

12079



INDEXING VITAL STATISTICS CERTIFICATES

A Circular for Making a Cross Index
File by Name to Original vital
Statistics Certificates; for
Preparing the Temporary Al-
phabetic Card Index File;
and for Converting the
Temporary Card File
into a Permanent
Ledger Index

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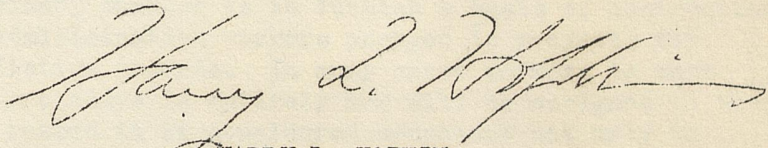
FOREWORD

Sponsors have indicated particular interest in certain projects which provide professional and clerical aid to governmental units. Requests for information concerning the technique of operating certain of these public administration projects have led to the preparation of several circulars in the WPA Technical Series.

It is hoped that this circular will be a guide, to the extent that the suggestions are pertinent, which will assist in securing competent technical supervision and successful project operation.

The procedure suggested herein is not mandatory. Local conditions and legal requirements may necessitate some changes. It has been demonstrated, however, that the procedure and forms shown in this circular are adequate to accomplish the objective of the project.

The procedures contained herein have to do entirely with the technique of project operation and nothing in this circular is to be construed to affect or modify in any way administrative procedures of the Works Progress Administration.



HARRY L. HOPKINS
ADMINISTRATOR

PREFACE

Since 1900 the Federal Government has participated in the annual collection of vital statistics. Collection of data on mortality began in 1900 in an area embracing 10 states and the District of Columbia. In 1915 a birth registration area was established, including the same 10 states and the District of Columbia for the collection of data on natality. Through the continued efforts of the Division of Vital Statistics of the Bureau of the Census each area was increased until the entire continental United States was included in 1933.

The standard registration forms used by the Division of Vital Statistics, together with the assistance furnished by its field staff, have had marked effect in producing uniformity of records throughout the states.

With the aim of continuing the improvement and standardization of statistical practice in this field, the Coordinating Committee of the Central Statistical Board and the Works Progress Administration has worked cooperatively with Dr. Halbert L. Dunn, Chief Statistician, Division of Vital Statistics, in the preparation of this circular. Dr. John Collinson, Assistant Chief Statistician, Division of Vital Statistics, Bureau of the Census, and Dr. Frank P. Strome, Director, Bureau of Vital Statistics, Department of Health in Pennsylvania, have made valuable suggestions for the improvement of this edition of the circular. Mr. Charles S. Newcomb of the Procedure Writing Section of the Division of Social Research prepared the manuscript for the circular.

This circular supersedes A Manual for Indexing Vital Statistics Certificates, released on October 16, 1936. This publication is being issued as a circular in the Public Administration Series, since vital statistics certificates are under the jurisdiction of public officials and are used in the process of public administration.

This circular is not written to instruct Registrars of Vital Statistics. Its primary purpose is to furnish a basis of instruction to Works Progress Administration workers engaged in projects for indexing vital statistics records. In many cases workers to whom the general office procedure is entirely new will be assigned to the project. For this reason it is considered necessary not only to give a general background of the operations of the Division of Vital Statistics as it pertains to this specific subject, but also to outline in detailed steps the manner in which the work is to be carried on. It is hoped that Registrars will find the circular sufficiently detailed that supervision of the project work can be delegated to someone on their staffs and that the project workers can rapidly assume the responsibility for the clerical operations.

INTRODUCTION

Objective The objective of this project is to prepare a cross index by name to original vital statistics records. Vital statistics certificate forms are prepared at the expense of the state in order to produce standardization and uniformity in the information required and are supplied without charge by the state or municipal Department of Health. The certificate forms are filled in by the acting physician, mid-wife, minister or undertaker attending the birth, death, marriage or burial.¹ The law requires that they be filed with the State Division of Vital Statistics, County Health Officer, or with the official in charge of such records, within a stipulated period. Vital statistics certificates in most state and municipal offices are filed for the current period in the order received, under serial number or date.

On the reverse side of the United States Standard Certificate of Birth (V.S. No. 110) the following uses are listed as reasons for the need of complete and accurate registration of births:

1. As evidence to prove the age and legitimacy of heirs;
2. As proof of age to determine the validity of a contract entered into by an alleged minor;
3. As evidence to establish age and proof of citizenship and descent in order to vote;

1 Detailed attention is given in this circular to a cross index of birth and death certificates, since in most offices these records will be of primary concern. However, requests have been received from many municipal offices for indexing marriage, police and other types of name file records. The procedure outlined here is equally applicable to other types of records. The key reference points (see information to be included on the card--III-C-3, page 10) for identification of the name file with the original record are the only parts which would need to be altered.

