of applicants from cases receiving relief or eligible for relief			
18. Number of applicants from cases unemployed and in need of employment			

E. COUNT OF "NO APPLICATION TAKEN" CARDS

Number of N.A.T.'S for						
O.A.A.	A.D.C.	P.A.N.B.	G.P.A.	Services	Not specified	TOTAL

F. PERSONS REPRESENTED IN CASES RECEIVING GENERAL PUBLIC ASSISTANCE

19. Persons represented in all cases receiving payments	
a. Total cases reported in line 8a	
b. Total cases reported in line 8b	

G. DETAIL OF ITEM 8a CASES RECEIVING GENERAL PUBLIC ASSISTANCE

General public assistance cases granted assistance during month	Number of cases
20. Not referable to W.P.A.	
21. Pending referral or assignment to W.P.A.	

H. UNDUPLICATED CASES RECEIVING PUBLIC ASSISTANCE (To include all cases reported in line 8a ~~and 8b~~)

Other types of assistance received in household	Cases receiving			
	I Old age assistance	II Aid to dependent children	III Public assistance to needy blind	IV General public assistance
22. No other type				
23. One other type				
a. O.A.A.	xxx			
b. A.D.C.		xxx		
c. P.A.N.B.			xxx	
d. G.P.A.				xxx
24. Two other types				
a. O.A.A. and A.D.C.	xxx	xxx		
b. O.A.A. & PANB	xxx		xxx	
c. O.A.A. & G.P.A.	xxx			xxx
d. A.D.C. & PANB		xxx	xxx	
e. A.D.C. & G.P.A.		xxx		xxx
f. PANB & G.P.A.			xxx	xxx
25. Three other types				
a. OAA, ADC, PANB	xxx	xxx	xxx	
b. OAA, ADC, GPA	xxx	xxx		xxx
c. OAA, PANB, GPA	xxx		xxx	xxx
d. ADC, PANB, GPA		xxx	xxx	xxx
26. TOTAL				

I. NUMBER OF DIFFERENT GRANTS IN EACH CATEGORY TO HOUSEHOLDS (Excluding special payments)

Number of different grants	I	II	III	IV
	Old age assistance	Aid to dependent children	Public assistance to needy blind	General public assistance
27. One				
28. Two				
29. Three				
30. Four				
31. Five				
32. TOTAL				

SUPPLEMENTARY REPORT ON SPECIAL SERVICES

Local Unit _____

Month _____

A. APPLICATIONS FOR SPECIAL SERVICES

STATUS OF APPLICATION	I	II	III	IV	V	VI	VII
	LICENSE TO CARE FOR CHILDREN	CHILDREN IN FOSTER CARE	ADMISSION AND DISCHARGE SERV. FOR CHILDREN'S INSTI-TUTION'S	SEPARATION OF MOTHERS AND INFANTS	FINANCIAL INVESTIGATION FOR HOSPITALS	LICENSE TO CARE FOR AGED	OTHER SERVICES ONLY
1. Pending from preceding month							
2. Received during month							
3. Total during month							
4. Disposed of during month							
A. APPROVED			XXX		XXX		
1. FOSTER HOME	XXX		XXX	XXX	XXX	XXX	XXX
2. INSTITUTIONAL CARE	XXX		XXX	XXX	XXX	XXX	XXX
B. DENIED AS INELIGIBLE			XXX		XXX		
1. FOSTER HOME CARE	XXX		XXX	XXX	XXX	XXX	XXX
2. INSTITUTIONAL CARE	XXX		XXX	XXX	XXX	XXX	XXX
C. DISPOSED OF FOR OTHER REASONS							
5. Pending at end of month							

B. CASES APPROVED FOR SPECIAL SERVICES

STATUS OF CASE	I	II	III	IV
	HOME LICENSED TO CARE FOR CHILDREN	SERVICES TO CHILDREN IN FOSTER CARE	HOME LICENSED TO CARE FOR AGED	OTHER SERVICES
6. Carried over from preceding month				
7. Added during the month				
A. NEW				
B. OLD				
C. RECURRENT				
8. Total under care during month				
9. Closed during month				
10. Carried forward to next month				

C. DETAIL OF LINE 8, COLUMN II, SERVICES TO CHILDREN IN FOSTER CARE

CASES UNDER CARE	TOTAL	TYPE OF CARE RECEIVED DURING MONTH		
		FOSTER HOME CARE ONLY	INSTITUTIONAL CARE ONLY	BOTH FOSTER HOME AND INSTITUTIONAL CARE
11. Received payment				
12. Received no payment				

345

(STATISTICAL FINANCIAL SUPPLEMENTS), 1934-- . In Financial
Records, entry .

Statistical supplements to monthly financial reports, giving date, approval of executive secretary, details of obligations for general public assistance, of cancellations and adjustments, and of cash refunds.

STATE DEPARTMENT OF PUBLIC WELFARE

STATISTICAL SUPPLEMENT TO MONTHLY FINANCIAL REPORT

Month of _____ 19____

County Welfare Board

Correct: _____
Exec. Sec. or Worker-in-charge

DETAIL OF OBLIGATIONS FOR GENERAL PUBLIC ASSISTANCE

	1	2	3
	To cases receiving only G.P.A.	To cases rec. G.P.A. & other assistance	Total
1. General assistance:			
a. Cash			
b. In Kind			
c. Total			
2. Burials, Hospitalization, temp. Transient Care and Transportation to Transients			
a. Cash			
b. In Kind			
c. Total			
3. Total			
a. Cash (Sum of lines 1a and 2a)			
b. In Kind (Sum of lines 1b and 2b)			
c. Total (Sum of lines 1c and 2c)			

DETAIL OF CANCELLATIONS AND ADJUSTMENTS

Case No.	Category	Month of obligation	Remarks	Amount
Total (Must agree with line 9, column 5, Form 302-1)				

DETAIL OF CASH REFUNDS

Case No.	Category	Month of obligation	From whom received	Reason for refund	Amount
Total (Must agree with line 9, column 6, Form 302-1)					

346

(AUDIT REPORTS), 1937-- . In Financial Records, entry .

Auditor's statement of receipts and expenditures and assets and liabilities, and analysis of unexpended balance.

347

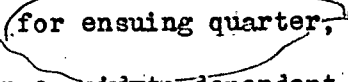
(WORKERS QUARTERLY ESTIMATE), 1934--. In Financial Record,

entry .

Workers quarterly estimate for assistance ^{for} cases to be carried into new quarter, giving dates quarter beginning and ending, name of worker, name of client, case no., amount for each month and total for quarter, type of assistance, and grand total.

348

(ESTIMATE OF EXPENDITURES), 1934--. In Financial Records,
entry .

Estimate of expenditures, (for ensuing quarter, for welfare program, ) including old age assistance, aid to dependent children, aid to needy blind, general public assistance, board of children, administration, *and* child welfare service, giving date quarter begins, approval of chairman and executive secretary, amounts requested, amounts approved, total, amount of local, state and federal funds, total approved from state and federal funds, date, and signature of director, State Department of Public Welfare.

