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INVENTORY OF THE COUNTY ARCHIVES OF KANSAS

No. 88 SEWARD COUNTY (LIBERAL)

HISTORICAL RECORDS SURVEY
WORKS PROGRESS ADMINISTRATION

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INVENTORY OF THE COUNTY ARCHIVES

OF KANSAS

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

No. 88 SEWARD COUNTY (LIBERAL)

. . . . . .

Topeka, Kansas
The Historical Records Survey
December 1938

The Historical Records Survey

Luther H. Evans, National Director
Harold J. Henderson, State Director

Division of Women's and Professional Projects

Ellen S. Woodward, Assistant Administrator
Mrs. Harrison Parkman, State Director

WORKS PROGRESS ADMINISTRATION

Harry L. Hopkins, Administrator
Clarence G. Nevins, State Administrator

FOREWORD

The Inventory of County Archives of Kansas is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey of the Works Progress Administration. The publication herewith presented, an inventory of the archives of Seward County, is number 88 of the Kansas series.

The Historical Records Survey was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the county, and also the needs of lawyers, business men and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey attempt to do more than give merely a list of records - they attempt further to sketch in the historical background of the county or other unit of government, and to describe precisely and in detail the organization and functions of the government agencies whose records they list. The county, town, and other local inventories for the entire county will, when completed, constitute an encyclopedia of local government as well as a bibliography of local archives.

The successful conclusion of the work of the Historical Records Survey, even in a single county, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their cooperation is gratefully acknowledged.

The Survey was organized and has been directed by Luther H. Evans, and operates as a nation-wide project in the Division of Women's and Professional Projects, of which Mrs. Ellen S. Woodward, Assistant Administrator, is in charge.

HARRY L. HOPKINS
Administrator

PREFACE

The Historical Records Survey was initiated in Kansas in February 1936, under the state direction of A. Q. Miller, and since October 1936, when it became an independent part of Federal Project No. 1, has been under the supervision of Harold J. Henderson as state director.

When completed the Inventory of the County Archives of Kansas will consist of a separate volume for each county. The volumes are numbered respectively according to the position occupied by each county in alphabetical order. Thus, the inventory herewith presented for Seward County is number 88. Although a condensed form of entry is used, a brief description of the nature, general contents and inclusive dates of all extant records is given, together with their location at the time of the survey.

The Historical Records Survey has proved itself of valuable assistance to county governments in Kansas. Records have been rearranged and made more accessible, material believed to have been lost has been discovered and many county officials have been encouraged to take a greater interest in proper preservation of their records and provide better storage space. Since administrations are constantly changing, the inventories provide new officials with a ready guide to records in their own offices or which may be stored in other vaults or rooms, as well as supplying the public generally with a comprehensive epitome of all extant public archives of the county.

In Seward County the Survey began October 1, 1936, with an inventory of the county records, which was completed December 31, 1937. The finished draft then was checked against the records, which work was completed in September 1938. The Survey was directed by Harold J. Henderson, state director, with Miss Maude Whitehouse as supervisor. The research work was performed by Mrs. Esther Maupin, with Miss Helen Walker as co-worker for a short time, and some assistance by National Youth Administration workers. The editorial work was performed under the supervision of Walter M. Markley.

County officials were helpful to the workers throughout the period of the Survey. The janitor supplied lights, tables and chairs, and aided in moving heavy boxes and books. The Survey has attempted to bring to the attention of the county officials the importance of the proper preservation and housing of county records, and their accessibility to the public. It is to be hoped that the officials will take full advantage of the work by a proper reclassification and storage of valuable documents.

Preface

The various units of the Inventory of the County Archives of Kansas will be issued in mimeograph form for free distribution to state and local public officials and public libraries in Kansas, and to a listed number of libraries and government agencies outside the state. Requests for particular units of the inventory should be addressed to Harold J. Henderson, State Director, 812 Kansas Avenue, Topeka, Kansas.

To the public officials of Seward County and all those whose cooperation was received in the preparation of this volume, the state director and his staff extend their gratitude.

Harold J. Henderson

Harold J. Henderson
State Director
The Historical Records Survey

Topeka, Kansas
October 10, 1938

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(First entry, p. 44)

1. HISTORICAL SKETCH

Seward County was one of twenty-two counties created by the legislature of 1873 which divided into counties all of the unorganized portion of the state west of range 25, west (L. 1873, ch. 72, sec. 18). Seward County adjoins the state of Oklahoma and is in the third tier of counties from the Colorado line. It was named for William H. Seward, United States senator and secretary of state (Kansas Historical Collection, 1901-2, vol. VII, p. 474).

The legislature of 1873 laid out the boundaries of the county. It was twenty-four miles wide and twenty-six miles long, adjoining Arapahoe (Haskell) County on the south. (L. 1873, ch. 72, secs. 17, 18.) The same legislature placed Seward, together with all that portion of the state lying south of the fourth standard parallel and west of the counties of Hodgeman, Ford and Clark, in the ninth judicial district and attached Seward to the county of Ford for judicial purposes (ibid., ch. 79, secs. 1, 6).

When the sixteenth judicial district was created in 1881, Seward was placed therein and remained attached to Ford County which was also placed in the new district (L. 1881, ch. 99, sec. 3).

In 1883 the legislature extended the eastern boundary of Seward east twelve miles and extended the western boundary west to the Colorado line. This enlarged the county to embrace the western two tiers of townships of Meade County, which was eliminated by the same act, and also included in Seward the counties of Stevens and Kansas (Morton). This gave the county a length of approximately ninety miles from east to west. (L. 1883, ch. 70, secs. 5, 7.)

Among the first settlers in Seward County were W. J. Tipton, who located in the county in 1884, and the following who settled there in 1885; Oliver Leisure, L. J. Fulton, L. P. Roberts, Harry C. Nelson, A. T. Ragland, E. M. Campbell, A. H. Saunders, L. A. Etzold, J. M. Adams, and J. L. Lundsford. The Springfield Town Company was organized in the fall of 1885, but the town was not laid out until about three weeks before the organization of the county in 1886. (F. W. Blackmar, A Kansas Cyclopedia of State History, 1912, p. 673.)

The legislature of 1885 detached Seward from Ford County and attached it to Finney for judicial purposes, effective March 17 (L. 1885, ch. 119, secs. 2, 3).

Local government was established in Seward County on June 10 of that year when the board of county commissioners of Finney County organized Seward County as a municipal township of Finney and designated Sunset City, situated in section 36 of township 32, range 41, west, as the place of

transacting the township business (Finney County, Commissioners' Journal, vol. A, p. 55). This was in compliance with the law of 1883 which required that whenever an unorganized county was attached for judicial purposes to an organized county, the county commissioners of the organized county were to appoint township officers for the unorganized county until the election of officers at a called special election (L. 1883, ch. 148, sec. 1). The following officers were appointed: John W. Haines, trustee; J. B. Lasher, treasurer; Bill Chapman, clerk; George Bowman, constable; and Bill Barney, road overseer.

The township was divided into two voting precincts, one Sunset City, which included all of the township west of the range line between ranges 36 and 37; and the other, Fargo Springs, embracing the remainder of the county. The community of Fargo Springs was located on the northeast quarter of section 36, township 32, range 33. (Finney County, Commissioners' Journal, vol. A, p. 55.)

On August 3 the Finney County commissioners canvassed the returns of the first election of Seward township officers and declared the following elected: W. Stoper, trustee; Grant Pauley, clerk; S. S. Rogers, road overseer; B. F. Nichols and A. B. Carr, justices of peace; Allen Moddy and E. P. Carter, constables; and W. Green, treasurer (ibid., pp. 62, 63).

On January 14, 1886, the Finney county board of commissioners named J. B. Cullison as deputy county superintendent of public instruction of Seward County (ibid., p. 102), under the law of 1884, which provided that the commissioners of each organized county should appoint a deputy school superintendent for the purpose of separately describing and numbering the school districts of an unorganized county (L. 1884, ch. 8, sec. 1).

In 1886 the boundaries of Seward were restored to their original form (L. 1886, ch. 37, sec. 2) and the county was organized on June 17 of the same year by proclamation of Governor John A. Martin, who designated Springfield as the temporary county seat and named the following temporary county officials: Commissioners, E. M. Campbell, Edward A. Watson and Walter J. Harwood; county clerk, J. M. Wilson. The pre-organization census, taken in the month the proclamation was issued, gave the number of inhabitants as 2,551 and the approximate worth of taxable property in excess of the legal exemption as $421,895. (Commissioners' Journal, vol. 1, pp. 1-3; see entry 2.) Springfield was located in the southwest quarter of section 12 and northwest quarter of section 13 of township 32, south, range 33, west (Register of Deeds, Plat Book, 1886--, p. 15; see entry 129).

The legislature of 1886 attached Seward to Meade County for judicial purposes (L. 1886, ch. 86, sec. 1). Meade was embraced in the twenty-fourth judicial district organized the same year (ibid., ch. 121, sec. 1).

In the year the county was organized for administrative purposes five school districts were established (County Superintendent of Public Instruction, School District Boundaries, 1886-1930, pp. 1-6; see entry 29).

Historical Sketch (First entry, p. 44)

The first meeting of the temporary board of county commissioners was held on July 3, 1886, at which the commissioners organized townships, located voting precincts and called an election to be held on the following August 5 for the election of county and township officers and selection of a permanent county seat (Commissioners' Journal, vol. 1, pp. 3, 4; see entry 2). When the board of county commissioners met on August 9 at Springfield to canvass the votes, Commissioner Watson objected to opening the returns from any voting precincts in this election on the ground that it was illegally held, but the majority of the board ruled to proceed with the count and declared Fargo Springs the county seat when the canvass gave Fargo Springs 275 votes and Springfield 35. The board then adjourned at 10 A.M. to meet at the duly designated county seat to complete the day's business. (Ibid., pp. 6-8.) Fargo Springs was incorporated as a city of the third class by order of the board of county commissioners on January 4, 1887 (ibid., p. 30).

The outcome of the county seat election was contested in an action brought in the Kansas supreme court on August 20, 1886, by the attorney general of the state. Fraud at the Seward Township precinct polling place, established in the Owl Building at Fargo Springs, was charged. The county commissioners had established the Seward Township polling place there, although the bulk of the population was nearer to Springfield. Early in the morning of the election between forty and fifty voters who favored Fargo Springs took possession of the room where the votes were to be cast, with the intention of excluding the Springfield men. From one to two hundred Springfield men met at the building about eight o'clock. The men in the room selected the judges and clerks and voting began. The men outside, most of them legal voters, were not allowed to participate in organizing the poll. They then organized a second poll in a wagon drawn up nearby. In the poll at the Owl Building, 139 votes were cast and at the second poll in the wagon there were 265 ballots. The supreme court held that the first poll in the Owl Building was fraudulently organized and a majority of the voters had a right to organize the second poll. (Reports of Cases Argued and Determined in the Supreme Court of the State of Kansas, 1887, vol. 36, pp. 236-246.)

The supreme court ordered the county commissioners to reject the returns from the polls in the Owl Building and to canvass the returns from the wagon. A recanvass of the returns by the board in the Wagner and Pirvir Building at Springfield on March 18, in compliance with the mandate of the supreme court, gave Springfield 296 votes and Fargo Springs 140. Springfield was declared the county seat. County officers then returned their records to Springfield where the board of county commissioners again met on June 6, 1887. (Commissioners' Journal, vol. 1, pp. 79, 81, 113; see entry 2.)

Thirteen days before the recanvass of the county seat election the legislature of that year created the twenty-seventh judicial district and organized Seward for judicial purposes by creating the Seward County district

court, with the provision for terms on the third Tuesdays of February and September. Thus Seward was detached from Meade for judicial purposes. (L. 1887, ch. 147, secs. 7, 8.)

The legislature of 1887 also appropriated to C. L. Calvert $210.24 for services and mileage in taking the pre-organization census of Seward County (ibid., ch. 53, sec. 1).

Springfield was incorporated by order of the board of county commissioners on July 30, 1887 (Commissioners' Journal, vol. 1, p. 122; see entry 2). The acts of the county commissioners in incorporating Springfield were legalized by an act of the legislature in 1889 (L. 1889, ch. 2).

When the Chicago, Rock Island and Pacific Railroad entered the county in 1888 it missed Fargo and its residents began moving to Arkalon and Liberal (Mark Hampshire, Seward County Directory, 1936).

Liberal was incorporated as a city of the third class on July 30, 1888 (Commissioners' Journal, vol. 1, p. 203; see entry 2).

An act of the legislature in 1889 declared section lines in Seward County public highways and to be a width of sixty feet, with the provisions that if any of the section lines were found to be impracticable, county commissioners could vacate any portion of a section line road after receiving a petition under the general road law (L. 1889, ch. 229, secs. 1, 2).

On February 26, 1890, county records were partially destroyed by fire and the county commissioners met in special session for the purpose of arranging for transcribing of records in the office of the register of deeds (Commissioners' Journal, vol. 1, p. 383; see entry 2).

In 1892 a petition was presented to the board of county commissioners by W. T. Gibson and others for an election on the proposition of relocating the county seat at the city of Liberal. On October 29 the board ordered a special election to be held on December 8. Liberal received a majority of 125 votes and county property was removed to Liberal by the sheriff. Only eleven voters opposed the removal of the seat of government from Springfield. (Ibid., pp. 505, 513, 514.) The population of Seward County then was 929 (Eighth Biennial Report of Kansas State Board of Agriculture, 1891-92, vol. XIII, p. 233).

The first meeting of the county commissioners at Liberal was held on January 2, 1893 (Commissioners' Journal, vol. 1, p. 515). On January 4 the county commissioners accepted the proposition of the Kansas Town and Land Company to give the county the use of the building located on lot 27 of block 27, Washington Avenue, rent free, for county purposes (ibid., p. 518).

Historical Sketch (First entry, p. 44)

The legislature of 1893 authorized the county commissioners to refund all outstanding indebtedness existing on May 1, 1891, and yet unpaid, by issuing bonds to the holders of such indebtedness (L. 1893, ch. 114, sec. 1). On October 2 of that year the county commissioners issued refunding bonds for a thirty-year term in the amount of $38,000 to retire the floating indebtedness (Commissioners' Journal, vol. 2, pp. 2, 3; see entry 2) and the bonds were registered by the county clerk (County Clerk, Bond Record, 1897-1905, pp. 108-153; see entry 34)..

In 1895 an act of the legislature created a state board of irrigation survey and experiment and directed a test of the water supply on the uplands of western Kansas for irrigation purposes. The act provided that twenty or more irrigation wells and pumping stations be constructed, not more than one of which was to be located in any county. The board was authorized to receive donations of land of not less than forty acres. (L. 1895, ch. 162, secs. 1, 5, 11.) On November 27, 1896, E. O. De Voss and wife deeded to the state a forty acre tract located two miles south and two miles east of Liberal. It comprised the northeast quarter of the northeast quarter of section 31, township 34, range 33. (Deed Record, vol. E, p. 42; see entry 106.) A well was drilled to a depth of 172 feet (Report o Board of Irrigation Survey and Experiment for 1895 and 1896, 1897). A legislative provision adopted in 1897 directed the disposal of the irrigation plants established under the act of 1895 (L. 1897, ch. 21, sec. 4).

The same legislature declared vacated portions of the townsites of Fargo Springs and Springfield (ibid., ch. 268, secs. 6, 7).

A special act of the legislature of 1907 authorized the county commissioners of Seward to erect a courthouse at Liberal at a cost not exceeding $15,000 and to finance its construction by direct tax levy (L. 1907, ch. 160, secs. 1, 2).

