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FIELD WORKERS' MANUAL
HISTORICAL RECORDS SURVEY

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HISTORICAL RECORDS SURVEY. *Kentucky*

FIELD WORKERS'

MANUAL

Kentucky Historical Records Survey

Work Projects Administration

Louisville, Kentucky

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FOREWORD

The Historical Records Survey is a project of the Work Projects Administration designed to prepare inventories of and otherwise make more available to officials, students, and other interested persons, the wealth of historical material found in the records throughout the United States. The preparation of bibliographies of county archives is one of the important phases of this work.

This manual is prepared for the purpose of placing within easy access of the field workers of the survey, a guide, as definite as can be prepared in view of the wide diversities existing between counties, to be followed in sorting and arranging the records into definite record series and in preparing the inventory forms on these records.

Obviously a manual of this kind cannot cover all the questions that will be encountered as the work progresses, but it is felt that the principles stated and the illustrations given will serve as a guide to the solution of most of the problems which arise in surveying the records of the counties in Kentucky.

No manual of this kind, however detailed and accurately prepared, can eliminate the necessity of conscientious endeavor and reasoned judgment on the part of the workers. Upon the accuracy of the workers in actual contact with the records will depend in large part the value of the survey.

Clifford R. Rader

Project Technician
Historical Records Survey

March 10, 1941
Louisville, Kentucky

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Procedure to be followed in preparation of
12-13 H.R. forms

Field worker's name should appear in upper left hand corner of form. Date form is prepared should appear in upper center. The form identification number should appear in upper right hand corner (see top line of 12-13 H.R. form). Place the name of your county and state in the spaces allotted for them.

Below is a list of code letters to identify each office or storage room. The proper letter is to appear before the number of each form; for example, the first H.R. form prepared on records in the County Court Clerk's office would be identified as A-1; the second, as A-2; the third, as A-3; and so on in consecutive order. If the records you are listing are stored in the County Court Clerk's vault, the identification symbol on the first H.R. form for these records would read: AV-1; the second, AV-2; and so on.

Office Identification Letters

- | | |
|---------------------------------|--------------------------|
| A. County Court Clerk | M. County Attorney |
| B. Circuit Court Clerk | N. County Court Room |
| C. County Judge | P. Jury Room |
| D. Tax Commissioner | Q. County Treasurer |
| E. County School Superintendent | R. County Road Engineer |
| F. Jailer | S. Master Commissioner |
| G. Sheriff | T. Commonwealth Attorney |
| H. Health Department | U. Coroner |
| J. Attic | V. Vault |
| K. County Poor Farm | W. Basement |
| L. Agricultural Agent | X. Justices of the Peace |

(In listing the records of Justices of the Peace, it will be necessary that you precede the X with the number of the magisterial districts; thus, magisterial district #1, H.R. form one, would be listed LX-1; magisterial district #2, H.R. form one, would be listed 2X-1).

Records are listed by record series. A number of volumes, containing a similar type of record, such as marriage bonds, or deeds, or mortgages, or county court orders (or any other record), is called a "record series." Also a number of file boxes containing a similar type of record, such as case papers, or court orders, or original deeds, or original mortgages, or original mechanic's liens, and the like, is a "record series."

1. Title

The exact title appearing on the current or latest volume, file box, bundle, file drawer, or any other container must be used as the title of the master form covering that record series. For example, if a volume is titled "Order Book Quarterly Court," the exact title must be given in item 1 of the 12-13 H.R. form. Please note that the title is enclosed in quotes, as "Order

Book Quarterly Court". (Refer to item 1, of the H.R. form).

Should the same series of records have more than one volume, it will be necessary to give the exact title, labeling, and beginning and ending dates of each volume in the record series. Begin with the oldest volume and list them in chronological order until every volume in the series is listed.

Let us assume that you have a number of volumes containing administrators' bonds and that there are eight volumes dating from 1882 to current in this "record series." Refer to sample number 1 given below and you will notice that for each volume we ask that you give three distinct types of information: (1) the exact title found on the spine of the volume or outside of container; (2) the labeling; and (3) the dates covered by each separate volume. When you have more volumes than will go in Item 1 of the HR form, it will be necessary for you to give this information on a separate piece or pieces of paper, and attach same to the HR form. The title, labeling, and dates of each volume should be given as shown in the example below.