COUNTY WELFARE BOARD

ESTIMATE OF EXPENDITURES FOR QUARTER BEGINNING _____ 19____

Approved: _____ Chairman

_____ Executive Secretary

1	2	3	4	5	6
PROGRAM	Total	Local Funds	State and Federal Funds		
			Total	State	Federal
1. Old Age Assistance:					
A. TO RECIPIENTS					
B. BURIALS					XXX XX
C. REQUESTED					
D. APPROVED (STATE DEPT.)		XXX XX			
2. Aid to Dep. Children:					
A. REQUESTED					
B. APPROVED (STATE DEPT.)		XXX XX			
3. Pub. Asst. to Needy Blind					
A. TO RECIPIENTS					
B. BURIALS					XXX XX
C. REQUESTED					
D. APPROVED (STATE DEPT.)		XXX XX			
4. General Public Asst.					
A. REQUESTED					XXX XX
B. APPROVED (STATE DEPT.)		XXX XX			XXX XX
5. Board of Children:					
A. REQUESTED					XXX XX
B. APPROVED (STATE DEPT.)		XXX XX			XXX XX
6. Administration:					
A. REQUESTED (PAGE 2)				XXX XX	XXX XX
B. APPROVED (STATE DEPT.)		XXX XX			
7. Child Welfare Serv:					
A. REQUESTED (PAGE 3)		XXX XX		XXX XX	
B. APPROVED (STATE DEPT.)		XXX XX			
8. TOTALS:					
A. REQUESTED					
B. APPROVED (STATE DEPT.)		XXX XX			

Approved for \$ _____ to be provided from state and federal funds, as indicated in column 4.

STATE DEPARTMENT OF PUBLIC WELFARE

Director

ESTIMATE OF EXPENDITURES FOR ADMINISTRATION

Exclusive of direct charges to child welfare service funds

Quarter Beginning 19

County Welfare Board

	1	2	3	4	5
	First month	Second month	Third month	Total Requested	Total Allowed
1. SALARIES					
a. Present Salaries (BASED ON APPROVED POSITIONS)					
b. Requested Changes in Rate (LIST SEPARATELY)					
NAME CLASSIFICATION PRESENT RATE					
c. Total changes in rates requested					
d. Requested additions (LIST SEPARATELY)					
e. Total additions requested					
f. Total salaries (1a, 1c and 1e)					
2. Travel					
3. Office Equipment					
4. Telephone and Telegraph					
5. Stationery and Office Supplies					
6. Postage					
7. Office Rent					
8. Distribution of Surplus Commodities					
a.					
b.					
c.					
9. Miscellaneous (ITEMIZE)					
a.					
b.					
c.					
d.					
e.					
TOTAL (Page 1, Line 6a, Column 2)					

ESTIMATE OF EXPENDITURES FOR CHILD WELFARE SERVICES
 Charged direct to child welfare service funds

Quarter Beginning 19..... County Welfare Board

	1	2	3	4	5
	First Month	Second Month	Third Month	Total Requested	Total Allowed
1. SALARIES a. Present Salaries (BASED ON APPROVED POSITIONS) <u>NAME</u> <u>CLASSIFICATION</u>					
b. Requested Changes in Rate (LIST SEPARATELY) <u>NAME</u> <u>CLASSIFICATION</u> <u>PRESENT RATE</u>					
c. Requested Additions (LIST SEPARATELY)					
2. TRAVEL (LIST INDIVIDUALLY)					
. TOTAL (Page 1, Line 7a, Column 2)					

349

(RECORD OF TRUST ACCOUNTS), 1935--. In Financial Records,
entry .

Record of trust accounts, giving case no., name of bank, name and address of client, date, description, amount of deposits, withdrawals, check no., amount, and balance.

350

(RECOVERIES), 1935--. In Financial Records, entry .

Record of cash receipts and expenditures realized from assignments by clients of the welfare board, including insurance policies, assigned or trust bank accounts and other property, giving case no., gross receipts, details of disbursements, amount recovered, and amount of remainder paid to estate; also contains individual and control accounts.

RECORD OF RECOVERIES

INDIVIDUAL ACCOUNT

Case No. _____

Name _____

Address _____

1	2	3	4	5	6
Date	Description	Receipts	Disbursements		Balance
			Check #	Amount	

Assistance Granted:
 Prior to June 1, 1935 \$ _____
 June 1, 1935 to Feb. 1, 1936 _____
 Feb. 1, 1936 to date _____
 Total \$ _____

Distribution of Net Recovery:
 Local \$ _____
 State _____
 Federal _____
 Total \$ _____

351

(REQUEST FOR ADVANCE), 1934--. In Financial Records,

entry .

Request for quarterly advance from the county commissioners, giving date, amount of estimate, amount allocated to each category of assistance and administration, total required for quarter, gross advance requested, ¹⁹³⁶ unexpended local funds on hand, at beginning of quarter, and net advance requested.

REQUEST FOR ADVANCE OF FUNDS FROM COUNTY COMMISSIONERS

19

From: Welfare Board

To: County Commissioners of County

In accordance with our estimate of expenditures for the quarter beginning 19 , a copy of which has been submitted to you, the sum of \$ is needed for this quarter to meet the portion of such expenditures required to be paid from local funds.

We hereby request that you advance us the sum of \$ for the month of , charging the appropriations which have been made and certified to the State Department of Public Welfare.

The advance is to be distributed among the various programs as follows:

	1	2	3	4
	Requirement For Quarter	Gross Advance Requested	Unexpended Local Funds On Hand at Beginning of Quarter	Not Advance Requested
Old Age Assistance.....	\$	\$	\$	\$
Aid to Dependent Children.....				
Public Assistance to Noedy Blind...				
General Public Assistance.....				
Board for Children.....				
Administration.....				
 Total.....	\$	\$	\$	\$

You will note that we have deducted from our request any balances of local funds on hand at the beginning of this quarter, arising from the excess of advances for the preceding quarter over actual expenditures.

Respectfully submitted,

35A

(NOTICE OF REFUND), 1936--. In Financial Records, entry .

Notice from State Department of Public Welfare that State Comptroller has been requested to advance state and federal funds, giving date, amount, and amounts allocated to each category of assistance, and administration.

Copy

STATE DEPARTMENT OF PUBLIC WELFARE
120 West Redwood Street
Baltimore Maryland.

Date _____

To: Chairman

_____ County Welfare Board

We have requested the State Comptroller to forward you a check for \$ _____, which represents an advance from State and Federal funds for J _____ 1940. This advance is allocated as follows:

Old Age Assistance	\$
A.D.C. Assistance	
A.N.B. Assistance	
Administration	
Child Welfare Service	
General Public Assistance	

	\$
	=====

Very truly yours,

Copy to Executive Secretary

Mimeographed form by State Office

353

TRANSMITTALS, 1934-35. Est. 500? papers in 4 f.d. (labeled by no. of transmittal contained). Title varies: Transmittals Returned from Baltimore, 2 f.b., 1934-35; Lists, 1 f.b., 1934.

Copies of monthly reports to state agency of expenditure of federal appropriations, for audit and payment in the current account, giving county, date, check no., list no., voucher no., purpose of disbursement, account, amount, totals, approvals of county commissioners and state agency, and signature of welfare official. Arr. numer. by list no. Typed on ptd. form. 19 $\frac{1}{2}$ x 14 x 12. Office.

Check

354

COPIES OF EXPENSE ACCOUNTS, 1934-39. Est. 1,075 papers in
2 bundles. 1940 in Financial Records, entry .

Copies of expense accounts of active and inactive welfare workers, giving unit or department, name of worker, address, period, date, work classification, itinerary, time of departure and arrival, transportation, speedometer reading, start, finish, mileage, rate, railroad, bus or ferry, other expenses, hotel, meals, miscellaneous and total, and signatures of approving and certifying officials. Arr. chron. by date filed. Hdw. on ptd. form. $11\frac{1}{2}$ x 9 x 4, 12 x 10 x 2. Office.