4. As evidence to establish the right of admission to the professions and to many public offices;
5. As evidence of legal age to marry;
6. As evidence to prove the claims of widows and orphans under the widows' and orphans' pension law;
7. As evidence to determine the liability of parents for the debts of a minor;
8. As evidence in the administration of estates, the settlement of insurance and pensions;
9. As evidence to prove the irresponsibility of children under legal age for crimes and misdemeanors, and various other matters in the criminal code;
10. As evidence in the enforcement of law relating to education and to child labor;
11. As evidence to determine the relations of guardians and wards;
12. As proof of citizenship in order to obtain a passport;
13. As evidence in the claim for exemption from or the right to jury and military service.

Recent legislation pertaining to social security has placed heavy demands on the use of filing systems of many vital statistics offices for purposes in addition to those listed above. A similar list, although not so extensive, of uses of death or marriage certificates might also be made.

There has been considerable improvement in the organization and maintenance of index files of vital statistics records in recent years. The larger cities and states with high percentages of urban population have made greatest headway in the installation of modern systems of record keeping. Even in these states and municipalities, however, the back files are not likely to be indexed in a uniform, systematic manner. It is very common to find vital statistics records filed permanently in serial order or chronological order as the certificates are received. Since persons applying for verification of vital statistics facts can not always remember the exact

detail, a cross index by name is highly essential. Without such a file, officers in charge of these files find that they can not properly meet the number of requests for verification of age or other personal information which should rightfully be available to persons whose certificates they hold.

Nature of the Project The project outlined in this circular is primarily clerical in nature. The personnel required can be selected from the intermediate and skilled white collar group. None of the personnel required for this project need training in advanced technical aspects of statistical work. The data, however, are basic to important statistical uses. For this reason it is highly important that all of the records which are to be handled through this procedure be properly organized according to a uniform and systematic practice.

All work on the project is confined to existing records in the back files of the Vital Statistics Division of the Health Department. As explained before, the reorganization of these records is made necessary by an emergency situation growing out of demands made by new legislation pertaining to the requirements for verification of age and other vital statistics facts.

The project is planned to index the certificates in units by years or by groups of 100,000. A completed ledger or card index for a single unit is a usable file even if all back years or intervening years can not be indexed. It is recommended, however, that indexing of this type be carried back to the beginning of vital statistics files and that all intervening years be completed.

Planning the Project In planning the project the sponsor must take into account the volume of work to be accomplished on the old files, the availability of space for clerical workers and the extent to which past records can be made available to workers on the project. Attention should also be given to the number of demands being made on certain sections of the files. If these points are kept in mind, the scope of the project can be better planned and the particular period of certificates to be indexed under the project application can be selected with a view to producing results which are most likely to be put to immediate use. The section of this circular covering cost of operations should be consulted for guidance in drawing up the application form.

In many cases sponsors have found it desirable to introduce improved filing systems for their records of vital statistics, but curtailment of state and municipal budgets has made it impossible to effect the necessary changes. If, through the introduction of a Works Progress Administration project of this type, it is possible to introduce a reorganization of the back files, it becomes necessary that the sponsor revise the filing procedure of current certificates handled by the regular personnel of his office, bringing all filing operations of current data into line with the systematized procedure introduced with respect to past records. However, it should be borne in mind by the sponsor that this circular is designed to permit adaptation of the standard procedure to acceptable filing systems already in use in filing of current data. The procedure is likewise adaptable to the requirements which vary with the volume of records to be indexed.

Wherever the list of names to be filed is 100,000 or more, or where a high proportion of Mexican, Italian, German, Polish, Scandinavian or Indian names are included, the sponsor should consider using one of several phonetic or group name filing systems. These systems, including guide cards, instruction service, etc., are available through office equipment firms.

The use of the group name system not only simplifies the problem of the original filing procedure, but it also simplifies locating the name in the file. Since all names within a certain letter group which sound alike are thrown together in one group or under one code number, it is only necessary to locate the group within which the surname falls. The entire attention of the clerk can then be concentrated on locating the name sought by referring to the alphabetic arrangement of first name and middle initial or name. When searching for a certain name in the straight alphabetic file, on the other hand, it is sometimes necessary to look in two or three different places, due to the fact that there are various possible ways of spelling the name. Under each surname group it would then be necessary to start an alphabetic search by first name. In tests which have been made on projects now operating for a comparison between phonetic and alphabetic systems of filing, the phonetic system is found to be more efficient. The ratio of "finds" in the phonetic file was found to be from ten to twenty per cent greater than in the straight alphabetic file.¹

1 The Registrar, Volume I, Number 9, issued September 15, 1936 by the Department of Commerce, Bureau of the Census, contains a brief description of a phonetic file.

PROJECT SPONSOR

The logical sponsor of a project of this type is the Division of Vital Statistics in the Department of Health. In smaller municipalities where vital statistics records are not kept by the Health Officer but are under general charge of the City Clerk or a similar municipal official, the project may be sponsored by that municipal department. The Chief of the Division of Vital Statistics or the person acting in that capacity is also the supervisor for the project.

The sponsor is referred to Appendix D for an outline for making cross-checks between the several sets of copies of certificates held by various authorities in his state.