The first move to obtain a permanent courthouse was made by petition of taxpayers to the board of county commissioners on July 1, 1907, when they requested creation of a building fund of not to exceed $15,000 to be raised by direct taxation (Commissioners' Journal, vol. 2, p. 393; see entry 2). The plans for the new courthouse as prepared by J. N. Smith, architect, were approved and the county clerk ordered to advertise for bids on August 5, and on September 6 the bid of L. A. Sutton to erect the building at a cost of $15,500 was accepted (ibid., pp. 401, 402). The site for this structure at the northeast corner of Fourth and Washington Streets, comprising lots 16 to 18 and 25 to 30, inclusive, of block 23 of original town, was acquired on September 7 of that year from J. W. Campbell (Transfer Record-Lots, vol. 2, p. 88; see entry 37). The population of Seward in 1907 was 3,018 (Sixteenth Biennial Report Kansas State Board of Agriculture, 1907-8, vol. XXI, p. 923).

The building was completed on April 6, 1908 (Commissioners' Journal, vol. 2, p. 411; see entry 2). The present population of Seward County is 7,052 and that of Liberal 4,848 (Report of Kansas State Board of Agriculture, September 1937, vol. LVI, No. 223).

A private corporation, the Liberal Deep Well Irrigation Company was formed in May 1937 by a group of Liberal residents for the purpose of experimenting with water resources and the adaptation of crops to irrigation. A sixty acre tract owned by C. M. Light and located on the north half of the northwest quarter of section 32, township 34, range 33, was leased. This location is in the section adjoining on the east the site of a test well of the state board of irrigation and experiment in 1896. Water is lifted 240 feet. There are several individually owned irrigation plants in the county.

The total assessed valuation of all taxable property in Seward County in 1936 was $10,593,399. It is primarily an agricultural county, although gas development has grown in importance.

In 1938 there are thirty school districts in the county (County Superintendent of Public Instruction, see entry 290). There are two high schools, Seward, and Rural High School Number One. A three-year course was organized at Liberal in 1897 and in 1903 a four-year course was offered (Statement of N. B. Mahuron, superintendent of Liberal City Schools). Rural High School Number One was organized at Kismet in 1919 (County Superintendent of Public Instruction, School District Boundaries, p. 81; see entry 290).

In 1936 field crops were produced for a total value of $675,459. Production of winter wheat aggregated $318,406. In 1935 Seward was fifth in area planted to grain sorghum, with an acreage of 64,186, which produced a crop valued at $229,855. The same year the county ranked sixth in broom corn production with an acreage of 6,008, producing 240,320 pounds. (Report of Kansas State Board of Agriculture, December 1936, vol. LV, No 220-B, pp. 5, 21, 47, 57.)

The first producing gas well in western Kansas was completed in southwestern Seward County in December 1922. It had an initial production of 5,000,000 cubic feet. A million-foot gas well was drilled two years later. This production is thought to belong to the southwestern Kansas gas field. (Bulletin of the University of Kansas, June 1, 1937, vol. 38, No. 11, p. 68.)

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2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Although Seward County was created and its boundaries laid out by the legislature of 1873 (L. 1873, ch. 72, sec. 18), actual governmental organization did not begin until June 17, 1886, when Governor John A. Martin, in response to a petition of citizens, issued a proclamation declaring the county organized, appointing a temporary board of county commissioners and a county clerk, and designating Springfield as the temporary county seat (Commissioners' Journal, vol. 1, pp. 1-3).

Seward is one of the one-hundred and five counties of Kansas, the last being organized in 1889, which constitute the principal legal subdivisions of the state. The act to organize the territory, approved May 30, 1854, provided that the legislative power and authority should be vested in the governor and the legislative assembly (10 U.S. Stat. 282, sec. 22), and that all county, township and district officers not otherwise provided for should be appointed in such manner as the governor and legislative assembly might provide (ibid., sec. 25). The first assembly, convening in July 1855, organized and defined the boundaries of thirty-six counties in eastern Kansas (S.T.K. 1855, chs. 30, 33, 37). This assembly vested counties with "full corporate powers and authority" (ibid., ch. 39, sec. 2), and there has been no subsequent change in their status.

The first assembly provided for administration of county affairs by a board of county commissioners, to consist of the probate judge as chairman and two others to be selected by the assembly (ibid., ch. 44, secs. 28, 29). The probate judge and sheriff also were elected by the assembly (ibid., sec. 1). The assessor, county treasurer, coroner, surveyor, justices of the peace and constables were appointed by the county tribunal, which also was given authority to appoint its own clerk (ibid., secs. 33, 34). The assembly specified that the clerk to the board of county commissioners should be ex officio clerk of the probate court (ibid., sec. 41), and that the clerk of the probate court should be ex officio recorder (ibid., ch. 134, sec. 4). The sheriff was designated as collector of taxes (ibid., ch. 137, art. 3, sec. 1). Judicial power was vested by the organic act in a supreme court, district courts, probate courts and justices of the peace (10 U.S. Stat. 286, sec. 27). The county tribunal was authorized to divide the county into townships, sub-divide them and alter their boundaries (S.T.K. 1855, ch. 157); provide for the relief of the poor at county expense (ibid., ch. 126, secs. 4-6), and to make and enforce all orders pertaining to roads and bridges (ibid., ch. 139). Common schools, "open and free" for every class of white citizens were established, and the county tribunal required to form school districts upon petition of the voters therein (ibid., ch. 143, art. 1, secs. 1, 2).

Although the authority of the first assembly, known in history as the "bogus legislature", never was recognized by the free-state forces, its enactments formed the basis of governmental organization as it exists in Kansas today. Slavery being the paramount issue of the times, and this being a pro-slavery assembly, the protection of that institution in the territory was the controling factor in the first legislative program. In 1858 the free-state forces came into power. Selection of the county tribunal and other county and township officers was placed in the hands of the voters, and the probate judge eliminated as a member of the county board. The office of clerk to the county tribunal was changed to that of county auditor and made elective (L.T.K. 1858, ch. 5, sec. 1), and though he still performed the duties of clerk to the tribunal and ex officio clerk of the probate court, he was given the added duties of ex officio clerk of the district court (ibid., sec. 40). The office of register of deeds was established and made elective in place of the ex officio office of recorder, and the auditor thus relieved of those duties (ibid., ch. 13, sec. 40).

The assembly of 1860 established the office of county clerk, and provided that he should be clerk to the county tribunal and ex officio county auditor (G.L.T.K. 1860, ch. 28, secs. 42, 43). The duties of collector of taxes were transferred from the sheriff to the county treasurer (ibid., sec. 114). The office of county assessor was made elective (ibid., sec. 121).

The state constitution, in providing for the change from the territorial to the state government, effective January 29, 1861, specified that "all laws and parts of laws in force in the territory at the time of the acceptance of this constitution by congress, not inconsistent with this constitution, shall continue and remain in full force until they expire, or are repealed" (C.S.K., schedule, sec. 4). The constitution provided for election of a judge of the

district court in each judicial district (ibid., art. 3, sec. 5), and a clerk of the district court in each county (ibid., sec. 7), as well as a county superintendent of schools (ibid., art. 6, sec. 1), and two justices of the peace in each township (ibid., art. 3, sec. 9). No further basic changes have been made. In 1868 the first general statutes of the state were adopted. In enumerating duties of the county clerk, no mention was made of duties as ex officio auditor (G.S. 1868, ch. 25, art. 3). In 1869 the office of county assessor was abolished and the township trustees required to perform its duties (L. 1869, ch. 30, sec. 1). It was restored and made appointive by the county commissioners in 1908 (L. 1907, ch. 408 sec. 18), but again made elective beginning in January 1911, though confined to the larger counties, the county clerk serving as ex officio assessor in the smaller counties (L. 1909, ch. 251, sec. 3; L. 1913, ch. 131, sec. 1; L. 1925, ch. 131, sec. 1).

The constitution specified that "the legislature shall provide for organizing new counties, locating county seats and changing county lines; but no county seat shall be changed without the consent of the majority of the electors of the county; nor any county organized nor the lines of any county changed, so as to include an area of less than four hundred and thirty-two square miles" (C.S.K., art. 9, sec. 1). The first state legislature made it the duty of the governor, upon petition of electors in any unorganized county having 600 or more inhabitants, of whom twenty are freeholders, to appoint a temporary board of county commissioners and a county clerk, declare the county organized and designated a temporary county seat (G.L. 1861, ch. 19, sec. 1). The commissioners are required to divide the county into townships and call an election, and the voters select the county seat and permanent county officers (ibid., secs. 3-5).

Counties are empowered by statute to sue and be sued; to purchase and hold real and personal estate for their use, and lands sold for taxes as provided by law; to sell and convey any property owned by them, and make such orders pertaining thereto as may be deemed conducive to the interests of the inhabitants; to make contracts and perform other acts in relation to the county property and concerns of the county, necessary to the exercise of corporate or administrative powers, and to exercise such other functions as may be especially conferred by law (G.S. 1868, ch. 25, sec. 1).

The various functions of the county government may be said roughly to comprise the following: 1) the administrative and legislative functions, exercised by the board of county commissioners; 2) recording and registration, performed by the register of deeds and the county clerk; 3) the administration of justice, vested in the district court, probate court, juvenil court and justices of the peace; and in some counties, county or city courts; 4) the enforcement of law and maintenance of peace, incumbent upon the county attorney, sheriff, coroner and the township constables; 5) the levy and collection of the public revenue, the first vested in the board of county commissioners, township trustees and school district boards under legislative restrictions, and the second incumbent upon the county treasurer; 6) the

supervision and conduct of elections, principally performed by the county clerk; 7) engineering activities, administered by the board of commissioners, largely through the agency of the county engineer; 8) the administration of education, supervised by the county superintendent of public instruction; 9) the regulation of health and sanitation and the promotion of social welfare, both administered through appointive officers by the board of county commissioners acting as a county board of health and a county social welfare board.

Administration of Affairs

The first assembly provided for a board of county commissioners of three members, all of whom were appointed by the assembly, the probate judge of the county being president of the board (S.T.K. 1855, ch. 44, secs. 1, 28, 29). They were given power to levy taxes on property subject to tax by law; to build bridges, and open roads and keep them in repair; to provide for erection and maintenance of public buildings necessary for the transaction of county business; to appoint their own clerk; to acquire and sell property for the county and have its control and management, and to audit and settle all demands against the county (ibid., secs. 31-33, 35). Beginning in 1857 the members of the board were to be elected for four-year terms (ibid., secs. 4, 39).

In 1858, however, the free-state assembly eliminated the probate judge as a member of the board and provided for election of a county board of supervisors. This assembly decreed that "each organized county within this territory shall be a body corporate and politic" (L.T.K. 1858, ch. 13, sec. 1), and that "the powers of the county as a body corporate and politic shall be exercised by the board of county supervisors thereof" (ibid., sec. 3). This board was made to consist of one supervisor from each township to be elected by the people biennially (ibid., sec. 9). Powers and duties specified by the assembly of 1855, except those protecting slavery, were re-enacted with some amplifications (ibid., sec. 11). Provision was made for appeals to the probate court from the board's decisions on claims (ibid., sec. 18), and the office of clerk to the board was made elective for a two-year term (ibid., sec. 26).

The assembly of 1860 changed the name of the tribunal back to "board of county commissioners" and made it consist of three members, one to be elected annually by the voters of the whole county, but representing a designated district, for a three-year term (G.L.T.K. 1860, ch. 28, secs. 3, 10). Except for one or two instances of variation in the length of their terms and extent of districts represented, no fundamental changes have since been made in the county tribunal or its functions. (See p.38.) Since 1903 the board consists of three members elected by the voters of designated districts to serve terms of four years (L. 1903, ch. 233, sec. 1).

From 1855 to 1860 the township played a major role in the administration of local government. The first territorial assembly provided for division of the counties into convenient townships by the county tribunal, which had power to sub-divide them and alter their boundaries as the occasion might require (S.T.K. 1855, ch. 157). The assembly of 1858 declared each organized township to be a body corporate (L.T.K. 1858, ch. 71, sec. 1), and provided that all township officers be elected for terms of one year (ibid., sec. 34), except justices of the peace, who were elected for four years (L.T.K. 1857, sec. 4, pp. 56, 57).

The assembly of 1859, prohibiting future organization of townships containing less than thirty-six square miles and 500 inhabitants (G.L.T.K. 1859, ch. 42, sec. 18), extended the township powers. The township electors were empowered to raise money for the support of common schools, building and repair of roads and bridges, support of the poor, prosecution and defence of legal actions, and all other proper charges against the township (ibid., ch. 130, sec. 2). Provision was made for the annual election of three supervisors, a clerk, a treasurer, two justices, two constables, one assessor, and one overseer for each road district (ibid., sec. 32). The supervisors were designated as commissioners of highways, overseers of the poor and inspectors of elections for their respective townships (ibid., sec. 38), and the township treasurer as collector of taxes for his township (ibid., sec. 51).

The territorial assembly of 1860, however, abrogated the township powers and broadened those of the county tribunal over township affairs. The offices of township supervisor, clerk and treasurer were abolished and their duties transferred to a trustee to be elected annually for a one-year term, and whose surety bond was to be filed with the board of county commissioners (L.T.K. 1860, ch. 128, sec. 3). The trustee was required to keep a record of his official proceedings, divide the township into highway and school districts, receive and pay out the township monies and perform all duties heretofore required of the supervisors, clerk and treasurer; to have the care and management of all township property, be inspector of elections and overseer of the poor, superintend the pecuniary concerns of the township, and with the advice and concurrence of the county commissioners, levy the township tax for roads and other purposes and report his action to the county clerk. In the event the trustee and county commissioners failed to agree, the tax levy was made by the county commissioners. (Ibid., sec. 4.) The trustee was required to examine and settle all accounts against the township, keep account of receipts and expenditures, audit the accounts of the road overseers once a year and make a complete financial report to the county commissioners annually (ibid., secs. 6, 7). It was specified by the legislature that the officer should have no power to change, locate or vacate any highway, and proceedings then pending before township boards were required to be transferred to the county commissioners, in whom such power was thenceforth vested (ibid., sec. 14). Vacancies in the offices of trustee or constable were to be filled by the county board (ibid., secs. 5, 20).

In 1868 the legislature restored the offices of township clerk and treasurer, but continued that of trustee (G. S. 1868, ch. 110, sec. 3).

Recording

Recording of land titles, maps, plats and written instruments of every kind is a duty devolving upon the register of deeds (G.S. 1868, ch. 25, sec. 90; see p. 48), and in a few instances upon the county clerk (see p. 67).

The first territorial assembly established the office of recorder in each county (S.T.K. 1855, ch. 134, sec. 1), specifying that the officer should record, in separate books kept for that purpose, all deeds, mortgages, conveyances, covenants, commissions and official bonds required to be recorded in this office (ibid., secs. 10, 11). He also was given power to acknowledge deeds and other instruments (ibid., sec. 22). The assembly provided for the appointment of a clerk by the county tribunal (ibid., ch. 44, sec. 33), and specified that the clerk should be ex officio clerk of the probate court (ibid., sec. 41), and that the clerk of the probate court should be ex officio recorder (ibid., ch. 134, sec. 4). The free-state assembly of 1858 changed the title of the officer to register of deeds and provided for his election biennially (L.T.K. 1858, ch. 13, sec. 40).

The same assembly created also the office of land district recorder in each land district of the territory (ibid., ch. 59, sec. 1), and provided that deeds and conveyances might be recorded therein with the same effect as in the county recorder's office (ibid., sec. 7). The district recorder was required to make out monthly abstracts of land conveyances and send to the recorders of the respective counties in which the property was located (ibid., sec. 13). The district recorders' offices were abolished by the legislature of 1862, which required records of all instruments effecting land titles to be transcribed and transmitted to the registers of deeds in the counties in which the land was located (L. 1862, ch. 174). No important changes have since been made.

Some recording duties fall upon the county clerk. He keeps a record of all land transfers in the county (L. 1877, ch. 145, sec. 1), and records the licenses of physicians and surgeons (L. 1901, ch. 254, sec. 4), embalmers (L. 1909, ch. 225, sec. 3), nurses (L. 1913, ch. 231, sec. 4), osteopathic physicians (ibid., ch. 290, sec. 6), and optometrists (L. 1923, ch. 220, sec. 3). Chiropractors record their licenses with the register of deeds (L. 1913, ch. 291, sec. 9). Recording of marks and brands for livestock, originally a function of the register of deeds (L.T.K. 1857, p. 81), is performed by the county clerk (G.S. 1868, ch. 105, sec. 55).