S.D.P.W. form 8 (Rev. 9-39)

EXPENSE ACCOUNT

Unit or Department

Name.....

Period

From19

Address.....

To.....19

DATE	WORK CLASSIFICATION	ITINERARY				TRANSPORTATION						OTHER EXPENSES				TOTAL
		DEPARTED		ARRIVED		SPEEDOMETER READING		AUTO MILEAGE	RATE	AMOUNT	RAILROAD, BUS, FERRY, ETC.	HOTEL	MEALS	MISCELLANEOUS		
		FROM	TIME	TO	TIME	START	FINISH							DETAIL	AMOUNT	

CERTIFIED JUST AND CORRECT, PAYMENT NOT RECEIVED

Approved.....

.....
(Signature)

Use Reverse Side for Remarks

355

(REPORT OF ALL TRAVEL OUTSIDE THE COUNTY), 1938--. In

Financial Records,

Quarterly report of all travel expense outside of Worcester County, giving name of worker, county, date, from, to, total expense incurred, purpose, and grant total; also contains summary of total expenses incurred, all persons, for all three months.

309

General Correspondence
1934 - - Est. 5000 papers
in 2 f.d. (labeled
by ~~division~~ ^{division} of alphabet
containers)

Routine correspondence of the
Western Board. Arr. alph. by name
of subject or correspondent.
HAW: Typed. 11 1/2 x 12 x 25. off. ed.

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall Snow Hill
(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 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By letters A-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 Routine Correspondence relative to
(Purpose and general nature of record. Principal items of information

shown. Summary of forms used in making record, their headings, etc. If a very

and general matters
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 alph. by name of subject
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing In index folders
(Self-contained--describe what it 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, typed on pts. forms - Edward
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

Edward on pts. forms.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

and years covered by each kind of writing)

10. Size 11 1/2 x 12 1/4 x 25 235 folders
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

1500 papers

11. Location by dates and quantities In office of Marine Board
(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)

Welfare Board

Title

Date

arr.

index

- "General Correspondence A to M incl." 1934-- alph by name of subject in index folders
- "General Correspondence N to Z incl." 1934-- " " " "

Contents: Routine correspondence relative to welfare work with other agencies and general matters

Located in office of Welfare Board.

(Typed, typed on ptd. forms, Hdw. and Ldw. on ptd. form)

2 file drawers 11 1/2 x 12 1/4 x 25 apprx. 235 folders
5000 papers.

310

S.D.P.W. Form. 56 (Rev. 4/29)

Requisitions and letters
to State Office regarding
Supplies: 1934 — —
Est. 200 papers in 1
bundle.

Copies of requisitions for supplies or
equipment, giving, date, quantity, description
of articles, and signature of executive secretary.
Also contains correspondence, H.V. Order,
by date of order. Typed on P.T.A. form,
12 x 8 1/2 x 1 1/2. Office.

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall (Second floor) Snow Hill
(Name of building, room number, street address)

1. Title "Requisition and Letters to State office
re: Welfare Supplies - 1934 to 12/30/38 Inc."
(Give present 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 to 12/30/38 Inc.
(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 date
(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 Orders for supplies to State office from
Executive Secretary, giving County date,
articles needed, quantity, signature of
Executive Secretary, and memo for
State office of orders 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 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 reduced.
(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 min. 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 8 1/2 x 1 1/2 200 pp.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In office of Uelke Board
(Room, vault, wall--N.E.S.W., section, bin, shelf,
(Second floor) City Hall. Under table.
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)

Welfare Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

<p>Requisitions and Letters to State office ordering supplies - 1934 to 12/30/38 inc.</p>	<p>1934-38</p>	<p>Chron. by date ordered.</p>	<p>✓</p>	<p>typed on old forms</p>
---	----------------	--------------------------------	----------	---------------------------

Contents: orders for supplies to State office from executive secretary, giving County, date, articles needed, quantity, signature of executive secretary, and memo. for State office of order sent.

Labelled by date.

In office of Welfare Board second floor City Hall - stacked on floor under table, wrapped and sealed.

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

1 Bundle

Size: largest
 smallest

12 x 8 1/2 x 1 1/2

General assistance

(Index Cards) 1934--

Est. 5850 cards in 5 f. b.
(labeled by division of alphabet
continued)

311
General index file to all case histories,
arr. alph. by name of client, giving birthdate,
color, case no., residence, date of first
application, names of children and others
in household, cross references, category,
dates of action taken, and name of case
worker. Typed on pts. card. 6 x 12 x 4. 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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall South Hill
(Name of building, room number, street address)

1. Title (Index Cards)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 file boxes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling A-C, D-H, P-S, T-Z
(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 Index cards to all case records giving
(Purpose and general nature of record. Principal items of information
name of applicant, surname and maiden,
shown. Summary of forms used in making record, their headings, etc. If a very
address, birth date, color, case no., date of
general or miscellaneous record, detailed information as to type of records
first application, names of children or
contained and dates covered by each should be given. Unless contents of these
persons in household, remarks, rejection
records are described by other Forms 12-13HR, such forms should be filled out
or other disposal, acceptance, closing,
and attached)

6. Contents--continued and name of worker.

7. Arrangement alph. by name of applicant.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing under index cards.
(Self-contained--describe what it 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 std. cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months
and years covered by each kind of writing)

10. Size 6 1/4 x 12 1/4 x 4 appr. 5850 cards.
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In office of Welfare Board
on table.
(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)

Welfare Board

All markings on outside of vols. or fd.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	No. of Cards
"Index a - C"	1934--	Alph. by name of applicant	under index Cards.	typed on ptd. cards	1150
"Index D - H"	1934--	" ..	" ..	" ..	1400
(No label) (I - O)	1934--	" ..	" ..	" ..	1100
"Index P - S"	1934--	" ..	" ..	" ..	1200
"Index T - Z"	1934--	" ..	" ..	" ..	1000

Contents: Index cards to all case records giving name of applicant - surname and maiden, address, birth date, color, case no., date of first application, names of children or persons in household, remarks, rejection or other disposal, acceptance, closing and name of worker.

Total no. of vols. or f.d.'s 5 file boxes
 Average no. of pages _____ Size: largest
 Estimated no. of papers 5850 smallest 6 1/4 x 12 1/4 x 4.
 Cards

In office of Welfare Board on table

312

Statistical Cards

1937 - -. Est. 1878

Cards in 1 of d. ^{1 bundle} ~~bundle~~

Card record of ^{active and inactive} approved cases for assistance to welfare clients giving type of assistance, name, ^{of client} case, case no., name of worker, number included in budget, and status of case. Att. number within type of assistance. Hdw. on std. form. $8\frac{1}{2} \times 6\frac{1}{2} \times 15$. Office.

bundle, $8\frac{1}{2} \times 5\frac{1}{2} \times 8\frac{1}{2}$

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall (Second Street) South Hill
(Name of building, room number, street address)

1. Title "Statistical Cards"
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1937 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 file drawer 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 1 file drawer active statistical cards,
(Purpose and general nature of record. Principal items of information
1 bundle inactive statistical cards, giving
shown. Summary of forms used in making record, their headings, etc. If a very
name, race and case no. of client, number
general or miscellaneous record, detailed information as to type of records,
included in relief budget, worker, status
contained and dates covered by each should be given. Unless contents of these
of case, new, old, recurrent, assisted, also
records are described by other Forms 12-13HR, such forms should be filled out
received, closed, and months of year.
and attached)

6. Contents--continued _____

7. Arrangement Numer. by Category
(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 f.d. 8 1/2 x 6 1/2 x 15 Bundle 8 1/2 x 5 1/2 x 8 1/2
(of record or container. Height, width, thickness or depth. Average number of
appr. 828 appr. 1050
pages of documents)

11. Location by dates and quantities In office Welfare Board.
(Room, vault, wall--N.E.S.W., section, bin, shelf,
In steel cabinet.
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)

Welfare Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Statistician Cards)

1937--

Numer. by Category

✓

Ldw. on ptd. form

828

(Statistician Cards)

1937--

" "

✓

" "

1050

1878 cards

Contents: 1 file drawer active statistician cards, 1 bundle inactive statistician cards, giving name, race and case no. of client, number included in relief budget, worker, status of case, new, old, recurrent, assisted, also received, closed and months of year.