Sample No. 1

<u>Title</u>	<u>Labeling</u>	<u>Dates</u>
"Adm'rs. Bonds"	1	7/26/1882-10/25/1894
"Adm'rs. Bonds"	2	11/19/1894-12/30/1905
"Administrators Bonds"	3	2/7/1906-9/25/1912
"Adm'rs. & Executors Bonds"	4	10/15/1912-2/2/1914
"Adm'rs. Bonds"	5	3/7/1914-8/5/1921
"Adm'rs. Bonds"	6	8/20/1921-5/8/1933
"Administrators Bonds"	7	5/15/1933-6/2/1939
"Administrators Bonds"	8	6/26/1939-Current

Please note also that inasmuch as volume 8 in the record series given in Sample No. 1 is the current volume of the series and bears the title "Administrators Bonds," the title to be given in Item 1 of the HR form will be "Administrators Bonds."

Now refer to Sample No. 2 given below, covering a difficult series of deed records. Please note that many of the dates are overlapping and that the labeling does not follow any logical order; you can consequently see that it is impossible to be guided in all cases by just the labeling, and that it will be necessary for you to use the dates in order to obtain the proper sequence of the volumes in such a series. After you have thoroughly studied Sample No. 2, we believe that you will readily see the necessity of giving the title, the labeling, and the dates for each volume or file box in a record series.

Refer to volume number 21 in Sample No. 2 and you will note that this volume, the current volume in the series, bears the title "Deeds". This title would therefore be the title given in Item 1 of the HR form for this record series.

Sample No. 2

<u>Title</u>	<u>Labeling</u>	<u>Dates</u>
"Deed Book"	A1	7/1794-1/1797
"Deed Record"	B1	11/1797-4/1799
"Deed Record"	C1	4/1799-10/1803
"Deed Book"	D1	7/12/1803-4/13/1808
"Deeds"	E1	3/12/1806-5/21/1818
"Deeds"	F1	6/24/1817-7/13/1828
"Deeds"	A2	2/24/1820-10/21/1844
"Deed Book"	B2	12/1/1829-2/11/1836
"Deed Book"	C2	3/7/1836-6/8/1846
"Deed Book"	D2	6/22/1846-1/25/1858
"Deeds"	E2	2/11/1856-3/9/1861
"Deeds"	F2	3/20/1861-1/27/1869
"Deed Book"	A3	2/16/1868-6/17/1889
"Deed Book"	B3	4/8/1887-8/13/1895
"Deed Book"	C3	3/11/1892-3/11/1899
"Deed Book"	D3	4/19/1899-3/16/1910
"Deeds"	E3	4/11/1909-2/26/1918
"Deed Book"	F3	2/17/1918-2/19/1924
"Deed Book"	19	3/14/1924-5/7/1929
"Deeds"	20	5/7/1929-4/23/1935
"Deeds"	21	9/19/1934-3/1/1940

If the title of a record is so general, vague, or misleading as to be of little value as an indication of its contents, the field worker must add an explanatory title in parentheses directly after the title borne by the record. Thus the title "Record Book" might be followed by (Minutes of Board of Election Commissioners). If a record has no title and it is necessary to assign one to it, such title should be printed in capital letters and enclosed in parentheses (Refer to item 1 of the 12-13 HR form). An abbreviated title is followed by fully spelled out words enclosed in parentheses. For example, "Settlements T.J.F." would read "Settlements T.J.F." (Settlements Trustee of Jury Fund). In all cases field workers must give the exact titles appearing on the volumes, file boxes, or other containers. The following is a summary of the information given above in reference to item 1. Titles:

- (a) The full title of the current, or latest, volume in the record series must be given in quotes as the title of the HR form.
- (b) If the same series of records contains more than one volume, then the title, labeling, and corresponding year dates of each volume must be given.
- (c) If a title is vague or misleading, an explanatory title in parentheses must be given immediately after the title borne by the record.

- (d) An assigned title is one given a record when the volume or container bears no title. The assigned title is always printed in capitals and enclosed in parentheses.
- (e) An abbreviated title is followed by fully spelled out words, and enclosed in parentheses.

2. Dates

The inclusive dates covered by the entire record series should be shown. The first and last date should be separated by a "hyphen"; e.g., if the record started in 1800 and has been maintained to the present without any missing dates, the dates would read, 2/10/1800-current. If the oldest date found was 2/10/1800 and the latest date 6/8/1910, it would be written: 2/10/1800-6/8/1910. Missing records cause gaps to appear and should be indicated by giving the inclusive dates of existing records only, e.g., 2/10/1800-8/2/1946, 5/7/1893-6/3/1901, 7/1/1912-current. These three inclusive dates, separated by commas, explain that the records for 1847-1892 and 1902-1911 are missing.