PROJECT PROCEDURE

Filing Original Certificates Since the original certificates in most vital statistics offices are filed alphabetically by months, county and year, or by serial number by year, some technique must be worked out for establishing a cross index to these records, since applications (for example, proof of age, etc.) are made by name of applicant. It frequently occurs that the applicant does not know the exact date of birth or death. To facilitate the location of original certificates, a name file is required. It should be understood that the cross index by name is not a substitute for the original record but a means of locating the desired certificate. In preparing a name file, therefore, the logical procedure is to copy on a separate card only the information necessary to identify each person with his certificate. The cards can then be organized into a flexible type of alphabetic or phonetic filing system. The relative merits of a phonetic or straight alphabetic file have been discussed in the first section.

Preliminary Consideration of Final Form of the Index to be Used. The supervisor should not order materials or start any work on a project for indexing vital statistics records until he has read carefully all of the following discussion on procedure. This is necessary since the final form of the index will determine, to a large extent, the variations which might be introduced in preparation of cards, ledger sheets, etc.

The final index, whether it is in card form or ledger form, need not be organized in the same period units as the original certificates. In many state offices certificates are kept in order by year and sub-grouped by counties and the names alphabetized within

each county. This arrangement is not necessary, nor is it desirable in a card or ledger index. For purposes of efficient operation it would be very unsatisfactory to have such a detailed breakdown of the index. Through a comparison of the experiences of a large number of Registrars it is found that persons making application for certificates have the following information about the certificate which they wish to locate:

1. All of them know the name of the person whose certificate is sought;
2. Not all of the applicants know the exact date of birth or death;
3. An even smaller number of persons know the county in which the birth or death occurred.

The index file, therefore, can use age and county only as accessory information to the name file. If the date of birth can be determined only approximately, the file will operate more efficiently if approximately 100,000 names are brought together in one ledger or file even though this requires the grouping of names for two or more years.

The efficiency of the index is lessened if the names are sub-divided too finely into groups by year, county and other breakdowns. The names should be grouped for consecutive years and the unit should begin and terminate with even year groups. For example, it would not be desirable to break the file into exactly 100,000 names each and by so doing make it necessary to include all certificates

from January to October, 1910 in one unit of the index and all names from November to December, 1910 in a different ledger or file unit.

In states having more than 100,000 births or deaths per year it will be necessary to sub-divide the ledger indexes into sections to accommodate the names for one year to the limitations of the type of cover and binding selected for the ledger. Divisions in this case should be made according to even letter groups.

On the other hand, the number of names brought together into one unit of the file should not be too large. For example, it would not be wise to separate all surnames into one group regardless of the periods covered. This would be unwise because any applicant could make some general guess concerning the age of the person whose certificate he sought. Therefore, if all of the "Smiths" were made into one unit, regardless of the periods covered, it would mean that in any case where the card for John C. Smith, born in 1910, was being sought, it would be necessary to hunt through all of the John C. Smiths in alphabetical order until the card being sought was located. Thus the efficiency of the file can be impaired if the number of names in each unit is too large.

Preparation of Index Cards White 3" x 5" cards have been found most practicable for all working purposes. All information should be typed single space on not more than two lines at the top of the card. Both lines should be typed in a space within 5/16" of the top edge.¹

(See Appendix A)

1 A special card attachment for the typewriter can be purchased for holding the cards. This attachment is desirable due to the necessity of typing so close to the top edge of the card. It is assumed that photostating will be used on nearly all projects for converting the card file into ledger form. If the final ledger pages are to be prepared by typewriter, it is not necessary to crowd the identifying information so close to the upper edge of the card.

The following information should be included on the card:

1. Births -- Surname, given name, middle initial, volume or certificate number, date of birth, mother's maiden name and given name, and father's name. See note, Appendix A-1, Births.
2. Deaths -- surname, given name, middle initial, volume or certificate number, and age at death in years.
3. Marriages -- Prepare separate index for brides and separate index for grooms. Each card should be cross-indexed to the name of bride or groom. See Appendix A-(2) for sample cards.
4. If a separation by color is desired, use "W" for white and "C" for colored or Negro. The typists should be careful to make the proper designation on all cards.
5. For state files it is necessary to copy the city or county of residence.

The cards should be kept in the same order as the original certificates while the copying is in process. After a unit of certificates has been transcribed, the cards should be carefully checked against the certificates for spelling, dates, serial numbers, etc.

If any disagreement arises between the typist and checker concerning the interpretation of a name, it should be referred to the supervisor. In any case where there seems to be considerable doubt as to the correct spelling, two or more cards should be prepared, using all the apparent ways of spelling. Such duplicate cards, of course, will

bear the same serial numbers, dates and other identification. The card file is not a record of the number of births or deaths. It has only one purpose--to locate the original certificate.

All spoiled cards can be used on the reverse side, provided the incorrect entry is crossed out.