In steel cabinet in office of Welfare Board.

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

1 f.d. 1 bundle

Size: largest _____
smallest _____

f.d. $8\frac{1}{2} \times 6\frac{1}{2} \times 12\frac{1}{2}$
bundle $8\frac{1}{2} \times 5\frac{1}{2} \times 8\frac{1}{2}$

1878

313

Active Cases,
1934 - - Est. 2800

Active Case histories of all welfare clients including
cases of old age assistance, aid to newly
blind, and dependent children, ^{general} public assistance, ~~Civilian Conservation~~
~~Corps, and Works Progress Administration~~
giving ^{case no. name of applicant} original application, investigators
report, property, insurance and bank account
^{and medical} reports, and all forms establishing eligibility.
Arr. numer by case no. Hds. typed; hds. and
typed on pta, form. 11 1/2 x 12 x 15. 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 Maryland

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

Address of office of custody City Hall Snow Hill
(Name of building, room number, street address)

1. Title "active cases"
(Give present full title in quotes; assigned title, if any, in brackets.)

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

2. Dates 1934 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 file drawers
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling By Case number
(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 Case record cards of all active cases, 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

record (where property is owned) insurance record (where

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

insurance is carried) bank clearance (where there is

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

a bank acct) budget sheet, financial record, residence, age,

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

and brief verification forms, correspondence in reference to

and attached)

6. Contents--continued

charts and children for purpose of verification, acceptance or rejection notice, statements of medical care from physician, W.P.A. records, claims against estate of deceased charters This includes old age assistance, assistance for newly blind and

7. Arrangement

Number. Key Case no.

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

8. Indexing

Separate file drawers index. See

(Self-contained--describe what it shows. If separate, fill out a form for it,

form to be sent.)

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

9. Writing

Typed, typed on std forms, Ldw.

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

and Ldw on std. forms.

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

and years covered by each kind of writing)

10. Size

11 1/2 x 12 1/4 x 25

2800pp.

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

pages or documents)

11. Location by dates and quantities

In office of Welfare Board

(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)

assistance for dependent children.

Welfare Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Active Cases 1- 399 inclusive" 1934-	Number by case numbers	(separate index file drawers see form to be slot)	Held on pt.d. forms typed, on pt.d. forms held & typed.
"Active Cases 400- 899 inclusive" 1934-
"Active Cases 900- 2799 inclusive" 1934-
"Active Cases 2800"	1934-

Contents: Case record cards of all active cases including application records, Summary sheet, History, property record (where property is owned) Insurance record (where insurance is carried) Bank clearance (where there is a bank acct.) Budget sheet, financial record, residence, age, and third verification forms, correspondence in reference to clients, children and for purpose of verification, acceptance or rejection notice, statements of medical care from physicians, W.P.A. referral, claims against

Total no. of vols. or f.d.'s 5
 Average no. of pages _____ Size: largest $11\frac{1}{2} \times 12\frac{1}{4} \times 25$
 Estimated no. of papers 2800 smallest _____

estate of deceased clients. This includes old age assistance, assistance for needy Blind, and assistance for dependent children.

In office of Welfare Board.

314

fd. 7x9x11 bundle 8x10x8 1/2
office.

Applications Approved
& Rejected, 1938 - -
Est. 1600 cards in it, of
1 bundle. (Bundle dates vary.)

Application cards disposed
of by approval or rejection
1938-39

Card record of applications received,
later approved or rejected, for aid to needy blind,
aid to dependent children, and old age assistance,
and for assignments to National Youth Administration,
Civilian Conservation Corps and Works Progress
Administration giving name, race, case no., name of worker
data recorded, status of application, and date. Arr. chron.
by date filed. Now and typed on old 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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody 2nd. floor City Hall, Annapolis Hill.
(Name of building, room number, street address)

1. Title (Applications for Public Assistance approved or rejected)
(Give, present 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 bundle 1938-1939 1 file box 1939--
(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 application for public assistance disposed of by approval or rejection shown. Summary of forms used in making record, their headings, etc. If a very giving application for name, race, case no., worker, status of application disposed of - approved or denied; includes records are described by other Forms 12-13HR, such forms should be filled out and attached) o.a.a., a.d.c., n.y.a., c.c., WPA, A.N.B.

6. Contents--continued

7. Arrangement

¹⁹³⁸⁻³⁹ Chron. by date filed. current cases pending
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing

arr. under type of cases, by date filed
(Self-contained--describe what it 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

bundle $7\frac{3}{4} \times 10 \times 8\frac{1}{2}$ f.b. $7 \times 9\frac{1}{4} \times 11\frac{1}{4}$
(Of record or container. Height; width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities

On table in office of Welfare
(Room, vault, wall--N.E.S.W., section, bin, shelf,

Board.
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)

Welfare Board.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Application Cards disposed of by approval or rejection from Aug. 1938. Dec. 1939 Dec."

Aug. 1938
Dec 1939
Dec.

Chron. by date filed.

✓

hdw. & typed on pt'd forms

bundle 19/4 x 10 x 8 1/2

1200 cards

"Applications Approved & rejected"

1939--

chron. by date filed.

(this f. b. also contains current pending cases)

arr. alph. with index cards under type of cases.

f. b. 7 x 9 1/4 x 11 1/4

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

1 bundle - 1 f. b.

Size: largest
smallest

7 3/4 x 10 x 8 1/2 (of bundle)
7 x 9 x 11 1/4 (of container)

3/5

Inactive Cases, 1934--
Est. \$200 papers in
11 f.d. (labeled by
Case no. contained)

Inactive case records of welfare clients,
showing information as in entry - (Active
Case records). Arr. numerals by case no.

Hand. and typed on fts forms, 11 1/2 x 12 x 25,
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 Welfare Board
(Office of custody) (Office which made the record, if different)

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

1. Title "Inactive Cases" (Case Record Cards)
(Give present 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 11 f.d.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling by case no. 1-3200
(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 Case record cards of all inactive 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 type of records contained and dates covered by each should be given. Unless contents of these

bank clearance (where there is a bank account)
records are described by other Forms 12-13HR, such forms should be filled out

Budget sheet, financial record, residence, age
(and attached)

and birth verification forms, correspondence in reference to clients, children and for pur-

6. Contents--continued pages of verification, acceptance or rejection notice, statements of medical care from Physicians W. P. A. reports, claims against estate of deceased clients.
This includes old age assistance, assistance for newly blind and

7. Arrangement numer. by case no.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing (sep. file drawer index. see form to be sent.)
(Self-contained--describe what it 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 11 1/2 x 12 1/4 x 25 3200 papers
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In office Welfare Board.
(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)

assistance for dependent children.

Welfare Board.