If records are undated and you are unable to determine the dates, state "no date" in item 2 and attach a note of explanation. When a record is shown as "current", although the last entry recorded may bear a date one or more years previous, the exact date of the last entry should be given. Thus, let us assume that in a medical register dated 1900-current, the last entry was May 17, 1938, then the dates should read: "1900-current. Last entry May 17, 1938." Where it is possible, give exact month and day as well as year dates.

3. Quantity

The number of volumes, file boxes, bundles, or other containers should be shown in this space. If there are 20 deed books in the series, then item 3 of the HR form for deeds would read: "20 volumes." Do not combine original documents with the record of those documents, and do not combine file box and volume records on the same form.

4. Labeling

Exact information as to the "labeling" of volumes, file boxes, and other containers should be given so that it will direct the user to the records for which he is looking. The containers may be labeled by dates, numbers, letters, or some other method. For example, if there are six volumes numbered 1, 2, 3, 4, 5, 6, you would show "1-6" in item 4. Should the first three volumes be numbered 1, 2, 3, and the other three be lettered A, B, C, you would show "1-3, A-C." Should the first four of these volumes be numbered 1-4 and the last two volumes bear no labeling, you would show "1-4, 2 volumes not labeled." However, if the two oldest volumes bear no labeling, and the last four are numbered 1-4, you would show "2 volumes not labeled, 1-4". You can readily see that the labeling must follow the order of the dates. When the numbers on the documents (case papers, for instance) are indicated on each file box, the labeling should read as follows: "Numbered by case number as follows: 1-50, 51-150, 151-250," and so on.

5. Discontinued and Missing Records

If a record has been discontinued give the reason, state whether the information is shown under another record, and give dates for which it is missing. Refer to Missing Dates under item 2: we used as an example the dates 1800-1846, 1893-1901, 1912-current. In this case, you would show in item 5, "1847-1892 and 1902-1911 are missing," and give reason, if possible; e.g., "destroyed by courthouse fire," "destroyed by flood," or whatever the reason may be.

6. Contents

The proper description of the contents of the record is one of the most difficult but essential parts of the survey. See that the description is full and clear. The description of the record should be taken from the current or latest entries in the series.

Item 6 of each form should give three distinct kinds of information as listed below:

1. What is the record: (deeds, docket, minutes, reports, cash book, stubs, and is it an original document or a recording?)
2. What is the purpose and general nature of the record?
3. What information does the record show? (List each item of information shown)

Example: "Civil Docket Circuit Court:" A list of civil cases set for trial at each term of circuit court / prepared for use of the judge during court term, / showing: style and number of case, plaintiff's attorney, parties to action, defendant's attorney, action taken, steps at present term, return on process, and judgment rendered.

Example: "County Court Clerk's Cash Book:" A record of county court clerk's daily cash collections / reported monthly to auditor of public accounts / showing: (give exact summary of form used in making records and their headings). If the official has drawn a line through any of the headings and has substituted other headings, give the exact headings that are in use. If the official does not use all of the headings in making the record, you will show in your description only the headings that are in use.

The description should clearly show whether the series consists of the original documents, or whether it is only a recording of the original document. The two series are never combined in one form; e.g., deeds found in file boxes are original documents, and deed books contain only the recordings of the original documents; therefore, the two cannot be combined on the same 12-13 H.R. form.

In describing a correspondence file, be careful to indicate the character of the correspondence, and whether the file is a general file including all correspondence in the office or a special file including correspondence relating only to one or more particular topics.

The description of a series of minutes should include a statement as to the frequency of the meetings of the body (i.e., whether it met daily, weekly, monthly, quarterly, yearly, irregularly, etc.); the nature of the business transacted at such meetings; and whether the minutes include merely a summary of the official acts of the body or a record of its full proceedings. The description of files containing reports should show the title of the officer making the report; the officer or agency to whom it is made; whether it is made weekly, monthly, quarterly, yearly, irregularly, etc.; whether the file in question contains originals, duplicates, triplicates, etc.; the subject of the reports; and in addition, a summary of the information given by each report.