The Alphabetic File After the card transcriptions have been made for a complete unit of the file (approximately 100,000 names) and the transcriptions completely checked against the original certificates, clerks can be assigned to arrange the cards in filing order. (Instructions for preparation of the cards and ledger indexes using the phonetic or group names system can be secured by writing to the Division of Social Research, of the Works Progress Administration, 1734 New York Avenue, N.W., Washington, D.C.)

The cards are sorted into four groups by first letter of the surname. The most common grouping is A to F, G to L, M to R, and S to Z. After the first breakdown, each one of the four packs of cards is sorted into alphabetic order by first letter of surname within each group.

The cards within each letter group are then completely alphabetized by surname with secondary breakdown by first name, second name or initials. The alphabetizing procedure involved is comparable to that used in telephone directories. The following will serve as an illustration:

Foley, W P
Foley Wm
Foley Wm A
Foley Wm C

Foley Wm E
Folger F L
Folger J
Folger J C
Folger Nolan
Folger Stanley
Folger W P
Folger Wm A
Folger Worth B
Folk E L
Folk Edwin R
Folk L T

Special instructions on alphabetic filing are available from several office equipment firms. The Community Chest and Councils of New York City (Graybar Building, 155 E. 44th Street) has prepared a set of special instructions for alphabetic filing arrangements according to first name. The various nicknames and derivatives of first names are grouped.

Reducing the Card File to Ledger Form Under any circumstances the card index should be considered a temporary file. In working on back records it is used to organize the names, copied from certificates, in the filing order desired. As soon as this operation is entirely finished with all necessary checking completed, the cards are ready to be converted into ledger form. In working on current records it is not necessary to maintain the card index longer than three months after the reporting period ends. In the three months following the reporting period required in filing any birth or death certificate there should have been time to check back on any omissions, inaccuracies, etc., and thus close the records. Also during that time any delayed reports should be accounted for. In either case after the cards have been converted into ledger form, and the ledger checked against the cards if it has been typed (See page 16), the card index

can be dismantled and, if the cards have been used on both sides, they can be thrown away. (Sponsor is referred to Appendix D for possibility of using cards to be discarded.)

As has been pointed out, the cards have an advantage in the preparation of the cross index file due to the infinite variety of possibilities in organization. The cards, on the other hand, have two distinct disadvantages when they are considered from the standpoint of a permanent filing system. The 3" x 5" cards consume considerable space, and there is always a possibility that the filing order will become disarranged.

The cross index in ledger form has certain distinct advantages over the card file as a permanent record form. Approximately one hundred names are visible on one page (photostated), making it possible to locate the desired name more quickly than in the card file. Duplicate copies can be prepared, which will insure against loss. Extra copies of the ledger make it possible for more than one person to make searches in the same section of the file at the same time. This is particularly desirable in large offices.

Ledger Files Prepared by Photography or Photostat This method is recommended. If the names have been typed on specially punched cards, as shown in Appendix A, it will be possible to arrange the cards in such a way as to effect considerable saving in space. Appendix B is an example of a photostated ledger page prepared for an index of birth certificates.

The arrangement of the cards for photographing can be considerably facilitated if specially prepared boards are made with

dowel pins for holding the cards. The punched cards can be fitted over the dowel pegs which hold them in the proper position until after the photostats are made. The boards should be at least 12 x 16 inches, cut from $\frac{3}{8}$ " or $\frac{1}{2}$ " ply-wood. The dowel pins are $\frac{1}{8}$ " or $\frac{5}{32}$ " in diameter, spaced $\frac{5}{16}$ " apart, and project approximately $\frac{1}{4}$ " above the surface. Two rows of pins should be set in the boards, spaced $5\frac{1}{4}$ " between rows and running lengthwise of the board. The first row should be one inch from the left edge.

The boards should be painted black to produce the best photostatic background. Lampblack and shellac are satisfactory for this purpose.

After the cards have been mounted on the dowels, preparatory to photostating, long thin rubber bands should be placed around the board and over each end of each row of cards to hold them securely in place.

The photostat ledger pages should have approximately $1\frac{1}{2}$ inches on the left margin for binding.

The top of each page should indicate the type of registry--for example, "BIRTHS", and the year, (1935). It is also desirable, in order to facilitate rapid reference, to indicate the group of names included on each page--for example, "HAAG - HARMAN". See Appendix B.

Several sets of boards should be prepared in order that the photostat department can be supplied with several pages of the ledger at one time. Enough boards should be on hand so that the

clerks preparing the page arrangements can be carrying on their work while other pages are being photostated.¹

Photostating permits reduction of pica type to one-half and elite type to two-thirds the original size without reducing legibility. Through the advantage of reduction it is possible to reproduce from 100 to 110 names on a standard typewriter page. A book of 300 such pages will carry the information contained in an entire cabinet of index cards.

Photography or photostating also eliminates the necessity of checking the ledger pages back against the cards.

The Typewritten Ledger Although the typewritten ledger will require more space than the photostated ledger, it is recommended if photostating facilities are not available. See Appendix C for suggested form.