"Inactive Cases" (Case Record Cards)

- "Inactive Cases 1-299 Inclusive" 1934 --
- "Inactive Cases 300-599 Inclusive" "
- "Inactive Cases 600-899 Inclusive" "
- "Inactive Cases 900-1250 Inclusive" "
- "Inactive Cases 1251-1599 Inclusive" "
- "Inactive Cases 1600-1899 Inclusive" "
- "Inactive Cases 1900-2199 Inclusive" "
- "Inactive Cases 2200-2499 Inclusive" "
- "Inactive Cases 2500-2700 Inclusive" "
- "Inactive Cases 2800-3199 Inclusive" "
- "Inactive Cases 3199-3200 Inclusive" "

11 f.d. 1934 -- 11 1/2 x 12 1/4 x 25.

arr numer. by case no.

Contents: Case record cards of all inactive cases, including application records, summary sheets, History, property record (when property is owned) Insurance record (when insurance is carried) bank clearance (where there is a bank acct.) Budget sheet, financial record, residence, age, + birth verification forms, correspondence in reference to clients, children and for purposes of verifi

P. 2.

ation, acceptance or rejection notice, statements of medical care from physicians, and claims against estate of deceased clients.

(Separate file drawers of index cards are kept for these records. will be sent as soon as checked.)

In office of Welfare Board.

316

(Record of assistance
Granted) 1936 - -
3 vols.

Record of assistance granted, giving
name of client, address, case no.,
no. in assistance groups, reference,
date, total payment, distribution by
category of assistance, and remarks.
Arr. numer. by case no. Hdw. on pts.
firm. Arch. 500 pp. 12 x 9 x 4. 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 *Welfare Board*
(Office of custody) (Office which made the record, if different)

Address of office of custody *2nd floor City Hall, Snow Hill*
(Name of building, room number, street address)

1. Title *(Record of assistance granted)*
(Give present full title in quotes; assigned title, if any, in brackets.)

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

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

3. Quantity *3 vols.*
(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 *See Form attached*
(Purpose and general nature of record. Principal items of information

shown. Summary of forms used in making record, their headings, etc. If a very

general or miscellaneous record, detailed information as to 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 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. on pth 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 1/4 x 2 1/4, 11 3/4 x 9 1/2 x 4 1/2, 11 3/4 x 9 1/4 x 5
(Of record or container. Height, width, thickness or depth. Average number of
pages or documents)

11. Location by dates and quantities In steel cabinet in office
(Room, vault, wall--N.E.S.W., section, bin, shelf)
of Welfare Board.
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)

Welfare Board.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(Record of Assistance granted)	1936--	numer. by case no.	none	hdw. pth. forms.
(Record of Assistance granted)	1936--	"	"	"
(Record of Assistance granted)	1936--	"	"	"

11 3/4 x 9 1/4 + 5
 11 3/4 x 9 1/4 + 5
 11 3/4 x 9 1/4 + 5
 11 3/4 x 9 1/4 + 5
 11 3/4 x 9 1/4 + 5

Contents: Record of assistance granted giving County case no., name + address, no. in A.D.C. group, no. in G.A. group, reference, date, total, Gen'l. Pub. Ass't, in kind, in cash, Aid to Dependent Children, Remarks.

Total no. of vols. or f.d.'s _____
 Average no. of pages 500
 Estimated no. of papers _____

Size: largest 11 $\frac{3}{4}$ x 9 $\frac{1}{4}$ x 5-
 smallest 11 $\frac{3}{4}$ x 9 $\frac{1}{4}$ x 2 $\frac{1}{4}$

311

(Requisitions for Assistance)

1936 -- 1 Vol. and est.

4.50

~~270~~ papers in 2 bundles.

1934-35

1 Bundle, subtitled: Requisitions discontinued and closed O. H. H.; 1 bundle, subtitled: Requisitions discontinued and closed O. H. C.

Requisitions for assistance in active and inactive welfare cases, giving date, case no., clients and payee name and address, relationship of payee to head of group, no. of persons, type of assistance, date check to be drawn, amount of check, distribution of assistance, date of provision, by whom authorized, and date reported by executive secretary. Att. names by case no. with type of assistance. Hnd. and typed on pta. form 350, pp. Vol. 11 8 1/2 x 3 1/2 Bundles 12 x 8 1/2 x 4

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody 2nd floor City Hall Snow Hill
(Name of building, room number, street address)

1. Title (Requisition for assistance)
(Give present full title in quotes; assigned title, if any, in brackets.)

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

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

3. Quantity 1 vol. 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 Requisitions for assistance including
(Purpose and general nature of record. Principal items of information

a. D. C. Blind Y. P. A. and O. A. A. giving case
shown. Summary of forms used in making record, their headings, etc. If a very
no. Client address payee, address, relationship
general or miscellaneous record, detailed information as to type of records
status, amount of check, distribution of assistance,
contained and dates covered by each should be given. Unless contents of these
date of revision by whom authorized, certificate
records are described by other Forms 12-13HR, such forms should be filled out
of relief aide approved by executive secretary.
and attached)

6. Contents--continued _____

7. Arrangement numer. under type 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 hdu & 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 vol. 10 3/4 x 7 1/2 x 3 1/2 bundles 12 x 8 1/2 x 2.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities In steel cabinet in
(Room, vault, wall--N.E.S.W., section, bin, shelf,

office of Welfare Board.
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)

Welfare Board

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Requisition for assistance"	1936 - -	number under category of cases.	✓	hdw. + typed on 571 std forms pp.
"Requisitions discontinued and closed O.A.A." (1 bundle)	(1934-35)	number.	✓	"
"Requisitions discontinued and closed A.D.C." (1 bundle)	(1934-35)	"		

Total no. of vols. or f.d.'s 1 vol. 2 bundles
 Average no. of pages 571 pp.
 Estimated no. of papers _____

Size: largest
 smallest

$10\frac{3}{4} \times 7\frac{1}{2} \times 3\frac{1}{2}$
 $12 \times 8\frac{1}{2} \times 2$

2 box 1934-36 Voting
House, f.d. 1 bundle 1936
office,

318

Check Copies, Notice of
Change, Disposition of
Requisition, 1934-- Est. 46000
papers in f.d. 2 boxes,
1 bundle. Titles various:
Worcester County Welfare
Board Carbon Copies,
2 boxes, 1934-36, 1 bundle
1936-38, not titled,

Carbon copies of checks issued, showing
information as in entry - (Cancelled
Checks) contains: Notice of Change 1938 --
entry -; Disposition of Requisitions, 1938 --
Att. numer. by check no. Typed on ptd.
form. Size 12x12x25, boxes 240x18, 11x14 1/2x 14 1/2

3
X
X
17
Bundle

318

Change of Status, 1939.
In Check Office

Finance officer's copy of notice to change,
giving case no., name of charity, date,
present category, nature of change, and
signatures of executive secretary and
case worker. FN. number, by case no.

For memo. by case no.

Disposition of Requisitions,
1938 - - In check copies,
Notice of Change, Disposition
of Requisitions.

Handed copy of record of disposition of applications,
giving case no., name of applicant, address,
name and address of cross references,
date taken, category, no. of persons, date accepted,
no. assisted, no. in relief grant, category, if
Civilian Conservation Corps, eligible for or
receiving relief, unemployed, and in need of
employment, dates rejected, otherwise disposed of
category, transferred to worker, sent to statistical
clerk, and signature of worker; also record of
action taken, worker check, and statistical clerk check
of all records.