Administration of Justice

The organic act provided that the judicial power of the territory be vested in a supreme court, district courts, probate courts and justices of the peace (10 U.S. Stat. 286, sec. 27). The state constitution contains the same provision, but permits "such other courts, inferior to the supreme court, as may be provided by law" (C.S.K., art. 3, sec. 1).

The organic act divided the territory into three judicial districts and provided that a district court should be held in each by one of the judges of the supreme court, at such times and places as might be prescribed by law, and that the judge should appoint his own clerk (10 U.S. Stat. 286, sec. 27). The state constitution divided the state into five judicial districts, which can be changed by law, and provided that a district judge should be elected in each for a term of four years, and that terms of court should be held in each district at such times and places as might be provided by law. New and unorganized counties, the constitution provided, should by legislative enactment be attached for judicial purposes to the most convenient judicial district. (C.S.K., art. 3, secs. 5, 18, 19.)

The first territorial assembly defined the times and places of the terms of the district court (S.T.K. 1855, ch. 41). The first general statutes adopted in 1868 provided that "there shall be in each county organized for judicial purposes a district court which shall be a court of record, and shall have general original jurisdiction in all matters, both civil and criminal (not otherwise provided by law), and jurisdiction in cases of appeal and error from all inferior courts and tribunals, and shall have a general supervision and control of all such inferior courts and tribunals, to prevent and correct errors and abuses" (G.S. 1868, ch. 28, sec. 1). All power to grant divorces is vested in the district courts, subject to regulation by law (C.S.K., art. 2, sec. 18).

The legislature which laid out the boundaries of Seward County in 1873 attached it for judicial purposes to Ford County in the big Ninth judicial district (L. 1873, ch. 79, secs. 1, 6), and it remained so attached when Ford was transferred to the newly created Sixteenth district in 1881 (L. 1881, ch. 99, sec. 3). Four years later the legislature detached Seward from Ford and attached it to Finney County for judicial purposes (L. 1885, ch. 119, secs. 2, 3), and in the following year it was detached from Finney and attached to Meade County in the Twenty-fourth judicial district (L. 1886, ch. 86, sec. 1). The Seward County district court was created by the legislature in 1887, the act providing for terms to be held on the third Tuesdays in February and September (L. 1887, ch. 147, secs. 7, 8). The first term opened in September 1887 (District Court Journal, vol. 1, p. 3). In 1925 the legislature created the Thirty-ninth judicial district to consist of the counties of Haskell, Grant, Seward, Stanton, Stevens and Morton, the terms of court in Seward County beginning the second Monday in January, the fourth Monday in May and the second Monday in November (L. 1925, ch. 152, sec. 3; L. 1931, ch. 174, sec. 1).

The state constitution provides that "there shall be a probate court in each county, which shall be a court of record, and have such probate jurisdiction and care of estates of deceased persons, minors, and persons of unsound mind as may be prescribed by law, and shall have jurisdiction in cases of habeas corpus" (C.S.K., art. 3, sec. 8). During the territorial period probate courts also had concurrent jurisdiction with the district court on all demands for direct payment of money or property not exceeding $1,000 and on all amounts and other unliquidated claims of not more than $500, and could accept judgment by confession in any case involving not more than $1,000 (S.T.K. 1855, ch. 44, secs. 10, 11). The probate judge could grant writs in injunction returnable to the district court (ibid., sec. 15).

The first territorial assembly provided for four justices of the peace in each township (S.T.K. 1855, ch. 93, art. 1, sec. 1). Their jurisdiction was co-extensive with the county (ibid., sec. 3), and in addition to their powers in civil and criminal matters they were authorized to acknowledge deeds and other written instruments except conveyances of land situated outside the county (ibid., sec. 9). The assembly of 1857 reduced the number of justices in each township to two, or four if the township contained an incorporated city (L.T.K. 1857, sec. 3, p. 56). The state constitution provides for two justices in each township whose powers and duties shall be prescribed by law. The number may be increased by legislative enactment. (C.S.K., art. 3, sec. 9.)

In recent years justices of the peace have played a swiftly diminishing role in the Kansas judicial system. Yet with the increase in the volume of litigation occasioned by the growth in population and the greater intricacies of the social order, it became necessary to broaden the machinery of justice. The first step was the establishment of "city courts" in certain counties. The legislature of 1868 had passed an act providing that "no city of more than 2,000 inhabitants shall be included within the corporate limits of any township, but each of such cities shall constitute a township for the purpose of electing justices of the peace and constables as provided in this act, and for the exercise of the powers and jurisdiction of such officers as prescribed by law" (G.S. 1868, ch. 110, art. 10, sec. 48). In 1897 the legislature established in Kansas City Township, Wyandotte County, two new courts, known as "the city court of Kansas City," first district and second district respectively. These courts, each of which had a judge and a clerk, had the same jurisdiction as justices of the peace, but thereafter the justices of the peace in that township were limited in their jurisdiction to civil actions in which the amount claimed did not exceed one dollar. (L. 1897, ch. 107.)

In 1899 similar city courts were created by special acts of the legislature in the municipal townships of Atchison, Topeka, Leavenworth, Fort Scott, Coffeyville and Wichita (L. 1899, chs. 125-130). In 1923 an act was passed establishing such courts in any city of the first class which by ordinance should adopt the provisions of the act (L. 1923, ch. 132, sec. 1). In 1927 the general law of 1923 was amended to apply also to cities of the second

class with a population of more than 13,900 (L. 1927, ch. 179, sec. 1).

The legislature of 1925 also provided for the establishment of county courts in such counties as might, by resolution of their boards of county commissioners, adopt the provisions of the act, and in which there is no city court. The probate judge of the county is judge of the county court and ex officio his own clerk. His jurisdiction is concurrent with the district court in civil actions involving not more than $1,000, and the same as that of justices of the peace and judges of city courts in other respects. Appeals lie to the district court. (L. 1923, ch. 131.) Neither a city nor a county court ever has been established in Seward County.

In 1905 the legislature created a juvenile court in each county to have jurisdiction in cases of dependent, neglected and delinquent children. The probate judge was designated as judge of the juvenile court in each county, with the authority to issue processes the same as justices of the peace in misdemeanor cases, and to appoint one or more probation officers. (L. 1905, ch. 190, secs. 1, 3.) From 1901 until establishment of the juvenile court, such cases were handled by the probate court (L. 1901, ch. 106). The first definite law for the protection of children was passed in 1889, and empowered peace officers to bring before any magistrate authorized to issue warrants any child who was subjected to cruel treatment, willful abuse or neglect, or any child under sixteen years old found in a house of ill fame (L. 1889, ch. 104, secs. 4, 5).

Cases of persons who are supposed to have died from unlawful means, or the cause of whose deaths are unknown, come under the jurisdiction of the county coroner, whose duty it is, when notified of such death, to summon six citizens as jurors and hold an inquest. He has authority to issue subpoenas, enforce attendance of witnesses and punish for contempt the same as justices of the peace. (G.S. 1868, ch. 25, secs. 120-122.) He may order the arrest of the person charged, and his warrant has the same effect as that of a justice of the peace (ibid., secs. 127-129). When there is no sheriff, or that officer is absent or disqualified, the coroner is required to exercise all his powers and duties (ibid., sec. 117), and in the absence or disability of the coroner, any justice of the peace of the same county is authorized to perform his duties in relation to dead bodies (ibid., sec. 133). The first coroners were appointive by the board of county commissioners for a four-year term (S.T.K. 1855, ch. 27, secs. 1, 5), and the present term of two years was provided for three years later (L.T.K. 1858, ch. 13, sec. 78). Their powers and duties were practically the same as today.

Assessment and Collection of Taxes

Assessment of property and the levy and collection of taxes for the public revenue are functions performed by the board of county commissioners, the county assessor, county clerk and county treasurer working in close relation. The sheriff and the district court also play a part in the collection of delinquent personal property taxes.

The first territorial assembly in 1855 provided for a tax not only on real estate, personal property and slaves, but upon all free male persons between 21 and 55 years of age, and in addition thereto a poll tax of fifty cents a year (S.T.K. 1855, ch. 137, art. 1, sec. 1). A county assessor was appointed annually by the county tribunal (ibid., art. 2, sec. 1), to which appeals from his valuations might be taken (ibid., sec. 31). The sheriff was designated ex officio collector of taxes (ibid., art. 3, sec. 1).

The assembly of 1858 changed the method of collection by requiring the county clerk to certify the tax rolls for each township to the township clerks as well as the county treasurer, and the township clerk certified the amount of the tax roll to the township treasurer, who posted his bond for the amount with the county treasurer, whereupon he received the tax roll from the township clerk for collection (L.T.K. 1858, ch. 66, secs. 44, 45, 48). The same assembly created a territorial board of equalization (ibid., ch. 67), to which the county clerk was required to submit an abstract of the assessment roll (ibid., ch. 66, sec. 35). The county board had power to equalize assessments (ibid., secs. 36-38), and was required to determine the amount of state and county taxes to be levied and apportion them among the districts (ibid., sec. 43).

The territorial assembly of 1860 set up the local tax machinery much as it exists today. Township trustees and the councils of cities were required to certify their levies to the county clerk to be placed on the tax roll, but cities were empowered to levy and collect taxes by ordinance also (G.L.T.K. 1860, ch. 114, secs. 28, 29). The board of county commissioners made the levy for county purposes, constituted the county board of equalization as today, and the county clerk certified the equalized tax roll to the territorial auditor (ibid., secs. 25-27). The county treasurer was officially designated as collector of taxes (ibid., ch. 28, sec. 114).

The first assessors were appointed annually by the county tribunal (S.T.K. 1855, ch. 137, art. 2, sec. 1), but in 1860 the office was made elective for a one-year term (L.T.K. 1860, ch. 28, sec. 121), and was continued under the general terms of the state constitution. In 1869 the office was abolished and the township trustees required to perform its duties (L. 1869, ch. 30, sec. 1) but beginning in January 1908 it was restored and made appointive by the county commissioners for a two-year term (L. 1907, ch. 408, sec. 18).

Under this law an assessor was appointed by the county commissioners of Seward County January 6, 1908 (Commissioners' Journal, vol. 2, p. 409), but served only until July 6 of that year (ibid., p. 417). Beginning in January 1911 the legislature again made the office elective, with the provision that it should exist as a separate one only in counties of more than 12,000 population, and that in counties with 12,000 inhabitants or less, which included Seward County, the county clerk should serve as assessor ex officio (L. 1909, ch. 251, sec. 3). In 1913 the legislature

passed an act limiting the office as a separate one to counties of more than 55,000 population (L. 1913, ch. 231, sec. 1). Present statutes provide that an assessor be elected in all counties of 65,000 or more population, and that in counties with less population the county clerk shall serve as assessor ex officio. The office may be established or abolished as a separate one in the smaller counties upon a majority vote of the electors. (L. 1931, ch. 156, sec. 1.) However, Seward County never has taken advantage of this clause.

The county assessor, with the consent of the board of county commissioners, appoints in each assessment district of incorporated cities such number of deputies as he deems necessary, and in each township he appoints the township trustee as deputy, though if the township is large he may sub-divide it and appoint additional deputies (L. 1911, ch. 320, sec. 1).

The board of county commissioners constitutes the county board of equalization, with the county clerk as its clerk, and meets on the third Monday in May to make such changes in valuations as may be necessary to equalize the tax burden (L. 1876, ch. 34, secs. 73, 74). The county clerk then makes an abstract of the equalized assessment roll and forwards it to the state tax commission (L. 1876, ch. 36, sec. 76 as amended by L. 1909, ch. 243, sec. 8). The tax commission, constituting the state board of equalization, equalized assessments throughout the state, and any person feeling aggrieved by the action of the county board may appeal to the state board for relief (L. 1933, ch. 117, sec. 1, Special Session). Railroads make returns of their capital stock, track, rolling stock, and personal property and equipment to the state tax commission, which certifies to each county clerk the assessed value of such railroad property within his county (L. 1909, ch. 243, secs. 2, 5). The same procedure is followed in the case of telegraph, telephone, pipe line and electric power companies (L. 1919, ch. 304, secs. 2, 10).

The board of county commissioners, and the governing bodies of cities townships, city boards of education, and rural school districts certify their respective levies to the county clerk in August of each year, and the taxes thus imposed are collected by the county treasurer and paid into the treasuries of the respective taxing districts. After all levies have been so certified, and the state board of equalization has reported its action, the county clerk determines the amount to be levied upon each tract and lot of real property, and the personal property of each taxpayer, and delivers the tax roll to the county treasurer. Taxes are due November 1, and constitute a lien on the real property of the taxpayer. (L. 1876, ch. 34, secs. 82-85.) All real estate on which taxes have not been paid by June 20 are subject to sale by the county (ibid., sec. 105). Unpaid personal property taxes are collected by the sheriff upon warrants issued by the treasurer, and in the event the sheriff cannot collect them the treasurer certifies the unsatisfied warrant to the clerk of the district court, where it becomes a lien upon any real estate owned by the delinquent in the same manner as a judgment (ibid., secs. 92, 96).

The state constitution requires that the rate of taxation must be "uniform and equal," and that property used exclusively by governmental units, or for religious, benevolent, scientific, charitable, literary and educational purposes, and also personal property to the amount of $200 for each family, shall be exempt from taxation. The legislature is required to provide for taxing notes and bills, moneys loaned and all other property or dues of banks and bankers, in order that all property employed in banking shall bear a burden of taxation equal to that imposed on individuals. No tax may be levied except in pursuance to a law, which shall distinctly state its object, and to that object only may the revenue be applied. (C.S.K., art. 11, secs. 1, 2, 4.)

The state tax commission, created in 1907, has general supervision of the system of taxation throughout the state, including the work of the county assessors, and is charged with providing a uniform method of keeping the tax rolls and books relating to taxation in each county (L. 1907, ch. 408, secs. 3, 8, 9). Personal property is assessed annually as of March 1, and real estate has been assessed every fourth year in the even numbered years, though the board of county commissioners may by resolution order an assessment in any year (L. 1927, ch. 323, sec. 1). At the time of making the annual personal property assessment, the assessors also list new improvements and other real property which has become subject to taxation since the last assessment, and also make return of property destroyed by fire, flood, or otherwise, which the county clerk adds or deducts from the tax roll, as the case may be (L. 1911, ch. 316, sec. 3).

Conduct of Elections

General and township elections in Kansas are held on the first Tuesday succeeding the first Monday in November of even numbered years. The terms of all county and township officers are fixed at two years, except those of county commissioners, which may not exceed six years (C.S.K., art. 4, sec. 2), and which are now fixed by statute at four years (L. 1903, ch. 233, sec. 1). The terms of district court judges also are fixed at four years (C.S.K., art. 3, sec. 5). Formerly candidates for office were nominated by political parties by conventions, primary elections or caucuses (L. 1893, ch. 78, sec. 4), but in 1908 the primary law was adopted, under provisions of which the candidates receiving the highest number of votes in the primary election become the official candidates of their respective parties in the ensuing general election (L. 1908, ch. 54, sec. 15). Qualified persons may have their names placed on the primary ballot by petition of electors, or by filing with the county clerk a declaration to become a candidate and paying a specified fee (ibid., sec. 5). The primary election is held on the first Tuesday in August preceding the general election (ibid., sec. 3).

Each township, and each ward within incorporated cities, comprises an election district, and the mayors of the cities and trustees of the townships are required to appoint for each voting precinct in each district an election board composed of three judges and two clerks (G.S. 1868, ch. 36, sec. 2). General supervision of both the primary and general elections in his county is incumbent upon the county clerk. To him the poll books are delivered by the election boards (ibid., sec. 26), and on the Friday following the election he joins the county commissioners in canvassing the returns (ibid., sec. 28). He makes a permanent abstract of the votes cast in each precinct for each candidate and the total, and delivers certificates of election to the successful candidates (ibid., secs. 31, 32). Election contests for county offices are tried by a court composed of the probate judge as presiding officer and two associates selected by him, with the county clerk acting as clerk (ibid., secs. 87, 88). Contests of township officers are tried in the same manner by the board of county commissioners (ibid., sec. 106).