All entries in the typewritten ledger should be carefully checked against the cards before the card file is destroyed. If the typed ledger is to be used, the supervisor should realize that checking each step in the procedure is doubly necessary, since the final ledger page can not be checked back against the original certificates due to the difference in arrangement.

In preparing the ledger, whether it is reproduced by photography or typing, it should be kept in mind that separate ledgers should be prepared for each separate set of records--that is, births and deaths should each be kept in separate sets of ledgers.

1 The type of jig or dowel board and the punched cards described were developed on an indexing project of the State Department of Health of Pennsylvania, under the direction of Frank P. Strome, Registrar.

Wherever the ledger is to be prepared in typed form and the available personnel trained in typing is limited, the shortage can be met by having the card transcriptions prepared by hand. This suggestion is made to meet the limitations in available typists but is not considered the best procedure.

Preparation of Card File and Ledger Through the Use of Mechanical Tabulating Equipment. The use of mechanical tabulating equipment with alphabetic printers can be adapted to the filing systems herein described. After the machine card file is completed for a selected unit of cards, the ledger sheets can be run off directly from the machine card on the alphabetic printer. The adaptation of mechanical equipment would hardly be feasible under this project, since it would hardly be worthwhile to punch machine cards for back files if the only purpose for which the machine card could be used would be the preparation of ledger entries. It is most likely that the use of mechanical equipment will be feasible on current and regular work performed by the Department of Health.

COSTS AND PERSONNEL

The labor costs of this type of project are the main obligation of the Works Progress Administration. Since the only materials and equipment not already regularly used by the Division of Vital Statistics are the temporary 3" x 5" cards, there should be very little extra expense incurred by Health Departments in carrying through a project of this type. In planning the personnel setup it has been found through examining the operating procedures of several projects of this type that for each 100,000 certificates the following personnel would be needed for approximately 5 months:

Intermediate	10 typists
Skilled	2 senior stenographers for checking typing
	3 statistical clerks for cataloguing and filing
Professional & Technical	2 senior statistical clerks for checking the typing and filing

The general supervisor or director should be furnished by the sponsor.

The labor costs for all operations, including filing and preparation of materials for bound ledgers, is approximately 3.5 to 4 cents per certificate. Including materials cost the total is approximately 5 cents per certificate. For each 100,000 cards the total labor cost of the project should not be greater than \$3,500 to \$4,000. The sponsor's contribution for materials and supervision should be approximately \$1,000.

The cost of materials will range from \$250 to approximately \$500, depending upon the extent to which the sponsor wishes to use photostating, specially prepared index tab cards, special file trays and cases and other office equipment available for this type of filing. The sponsor's contribution in supervision will range from \$500 to \$750.

Cost figures will vary from one locality to another according to the rates paid for the classes of WPA labor. As already indicated, the total amount for materials will also vary depending on what specialized type of equipment is required.

In terms of daily production it has been found that typists can copy from 300 to 400 cards per day, depending upon the legibility of the handwriting and accessibility of certificate records. Coding clerks can, after one week's training, code approximately 3,000 cards per day with the phonetic or group name coding systems. Filing clerks can sort and prepare approximately 1,000 to 2,000 cards per day for the preliminary file. In small operating units it is found desirable to use typists to assist with the checking and filing work. The possibility of alternating the typists in the filing division allows for more flexibility in the clerical operations.

MATERIALS

For each 100,000 cards to be prepared approximately the following equipment will be needed:

10 typewriters @ \$3.00 per month each

110,000 3" x 5" cards, sulphite stock, @ 75¢ per thousand

(If specially prepared pre-punched cards are used, the cost will be \$1.00 per thousand or \$1.10 per thousand)

Index tab cards @ \$3.00 per set

100 cardboard filing trays @ 60¢

1 binder cover @ \$1.00

If the preliminary file is prepared with temporary tab cards, it can best be determined what groups of permanent tab cards will need to be purchased for the particular filing being prepared. If the permanent tab cards are selected with some care, it is likely that they can be used for each successive section of the complete series of certificates being indexed, since in various localities groups of surnames and first names are likely to be in common usage.

Approximately 25 square feet of floor space will be required for each person working on the project. Typewriter stands or tables and large flat top tables for sorting cards will be required.

The peg board for photostating the cards can be prepared in the office, if facilities for covering these small items of labor and materials are not available through the District Works Progress Administration.