The vertical lines in the two examples given on page 5 of the manual of procedure are merely to separate the three types of information which are required and need not be used in HR forms filled out by the field workers.

Particular attention should be given to the survey of file boxes, file drawers or bundles when they are of miscellaneous content. Where there is an extremely varied and miscellaneous set of file boxes, first list each file box separately, indicating on your work sheet its title, labeling, and exact contents. In case you find "also contained" records in the file box which you are surveying, list the title and the inclusive dates for each different type of record found in the file box.

7. Arrangement

"Arranged chronologically" means that records are recorded in the volumes or filed in the file boxes in consecutive order, according to their dates. It is necessary to state "Arranged chronologically by date recorded, or date of bond, or date filed," as the case may be. "Arranged numerically" means that records are recorded in the volumes or filed in the file boxes in consecutive order, according to their identification number. It is necessary to state "Arranged numerically by case number, check number, warrant number, or receipt number," as the case may be. "Arranged alphabetically" means placing the key name or subject in alphabetical order; however, the field worker must examine the record to determine whether the arrangement is by the full name or subject, or merely by the first letter of the surname of the principal. Example: "Administrators Bonds." We will assume that the records are arranged by the deceased persons' names in the following manner:

Adams, John
Abel, Willie
Aaron, Herman
Akehurst, Charles

From this example, you can readily see that the records are arranged merely by the first letter of the surname of the deceased person; therefore, you would state: "Arranged alphabetically by the first letter of the surname of deceased person." When the arrangement is complicated, as for instance in tax assessments, it should be described thus: "Arranged numerically by district number and alphabetically thereunder by name of taxpayer;" or in docket

books: "Arranged chronologically by date of court term and numerically thereunder by docket number."

- It will be necessary for the field workers to familiarize themselves with the records in order to explain their proper arrangement.

The records will be filed in some file boxes in no systematic manner of arrangement, and it would be advisable in this case to state "no obvious arrangement."

8. Indexing

If the index is part of the volume containing the record, it should be described under item 8 of the HR form covering the record. An individual index should be treated the same as a self-contained index and described upon the same HR form as the record itself; an individual index is the small index book that covers one volume only. Refer to your deed records, and you will likely find an individual index book to each deed book. If there is not enough space for the full description of the indexing to be given under item 8, a continuation may be shown in item 12, "Other information." The field worker must study the indexing very closely in order to give clearly necessary information. For an example, we will assume that the self-contained index given below is to a Marriage License and Bond Book, and that the groom's name has been used as the key word.

<u>Groom's Name</u>	<u>Page</u>
Gill, Chester - Nell Gray	26
Gillis, J. R. - Betty Johnson	45
Gray, J. Philip (col) - Mary Smith	72
Grilton, Henry Clay - Gladys Jones	88
Goodlot, Archie - Jane Crider	97
Green, Willie D. - Vera Madison	108
Griffin, Geo. - Mattie Hill	113

From the above you can readily see that the index is not alphabetical by the full name, but by the first letter only, so your description in item 8 should read: "Alphabetical self-contained index, direct by first letter of surname of groom, showing name of bride and page number where recorded."

The following example is an individual cross index to Commissioners Deeds:

(a) Direct index using grantor's name as the key word.

<u>Grantor</u>	<u>to</u>	<u>Grantee</u>	<u>Page</u>
McBrayer, J.	"	Collins, Nannie	128
McKay, O. C.	"	Black, J. B.	248
McKay, O. C.	"	Sparrow, M.	250

(b) Indirect index using grantee's name as the key word.

<u>Grantee</u>	<u>from</u>	<u>Grantor</u>	<u>Page</u>
Brown, Stephen	"	Lillard, R. H.	230
Black, J. B.	"	McKay, O. C.	248
Burk, Everett	"	McKay, O. C.	266

The following description would describe the cross indexing as given above: "Alphabetical individual cross index: direct by first letter of surname of grantor, showing name of grantee and page number where recorded; and indirect by first letter of surname of grantee, showing name of grantor and page number where recorded."

Several record series have separate general index books covering the whole record series or several volumes in the series. This is true of the deeds, mortgages, etc. The separate general index constitutes a record series itself and is described on a separate HR form the same as any other record series.