A law passed in 1927 requires voters to declare their political party affiliations in calling for their ballots at the primary election. A voter who has declared his party affiliation may change it upon filing a written declaration with the county clerk. (L. 1927, ch. 203, sec. 3.)

The territorial assembly of 1859 required township and city assessors to make a register of qualified voters at the time of making the tax assessment, and file it with the township or city clerk, who would certify it to the inspectors of elections at the proper polls (G.L.T.K. 1859, ch. 65, secs. 3-14). The supervisors of each township and the councilmen of each city ward were supervisors of elections in their districts (ibid., sec. 32). The board of county supervisors and the supervisors of each township comprised the county board of canvassers (ibid., sec. 53), and the county clerk issued the election certificates as now (ibid., sec. 56). The court for the trial of contested county elections consisted of the probate judge as president, and two others selected by the contestant and contestee, with the county clerk as clerk of the court (ibid., ch. 66, secs. 5, 6). In the hearing of contested township elections the justice of the peace presided (ibid., sec. 37).

The assembly of 1860 designated the township trustee and justices of the peace as judges of election, with the power to appoint two clerks (G.L.T.K. 1860, ch. 128). The following year the board of county commissioners and county clerk were given the duties of canvassing the votes (G.L.S.K., 1861, ch. 28, secs. 4-7), and it was provided that township election contests should be tried before the county board (ibid., ch. 34, sec. 32).

Administration of Education

The organic act provided that "when the lands in the said territory shall be surveyed under the direction of the government of the United States, preparatory to bringing the same into market, sections numbered sixteen and thirty-six in each township in said territory shall be, and the same are hereby, reserved for the purpose of being applied to schools in said territory . . . ." (10 U.S. Stat. 289, sec. 34). This provision was embraced in the state constitution (C.S.K., ordinance, sec. 1). The first territorial assembly provided that the process of such lands should remain as a continual fund "which shall be inviolably appropriated to the use of the common schools of said territory," and that one-half of all fines and penalties collected for breaches of the peace should be paid into the school fund (S.T.K. 1855, ch. 144, art. 3, secs. 1, 2).

The territorial assembly of 1858 provided that the governor should appoint a territorial superintendent of common schools (L.T.K. 1858, ch. 8, sec. 1), and that a county superintendent should be elected annually in each county (ibid., sec. 13). The state constitution specifies that "the state superintendent of public instruction shall have the supervision of the common school funds and educational interests of the state" and that "a superintendent of public instruction shall be elected in each county, whose term of office shall be two years, and whose duty and compensation shall be prescribed by law" (C.S.K., art. 6, sec. 1). The legislature, the constitution provided, "shall encourage the promotion of intellectual, moral, scientific and argicultural improvement by establishing a uniform system of common schools and schools of higher grade . . . ." (ibid., sec. 2).

The constitution specified that the proceeds of all lands granted to the state by the United States for school purposes, all estates of persons dying without heir or will, and such per cent as might be granted by congress on the sale of lands in the state, "shall be the common property of the state, and shall be a perpetual school fund, which shall not be diminished, but the interest of which, together with all the rents of the lands, and such other means as the legislature may provide by tax or otherwise, shall be inviolably appropriated to the support of the common schools" (ibid., sec. 3). The income of the state school fund was disbursed annually by order of the state superintendent to the several county treasurers and thence to the several school district treasurers, in equitable proportion to the number of children of school age residing in the district (ibid., sec. 4). Each county is required to apply to the county school fund the money collected as equivalent for exemption from military duty, the clear proceeds of strays, ownership of which shall invest in the taker-up, and proceeds of fines for any breach of the penal law (ibid., sec. 6).

Collection and disbursement of the county school fund is incumbent upon the county treasurer (L. 1861, ch. 181, sec. 75). The first state legislature provided that the state annual school fund should consist, in addition to the proceeds from the perpetual school fund, of such sum as would be produced by the levy of one mill on the dollar annually on all taxable property (ibid., sec. 76). The state tax levy was eliminated in 1879 (L. 1879, ch. 149, sec. 4).

From territorial times it has been the duty of the county superintendent of public instruction (see p 129) to divide the county into school districts and regulate and alter them according to law, to apportion all money for the use of the common schools and to see that the district clerks make their annual reports correctly and on time (L. 1858, ch. 6, sec. 15; L. 1861, ch. 76, art. 2, sec. 4). All organized school districts are bodies corporate (L. 1855, ch. 144, art. 1, sec. 6). The school district board consists of a director, a clerk and a treasurer, elected alternately for terms of three years (L. 1876, ch. 122, art. 4, sec. 1). The public schools in cities of the first and second class are governed by boards of education not under the jurisdiction of the county superintendent (L. 1862, ch. 46, art. 4).

Regulation of Health and Sanitation

The first general statutes of the state empowered cities to make regulations to secure the general health of the city, prevent introduction of contagious diseases and exact and enforce quarantine laws (G.S. 1868, ch. 18, art. 2, secs. 7-9), but no action to give counties similar powers was taken until 1885, when the legislature created the state board of health (L. 1885, ch. 129, sec. 1), and designated boards of county commissioners as local boards of health for their respective counties (see p. 130). The local boards were required to elect a physician as health officer, who is ex officio a member of the board. (Ibid., sec. 7.)

The county health officer is required to make a sanitary inspection of all school buildings and grounds upon the opening of the fall term, and take any measures necessary to safeguard the health of the pupils; to make a personal investigation of all cases of acute contagious, infectious and communicable diseases and take necessary precautions to prevent their spread, and to perform such other duties as the local or state board may require. The local board may also employ a skilled professional nurse, and such additional personnel as it may deem necessary. (L. 1927, ch. 240, sec. 1.) Since March 6, 1923, Seward County, the city of Liberal and the Liberal board of education have cooperated in employing a Red Cross nurse (Seward County Commissioners' Journal, vol. 3, p. 530; see entry 2; City of Liberal Record of Council Proceedings, p. 267).

Physicians and householders having knowledge of any case of illness or death from contagious disease are required to report it to the nearest local board of health or health officer (L. 1901, ch. 285, secs. 1, 2).

The state board is given general supervision of health and sanitation in the state, with full powers over local boards (L. 1885, ch. 129, sec. 4).

In 1931 the legislature created the crippled children's commission to coordinate the efforts of all persons and agencies interested in the discovery, care and education of the crippled children of the state (L. 1931, ch. 283, secs. 1, 12). Hearings and action relative to applications for the care and hospitalization of crippled children are by the probate judge of each county. The costs are payable by the county from a fund raised by tax levy for this purpose (ibid., secs. 7-11).

Social Welfare Activities

"Poor persons," the first territorial assembly decreed, "shall be relieved, maintained and supported by the county of which they are inhabitants." Aged, lame, blind and sick persons unable to support themselves were deemed poor, and the county tribunal was required to provide for their relief at county expense, as deemed necessary. (S.T.K. 1855, ch. 126, secs. 1-6). The tribunal also was authorized to purchase not more than 320 acres of land, erect a poorhouse thereon, make a tax levy to defray its cost and maintenance, and appoint a superintendent (ibid., secs. 8, 9). Seward County, however, has no poor farm.

The state constitution requires that: "The respective counties of the state shall provide, as may be prescribed by law, for those inhabitants who, by reason of age, infirmity or other misfortune, may have claims upon the sympathy and aid of society" (C.S.K., art. 7, sec. 4).

The state legislature of 1862 designated the trustees of the townships and the mayors and councils of the cities as overseers of the poor (L. 1862, ch. 163, sec. 1), and decreed that every county should relieve and support all poor and indigent persons lawfully settled therein when in need (ibid., sec. 4). The county commissioners were authorized to purchase land, erect a poorhouse and employ a superintendent, and to appoint annually a physician to care for the poorhouse inmates (ibid., secs. 25, 27).

Ten years later a law was enacted relieving local overseers of these duties in counties of more than 30,000 population, and requiring the county commissioners to appoint a commissioner of the poor for a two-year term, who should have general supervision and care of the county poor under authority of the county board (L. 1872, ch. 161, sec. 1). In 1891 this

act was amended to make it apply only to counties of more than 45,000 population (L. 1891, ch. 155, sec. 1). In 1901 another amendment provided for the office in all counties of more than 25,000 inhabitants (L. 1901, ch. 133, sec. 1), and in 1931 counties of 17,000 to 22,000 population were included under provision of the law (L. 1931, ch. 199, sec. 1). Seward County operated under the law of 1862 until 1933 when the duties of the township and city officers as overseers of the poor were abolished and a poor commissioner provided for in all counties (L. 1933, ch. 198, sec. 6).

In order to comply with the conditions provided for obtaining federal grants for welfare work as set forth in House Resolution 7260, 74th Congress, and the rules and regulations of the federal social security board, the Kansas legislature in 1937 created a state board of social welfare, designated as a body corporate, to consist of five members appointed by the governor, with power to develop state plans and cooperate with the government in its program of assisting the states in furnishing public assistance to the needy aged, needy blind, and dependent persons; and to make rules and regulations and supervise the work of the county boards (L. 1937, ch. 327, secs. 3, 8).

The act designated the board of county commissioners in each county as the county social welfare board (see p.141), which is required to appoint by resolution a county director as its executive and administrative officer (ibid., secs. 10, 11). The superintendent of the county home, or poor farm is under the supervision of the county director (ibid., sec. 12a).

Engineering Activities

County engineering activities are conducted under the authority and control of the board of county commissioners, all matters concerning roads and bridges being under the immediate supervision of the county engineer.

The first territorial assembly empowered the county tribunal to make and enforce all orders necessary for opening, establishing, altering or vacating roads (S.T.K. 1855, ch. 139, sec. 2). The tribunal was required to appoint, as often as necessary, one or more justices of the peace in each township to lay out the roads therein into convenient road districts, for each of which the county tribunal appointed a road overseer for a term of one year. All able bodied male citizens who had resided in the territory for sixty days and in the road district for one month were required to give one month's labor a year on the roads, under penalty of forfeiting one dollar for failure to respond when called upon. The justice of the peace allotted the workers to the road overseer, who had authority to call them out when needed. (Ibid., secs. 28, 32, 41-47.)

The assembly of 1859 provided that the supervisors of townships, by virtue of their offices, should be commissioners of highways for their respective districts, and have care and supervision of highways and bridges therein. They were given power to survey, lay out and discontinue roads, to divide their townships into convenient road districts and direct the repair of roads and bridges. (G.L.T.K. 1859, ch. 77, secs. 1, 2.) The annual township meeting could vote a sum for roads to be levied and collected as other taxes (ibid., sec. 4). Every male citizen in the road district from 18 to 50 years old was subject to a road tax (ibid., sec. 22), which could be paid direct to the road overseer or worked out at the rate of four dollars per day, and four dollars per day additional for each cart, wagon, or team furnished (ibid., secs. 25-29).

The assembly of 1860 restored complete control of road matters to the county tribunal, providing that the township trustees should have no power to locate, change or vacate any highway, and that proceedings then pending before the township boards of supervisors be transferred to the board of county commissioners, in whom such authority was henceforth vested (G.L.T.K. 1860, ch. 128, sec. 14). This assembly provided that all applications for laying out, altering, viewing and vacating roads should be by petition to the county commissioners (ibid., ch. 104, secs. 1, 17, 30), and the rule has been maintained to the present time with little change. The assembly of 1860 reduced to two days a month the work required by citizens (ibid., sec. 32), but levied a tax of 2 to 3 mills on all taxable lands, which could be worked out under the direction of the road overseer at two dollars per day (ibid., sec. 48), but which otherwise was placed on the regular tax roll (ibid., sec. 52).

The laws thus established continued with little change until 1905, when the legislature again placed the local road powers in the hands of the township tribunals by designating them as commissioners of highways of their respective townships and giving them complete control and supervision of roads and bridges, with power to purchase implements, machinery and materials for construction and repair work (L. 1905, ch. 362, sec. 1). Four years later, however, the township powers again were abrogated, the legislature providing that the board of county commissioners in each county having a population of more than 20,000 which did not include Seward County, shall "appoint a county engineer of highways and bridges, who shall have general supervision of all the bridge work in the county under the authority of the said county commissioners". The county surveyor could be appointed to this position if he was qualified by training and experience. (L. 1909, ch. 198, sec. 1.) The township board continued its duties as a township highway commission, but all its acts were subject to the approval of the county engineer in those counties where an engineer was appointed (ibid., secs. 5-7, 10, 11). In 1915, the authority of the township highway commissioner was limited to mail routes and township roads (L. 1915, ch. 290, sec. 1).

With the increase in motor travel, however, came the necessity for a more uniform highway system and centralization of control. The legislature of 1917 created a state highway commission with the provision that it should have "general supervision over the administration of all road and bridge laws, and over the construction and maintenance of all roads, bridges and culverts throughout the state," but that its supervision should not extend to township roads except such as received federal aid (L. 1917, ch. 264, secs. 4, 6). The legislature gave its assent to federal aid requirements and authorized the highway commission to make all contracts necessary to cooperate with the secretary of agriculture in aiding the counties (ibid., secs. 1, 2). The board of county commissioners was required to appoint a county engineer whose duty it was to prepare plans and specifications and act for the county in all matters pertaining to the supervision of the construction, repair and maintenance of roads and bridges (ibid., secs. 8, 9). The county commissioners and engineer were required to classify and designate the roads in their counties as county and township roads (ibid., sec. 15). The township boards continued in authority over township roads, but subject to the county engineer's approval (ibid., secs. 30-46).

The legislature of 1925 provided that the state highway commission, in conjunction with the board of county commissioners, should designate in every county certain highways, which in the aggregate should constitute the state highway system, subject to construction and maintenance by the respective boards of county commissioners under state supervision (L. 1925, ch. 214, sec. 2). In 1929 the state was divided into highway districts with a highway commissioner in charge of each, and the authority to designate, lay out, alter and maintain roads on this system was vested in the highway commission exclusively (L. 1929, ch. 225, secs. 1-3).

Since 1919 the county engineer has performed all the duties of county surveyor in counties with a population of less than 80,000 and not having a first class city of more than 40,000 inhabitants (L. 1917, ch. 145, sec. 1). This law left only the counties of Wyandotte, Sedgwick and Shawnee eligible for the office of county surveyor as a separate one. The office was created by the first territorial assembly (S.T.K. 1855, ch. 154, sec. 1), and was made elective for a term of two years beginning in 1858 (L.T.K. 1858, ch. 13, sec. 92).

County commissioners are authorized to erect such county buildings as they may deem necessary, provided no tax is levied therefore except in pursuance to a vote of the people (G.S. 1868, ch. 25, sec. 18), and have the power of eminent domain to obtain building sites (L. 1889, ch. 110, sec. 1). They may devise and employ methods to prevent soil drifting and require landowners to comply therewith (L. 1913, ch. 150, sec. 1). They may remove hedge fences, signs and billboards along public highways when deemed necessary in the interest of safety (L. 1915, ch. 288, sec. 1). Any county, on petition of the voters, may contract for the lighting of

streets outside incorporated cities and abutting on or adjoining platted property (L. 1931, ch. 158, sec. 1). Counties of 21,000 to 70,000 population may build storm and sanitary sewers and sewage disposal plants upon petition of the voters (L. 1927, ch. 165, sec. 1), and upon majority vote of the taxpayers any county may establish and improve county public parks and recreation grounds (L. 1929, ch. 158, sec. 1).