APPENDIX A - (1)

Index Card for Deaths

<input type="radio"/>	Laber 64	Anna Y Wash	F W	31469 3/8
<input type="radio"/>	Age at Death	County of Residence		Date of Death
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Index Card for Births

<input type="radio"/>	Haag	John	M C	Polk	9089		
<input type="radio"/>	George R	Naomi Frank			9/21		
<input type="radio"/>	Fathers Given Name	Mothers Given Name			Date of Birth		
<input type="radio"/>						Initial	Maiden Name
<input type="radio"/>							
<input type="radio"/>	<p>Note: Where first name (given name) of child is not reported on the certificate, the fact should be indicated on the index card by use of underline bar. Delayed reports on first names can be filled in on the line by hand or placed in a separate "delayed ledger index".</p>						
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							

APPENDIX A - (2)

Marriage Card for Groom

<input type="radio"/>	Johnson, David M	W	Wake	25	5641
<input type="radio"/>	Alice E Stoneham	W	Polk	22	6/1
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

Handwritten labels for the Groom card:
 Last Name: Johnson, David M
 First Name: Alice E
 Initial: Stoneham
 Color: W
 County of Residence: Polk
 Age: 22
 Serial No.: 6/1

Handwritten labels for the Bride card:
 Bride's First Name: Alice E
 Initial: Stoneham
 Last Name: W
 Color: W
 County of Residence: Polk
 Age: 22
 Date of Marriage: 6/1

Marriage Card for Bride

<input type="radio"/>	Stoneham, Alice E	W	Polk	22	5641
<input type="radio"/>	David M Johnson	W	Wake	25	6/1
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

Handwritten labels for the Groom card:
 Last Name: Stoneham, Alice E
 First Name: David M
 Initial: Johnson
 Color: W
 County of Residence: Wake
 Age: 25
 Serial No.: 6/1

Handwritten labels for the Bride card:
 Groom's First Name: David M
 Initial: Johnson
 Last Name: W
 Color: W
 County of Residence: Wake
 Age: 25
 Date of Marriage: 6/1

Sample of Photostated Ledger Page for Index to
Birth Certificates (reduced approximately one-third)

