

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.