The following is a sample copy of separate general index to deeds, using the grantor's name as the key word:

"Grantor	General Index	To	Deeds"	
Grantor	Grantee	Book	Page	Description
Bardon, Catherine	Connally, Mary	40	400	Lots, 12, 13.
Barbour, Frances	Newman, M.	35	520	25 ft. 1st. St.
Barker, Alex M.	Coleman, M.	42	210	Right of Way
Bangs, A. C.	Cary, M. S.	52	305	Quit claim
Archer, Thos.	Sanders, G. N.	37	570	25 acres

The description of the sample index given above would be as follows and would be on a separate HR form from the one covering the deed record itself: "General index to deeds, alphabetically direct by first letter of surname of grantor, showing name of grantee, book and page number where recorded; and description of instrument." (This information should be given in item 6 of the H.R. form covering the index record). In item 7 of the form prepared for deed indexes, you would show that the records are "arranged alphabetically by first letter of surname of grantor." As these records are index records and are indexes within themselves, you would leave item 8, "indexing", blank. The description of a separate general cross index to deeds would be the same as that given for the individual cross index but would be written on a separate master form.

Since there are many methods by which the records may be indexed, much study on the field worker's part is necessary. It will be necessary to give the manner of indexing as well as all information shown in the index, such as book and page numbers, where recorded, etc.

9. Writing

The nature of recording should be shown in item 9. Show whether the records are handwritten on plain paper, handwritten on printed forms, handwritten under printed heads, typed on plain paper, typed on printed forms, typed under printed heads, and so on. Each change in the character of writing should be given, e.g., 1890-1900, handwritten on plain paper; 1901-1916, handwritten on printed form; 1917-current, typed on printed forms. There may be some records that were handwritten and typed for the same dates, and in this case you can't show the dates of the changes; therefore, you will show in item 9, "handwritten and typed intermittently."

10. Size

Show the size and approximate number of pages of volumes, for example, a volume consists of 200 sheets and both sides of the sheets are used, this would mean 400 pages; if only one side of the sheet is used, the number of pages would be 200 the same as the number of sheets. If only a few pages of a volume are used, show as: "300 pages (10 used)". Show the approximate number of documents contained in each file box or file drawer. (Refer to item 10 of the H. R. form for method of describing sizes).

11. Location by Dates and Quantities

Show the location of the records in each storage place (Refer to item 11 of the 12-13 HR form).

12. Other Information

If the condition of the record is other than "good", so state in this item; also show relation to other records, information concerning prior, subsequent, or similar records in this item (Refer to item 12 of the 12-13 HR form).

This space may also be used for the continuation of any other items on the form that require additional space to enter all of the necessary information. For example, if there is not enough space in the item 8 in which to give full details of indexing, you may continue under item 12, with the full information. This additional information would follow the phrase: "Item 8, Indexing, Continued:"

"Also Contained" or Supplementary Records

After you have prepared a form for the deed series, it will be necessary to examine the contents of each volume very closely in order to determine what records, in addition to deeds, are contained in the volumes making up the deed series. A supplementary form must be prepared for each different type of additional record found in the series. You may probably find deeds of gift, deeds of release, mortgages, leases, agreements and many other types of records in the deed volume. Every other record series must be treated in this same manner. For form identification number of all

supplementary forms is the same as that of its master form plus a letter of the alphabet to identify the record as being also contained in the deed or other series. For example, if the HR form covering deed series is A-1, deeds of gift would be identified as A-1a; deeds of release, A-1b; mortgages, A-1c, and so on. If you find more than 26 additional records in a series, the number of the twenty-sixth supplementary form will be A-1z, the twenty-seventh will be A-1aa, and the twenty-eighth, AV-1bb. Give the inclusive (beginning and ending) dates by month, day and year, if possible, for each "also contained" record in Item 2 of the supplementary HR form. Title: Please remember that titles of all supplementary forms are assigned titles and should be enclosed in parentheses. The volumes of every record series must be searched for "also contained" records in the same manner as explained for the deed series, and a supplementary form must be prepared for each "also contained" record that is found.