Agriculture

Kansas being primarily a farming state, the encouragement and promotion of agriculture has always been a matter of legislative concern. The first general statutes of the state authorized county commissioners to appropriate, on majority vote of the people, a sum equal to one-fourth mill on the taxable property valuation of the county, to be expended under the direction of the county agricultural society for the purchase and improvement of fairgrounds, property so acquired to be held in trust by the county for the use of the society, and to be exempt from execution (G.S. 1868, ch. 2). Two years later the allowable appropriation was increased to one and three-fourths mills (L. 1870, ch. 17, sec. 1). The legislature of 1872 provided that any county or district agricultural society which had complied with all statutory provisions and which had raised at least $50, should be entitled to receive an equal amount, but not exceeding $200, from the county treasury (L. 1872, ch. 37, sec. 8). They were also entitled to send a delegate to the annual meeting of the state agricultural society, who would be entitled to one vote in election of the state society officers (ibid., sec. 1).

In 1903 county farmers' institute associations were recognized by the legislature, which made it the duty of the county commissioners to appropriate not more than $50 to any such duly organized association to defray the legitimate expenses of a two-days institute annually (L. 1903, ch. 238), upon presentation of a certificate from the superintendent of farmers' institutes of the Kansas State Agricultural College (L. 1909, ch. 103, sec. 3). In August 1912, the first local farm bureau was organize in Leavenworth County, and on March 1, 1913 the second organization of the kind in the state was formed in Montgomery County. In the same year fa bureaus were organized also in Cowley, Allen and Harvey Counties, and the following year in Lyon, Jewell, Linn and Miami Counties.

When farm bureau work first started in the state the movement was financed largely by groups of bankers, commercial men and farmers. The first five bureaus obtained $1,000 each from the so-called Sears-Roebuck fund on the promise that an agricultural agent would be appointed for the county to continue the work for at least two years. They also received from the federal government sums ranging from $500 to $1,000 per year each toward the salaries of the county agents employed. The remainder of the salary, as well as the expenses of the farm bureau, amounting to

from $1,500 to $2,000 per year, was raised by the bureau itself through membership fees and voluntary subscriptions of interested persons. (Kansas State Board of Agriculture, Nineteenth Biennial Report, 1913-14, p. 253.) The federal money was allocated from an appropriation made by the congress in 1912 for farmers' cooperative demonstrations and the study of the cotton boll-weevil, to be supervised by the bureau of plant industry of the department of agriculture (U.S. Statutes at Large, 62nd Congress, vol. 37, p. 247).

For the purpose of diffusing information on and encouraging agricultu and home economics through colleges receiving grants under the Act of July 2, 1862 and the Act of Agusut 30, 1890, the congress in 1914 passed an act commonly known as the Smith-Lever bill, which permanently appropriat the sum of $480,000 for each year, $10,000 which was to be paid annually to each state assenting to the provisions of the act. It also appropriated an additional sum of $600,000 for the fiscal year following that in which the foregoing appropriation became available; and for each year thereafter for seven years a sum exceeding by $500,000 the sum appropriated for each preceding year, and for each year thereafter there was permantly appropriated the sum of $4,100,000 in addition to the $480,000 heretofore provided. The act specified that the additional sum should be allotted annually to each state "in the proportion which the rural population of each state bears to the total rural population of all the states as determined by the next preceding federal census". No payments may be made out of the additional appropriation "until an equal sum has been appropriated for that year by the legislature of such state, or provided by state, county, college, local authority, or individual contributions from within the state." (38 U.S. Stat. 372, ch. 79, sec. 3.)

On March 1, 1915 the Kansas legislature adopted a resolution assenting to the provisions of the Smith-Lever bill and authorizing the Kansas State College of Agriculture and Applied Sciences to receive the federal grants, and to organize and conduct agricultural extension work (L. 1915, ch. 377). For the purpose of duplicating the federal grants, the legislature appropriated $14,566 for the fiscal year ending June 30, 1916 and $26,696 for the fiscal year ending June 30, 1917 (ibid., ch. 47). Since 1915 the legislature has made annual appropriations for this purpose, that for the years 1936-37 amounting to $60,000 (L. 1935, ch. 35, p. 67).

Under this provision any county may obtain county, state and federal aid for a farm bureau, in so far as funds permit, provided it obtains a membership of not less than 25 per cent of all the farmers in the county and not less than 200 farmers in the county, and as many others as may wish to join, upon payment of membership fees ranging from $1 to $5 a year.

The legislature of 1915 required the state agricultural college, upon application of counties so qualifying, to contribute not less than $800 nor more than $1,600 a year toward the salary of a county agent. The act also required the county commissioners, when the newly organized farm bureau

presented its membership list, constitution and by-laws approved by the state college, and a bank certificate showing not less than $800 on deposit, to appropriate from $800 to $1,600 for which fund a tax should be levied. (L. 1915, ch. 166, secs. 1, 2.) Four years later the legislature fixed the minimum aid, so far as funds might be available, at $1,200 a year by the college and an equal amount by the county (L. 1919, ch. 157, sec. 2).

The Seward County farm bureau was organized in 1934 and the first appropriation made by the county commissioners February 5 of that year (Commissioners' Journal, vol. 4, p. 547).

Records System

In general, the records system of Seward County differs little from those of the other counties of the state. Kansas statutes prescribe the duties of county officers and in a general way provide that records shall be kept, but only in a few instances do they designate the titles, or the manner in which they shall be kept. No uniform records system is prescribed by law, and none exists, except in cases where a state board or office has authority to designate what forms shall be used.

In the matter of taxation the first general statutes of the state provided that "the auditor and attorney general shall from time to time prepare and transmit to the county clerk of each county such general forms and instructions, in conformity with the laws in force, as in their opinion may be necessary to secure uniformity in assessing, charging, collecting and accounting for taxes; and the county commissioners, county clerk, assessors and treasurers shall pursue and observe such forms (G.S. 1868, ch. 107, sec. 142). When the state tax commission was created in 1907 the act provided that the commission shall "provide a uniform method of keeping the tax rolls and books relating to taxation in each county of the state . . . ." They shall formulate and send to the proper office in each county all necessary froms not herein provided for to be used in the listing, assessment, return of property and collection of taxes. (L. 1907, ch. 408, sec. 8.) Budget forms for all taxing sub-divisions were prescribed by the legislature of 1933 (L. 1933, ch. 316, sec. 2).

The state superintendent of public instruction, by legislative authority prescribes and causes to be prepared all forms and blanks necessary in the details of the common school system, to secure the uniform operation throughout the state, and forwards them to the county superintendent to be distributed to the district officers (L. 1879, ch. 166, sec. 84). The state motor vehicle commissioner prescribes and supplies the county treasurers with all forms necessary for the registration and licensing of motor vehicles, and operators and chauffeurs (L. 1929, ch. 81, sec. 3).

The legislature of 1935 created the office of state accountant in the state budget department and decreed a standardized system of fiscal procedure, accounting and reporting for all municipalities and subdivisions of the state, which must be installed and in use by January 1, 1942 (L. 1935, ch. 275, secs. 1, 10-13).

Kansas statutes permit the register of deeds to destroy paid chattel mortgages when the owner thereof has not been found within two years, and chattel mortgages which have expired by reason of having been on file for two years or more without being renewed (L. 1895, ch. 170, secs. 2, 3). The legislature of 1937 authorized county clerks to destroy, after they have been on file, fifteen years, no-property personal tax statements, non-taxable personal property tangible and intangible tax statements, original and duplicate warrants canceled by the board of county commissioners, claims presented and allowed by the board, the county treasurer's daily statements to the county clerk, the appointments of judges and clerks of elections, and the annual reports of township trustees and clerks (L. 1937, ch. 203).

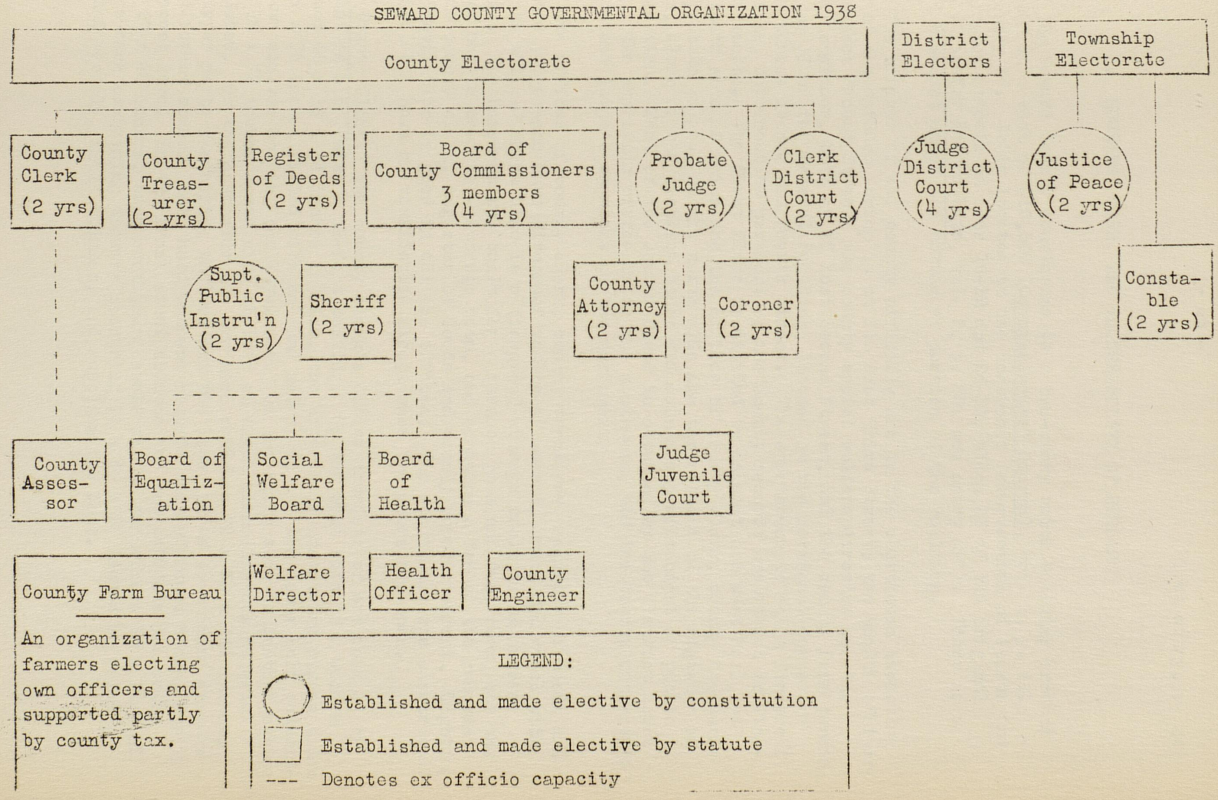
Most of the Seward County records are in good condition. Improvements could be made, however, in the classification and filing of unbound records in most of the offices. Most of the volumes are indexed, but many of the indexes are not complete, especially for the older volumes.

In the county clerk's office no separate books are kept for the registration of physicians and surgeons, nurses, osteopathic physicians and embalmers, these records being entered in the Commissioners' Journal. Proceedings of the board of county commissioners sitting as a county board of equalization, board of health and county social welfare board also are recorded in the journal. All instruments considered by the county commissioners at their meetings are filed in cardboard boxes, together with the correspondence of the commissioners and county clerk. The papers are filed chronologically, but are not classified nor indexed. Certificate of nomination and election are issued to successful candidates, but since 1922 no stubs or copies have been kept.

In the probate court a majority of the separate records have been discontinued, the only record kept being the original instruments and the minutes of proceedings entered in the journal.

Ink, paper, typewriter ribbons and other materials and supplies used in making the Seward County records are of uniformly good quality.

SEWARD COUNTY GOVERNMENTAL ORGANIZATION 1938



County Farm Bureau

An organization of farmers electing own officers and supported partly by county tax.

LEGEND:

Established and made elective by constitution

Established and made elective by statute

--- Denotes ex officio capacity

(First entry, p. 44)

3. HOUSING, CARE, AND ACCESSIBILITY OF RECORDS

The Seward County courthouse is a two-story brick building erected in 1908 at a cost of $15,500 (Commissioners' Journal, vol. 2, p. 411; see entry 2). It is located at the northeast intersection of Fourth and Washington Streets on lots 16-18 and 25-30, block 23 of the original town (Transfer Record-Lots, vol. 2, p. 88; see entry 37). There is a small basement under the northeast portion of the building.

The offices of all county officials are in the courthouse excepting that of the coroner, which is at 111 West Third Street; the health officer, at 10 East Second Street; the county social welfare director and the county engineer, both at 13 East Second Street, and the county farm bureau, in room 11 of the Federal Building, located at the northeast corner of North Kansas Avenue and Fourth Street. The courthouse is not a fireproof building, but about 80 per cent of the county records are stored in fireproof vaults. The first floor is divided by an east and west hall, on the south side of which are the offices of county clerk, county treasurer and probate judge. On the north side are the offices of the register of deeds, clerk of the district court and county superintendent of public instruction. Most of the second floor is occupied by the district court room. The sheriff's office is on the southwest, and the county attorney's office and judge's chambers on the northwest.

The offices of county clerk, county treasurer, register of deeds and probate judge each have fireproof vaults of cement, brick and steel with 22-inch walls. There also is a fireproof storage vault in an outside garage. The basement was built for a furnace room and fuel room, but the latter now is used as a storage room, and contains a few of the records of the county clerk, register of deeds and county superintendent. Lighting and ventilation is good in all the offices. The vaults all are electrically lighted, but have no ventilation except when the doors are open.

County Clerk. The county clerk's office consists of one room 21 by 27 feet in size, with a 12-foot ceiling. On the west side is a wooden cabinet 48 x 16 x 84 inches in size, the upper half containing pigeon holes 4 x 4 x 15 inches filled with unbound material, and the lower half containing two shelves holding small volumes. On the south side is another cabinet 36 x 16 x 72 inches containing shelves on which miscellaneous material is placed. On the east side are two more cabinets 72 x 30 x 144 inches, the upper parts containing shelves and the lower parts containing drawers of different sizes. Both hold unbound records and reference books, mostly of recent date. In the front steel counter are two cabinets measuring 28 x 27 x 42 inches, each containing shelves; and two others 30 x 14 x 42 inches each containing drawers measuring 14 x 6¼ x 28 inches in which unbound records, small volumes, and supplies are kept.

The office vault is 11 x 5 feet, 7½ feet high, and contains about 45 per cent of the county clerk's records. At the north end are five wooden shelves 60 inches long and 11¼ inches wide on which are stacked cardboard file boxes measuring 4 3/4 x 3 3/4 x 10 inches. On the west side are five wooden shelves five feet long and 22 inches wide, and one steel volumes cabinet measuring 42 x 14 x 72 inches with roller shelves. On the east side are five wooden shelves 92 inches long and 22 inches wide, and one wooden cabinet 24 x 12 x 75 inches on which are placed cardboard file boxes. About 45 per cent of the county clerk's records are in the office vault, 15 per cent in the office, 35 per cent in the outside storage vault and 5 per cent in the basement.

Register of Deeds. The office of the register of deeds is a room 24 x 18 feet, with a 12-foot ceiling and an adjoining vault 11 x 5 feet, with 7½ foot ceiling. On the west side of the vault are cabinets measuring 66 x 14 x 99 inches, and on the east side are cabinets 66 x 14 x 66, each containing steel roller shelves on which volumes are placed in systematic order. On the east side also is a steel filing cabinet 20 x 16 x 66 inches, and a wooden filing cabinet 20 x 12 x 64 inches, each containing drawers measuring 10½ x 4 3/4 x 16 inches, in which unbound records are kept. There is also a steel volumes container 44 x 15 x 54 inches, mounted on wheels and holding volumes in current use. Ninety-five per cent of the records are kept in the vault, four and one-half per cent in the outside storage vault and one-half per cent in the basement.

Clerk of the District Court. The office of clerk of the district court is a room 21 x 27 feet and 12 feet high. It has an adjoining fireproof vault 11 x 5 feet and 7½ feet high. On the east side of the vault are steel filing cabinets 78 x 14 x 82 inches in size, containing roller shelves on which the volumes are kept, and steel cabinets 48 x 16 x 78 inches containing steel drawers 10½ x 4 3/4 x 16 inches in which the case files are kept. Three wooden shelves extending the entire length of the west side are divided into sections about five inches wide, in which both volumes and unbound records are kept. Eighty per cent of the clerk's records are in the vault, and 20 per cent in the outside storage vault.