OFFICE MEMORANDUM
FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
OF MARYLAND

DATE June 27-1940

TO Mrs. Ruth S. Leonard FROM Francis T. Loring

BE BRIEF

Your reports "check copies" please ^{send} outline
or form for (Disposition of Requisitions) or forms.
In financial records and financial reports
I cannot find form or outline of "budget"
and "Case load report" please remedy if you
can.

For names of first officers in the county have you
searched the deed records? We need only the
first. First board of election supervisors, 1896.

are doing this now?

Mr. Laing -

Re check copies -

Forms for check copies are complete 1934 -- . It will be impossible to secure a form as they are numbered consecutively. However the carbon copies are on a large yellow page with 4 checks to a page and contains just the typed lines that are filled in on the original checks as made out by the bookkeeper, plus the check no. 2 Carton boxes (1934-36) are in voting house 1 loose bundle (1936-38) in file cabinet in office 1938-- in f.d. in office of Welfare Bd.

No form available for "Disposition of Requisitions".

"Case load Report" - Please see if this outline was not sent last week. "Analysis of Case load".

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody: City Hall (2nd floor) Snow Hill
(Name of building, room number, street address)

1. Title "Copies of 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 1934-36
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 carton 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 Carbon copies of checks issued by Welfare Board.
(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 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 typed & typed on ptd check 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 1/4 x 10 x 18 & 21 x 14 1/2 x 14 1/2. 45680 check copies
(Of record or container. Height, width, thickness or depth. Average number of

These are large pages & checks to a page.
pages or documents)

11. Location by dates and quantities Tied in carton boxes &
(Room, vault, wall--N.E.S.W., section, bin, shelf,

stacked on floor of voting house.
cabinet, on floor)

12. Other information See other forms sent
(Condition of record if not good. Relation to other records.

previously. 1939--
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)

Welfare Board.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Worcester County Welfare Board, Carbon Copies of Checks"

number by check no.

✓

typed.

"Worcester County Welfare Board, Carbon Copies of Checks."

"

✓

typed on ptd forms.

Contents: Carbon copies of checks issued by Welfare Board.

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

2 carton boxes

Size: largest
smallest

21 x 14½ x 14½

12½ x 10 x 18.

45680

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 Welfare Board
(Office of custody). (Office which made the record, if different)

Address of office of custody 2nd. floor City Hall Snow Hill
(Name of building, room number, street address)

1. Title (Copies of 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 1936-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 loose 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 Carbon copies of checks issued
(Purpose and general nature of record. Principal items of information
by Welfare Board.
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 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 typed on the check 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 45 680
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents).

11. Location by dates and quantities In steel cabinet in office
(Room, vault, wall--N.E.S.W., section, bin, shelf
of Welfare Board.
cabinet, on floor)

12. Other information Form for 1939-- sent pre-
(Condition of record, if not good. Relation to other records.
viously.

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)

Welfare Board.

All markings on outside of
vols. or fd.

Dates
covered
in vol.
fd.

Arrangement

Indexing

Writing

(Copies of Checks)

1936-38

numer. by
check no.

✓

typed on
ptd. forms.

Total no. of vols. or f d is 1 loose bundle

Average no. of pages

Size: largest

Estimated no. of papers 45680

smallest

4 checks to page.

Louise R. Setton

(Worker's full name)

(Date)

(Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF 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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall Snow Hill
(Name of building, room number, street address)

1. Title (Check Copies)
(Give present 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 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 Duplicate copies of checks issued
(Purpose and general nature of record. Principal items of information
by the Welfare Board giving date, check no.,
shown. Summary of forms used in making record, their headings, etc. If a very
name of payee, amount of check,
general or miscellaneous record, detailed information as to type of records
signature of treasurer and executive
contained and dates covered by each should be given. Unless contents of these

see
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 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 12 1/4 x 2 1/2 appr. 3,076 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 Welfare Board.
(Room, vault, wall--N.E.S.W., section, bin, shelf,

cabinet, on floor)

12. Other information For "Notice of Change" and "Disruption
(Condition of record if not good. Relation to other records.

of Requisitions" see separate forms.
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)

Welfare Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Check Copies
Notice of Change
Disposition of requisitions"

1938--

num. by check no.

—

typed and filed forms

Contents: Duplicate copies of checks issued by Welfare Board giving date, check no., name of payee, amount, signature of treasurer, and executive sec.

In office of Welfare Board.

Total no. of vols. or f.d.'s 1
Average no. of pages 45680
Estimated no. of papers

Size: largest 11 1/2 x 12 1/4 x 28
smallest

4 checks to page.

For "notice of change" and "disposition of requisitions" see separate forms.

320

(No Application)
Est. 120 cards in
November, 1939 - 1 bundle.

January - October, 1939,
Works Progress Administration
entry -

Card record of cases where no application
has been filed, applicant not being eligible
for assistance, giving case no., name of applicant,
rate, date, address, names of children, request
made by applicant, reason for not taking
application, and names of interviewers and initials
supervisor. Arr. chron. by date filed. 1000, not
typed on form, form 5X841. 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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall Snow Hill
(Name of building, room number, street address)

1. Title (No Application Taken at Intake) (Form 361)
(Give present 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 Jan. 1939--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 bundle (current) 29 cards in WPA f. b.
(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 cases not eligible for assistance, giving case no., name, race, date, present address, former address, no. of children, name & age, request made by applicant, reasons for no application, sig 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 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)

Jan 1-1939 - Oct 1939

6. Contents--continued interviewer.
-
-
7. Arrangement Chron. by date of application
 (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. Printed. Photostat. Other. Give months
 and years covered by each kind of writing)
10. Size 5 x 8 x 1 119 cards.
 (Of record or container. Height, width, thickness or depth. Average number of
 pages or documents)
11. Location by dates and quantities In office of Thelfure
 (Room, vault, wall--N.E.S.W., section, bin, shelf,
Board on Table.
 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)

Welfare Board.

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
(No Application Taken at Intake)	Jan. Oct 1939 (in WPA)	Chron. by date of application	✓	typed & hdw. on ptd. forms 29 cards
(No application Taken at Intake)	Bundle 1939--	"	✓	"

Contents: Card record of cases not for assistance, giving case no., name, race, date, present address, former address, no. of children, names and age, request made by applicant, reasons for no application, signature of interviewer.

Total no. of vols. or f.d.'s 1 bundle
 Average no. of ~~pages~~ cards 119
 Estimated no. of papers _____
 Size: largest smallest 5X8X1

321

(Adult Education)

1934-36. In Obsolete

Material entry -

Report of attendance and ~~subjects taught~~
in adult educational ^{Programs} ~~projects~~, giving, place,
date, sub-jects taught, no. in attendance
hours each meeting, no. of meetings per
month, total hours of instruction, signatures
of instructor, chairman and executive secretary.

321

(Analysis of Case Load)
1934-36. In obsolete
Material. entry -

Analysis of case load, giving case no., date,
name of family, no. in household, ~~name of~~
~~head of~~ or relief and ~~unemployed~~, ^{name of} employable
wage earner in family, and problems in
the family other than unemployment including
physical disability.

1934-36, entry - j (Visiting
Housekeepers) 1934-35

Obsolete Material,
1934-36. Est. No. 909
1. n 1 f. d.

Applications for professional projects,
giving name and address of applicant,
age, persons in household, no. of dependents,
name, age, relationship to applicant, is home
owned or rented, ^{total} assets and liabilities,
how long unemployed, income past year,
last regular job, date left, rate of pay, education
and special training, work qualified to do,
and signatures of applicant. Arr. Chron. by
date filed. Hand and typed on pta form. 11 1/2 x 12 x 25.
Office. → Contains: (Adult Educ. Lit.) 1934-36, entry, (Analysis of Case load)

(Visiting Housekeepers)

1934-35. In Absolute

Material entry - 1

Report of visits to families on relief,
by housekeepers, giving name of family,
history, assistance given including sewing,
dits, cooking, canning and planning
menus; also contains correspondence,

If possible please describe each
type of record or ^{or give form no.} send a form.
Separate entries will be written for
most and there is no description.