APPENDIX B

HAAG - HARMAN

BIRTHS - 1935

Haag	John	M	C	Polk	9089	Hamilton	Alice M	F	W	Bertie	11384
George R	Naomi Frank				9/21	Stephen	Alice Martin				11/25
Haas	Mary	F	W	Swain	1001	Hamilton	Edythe J	F	W	Avery	5442
Thomas	Mary Smith				3/2	Jos H	Eva Jones				5/30
Haber	Joseph	M	W	Hyde	5346	Hamilton	Harry	M	W	Burke	7541
James G	Phyllis Jeffers				5/29	Henry P	Eleanor Wissman				7/9
Haberman	Geo P	M	C	Wake	13312	Hamilton	Henry O	M	C	Wake	13420
Wm P	Betsy Thompson				12/27	George	Ruth Peters				12/25
Hackett	Alice	F	W	Gates	6745	Hamlin	Ralph D	M	W	Beaufort	964
Edward C	Ruth Nelson				6/14	Theodore	Lena Daniels				2/17
Hackett	Minnie	F	W	Wake	10879	Hamm	Walter	M	W	Macon	4887
Nathan	Laura Talbert				10/17	Walter G	Viola Smith				5/15
Hadaway	Leola	F	C	Jones	4897	Hammett	Mamie	F	C	Duplin	10355
Richard	Mary Blonde				5/15	Max	Gertrude Branson				10/11
Haden	Charles	M	C	Hyde	10015	Hammond	Howard	M	W	Iredell	1198
Charles	Harriet Lloyd				9/30	Robt B	Kitty Archer				3/10
Hadley	Edward N	M	W	Linc Ln	11362	Hammond	Myrtle	F	W	Jones	7751
Leonard	Jane Nester				11/1	Rodney D	Marion Ferris				7/19
Hadley	Lowell	M	W	Wake	7156	Hampson	Wm N	M	C	Carteret	9928
Lester	Jenny Jones				6/29	Floyd G	Evelyn Henry				9/28
Hagan	Philip	M	C	Polk	8002	Hampton	Austin	M	W	Stanly	5195
Philip	Lulu Brown				8/1	Ernest	Priscilla Auth				5/23
Hagen	Araminta	F	W	Stokes	12867	Hamrick	Edmonia	F	W	Gaston	13479
John	Sara Willis				12/16	Edmond	Mary Dawes				12/27
Hager	Bettina	F	C	Lee	8505	Hanback	Robt T	M	W	Tyrrell	4235
Edward	Grace Tiller				8/26	Frank	Clarice Hennessy				4/19
Hahn	Ellie May	F	W	Pitt	7203	Hancock	Jane	F	C	Sampson	4580
Charles P	Janet King				6/30	Graham	Ellen Porter				4/30
Haines	Kenia	M	W	Dare	3988	Hancock	Virginia M	F	W	Wake	6839
Thomas	Rose Roller				4/6	Stanley S	Geraldine Smith				6/17
Hair	Donald	M	W	Chatham	4707	Hand	Ray L	M	W	Davidson	4119
Donald P	Edith Lopez				5/12	Raymond	Doris Desmond				4/12
Haislip	Clifton	M	C	Anson	13506	Handleman	John E	M	W	Cleveland	7914
Charles	Daisy Thomas				12/31	John L	Correan Murphy				7/24
Halam	Sallie E	F	W	Union	103	Handley	Leland	M	W	Wake	6923
Frank	Sarah Edge				1/3	Fred O	Anne Stephens				6/20
Halback	Chas N	M	W	Caldwell	6624	Handy	Grace	F	W	Tyrrell	8487
Charles	Kathryn Fellner				6/11	Wallis	Grace Murdock				8/21
Halberg	Edna	F	C	Buncombe	8216	Hanes	Patricia	F	W	Jackson	9867
Raymond N	Anna Mettler				8/10	Patrick X	Mary Malone				9/27
Hale	James G	M	W	Madison	7862	Haney	Oretha	F	C	Harnett	10386
Harvey	Flora Garner				7/22	Wm N	Regina Pratt				10/8
Hale	Virginia	F	W	Pitt	11162	Hanford	James A	M	W	Sampson	1057
Virgil	Lillian Hadley				10/28	James A	Pauline Dowell				3/3
Hales	Dorothy L	F	C	Wake	8369	Hanlein	Lelia	F	W	Mitchell	898
Dudley L	Mary Vogel				8/15	Allen S	Ethlyn Thomas				1/31
Haley	Grace	F	W	Wilkes	4623	Hanley	Arthur L	M	W	Yancey	7722
Wm C	Grace White				5/6	Samuel S	Aimee Richards				7/18
Holiday	Vivian	F	W	Davie	996	Hanlon	Leo R	M	C	Haywood	11827
Calvin	Alice Moore				2/27	Louis	Elsie Flood				11/28
Hall	George	M	C	Yadkin	8770	Hanna	Martha S	F	W	Wake	12035
Albert G	Lola Wyman				9/9	Edgar W	Mary Stone				12/2
Hall	Paul P	M	W	Surry	12001	Hannan	Karl	M	W	McDowell	11299
Philip P	Caroline Newton				12/1	Frederick	Louisa Gulick				10/30
Hall	Sarah	F	W	Iredell	6787	Hannigan	Patrick	M	W	Hoke	4804
Donald	Sarah Erner				6/15	John	Catherine Feeney				5/13
Hall	Stacy L	M	W	Johnston	9416	Hansberry	Edward L	M	W	Rutherford	4239
Lawrence	Marion Stacy				9/25	Robert H	Edna Lang				4/19
Hall	Thos G	M	W	Bertie	1451	Hansborough	Ellen	F	W	Wilson	11426
Thomas	Agnes Gruver				3/19	Roland	Eleanor Carow				11/5
Haller	Lucille	F	C	Nash	4363	Hansen	Walter	M	W	Nash	10304
Antonio	Fannie Essex				4/26	Hugh L	Charlotte Markle				10/10
Halley	Rudolph T	M	C	Nash	8297	Hanson	Gerald	M	C	Camden	7204
Richard	Grace Clark				8/13	Andrew J	Blanche Carnell				6/30
Halliday	Dwight W	M	W	Hyde	11359	Hanson	Geraldine	F	C	Camden	7205
Wm N	Anna Carmody				11/1	Andrew J	Blanche Carnell				6/30
Halloran	Helen D	F	W	Harnett	4264	Happ	Richard	M	W	Rowan	1295
John T	Doris Appel				4/22	Reece O	Catherine Carr				3/14
Halpern	Herbert B	M	W	Lee	1288	Harbaugh	Victoria	F	W	Macon	4601
Joseph	Mary McCabe				3/14	Victor	Messie Barnett				5/10
Halsey	Milton	M	W	Moore	6806	Harding	Amy	F	W	Ashe	7767
Frederick	Mary Peifer				6/16	Lee D	Zelda Colquitt				7/20
Hamacher	Jas G	M	C	Dare	10159	Hardy	Henry R	M	W	Union	8169
Jas L	Dorothy Slade				10/4	Henry T	Pearl Echols				8/8
Hamburg	Lemar S	M	W	Yadkin	4000	Harlan	John T	M	W	Hoke	163
Samuel P	Georgia Lemar				4/6	Joseph	Sophie Stern				1/5
Hamill	Fay	F	W	Clay	10497	Harley	Henry S	M	C	Lenoir	803
Raymond	Frances Slack				10/13	George	Helen Pinay				1/29
Hamill	Paul	M	C	Montgomery	8586	Harman	Wilmer J	M	W	Washington	974
Paul	Ethel Turner				8/30	Sherman	Ester Pierson				3/26

APPENDIX CSample of Typewritten Ledger Page for Index to Death Certificates

Laber	Anna Y	Wash	F	W	64	3/8	31469
Lacey	Bert	Norristn	M	C	36	6/30	58571
Lacey	Bertha	Pgh	F	W	70	12/24	103720
Lachman	John D	Scranton	M	W	81	10/8	89428
Lackey	Phyllis	Read	F	C	88	7/25	62619
La Clair	Dora	Btlr	F	W	69	7/7	62979
La Cour	Arthur D	S Fork	M	W	70	8/21	71299
La Croix	Mary	Phila	F	W	6	8/31	75118
Lacy	Jackson	Canonsbg	M	C	63	1/31	10247
Lacy	Louise A	Savre	F	W	55	3/5	25618
Ladd	Francis	W Chest	M	C	49	6/20	56646
Ladd	Gerald P	Phila	M	W	73	3/3	21250
Laddon	Edward	Chest	M	W	76	9/27	86286
Laden	Melinda K	Phila	F	W	17	7/7	67823
Ladson	Gordon L	Scranton	M	C	62	11/1	101929