Probate Court. The probate court occupies two rooms, one of which is the private office of the probate judge, 8 x 14 feet in size, the other the public office or courtroom, which is 17 x 20 feet, with a 12-foo ceiling. Adjoining the latter is a fireproof vault 11 x 5 feet in size, and 7½ feet high. It contains a steel filing cabinet 40 x 16 x 72 inches with 48 steel file drawers 10½ x 4 3/4 x 16 inches in size, in which the unbound records are kept. Another steel cabinet 40 x 14 x 72 inches contains roller shelves on which volumes are filed. There also is a wooden cabinet 30 x 12 x 72 inches containing four shelves on which miscellaneous records are kept. The records of this office are filed systematically and are easily accessible. All are kept in the vault.

Sheriff. The sheriff has an office 12½ x 21 feet, 13½ feet high. Various sized drawers and pigeon holes in two desks hold 99 per cent of the records, eht others being in the jail office.

County Attorney. The county attorney's office, 21 x 27 feet, 12 feet high, contains no records except correspondence filed in desk drawers.

County Treasurer. The county treasurer has one room 21 x 27 feet, 12 feet high. On the east is a steel cabinet 22 x 14 x 72 inches with 16 roller shelves for large volumes; and two others 36 x 15 x 74 inches, each with six shelves holding unbound records and small volumes. In the front counter are three steel cabinets 28 x 27 x 40 inches, each containing three shelves. A fireproof vault 11 x 5 feet, 7½ feet high, adjoins the office. On the west side are four 90-inch wooden shelves 16 inches wide holding volumes and cardboard boxes; and a steel cabinet 40 x 14 x 72 with roller shelves for volumes. On the east four 124-inch wooden shelves 15 inches wide hold volumes. Half the treasurer's records are in the vault, 15 per cent in the office, 35 per cent in the outside storag vault.

County Superintendent of Public Instruction. The county superintendent has a room 19 x 20 feet, 12 feet high. A wooden cabinet 42 x 16 x 52 inches with various sized drawers holds the unbound records; another 48 x 16 x 68 with five shelves holds the volumes. Current records are systematically filed but older unbound material is not. Ninety-nine per cent of the records are in the office, one-half per cent in the outside storage vault, and one-half per cent in the basement.

County Social Welfare Director. The offices consist of six rooms, two of which contain all of the records. The accounting department is located in a room measuring 10 x 18 feet, and 12 feet high. There are two wooden cabinets measuring 46 x 17 x 25 inches, each containing four drawers 11 inches deep. Another wooden cabinet measures 15¼ x 14¼ x 16 feet in size and contains drawers of various small sizes. There also is a steel filing cabinet 28 x 15 x 50 inches containing five drawers, each 10½ inches deep; and one clerk's desk containing drawers of various sizes.

The file clerk's room measures 8 x 9 feet, with a 10-foot ceiling. It contains one steel filing cabinet 30 x 27 x 58 inches with drawers of different sizes; a wooden file cabinet 25 x 17 x 46 inches containing four drawers, each 11 inches deep; and one clerk's desk with drawers of various sizes.

County Engineer. The engineer's office is one room in a brick building at 13 East Second Street. It is 16 x 16 feet, 12 feet high. Records are kept in three wooden cabinets 26 x 17 x 45 inches, each containing four drawers; and a wooden map container 46 x 30 x 60 inches with eight drawers of varying depths. All records are kept in the office.

Farm Bureau. The farm bureau office consists of a large room in the federal building. It contains two steel filing cabinets, each having four drawers 16 x 11 x 24 inches; and three clerk's desks with drawers in which both volumes and unbound records are kept.

Outside Storage Vault. The storage vault is a fireproof cement structure approximately 8 x 13 feet, and 7½ feet high. It is located in a garage at the north side of the court yard. On the east side are four wooden shelves 152 inches long and 24 inches wide. On the north and south sides there are four wooden shelves 68 inches long and 24 inches wide. On each side of the door on the west side are built-in wooden cabinets measuring 20 x 12 x 90 inches in which are filed old documents from the office of the clerk of the district court. Unbound records from other offices are filed in cardboard boxes or in bundles stacked on the shelves, and partially arranged by offices. Records also are stacked on the floor under the shelves, on a table in the center of the vault, and on top of the shelves. Almost all the available space is used. The shelves being wide, the volumes are filed in two rows on each and are not easily accessible. This vault contains 35 per cent of the county clerk's records, four and one-half per cent of those of the register of deeds, 20 per cent of those of clerk of the district court, 35 per cent of the treasurer's records, and one-half per cent of the county superintendent's records.

Basement Storage Room. This is a L-shaped room, one part being 10 x 10 feet, the other 14 x 4 feet, with brick and cement sides and floor, and wooden ceiling. It adjoins the furnace room and is dark and dusty. Much soot sifts through from the furnace, and at some time the room has been damp. The records stored here are packed in cardboard cartons or stacked on boxes among other stored articles, such as furniture, and are not protected from fire. They are difficult to locate and many are in poor condition. All should be removed. The room contains five per cent of the county clerk's records, one-half per cent of those of the register of deeds, and one-half per cent of the county superintendent's records.

4. LIST OF ABBREVIATIONS, SYMBOLS AND EXPLANATORY NOTES

Abbreviations

alph.	. . . . .	alphabetical(ly)
arr.	. . . . .	arranged
art.	. . . . .	article
aver.	. . . . .	average

List of Abbreviations, Symbols and Explanatory Notes (First entry, p. 44)

bdl.	bundle
bldg.	building
bsmt.	basement
ch.	chapter
chron.	chronological(ly)
C.S.K.	Constitution of the State of Kansas
dist.	district
G.L.	General Laws (of Kansas)
G.L.S.K.	General Laws of the State of Kansas
G.L.T.K.	General Laws of the Territory of Kansas
G.S.	General Statutes (of Kansas)
hdw.	handwritten
ibid.	the same reference
K.E.R.C.	Kansas Emergency Relief Committee
L.	Laws (of Kansas)
L.T.K.	Laws of the Territory of Kansas
no., nos.	number(s)
num.	numerical(ly)
op. cit.	the work previously cited
p., pp.	page(s)
R.S.	Revised Statutes (of Kansas)
sec., secs.	section(s)
st.	street
Stat.	Statutes
S.T.K.	Statute of the Territory of Kansas
twp., twps.	township(s)
U. S.	United States
U.S.C.	United States Code
vol., vols.	volume(s)

Symbols

x	by
--	to date

Explanatory Notes

The exact title appearing on the volume or container is given in capital letters in the entry, followed by the inclusive dates for which the record is extant. In case the title is so general, vague or misleading as to be of little value in identification of the record, an assigned title is given in parentheses, in small type. If the record has no title an assigned title is given in capital letters in parentheses.

Following the inclusive dates is shown the quantity of volumes or containers, and in parentheses the labeling if any exists.

Where arrangement of records is not indicated, no definite order of arrangement exists. The entry describing a separate index usually follow immediately the entry for the record it serves. Where this arrangement is impractical, cross reference is given to the entry number describing the index.

Records are shown under the office of issue, except those which in the normal course of business pass through two or more offices, in which case they are shown under the office which acts upon them last. Reports are shown under the office of reception, and if copies exist, also under the office of issue.

Entries are grouped under office headings by subjects and as nearly as possible in a natural or chronological sequence, except that minutes or records of proceedings are shown first.

This being an inventory of the records of Seward County, and not merely a listing of the volumes and containers, all extant records required or permitted by law have been located and described. In event more than one distinct type of record is found in the same volume or container, or set or group thereof, the nature of each type and the inclusive dates for which it is contained are shown in the entry, with cross references to other entries containing or describing other documents or recordings of the same series. Cross references also are given between entries for records not of the same series, but containing similar information.

Condition of records may be assumed excellent or good unless otherwise indicated.

All dimensions of documents, volumes or containers are given in inches, and the symbols therefore omitted.

I. BOARD OF COUNTY COMMISSIONERS

The first board of county commissioners of Seward County was a temporary tribunal named by Governor John A. Martin in his proclamation issued on June 17, 1886, declaring the county organized for administrative purposes. The first board meeting was held at Springfield July 3 of that year. (Commissioners' Journal, vol. 1, pp. 1-4; see entry 2.)

The first territorial assembly, in setting up the county governmental system, provided for administration of county affairs by a board of county commissioners consisting of the probate judge as president and two other members to be appointed by the assembly (S.T.K. 1855, ch. 44, secs. 28, 29). The probate judge also was appointed by the assembly (ibid., sec. 1).

Board of County Commissioners (First entry, p. 44)

The free-state assembly of 1858, placing selection of the county officers in the hands of the people, provided that the affairs of the county should be administered by a board of superivsors (G.L.T.K. 1858, ch. 13, sec. 3), to consist of one supervisor from each township, to be elected biennially (ibid., sec. 9). In 1860 the name of the tribunal was changed back to board of county commissioners and was made to consist of three members, one to be elected annually by the voters of the whole county for a three-year term, but each representing a designated district (G.L.T.K. 1860, ch. 28, secs. 3, 10). When Kansas was admitted to statehood in 1861 the county tribunal as it then existed was continued under the general terms of the constitution (C.S.K., schedule, sec. 4). No further change was made until 1871, when the terms of the commissioners were changed to two years (L. 1871, ch. 74, sec. 1, 2).

Under an amendment to the state constitution in 1876 each county was divided into three commissioner districts and a commissioner elected from each to serve a term of three years (C.S.K., art. 9, sec. 3). Another amendment in 1902 provided that no commissioners' term might exceed six years (ibid., art. 4, sec. 2), and the following year the legislature fixed the commissioners' terms at the present ones of four years (L. 1903, ch. 23 sec. 1).

Each county commissioner must execute and file with the register of deeds a bond in a penal sum not exceeding $5,000 insuring faithful performance of his duties (L. 1876, ch. 65, sec. 1). When a vacancy occurs on the board the remaining commissioners appoint a qualified resident of the district to hold office until the next ensuing election (G.S. 1868, ch. 25, sec. 10). A county commissioner may be removed for cause (ibid., sec. 160) by civil action instituted in the district court by the attorney general (ibid., ch. 80, secs. 653-658; L. 1911, ch. 237, secs. 1, 2). Salaries of commissioners vary from $400 to $2,500 a year, depending upon population and assessed valuation.

The county commissioners are empowered by statute: 1) to make such orders concerning county property as they may deem expedient; 2) to examine and settle all accounts of the receipts and expenses of the county, and all accounts chargeable against the county, and when so settled, to issue county orders therefore as provided by law; 3) to purchase sites for, and erect and keep in repair county buildings, and cause them to be insured in the name of the county treasurer; 4) to apportion and order the levying of taxes as provided by law, and to borrow upon the credit of the county a sum sufficient for erection of county buildings, or to meet current expenses in event of a deficit; 5) to represent the county, have the care of the county property and manage all business of the county where no other provision is made by law; 6) to set off, organize and alter the boundaries of townships in the county, and fix the time and place for the first township election; 7) to establish one or more election precincts in any township, as the convenience of the inhabitants may require; 8) to lay out, alter or discontinue any road running through one or more townships

in such county, and perform such other duties respecting roads as may be provided by law; 9) to grant such licenses as may be provided by law; 10) to perform such other duties as are or may be prescribed by law (G.S. 1868, ch. 25, sec. 16).

The county clerk is required to attend all sessions of the county commissioners in person or by deputy, record and attest in their journal all their proceedings, keep their seals, records and papers, preserve and file all accounts acted on by them, and sign all warrants issued by the board for the payment of money (ibid., secs. 43, 44).

The county commissioners are required to meet on the first Monday in August and determine the amount of money to be raised by tax for all county purposes, and all other taxes which they shall be required by law to levy (ibid., ch. 107, sec. 72). In addition to taxes for other purposes, they must levy a county tax to defray all expenses and charges for the year, and also twnety per cent additional to make up for delinquent taxes, and may not issue warrants for more than the amount levied for the year, less the twenty per cent for delinquency (L. 1862, ch. 157, sec. 1).

The statutes provide that "the board of county commissioners of each county shall constitute a county board of equalization, and the county clerk shall be clerk of said board" (G.S. 1868, ch. 107, sec. 42). Meeting on the third Monday in May, the board equalizes the assessments and hears complaints of taxpayers (ibid., sec. 43), regarding excessive or erroenous assessments. (See p. 111.)

Errors in assessments may be corrected by the county clerk at any time prior to delivery of the tax roll to the county treasurer on November 1, but thereafter none may be made except upon orders of the county commissioners until February 1 of the year following the assessment year. Thereafter, until June 1, the state tax commission alone may order corrections, upon application duly made by the aggrieved property owner. Authority to issue warrants for the refund of taxes illegally charged or collecte (L. 1913, ch. 322, sec. 1; L. 1917, ch. 321, sec. 1.) In 1925 a law was enacted imposing a tax on motor vehicle fuel. The commissioners were autho ized to refund, upon the sworn application of the purchaser, the amount of tax paid on fuel used for non-highway purposes. (L. 1925, ch. 274, sec. 11.) This law was repealed and a tax exemption system substituted in 1933 (L. 1933, ch. 317).

Bonds issued by the county and the interest coupons, must be signed by the chairman of the board of county commissioners and attested by the county clerk (R.S. 1923, sec. 10-105). A transcript of the proceedings leading up to the issue, properly certified by the county clerk, must be filed with the state auditor (ibid., sec. 10-108; L. 1933, ch. 34, sec. 1, Special Session).

The county commissioners have the power of eminent domain to obtain land for county purposes (L. 1889, ch. 110, sec. 1), but in erection of bridges or buildings costing more than $1,000 they must advertise for bids and let the contract to the lowest responsible bidder, and take from the

contractor a surety bond in double the amount of the contract (G.S. 1868, ch. 25, sec. 21). They may not dispose of any property exceeding $5,000 in value without submitting the question to the electors (L. 1871, ch. 74, sec. 7).

All applications for laying out roads, or for viewing, altering or vacating any road, must be made by petition to the county commissioners, who may appoint viewers and appraisers, cause a survey to be made, and make such orders as they see fit (G.S. 1868, ch. 89, secs. 1-11). When awarding contracts for constructing, repairing or maintaining roads they must take from the contractor a surety bond conditioned for faithful performance of the contract (L. 1917, ch. 264, sec. 28; L. 1919, ch. 245, sec 8).

Upon petitions of cities wishing to extend their limits, the county commissioners may hold hearings and make orders as to the advisibility of such procedure (L. 1886, ch. 66, sec. 4; ibid., ch. 66, sec. 1; L. 1905, ch. 118, sec. 1; R.S. 1923, sec. 12-501). They may also, upon petition of adjacent property owners in any townsite or city, make orders vacating any street or alley, or excluding any unplatted tracts from the city boundaries (L. 1862, ch. 108, sec. 1).

Upon petition of the inhabitants concerned, the county board incorporates cities of the third class (L. 1886, ch. 66, sec. 3), a function formerly performed by the judge of the district court (L. 1871, ch. 60, sec. 2). When petitioned by two fifths of the voters in the proposed territory it is the board's duty to call a special election to vote on the establishment of a rural high school district (L. 1915, ch. 311, sec. 2).

Following each election, the county commissioners open the envelopes and count the ballots of absent voters and add them to the poll books (L. 1901, ch. 180, sec. 4). On the Friday following the election the board and the county clerk canvass the election returns, and in event of a tie vote for any candidate, decide the winner by lot (G.S. 1868, ch.36, secs. 28, 30). The board also hears and decides contests in township elections (ibid., sec. 106). It is their duty to apportion the expense of elections to the townships and cities of the first and second class on the basis of the votes cast (L. 1893, ch. 78, sec. 1). The commissioners fill all vacancies occuring in the office of township trustee, clerk, treasurer and constable (G.S. 1868, ch. 110, sec. 12). All elective county officers make their resignations to the officers authorized to fill vacancies in the office (ibid., ch. 25, sec. 177). Under this statute resignations are made to the commissioners by members of the board itself (ibid., sec. 10); the county clerk (ibid., sec. 42); register of deeds (ibid., sec. 39); county treasurer (ibid., sec. 64), and the county superintendent of public instruction (L. 1911, ch. 278, sec. 1).