We have quite a few forms in the office
and in most cases we can solve it.
than why.

Please give no. of papers and an outline
of 5 items checked.

The Treasurer Report is a form in letter style sent to the Welfare Board by J. L. Bailey, Chief National Bank Examiner, Treasury Dept., Richmond, Virginia.

Only two forms are sent. They are sent after the books have been audited.

No entry written

"Fishermen's Relief."

1 folder in Obsolete Material f.d.

This folder contains only 4 papers.

3 letters pertaining to fishermen's relief and one typed list of the names of fishermen.

No entries written.

Federal Emergency Relief Administration

Typed and mimeo.

1 folder 4 papers

Guided instructions for Federal Emergency Relief Administration.

(obsolete material f. d.)

Not a record

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 Welfare Board
(Office of custody) (Office which made the record, if different)
Address of office of custody City Hall (Second Floor) Snow Hill.
(Name of building, room number, street address)

1. Title "Absolute Material"
(Give present 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 1934-36
(Earliest and latest dates; missing dates. Show exact date of breaks)
3. Quantity 1 file drawer 400 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 Contents applications for professional projects relief; adult education; aid to dependent children; analysis of Cleveland; cancelled checks and orders; C.C. Absolute; commodity distribution; mileage; and emergency relief administration;
(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

Fisherman's relief, visiting house papers, and administrative payroll.

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

Hand. and 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 12 1/4 x 25 *51 folders*
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities

In office of Welfare Board.
(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)

Welfre Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Obsolete Materials"

1934-36

Chron. by date filed

✓

Edward
Tepson
p. 10/1/36

Contents: Contains application for professional projects, relief, adult education, aid to dependent children, analysis of caseload, cancelled checks and orders, C.C.C. obsolete, commodity distribution, snilage, federal emergency, relief administration, federal relief, visiting housekeepers, and administrative payroll.

Total no. of vols. or f.d.'s 1

Average no. of pages _____

Estimated no. of papers _____

folders 51

Size: largest
smallest

1 1/2 x 12 1/4 x 20

322

Payroll for Assistance,
1935 - - 2 Vols.

Payroll records of all forms of public assistance, giving by whom requisitioned and approved, payroll no. page no. voucher no. period covered, data sheets to be sent, checks received by, case no., name and address of client or person other than client, no. of persons, distribution of assistance, amount of checks, and check no. Att. number by payroll no. Handwritten typed on QTR. form, H.V. 1150 pp. 14 1/2 x 10 x 4 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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall, (second floor) Snow Hill
(Name of building, room number, street address)

1. Title "Payroll for assistance"
(Give present 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 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 payroll for assistance,
(Purpose and general nature of record. Principal items of information

given County, payroll no., page no.,
shown. Summary of forms used in making record, their headings, etc. If a very

branch no., requisitioned by, approved,
general or miscellaneous record, detailed information as to type of records

period covered, date checks to report,
contained and dates covered by each should be given. Unless contents of those

checks received by, case no., name and
records are described by other Forms 12-13HR, such forms should be filled out

address of page, no. of persons, type
and attached)

6. Contents--continued if assistance, amount of
check, check no., and Totals.

7. Arrangement Chron. by month number by 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 typed and 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 14 1/2 x 10 x 4 - 14 1/2 x 10 x 4 1/2 1150 pp.
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities In steel cabinet in
(Room, vault, wall--N.E.S.W., section, bin, shelf,

office of Nelson Board.
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)

Welfare Board

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing	pp.
(Payroll for assistance)	1935--	Chron. by month & numer. by no.	✓	Typed & lith. on ptd. form	650
(Payroll for assistance)	1936--	" "	✓	" "	500 <hr/> 1150

Contents: Record of people for assistance, giving County, payroll no., page no., voucher no., requisitioned by, approved, period covered, date checks to be sent, checks received by, Case no., name and address of payer, no. of persons, type of assistance, amount of check, check no., and totals.

Total no. of vols. or ~~fd.~~ 2
 Average no. of pages
 Estimated no. of papers 1150

Size: largest $14\frac{1}{2} \times 10 \times 4\frac{1}{2}$
 smallest $14\frac{1}{2} \times 10 \times 4$

In steel cabinet in office of Welfare Board.

323

Direct Relief Order,
1934-36 Est. 14300
Paper in 3 1/2.

Original orders for direct relief, giving
order no., County, date, name of supplier,
name of client, address, care no., amount,
commodity, and signatures of recipient
and disbursing officer. Adv. number by
order no. Adv. on ptd form. 4 1/2 x 10 x 2 1/2
offic.

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
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Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Worcester State Massachusetts

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

Address of office of custody City Hall (Second Floor) Snow Hill
(Name of building, room number, street address)

1. Title "Direct Relief 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 1934-36
(Earliest and latest dates; missing dates. Show exact date of breaks)

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

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

5. Discontinued and missing records Discontinued 1936
(If record discontinued, give reason and state

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Carbon Copies of records given by
(Purpose and general nature of record. Principal items of information

Welfare Board for direct relief giving
shown. Summary of forms used in making record, their headings, etc. If a very
regular no., date, County, supplies
general or miscellaneous record, detailed information as to type of records

supplied to, address, and case no.
contained and dates covered by each should be given. Unless contents of these

of sheet, amount allowed, and
records are described by other Forms 12-13HR, such forms should be filled out

signature of investigator.
(and attached)

6. Contents--continued _____

7. Arrangement Numbered by order 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 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 1/2 x 10 x 25
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities In office of Melissa Beard.
(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)

Welfare Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(Direct Relief orders)	1934	Number by order no.	✓	Law. on ptd. form
(Direct Relief orders)	1935	Number by order no.	✓	Law. on ptd. form
(Direct Relief orders)	1936	Number by order no.	✓	Law. on ptd. form

Contents: Carbon Copies of orders given by Welfare Board, giving order no., Country, date, supplier, supply to, address and case no. of client, amount allowed, and signature of investigator.

No label

Total no. of vols. or f.d.'s 3
 Average no. of pages _____
 Estimated no. of papers _____

Size: largest _____
 smallest _____

4 1/2 x 10 x 25

In office of Welfare Board.

324

Carbon Copies of
Direct Relief Orders,
1934-36. Est. 17 3/50
papers in 3 boxes.

Carbon copies of direct relief orders
showing information as in entry —
(Direct Relief Orders). Arr. numer. by order no.
Hds. on pts. from 11 x 9 x 9, 21 x 4 1/2 x 14
Voting house.