Sample of Typewritten Ledger Page for Index to Birth Certificates

Haag	John	George R	Naomi Frank	M C	9/21	Polk	9089
Haas	Mary	Thomas	Mary Smith	F W	3/2	Swain	1001
Haber	Joseph	James G	Phyllis Jeffers	M W	5/29	Hyde	5346
Haberman	Geo P	Wm P	Betsy Thompson	M C	12/27	Wake	13312
Hackett	Alice	Edward C	Ruth Nelson	F W	6/14	Gates	6745
Hackett	Minnie	Nathan	Laura Talbert	F W	10/17	Wake	10879
Hadaway	Leola	Richard	Mary Blonde	F C	5/15	Jones	4897
Haden	Charles	Donald G	Harriet Lloyd	M C	9/30	Hyde	10015
Hadley	Edward N	Leonard	Jane Nester	M W	11/1	Lincoln	11362
Hadley	Lowell	Lester	Jenny Jones	M W	6/29	Wake	7156
Hagan	Philip	Philip	Lulu Brown	M C	8/1	Polk	8002
Hagen	Araminta	John	Sara Willis	F W	12/16	Stokes	12867
Hager	Bettina	Edward	Grace Tiller	F C	8/26	Lee	8505
Hahn	Ellie May	Charles P	Janet King	F W	6/30	Pitt	7203
Haines	Xenia	Thomas	Rose Roller	M W	4/6	Dare	3988

APPENDIX D

Copies of vital statistics certificates are kept, in many states, by as many as three different units of government. In many cases where certificates originate with the Town Clerk, copies are prepared and forwarded to the County Health Officer. Copies or the originals are sent to the State Registrar of Vital Statistics. Since errors are likely to be made in the process of transcription and losses sometimes occur in shipping records, it should be of considerable interest to each custodian of vital statistics certificates that his file check exactly with information and numbers contained in the files of other custodians. It is reasonable that State Registrars of Vital Statistics should take the initiative in checking their records back to the files from which they originated.

The simplest manner in which accurate checks might be achieved is for the Registrar to distribute photolithoprinted copies of each ledger to county and city registrars or clerks. The photolithoprinting process is nearly as economical as mimeographing for 100 or more copies. For an example of this type of printing, refer to Appendix B, which is presented in this circular as a sample of the photostated ledger page. It is, however, actually reproduced by photolithoprinting or offset printing.

A check back on incompleteness or errors in spelling or discrepancies in first names or initials or other identifying data would prove invaluable to the State Registrar.

Through the distribution of the printed copies of the ledger for the entire state considerable aid would be supplied to county or city registrars.

Many persons making application for search of a certificate at a County Health Department were born in some other county. A copy of the state index for births and deaths would locate the source of the certificate without referring to the state office.

If the printed ledger is out of the question, the distribution of cards from the state file (which have been used in the preparation of a ledger index) back to each county or city would serve as a check and, in addition, would greatly aid the local official in the preparation of his own index in case one does not already exist. Wherever the state office could establish cooperation in the county or city offices for the exchange of cards, for checking purposes, the procedure described in the following paragraphs might be used.

The cards from the state file should be sorted by counties or cities, retaining the alphabetic or group name order into which they have been arranged for the state file, and shipped to the county or city vital statistics representative.

When these sets of cards are received by the local registrars, they can be set up immediately as temporary indexes for the section of records covered.

The temporary index can be used to check against the certificates for the period covered in the local office to determine the extent of agreement with the records held in the state office.

If a typed ledger is to be prepared in the local office, the card file supplied by the state office (after necessary corrections) could be used for this purpose. The cards should be reserialized to agree with the serial numbers assigned to the certificates file in the county or city and then copied on to ledger pages as covered in this circular. (Note: This refers to cards used in the preparation of a ledger index which are to be discarded.)

If the local registrar wants to prepare a photostated or typed ledger, the card file should first be reserialized. If the ledger is to be typed and then photostated, the old serial numbers can be crossed out and the new ones written in. The cards can then be copied on the ledger sheets, using either the peg board described on page 14, or copying directly from the card file. Since the photostating process can be used to reduce the size of the page (approximately one-third), the original typed copy must be prepared on large sheets by use of a broad carriage typewriter.

If the ledger is to be photostated directly from the cards on the peg board (see page 14), gummed paper can be used to cover the old serial number and the new serial number can then be typed or written on. Wherever other corrections are required on the cards due to disagreement in name spelling or other identifying characteristics, it would be desirable to retype the card.

The typed ledger (not to be photostated) can be made up, as described on page 15, or if it is not possible to make up either a photostated or typed ledger, the card file itself can be used profitably.