The legislature of 1937 designated boards of county commissioners as county social welfare boards for the administration in their respective counties of provisions of the state social welfare laws (see p. 141), and

each board is required to appoint a county director as its executive and administrative officer (L. 1937, ch. 327, secs. 10, 11). From the inception of Kansas county government the county commissioners have been required to provide for the relief of the poor at county expense as they deem necessary (S.T.K. 1855, ch. 126, secs. 4-6). An act of 1862 designated township trustees and the mayors and councils of cities as overseers of the poor (L. 1862, ch. 163, sec. 1), and they were required to present their accounts and reports to the county commissioners, who settled with them annually (ibid., secs. 22, 23). In 1933 they were relieved of these duties by an act requiring the commissioners in each county to appoint a poor commissioner, who should have general supervision of the poor under authority of the county board (L. 1933, ch. 196, sec. 6). The poor commissioner was required t make an annual report to the county commissioners showing the number of inmates of the poorhouse and others who had been given county relief (ibid., sec. 14). Prior to 1933 such reports were made quarterly by the poor farm superintendent (L. 1862, ch. 163, sec. 31). The county board may pay a pension to any disabled person whose near relatives are financially unable to support him (L. 1911, ch. 146, sec. 1).

During each term of the district court the sheriff and county attorney are required to inspect the county jail and make a report on its condition to the county commissioners, who may make such repairs as the investigators recommend (G.S. 1868, ch. 53, sec. 2).

The statutes give the county commissioners exclusive control of all county expenditures (ibid., ch. 25, sec. 36). In counties of more than 8,000 population they are required to allow claims monthly (L. 1876, ch. 64, sec. 1). Accounts against the county must be made out in separate items, and where no specific fees are allowed by law must be verified by affidavit. County warrants must be signed by the chairman of the board and attested by the clerk, and must specify the purpose for which they are drawn. Persons aggrieved by decisions of the board in allowance of claims may appeal to the district court by serving notice on the county clerk and executing a bond to the county. (G.S. 1868, ch. 25, secs. 28-30. At the close of each meeting the commissioners must publish a statement of allowances and for what purpose, and also a statement of their estimates of various expenditures on which the tax levy was based (ibid., sec. 35). Once a year they must publish a statement of receipts and expenditures for the preceding year, and the current indebtedness of the county (ibid., sec. 34).

The clerk of each court of record within ten days after the close of each term is required to return to the county board a statement of the attendance and mileage of jurors, and of witnesses in criminal cases (ibid., ch. 39, sec. 21). When a criminal case has been determined in which the county is liable to pay the costs, the clerk must determine such costs before the next term and deliver to the prosecuting attorney a complete fee bill, which the prosecuting attorney examines and certifies to the county commissioners. After being acted upon by the commissioners, the original bill is preserved by the county clerk. (Ibid., ch. 82,

secs. 333-336.) The various county officers who are required to collect fees for the county must file with the county clerk and present to the county commissioners quarterly an itemized report of the fees collected by them in the preceding three months (L. 1897, ch. 131, sec. 14). The commissioners are required to examine the district court appearance docket quarterly, determine the amount of stenographers' fees collected by the clerk and make a report, one copy to be filed with the county clerk, one with the state treasurer, and one to be sent to the clerk of the court to be attached to his quarterly remittance to the state treasurer (L. 1913, ch. 197, sec. 25).

The county board designates the banks in which the county funds are to be deposited, and takes a bond from such depositories as security (L. 1897, ch. 94, sec. 1). At the July session the commissioners are required to examine all county orders which have been returned by the treasurer, by comparing them with the county clerk's record, and enter in their journal a list of all orders canceled (G.S. 1868, ch. 25, sec. 33). The county treasurer is required to make an annual settlement with the commissioners at their October meeting, and exhibit to them his books, moneys, accounts, and vouchers to be audited (L. 1875, ch. 93, sec. 2). The board may at any time order the probate judge to examine the treasurer's books, and may appoint two taxpayers to assist him. The auditors' report is filed with the county clerk, and in event it shows a deficiency in funds, the commissioners are empowered to take any action necessary to preserve and protect county funds, including the removal of the treasurer and appointment of another to fill the vacancy (L. 1874, ch. 8, secs. 3, 4;Special Session).

The legislature of 1885 designated boards of county commissioners as county boards of health (see p.138), and required that they elect a health officer, who is ex officio a member of the board (L. 1885, ch. 129, secs. 1, 7).

It is the duty of the county attorney to advise the commissioners, as well as other county officials, on any legal matters pertaining to their duties or in which the county is interested (G.S. 1868, ch. 25, sec. 138).

County commissioners are required to give financial aids to farmers' institutes upon receipt of a certificate from the superintendent of farmers institutes of the Kansas State College showing the institute to be legally organized in the county and entitled to receive aid (L. 1915, ch. 177, sec. 1).

In the following entries the word "vault" used to designate location of records refers to the county clerk's vault.

Proceedings

1. MINUTE BOOKS OF THE BOARD OF COUNTY COMMISSIONERS, 1915--. 7 vols.
Minutes of the meetings of the board of county commissioners, showing date, members present, notations of all business considered and action taken. Copied into Commissioners' Journal, entry 2. Arr. chron. No index. Hdw. Aver. 150 pp. 10 x 7 x 1. 5 vols., 1915-34, outside vault; 2 vols., 1934--, vault.
For Commissioners' Journal, 1886--, see entry 2.

2. COMMISSIONERS' JOURNAL, 1886--. 6 vols. (1-6).
Journal of all regular and special sessions of county commissioners, showing date, commissioners present; petitions, protests, applications and bids received; roads open and closed; property acquired and disposed of; contracts awarded; appointments made; bills allowed and disallowed; votes canvassed; orders issued; county budgets; taxes levied, prisoners paroled, and all other transactions. Also contains: (Proceedings, Board of Equalization), entry 222; (Proceedings, Board of Health), 1892--, entry 321; (Proceedings, Social Welfare Board, 1937--, entry 326; (Register of Embalmers), 1909--, entry 75; (Register of Nurses), 1913--, entry 74; (Register of Osteopathic Physicians), 1909--, entry 73; (Register of Physicians and Surgeons), 1901--, entry 72. Arr. chron. No index. Hdw., 1886-1922; typed, 1923--. Aver. 600 pp. 18 x 13 x 3. Vault.
For minutes of proceedings, 1915--, see entry 1.

Taxation
(See also entries 23-33, 206, 215-217, 222-249)

3. REFUNDING WARRANTS, 1934--. 1 file drawer.
Canceled refunding warrants issued in adjustment of excessive and erroneous taxes paid, showing date, warrant number, name and address of taxpayer, description of property, valuation, amount of taxes, amount of refund, from what fund paid, date, and signature of chairman of county commissioners. Arr. num. by warrant nos. No index. Hdw. on printed form. 4 x 4 x 10. County treasurer's vault.
For duplicate refunding warrants, 1915--, see entry 4; for duplicate general county warrants, 1901--, see entry 15.

4. REFUNDING WARRANTS, 1915--. 3 vols.
Duplicate warrants issued for refund of taxes paid on erroneous assessments, showing date, warrant number, to whom issued, amount, from what fund, and signatures of county clerk and chairman of county commissioners. Arr. num. by warrant nos. No index. Hdw. on printed form. 100 pp. 11 x 9 3/4 x 1. 1 vol., 1915-31, outside vault; 2 vols., 1932--, vault.
For canceled refunding warrants, 1934--, see entry 3; for duplicate general county warrants, 1901--, see entry 15.

Board of County Commissioners - County Property; Roads and Bridges; Bids and Contracts (5-9)

5. MISCELLANEOUS (Applications for Gasoline Tax Refund), 1928, 1931. 3 file boxes. Discontinued, law repealed.
Applications for refund of tax paid on motor fuel used for non-road purposes, showing date purchased, sale ticket number, total number of gallons, for what use, amount of refund requested, and signature of purchaser and notary public. Arr. chron. No index. Hdw. on printed form. 4 x 4 x 10. Vault.

County Property
(See also entry 97)

6. MISCELLANEOUS (Deeds to County Property), 1935--. 2 file boxes. Last entry 1936.
Deeds and abstracts of title to land transferred to county for school and road purposes, showing date of instrument, names of grantee and grantor, legal description of property, consideration, and signatures. No index. Typed on printed form. 4 x 4 x 10. Vault.

7. MISCELLANEOUS (Building Lease), 1934. 1 file box.
Lease on building for emergency relief quarters, showing date, period of lease, date of expiration, amount and terms of lease, and signatures of county commissioners and authorized agent or owner. No index. Typed. 4 x 4 x 10. Vault.

Roads and Bridges
(See also entries 45, 92, 93, 364-368, 386-399)

8. ADVERTISEMENTS, PROPOSALS, SPECIFICATIONS, CONTRACTS AND BONDS (for Road Work), 1929--. 23 vols.
Standard specifications, estimates, proposals, publication notices, bonds and other original papers pertaining to contracts for repair and construction of roads, showing date, road project number, name of contractor, terms of contract, amount of bond, affidavits and names of sureties, engineer's estimates, and specifications in detail. No index. Hdw. on printed form. 50 pp. $10\frac{1}{2}$ x 8 x $\frac{1}{2}$. Vault.

Bids and Contracts

9. DEPOSITORY BONDS AND CONTRACTS, 1932--. 5 file boxes.
Bonds and contracts executed by various banks to insure safety of county funds deposited, showing name of bank, period and terms of contracts, amount of bond, affidavits of sureties, and date approved by board of county commissioners. No index. Hdw. on printed form. Aver. 4 x $2\frac{1}{2}$ x 10. County treasurer's vault.

10. CONTRACTS (for Audits of County Offices), 1933, 1937. 1 vol.
1927-- in Commissioners' Proceedings (Claims Allowed), entry 14.
County commissioners' contracts with auditing company to audit the records of various county offices, showing date, name of company, statement and nature of contract, consideration, and date of expiration. No index. Typed. 15 pp. 11 x 9½ x ¼. Vault.
For reports of audits, 1922--, see entry 16.

11. MISCELLANEOUS (Bids for County Printing), 1931. 1 file box.
Discontinued.
Bids from various publishers for county printing, showing date, name of newspaper, itemized rate for printing, total amount of bid, for what period and signature of publisher. No index. Hdw. and typed. 4 x 4 x 10. Vault.

County Officers

12. (RESIGNATIONS OF COUNTY AND TOWNSHIP OFFICERS), 1902--. In Commissioners' Proceedings (Claims Allowed), entry 14.
Resignations of county and township officers directed to county commissioners, showing date, name of official, office held, reasons for resignation, and effective date.

13. CERTIFICATE OF APPOINTMENT TO FILL VACANCY, 1890--. 1 vol.
Last entry 1932.
Duplicate certificates of appointments of county officials to fill vacancies, showing name and address of appointee, title, date appointed, accepted and qualified, and by whom oath was administered. Arr. chron. No index. Hdw. on printed form. 120 pp. 14 x 9¼ x 1. Vault.

Receipts and Disbursements
(See also entries 62-71, 253-278, 312-316, 355-362)

14. COMMISSIONERS' PROCEEDINGS (Claims Allowed), 1886--. 339 file boxes, 5 bdls., 5 envelopes.
Itemized claims and vouchers presented to and allowed by county commissioners for materials, supplies, salaries and miscellaneous purposes, showing date, claim and voucher numbers, name and address of claimant, items and quantity or service rendered; amount, date presented and date allowed. Also contains: (Annual Reports of Township Trustees), 1894--, entry 71; Budgets (and Financial Statements), 1892-1934, entry 28; Contracts (for Audits of County Offices), 1927--, entry 10; (County Clerk's Reports to State Auditor of Indebtedness of County and Subdivisions), 1933--, entry 36; (County Officers' Quarterly Fee Reports), 1902--, entry 17; Miscellaneous (Correspondence), entry 99; Miscellaneous (Invoices), 1925--,

entry 19; (Miscellaneous Petitions and Remonstrances), entry 21; Receipts, 1928--, entry 69; (Resignations of County and Township Officers), 1902--, entry 12. Arr. chron. No index. Hdw. on printed form. File boxes 10 x 4 x 14; bdls. aver. 5 x 2½ x 10; envelopes 4 x 2½ x 10. 83 file boxes, 5 bdls., 1886-1930, outside vault; 256 file boxes, 5 envelopes, 1907--, vault.

For Register of Claims, 1898-1932, see entry 63.

15. COUNTY WARRANTS, 1901--. 91 vols.
Duplicate warrants issued on vouchers approved by the board of county commissioners, showing date, warrant number, to whom payable, on what fund, amount, for what service, and signature of chairman of board. Arr. num. by warrant nos. No index. Hdw. on printed form. Aver. 100 pp. 17 x 12 x 1. 41 vols., 1901-35, outside vault; 3 vols., 1904-12, bsmt.; 47 vols., 1934--, vault.

For tax refund warrants, 1915--, see entries 3, 4; for treasurer's record of warrants paid, see entry 257.

16. AUDIT REPORTS, 1922--. 22 vols.
Auditors' reports of financial status of county offices, showing names of office and official, date of audit, details of findings and condition of office, remarks, and signature of auditor. Arr. chron. No index. Typed. Aver. 40 pp. 11 x 9 x ½. Vault.

For contracts for audits, 1927--, see entry 10.

17. (COUNTY OFFICERS' QUARTERLY FEE REPORTS), 1902--. In Commissioners' Proceedings (Claims Allowed), entry 14.
Quarterly reports to county commissioners by county clerk, register of deeds, clerk of the district court, probate judge, sheriff, county attorney and county treasurer of fees charged and collected, showing date, amount of fee, to whom charged, service rendered, amounts paid and unpaid, and total for quarter.

18. STENOGRAPHERS' ORDERS, 1890-97. 1 vol. Discontinued as a record.
Duplicate orders for payment of court stenographers' fees, showing date, order number, name of stenographer, amount, purpose, and signature of county clerk. Arr. num. by order nos. No index. Hdw. on printed form. 150 pp. 12 x 7 x 1¼. Vault.

19. MISCELLANEOUS (Invoices), 1924-25. 2 file boxes. 1925-- in Commissioners' Proceedings (Claims Allowed), entry 14.
Invoices of supplies and materials purchased by county, showing date, invoice number, items, description, quantity, item price, total amount and signature of vendor. No index. Hdw. on printed form. Aver. 8 x 3 x 10½. Outside vault.

20. RECORD OF SUPPLIES ORDERED, 1888-1925. 1 vol. Discontinued as a record.
Record of supplies ordered by county commissioners for county offices, showing name and address of firm, items and item number, quantity, price,

total amount, date received, and remarks. Arr. chron. No index. Hdw. on printed form. 46 pp. 12 x 9 x 1½. Vault.

Miscellaneous

21. (MISCELLANEOUS PETITIONS AND REMONSTRANCES), 1886--. In Commissioners' Proceedings (Claims Allowed), entry 14.
Petitions and remonstrances addressed to county commissioners for and against alteration of school district boundaries, establishment of new voting precincts and high schools, opening, closing and vacating of roads and other miscellaneous matters, showing date, nature of proposal, reasons for and against, and signatures and addresses of petitioners.

22. (APPLICATIONS FOR LICENSES TO RETAIL CEREAL MALT BEVERAGES), 1937--. In (Cigarette License Stubs), entry 84.
Applications to county commissioners from retail dealers for licenses to sell cereal malt beverages, showing date, name and address of applicant, location of place of business, description of applicant, amount of fee, applicant's signature, and approval of county commissioners.