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall Second Floor Snow Hill
(Name of building, room number, street address)

1. Title "Carbon Copies of direct relief orders"
(Give present 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 1934-36
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 Carton 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 discontinued 1936
(If record discontinued, give reason and state)

whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Carbon Copies of orders given by Welfare Board for direct relief, giving order no., County, date, supplies supplied to, address, Case no., amount allowed, and signature of investigator
(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 those records are described by other Forms 12-13HR, such forms should be filled out

and attached)

6. Contents--continued _____

7. Arrangement Number. by order 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 Ldw. 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 11x9x8 3/4, 21x7 1/2x17, 17x10 1/2x13 1/2
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities In tied carton boxes
(Room, vault, wall--N.E.S.W., section, bin, shelf,

stacked on floor in waiting 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)

Welfare Board

All markings on outside of vols. or fd.	Dates covered in vol. fd.	Arrangement	Indexing	Writing
"Worcester County Welfare Board Carbon Copies of direct relief orders"	1934-36	Numer. by order no.		Ldw. on ptd. form
"Worcester County Welfare Board Carbon Copies of direct relief orders"	1934-36	Numer. by order no.		Ldw. on ptd. form
"Worcester County Welfare Board Carbon Copies of direct relief orders"	1934-36	Numer. by order no.		Ldw. on ptd. form
<p>Contents: Carbon copies of orders given by Welfare Board for direct relief, giving order no., date, County, supplier, supplied to, address, case no., of client, amount allowed, and signature of investigator.</p>				
Total no. of vols. or f.d.'s _____ Average no. of pages _____ Estimated no. of papers _____	3 cartons boxes		Size: largest _____ smallest _____	21 x 7 1/2 x 17 11 x 9 x 8 3/4

In tied carton boxes stacked on floor in waiting house.

325 x 328

Supplies, Obsolete
Material Watermen's
Rehabilitation Program
1934 Est. 1500 papers
in 1 f. d.

Lists of outside pensioners furnished
by the County Commissioners, to be ~~included~~ ^{added}
~~to the~~ direct relief clients, giving names
and residence. Contains: (Emergency Relief
Lists) 1934 entry - (Watermen's Loans) 1934 entry -
Arr. by districts and towns Typed and hds.
on pta. forms. 11 1/2 x 12 x 25, office

(Emergency Relief)

1934. In Supplies
Obsolete Material
Waterware Rehabilitation
Program, extra —

Temporary emergency relief lists, submitted
by board members, welfare agencies and
and interested persons, at time, welfare board
offices were opened.

(Waterman's loans)

1934, In Supplies

Obsolete Material

Waterman's Rehabilitation

Program, entry —

Applications for ~~award of~~ emergency loans ^{to many waterman} in rehabilitation ~~program~~ ^{due to loss} by storm, giving name of waterman, address, and amount of loan. For Chron. by data files.

Please give a description and purpose
of each type of record.

What are relief lists for all towns?

" " pension " of towns?

" " waterman loans? In other countries
we have records of temporary relief given
to stranded seafarers. Please give a clear
description.

Mr. Meyer:

The Welfare Office was so busy this morning we could only do a little re-checking, so we worked at the voting house. These forms still need a little checking for accuracy from the office so we are holding them until Monday. All boxes in voting house are tied shut and it is impossible to get number of papers in containers; we can get the dates from the Welfare office.

10 carton boxes, Ruth S. Leonard
4 forms - 4 addendas
in voting house — incomplete

county several days "circulating infamous rumors against
the Federalists"; he [Cruz] appeared yesterday at Belthover's
and was threatened with tar and feathers; glad to hear that
[John Eager] Howard is not likely to be dazzled with the rank
[of governor] he now bears; cannot rewrite this scrawl, as he
must write to all the big captains in the neighborhood asking
them to exert themselves in the election; sends respects to
Mrs. [O.H.] Williams and Mercy; has two bushels of nuts which
he will send by the first wagon.
A.L.S. 3 pp. 31 cm x 19 cm.
Endorsed by Williams: "6th January 1789. Doctr. Richd.
Pindell"
Superscribed: request for Dr. P[hillip] Thomas to forward
the letter as soon as possible.
Printed in Md. Hist. Mag., vol. XVIII, pp. 311-312, Dec-
ember 1923.

~~Mrs. Williams~~

~~Mrs. Williams~~

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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall Snow Hill
(Name of building, room number, street address)

1. Title "Supplies, Absolute, Mutual, Waterman's
Rehabilitation Program"
(Give present full title in quotes; assigned title, if any, in brackets.)
If record has had other titles, list them with dates or quantities or both

2. Dates 1934
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 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 Absolute, mutual, certain, relief lists
(Purpose and general nature of record. Principal items of information

for all towns in county, also pension
lists giving names of persons receiving
relief and pensions under town.
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

Rehabilitation Program. Contains applications
for waterman's loans giving names of
records are described by other Forms 12-13HR, such forms should be filled out
and attached)

6. Contents--continued applicant, date, purpose of loan, amount needed, amount granted, and remarks.
7. Arrangement Veterans Chron by date filed; Pension lists, by under
 (Chronologically--by what? Numerically--by what? Alphabetically--by what?) towns.
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 Ldw. on pths. 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 12 1/4 x 25 50 folders.
 (Of record or container. Height, width, thickness or depth. Average number of pages or documents)
11. Location by dates and quantities In office of Welfare Board.
 (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)

Welfare Board

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

"Supplies, obsolete material, Watermans Rehabilitation Program."

1934

Watermans - Chron. by date filed. Pension lists arr. under towns

✓

typed and checked and std. form

Contents:

obsolete material, contains relief lists for all towns in county, also pension lists, giving names of persons receiving relief and pensions under towns.

Rehabilitation Program contains applications for watermans loans giving name of applicant, date, purpose of loan, amount needed, amount granted and remarks.

Total no. of vols. or f.d.'s 1
 Average no. of pages _____
 Estimated no. of papers 50

Folien

Size: largest _____
 smallest _____

f-d. $11\frac{1}{2} \times 12\frac{1}{4} \times 25$

In office of Welfare Board

329

(Works Projects Administration
1935 - - Est. 3,000 papers
in 3 f. b.

Record of Works Projects Administration
employment, forms 402, 403, 600, and 601, including
Certification of eligibility, notice to report
for work, notice of termination of employment
and notice of case change giving name
and address of worker, identification no.,
Case no., and date. ^{Contains: (No Application) 1939 -}
Ar. Rep. by name of ^{October 1939, 1940}
worker. Typed on ~~std.~~ forms, 6 x 8 1/2 x 12.
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 Welfare Board
(Office of custody) (Office which made the record, if different)

Address of office of custody City Hall -
(Name of building, room number, street address)

1. Title (WPA Forms)
(Give present 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 3 file boxes
(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 WPA forms sent to Welfare Board
(Purpose and general nature of record. Principal items of information

including Certificate of eligibility, notice to Report to work on Project, notice of change of work, notice of Termination of Work.
shown. Summary of forms used in making record, their readings, 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)

index cards

6. Contents--continued

7. Arrangement *alph. by name of applicant under*
(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 *6 X 9 1/2 X 12.* *3 1/2" h. approx 1000 papers to box.*
(Of record or container. Height, width, thickness or depth. Average number of

pages or documents)

11. Location by dates and quantities *In office of Welfare Board*
(Room, vault, wall--N.E.S.W., section, bin, shelf,

on table.
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)

Welfare Board.

All markings on outside of vols. or fd.

Dates covered in vol. fd.

Arrangement

Indexing

Writing

(WPA Forms a-g)

1935--

alph. by name of applicant under index tabs.

✓

typed on ptd. forms.

(WPA Forms H-P)

1935--

"

"

(WPA Forms S-XYZ)

1935--

"

"

{ this f. b. also contains 29 cards of "no application taken" sep. form for this

Contents: WPA Forms sent to Welfare Board, includes Certificate of eligibility, Notice to Report to Work on Project, Notice of Change of Work, Notice of Termination of Employment.

Total no. of vols. or f.d.'s 3 f. b.
 Average no. of pages _____
 Estimated no. of papers 3000

Size: largest 6 x 8 1/2 x 12
 smallest _____