Instructions on Cross Referencing

The purpose of the master and supplementary HR forms is to break down a volume or file box which actually contains a number of separate records, in order that each record may be listed under the proper office of subject heading or combined with other parts of the same series of records. If the record is very general or miscellaneous, detailed information as to types of records contained and dates covered by each should be given. Let us take the mortgage books as an example. A check of the mortgage volumes will usually disclose that chattel mortgages, mortgage releases, agreements, contracts, and possible several other records, will also be recorded in these volumes; therefore, it will be necessary to prepare a supplementary HR form for each different type of record recorded in the mortgage books and to give dates covering the period such record was recorded in the mortgage books. In item 6 of the master HR form covering mortgage records, the description of mortgages should be given, and in addition to the description, the master form should carry the following information: also contains: (Title of records "also contained" in mortgage books, enclosed in parentheses), and form identification number of supplementary HR form on which the also contained record is described. As a concrete example, assume that the mortgage series runs from 1850-current and that the form identification number is "-2. Upon a check of the records recorded in these volumes from 1850 to 1928, mortgage releases were recorded in the mortgage volumes from 1850 to current, agreements were recorded in the mortgage volumes from 1855-1910, and contracts were recorded in the mortgage volumes from 1850-1916. The form identification number for (Chattel Mortgages) would be A-2a; (Mortgage Releases), A-2b; (Agreements), A-2c; and (Contracts), A-2d.

In item 6 of the master form A-2, "Mortgages," the description of mortgages would be given and immediately after the description, the following information would also be given; also contains: (Chattel Mortgages), form "-2a; (Mortgage Releases), form A-2b; (Agreements), form A-2c; (Contracts), form A-2d.

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In preparing the supplementary HR forms for the records given below, the following information should be given:

Form identification number: If the master HR form is number A-2, the supplementary HR forms would be lettered, using the master form number as a key number, and followed by a letter of the alphabet; e.g., A-2a, A-2b, A-2c, A-2d, and so on.

Item 1. Title: the title of each supplementary HR form should be enclosed in parentheses; e.g., (Chattel Mortgages), (Mortgage Releases), and so on.

Item 2. Dates: the inclusive dates by month, day and year, if possible, of each "also contained" record series must be given on the supplementary HR form describing it. When there is only one entry of an "also contained" record, show the date of that entry, and immediately after the date state, "Only one entry."

Items 3, 4, & 5. See Master Form. The supplementary HR form should refer to the master HR form in these items, giving its identification number and title; e.g., "See Form A-2, "Mortgages."

Item 6. Contents: the description of the supplementary or "also contained" record should be given in this item. The same procedure should be followed in accordance with the instructions given on preceding pages of this manual.

In brief, the supplementary form shows four kinds of information about the "also contained" record. It shows the title, the beginning and ending dates, and a complete description of contents of the record.

Items 7-11. The supplementary HR form should refer to the master HR form in these items, giving its identification number and title.

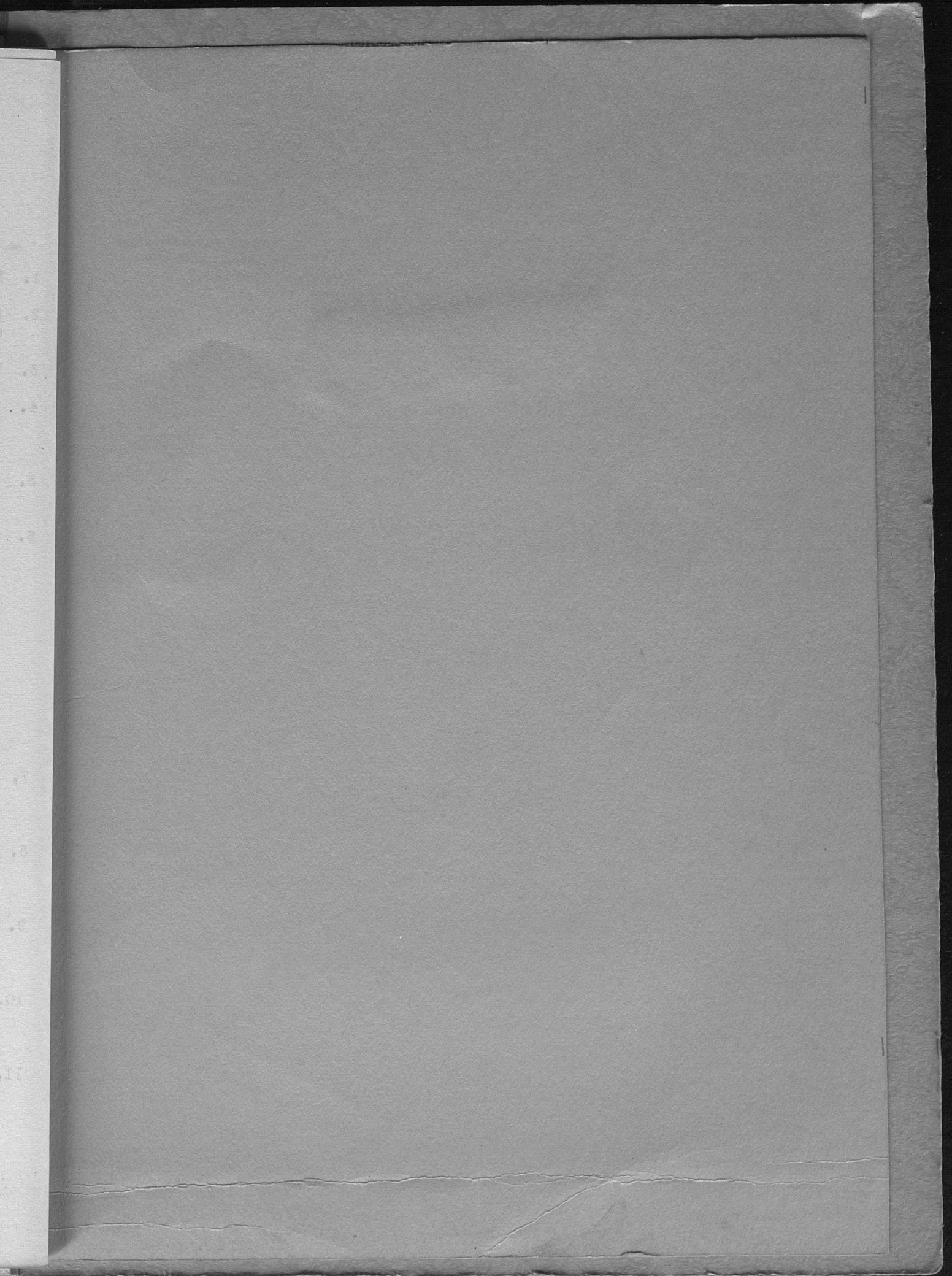
Sorting and Arranging Records

In dealing with file boxes or other unbound material it is generally necessary to sort and arrange the records into definite record series before the inventory forms can be prepared for them. In doing this, all records belonging to a record series should be assembled and placed in their proper order. Records for which there is a permanent index should be arranged to conform to that index. In the absence of any index or other means of reference, a simple chronological arrangement may be followed. Each file box, file drawer, or other container should be adequately labelled to clearly show just what records are to be found therein. The general policy of the survey in doing sorting and arranging work is to follow the systems and practices of the office or agency responsible for the records, or in the absence of any definite style of arrangement, to work out such a system as will best serve the needs of the office and the purposes of the survey.

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Special Instructions to Worker

1. Do not smoke while you are in a room containing records.
2. Do not remove records from their storage room without the consent of the official in charge.
3. When you have questions about your work, write to the state office.
4. Be courteous and agreeable to the county officials; however, you are not to undertake work for county officers other than called for by instructions from the state office.
5. You cannot prepare HR forms which will be accepted by this office unless you completely master the instructions contained in this manual.
6. When you survey a record series and find a missing volume or file box, show the missing dates in Item 5 of the HR form. Do not hunt all over the courthouse for the missing volume or file box. Complete the survey of the office in which you are working; if you later find the missing record in another office, prepare an HR form for the volume or file box and, in Item 5 of the HR form, refer to the identification number of the form previously prepared for the same series of records. Thus, if you prepare HR form A-20 for an order book series in the county clerk's office and find records missing from 1850-1855, state in Item 5 of A-20: "1850-1855, missing." Then, when you find the missing volume in another storage room, you will prepare another HR form for the volume found, and state in Item 5 of your form: "See form A-20."
7. No worker is permitted to do scheduled work at home. All assigned work must be worked in the courthouse or in the office of the official whose records you are surveying. No exception will be made to this rule.
8. Whenever you send mail to the State Office, list on your mailing report the day of the month, number of pieces of mail, and total weight. Return mailing report to this office on last work day of the month.
9. Enter all HR forms on your progress sheet before mailing them to the State Office. Mail the HR forms prepared during the week to the State Office on Saturday.
10. In event you are transferred or released from this project, mail all materials, and supplies furnished you by the project to the state office immediately.
11. Do not prepare HR forms on printed material found in the various offices, such as: Acts of the General Assembly, House Journals, Directory of Births and Deaths compiled by the State Board of Health, Adjutant Generals Report, etc.



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