II. COUNTY CLERK

The present office of county clerk had its origin in 1855 as that of clerk to the county tribunal. The first territorial assembly authorized the county tribunal to appoint its own clerk, who was commissioned by the governor (S.T.K. 1855, ch. 44, sec. 33). The assembly specified that the clerk to the county tribunal should be ex officio clerk of the probate court, and in the absence of the probate judge should perform all his duties, subject to the judge's confirmation or rejection upon his return (ibid., sec. 41). The clerk of the probate court, the same assembly specified, should be ex officio county recorder (ibid., ch. 134, sec. 4). Thus the three offices were filled by the same incumbent.

The free-state assembly of 1858, enacting general laws for the territory, created the office of county auditor and made it elective for a two-year term (G.L.T.K. 1858, ch. 5, sec. 1). The auditor was required to act as clerk to the county tribunal, keep an accurate record of all its corporate proceedings, and keep and preserve all documents, maps, books and records deposited in his office (ibid., sec. 9). He was required to keep an accurate account current with the county treasurer, and to settle all just demands against the county and issue orders on the treasurer in payment thereof, keeping an accurate account of each warrant (ibid., secs. 11, 12). He settled annually with the county treasurer; ascertained the amount of uncollected taxes and certified to the territorial auditor the amount due the territory, county, township and road funds, kept account with the township funds, and made an annual list of delinquent land taxes (ibid., secs. 19-21). He continued as ex officio clerk of the probate court

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(ibid., sec. 40), and although relieved of the duties of county recorder as a result of that office being elective (ibid., ch. 13, sec. 40), was required to act as clerk of the district court (ibid., sec. 40).

The territorial assembly of 1860 provided that a county clerk be elected in each county, and that he should be clerk to the board of county commissioners and ex officio county auditor (G.L.T.K. 1860, ch. 28, secs. 42, 43). The state constitution, effective January 29, 1861, continued the office under its general terms, but provided for election of a clerk of the district court in each county (C.S.K., art. 3, sec. 7), and for a probate judge in each county, who should serve as his own clerk (ibid., sec. 8), thus relieving the county clerk of those duties. The general statutes adopted in 1868 made no mention of an auditor, but provided that the county commissioners should examine and settle all accounts chargeable against the county (G.S. 1868, ch. 25, secs. 16, 28, 29).

The county clerk is required to execute and file with the treasurer a bond in the penal sum of not less than $2,000 for faithful performance of his duties. He is required to appoint a deputy, who acts in the clerk's absence or disability, and may appoint as many other deputies as necessary. In event of a vacancy in the office caused by death, resignation or otherwise, the county commissioners appoint a clerk for the unexpired term. The county clerk may in no case act as a county treasurer on his deputy. (Ibid., secs. 40-42.)

It is the duty of the clerk to attend all sessions of the board of county commissioners, keep its seals and records, and sign and attest the record of its proceedings. He is required to record in a book kept for that purpose all proceedings of the board; make regular entries of its resolutions and decision on all questions concerning the raising of money; record the vote of each member, if required, on any question submitted; sign all orders issued by the board for the payment of money, and preserve and file all accounts acted upon by the board, and its action thereon. (Ibid., secs. 43, 44.)

The county clerk's office performs some of the most important functions in the taxation system. Since 1911 the county clerk of Seward County has been ex officio county assessor under the law limiting that office as a separate one to counties of greater population (L. 1909, ch. 251, sec. 3). In his capacity as county clerk, the officer makes up the real estate assessment rolls required for each district, and delivers to the deputy assessors the necessary field books. As ex officio assessor he transfers to the assessment roll the valuations and changes in descriptions as returned by the deputy assessors, and, as county clerk, enters on the roll the valuations returned by the state tax commission on property of railroads (L. 1907, ch. 408, sec. 34), and telephone, telegraph, pipe line and electric power companies in the county (L. 1919, ch. 304, sec. 10). He serves as clerk to the county board of equalization, which is composed of the board of county commissioners and meets on the third Monday in May (L. 1876, ch. 34, sec. 73). After the county board of equalization has

completed its work, the clerk makes an abstract of the assessment roll and forwards it to the state tax commission which comprises the state board of equalization, and has power to change any valuation it deems proper (ibid., sec. 76 as amended by L. 1908, ch. 79, sec. 1). As soon as the state board reports its action to the county clerk, it is the duty of that officer to compute the percentages of increase or decrease in valuation, determine the amounts to be levied on each parcel of real estate and the personal property of each owner, and make up the tax roll and deliver it to the treasurer for collection (L. 1876, ch. 34, sec. 84). He must transmit to the state tax commission, on or before December 15 of each year, a statement showing the total amount of taxes levied in his county for all purposes for that year, and the rate per cent (ibid., sec. 87).

The governing bodies of cities, townships, city boards of education and school districts are required to certify to the county clerk the percentage by them levied on the taxable property in their districts. These levies are placed on the tax roll by the county clerk, and when collected by the county treasurer, the money is paid to the treasurer of the taxing district. (L. 1876, ch. 34, sec. 82.)

The clerk is required to keep a duplicate record of sales of real estate by the treasurer for delinquent taxes (ibid., sec. 120). He countersigns redemption certificates issued by the treasurer (ibid., sec. 129) and issues tax deeds (ibid., sec. 138). Formerly the township trustees were required to certify to the county clerk annually a list of delinquent poll taxes, which were collected by the treasurer as personal property taxes (L. 1911, ch. 248, sec. 36). The poll tax law was repealed in 1933 (L. 1933, ch. 237, sec. 1).

The county clerk registers funding bonds issued by the county and all its political subdivisions except incorporated cities and boards of education (R.S. 1923, secs. 10-107), and in July of each year prepares and forwards to the state auditor a financial statement and exhibit of the county and its subdivisions (G.S. 1868, ch. 25, sec. 56). The clerks of all taxing subdivisions, including cities and boards of education, are required to certify to the county clerk annually a statement of bonded and floating indebtedness (L. 1877, ch. 90, sec. 1).

The county clerk is required to keep in a book provided for that purpose a record of all land transfers in the county and furnish a list of the names of owners shown thereon to the assessor annually, and the register of deeds may not record any conveyance unless it has been so transferred (ibid., ch. 145, secs. 1, 2). He also keeps a record of sales of school lands, issues certificates to purchasers and keeps account with the treasurer of principal and interest payments (L. 1876, ch. 122, art. 14).

The county clerk has general supervision of elections in his county for national, state, district and county offices. Candidates for county and subdistrict offices and precinct committeemen file their nomination papers or declarations of intentions with him (L. 1893, ch. 78, sec. 7).

He keeps a record of the political party affiliations of voters, and changes in their affiliations (L. 1927, ch. 203, secs. 1-3). He causes the ballots to be printed (L. 1893, ch. 78, sec. 15) and distributed to the election boards, who return them to him after the election. He joins the county commissioners in opening and canvassing the returns on the Friday following the election, makes an abstract of the votes cast, and delivers certificates of election to the successful candidates (G.S. 1868, ch. 36, secs. 28, 31, 32). Political parties and all candidates are required to file with him a statement of their expenses (L. 1893, ch. 77, secs. 7, 8). In the event of a contest, he serves as clerk to the court and keeps a record of its proceedings in the election book (G.S. 1868, ch. 36, sec. 88).

The following officers file their surety bonds with the county clerk: County treasurer (L. 1868, ch. 25, sec. 61), probate judge (ibid., sec. 84), register of deeds (ibid., sec. 87), coroner (ibid., sec. 116), county attorney (ibid., sec. 135), clerk of the district court (ibid., sec. 147), county surveyor or engineer (ibid., sec. 153), and township treasurers, constables and justices of the peace (ibid., ch. 110, secs. 17-19). Persons engaged in abstracting real estate also file their bonds with the clerk (L. 1889, ch. 1, sec. 1).

Township trustees are required by law to make a complete report of township affairs annually to the county commissioners, which report when approved, is filed with the county clerk (G.S. 1868, ch. 110, sec. 25; L. 1885, ch. 168, sec. 11). The county coroner must make return to the county clerk of the written inquisition and a list of the witnesses who testify in inquests (G.S. 1868, ch. 25, sec. 131).

The county clerk keeps account with the treasurer of all receipts and expenditures of county money. He charges the treasurer with the amount of taxes levied and assessed in the county by the state, county and all taxing subdivisions; the amount of any sinking funds, the amount of the tax roll delivered to him, and all fees and penalties as they become due; the amount of redemption money and the state school fund received, the amount of fines and forfeitures received, and all other items payable to the treasurer. Upon presentation of proper vouchers he credits him with the amount of tax money paid over to proper authority, and all other moneys paid out according to law. (L. 1864, ch. 37, sec. 2; G.S. 1868, ch. 25, sec. 51.)

The clerk must designate upon every account the amount allowed by the commissioners, and keep a record of the number, date and amount of each warrant, and to whom issued (G.S. 1868, ch. 25, secs. 45, 46). By July 15 each year he must forward to the state auditor a complete financial exhibit of the county (ibid., sec. 56). The county treasurer is required to take receipts in duplicate for all money paid out by him, and file one with the county clerk (ibid., sec. 71).

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In making up his bank deposits the treasurer is required to make a duplicate ticket and file with the clerk. He also files with the clerk a statement of any money transmitted to the fiscal agent (L. 1876, ch. 76, sec. 3). Banks handling county funds must file monthly statements with the county clerk showing the amount of county money on deposit and the accrued interest each day during the month (L. 1887, ch. 131, sec. 1).

The county clerk issues and keeps a record of hunting, fishing and trapping licenses (L. 1911, ch. 198, sec. 8; L. 1927, ch. 221, sec. 17); issues licenses to peddlers (L. 1907, ch. 246, sec. 1), and issues and certifies to the state treasurer licenses to sell cigarettes (L. 1927, ch. 171, secs. 4, 6).

He records the licenses of physicians and surgeons (L. 1901, ch. 254, sec. 4), registered nurses (L. 1913, ch. 231, sec. 4), osteopathic physicians (ibid., ch. 290, sec. 6), embalmers (L. 1909, ch. 225, sec. 3), and optometrists (L. 1923, ch. 220, sec. 3). He also registers marks and brands for livestock (G.S. 1868, ch. 105, sec. 55), and farm names (L. 1911, ch. 143, sec. 1). He keeps a record of the taking up and disposal of stray animals (G.S. 1868, ch. 105, sec. 13).

Township trustees and mayors of cities are required to certify annually to the county clerk the names of taxpayers to serve as jurors for the ensuing year. The clerk writes the names so certified on slips of paper and places them in a "jury box," from whence the required number is drawn thirty days before the beginning of each term of court. (L. 1876 ch. 104, secs. 1-3.) Prior to 1876 it was the duty of the county commissioners to make up the list and submit it to the clerk (L. 1861, ch. 84, secs. 1-15).

Druggists, hospitals and others wishing to purchase intoxicating liquor for medicinal, scientific or mechanical purposes must file a sworn statement with the county clerk and receive a permit therefore (L. 1917, ch. 215, secs. 5, 6). Formerly the clerk issued to druggists affidavits in blank for use in making liquor sales to individuals (L. 1881, ch. 128, sec. 4).

When animals are found to be afflicted with contagious disease which necessitates their destruction, the county commissioners may join with the state livestock commissioner in an appraisement of the animals (L. 1911 ch. 312, sec. 6), and the papers are filed in the clerk's office. Notices and affidavits of sales of property to satisfy artisans' and feed and storage liens are filed with the county clerk (G.S. 1868, ch. 58, sec. 9).

It is the duty of the county engineer to make maps and plats of the different roads in each township and file them with the county clerk (L. 1917, ch. 264, sec. 9). The surveys and plats of new roads also must be filed with the clerk (G.S. 1868, ch. 89, sec. 6).

Railroads, before constructing any part of their road into or through the county, must file a certified map and profile of the route with the county clerk (ibid., ch. 23, sec. 48).

When a limited partnership is dissolved, notice must be filed with the county clerk (ibid., ch. 74, sec. 20). Summonses in garnishment proceedings brought against the county or county officers or employees are served on the county clerk (L. 1919, ch. 237, secs. 1, 2).

The county superintendent is required to furnish the county clerk with a description of the boundaries of each school district annually (G.S. 1868, ch. 92, p. 936, sec. 9). The county attorney and sheriff are required to make a semi-annual inventory of county personal property and file one copy with the county clerk (L. 1925, ch. 138, sec. 1). The legislature of 1930 required assessors, at the time of taking the enumeration of inhabitants, to enroll every person in their respective districts who served in the United States army, navy or marine corps in the World War, and make return to the county clerk, who forwarded copies to the adjutant general (L. 1929, ch. 251, secs. 1, 4). The act was repealed at the next session (L. 1931, ch. 278).

The words "office" and "vault" used in the following entries to designate location of records refer to the office and adjoining vault of the county clerk.

Taxation
(See also entries 3-5, 206, 215-217, 222-249)

Assessment (See also entries 215-217)

23. SCHOOL DISTRICT AND TOWNSHIP VALUATIONS (Abstract of Assessment Roll), 1908-30. 16 envelopes, 14 bdls. 1927-- also in Reports (Miscellaneous), entry 100.

Abstract of real and personal property assessment roll, showing district number, name of township, number and aggregate value of farm land and improvements, number and aggregate value of town lots and improvements, amount of corporation tax, total assessed value of personal property, amount of exemptions, total taxable value of all property in district or township, and county total. Arr. chron. No index. Hdw. on printed form. Condition fair. Envelopes 4 x 1 x 9½; bdls. aver. 6 x ½ x 10. 16 envelopes, 1908-30, outside vault; 14 bdls., 1919-25, bsmt.

24. REAL ESTATE ASSESSMENT ROLL, 1918--. 19 vols. 1890-1917 in Personal Property and Real Estate Assessment Roll, entry 26.

Roll of taxes assessed against real estate, showing name and address of owner, legal description of property, number acres improved and unimproved, value per acre, value of improvements, total, township and

school district numbers, total value as fixed by assessor and equalized by county board and state tax commission. Arr. num. by sec., twp., range, and block nos. No index. Hdw. on printed form. Aver. 17½ x 14 x 2½. 11 vols., 1918-29, outside vault; 8 vols., 1926--, vault.

25. PERSONAL PROPERTY ASSESSMENT ROLL, 1915--. 106 vols. 1890-1915 in Personal Property and Real Estate Assessment Roll, entry 26.

Roll of taxes assessed against personal property, showing name and address of owner, items and description of property, valuation by owner under oath, valuation by assessor, total, amount of exemption and net taxable value; and merchants' and manufacturers' statements, showing name of firm, nature of business, financial statement, assets and liabilities; and description and value of real estate, personal property, bonds and shares of stock owned. Arr. by twps. and cities and alph. by names of property owners thereunder. No index. Hdw. on printed form. Aver. 240 pp. 17½ x 13 x 2. 60 vols., 1915-30, outside vault; 46 vols., 1931--, vault.

26. PERSONAL PROPERTY AND REAL ESTATE ASSESSMENT ROLL, 1890-1917. 122 vols.

Contains: Personal Property Assessment Roll, 1890-1915, entry 25; Real Estate Assessment Roll, entry 24. Arr. by sec., twp., range, lot and block nos. No index. Hdw. on printed form. Aver. 142 pp. 18 x 12 x 1½. 86 vols., 1890-1907, bsmt.; 36 vols., 1908-17, outside vault.

27. INTANGIBLE PERSONAL PROPERTY ASSESSMENT ROLL, 1925--. 13 vols. Title varies: Personal Property Assessment Roll Intangible, 1925-30; Money and Credits Intangible Property Roll, 1928.

List of intangible property listed for taxation, showing name and address of owner, amount and value of bonds, real estate or chattel mortgages, judgments owned, cash on hand or on deposit, date of deposit, notes and bills receivable, amount of exemption, and net amount taxable. Arr. alph. by names of property owners. No index. Hdw. on printed form. Aver. 175 pp. 16 x 11 x 1½. 6 vols., 1925-30, outside vault; 1 vol., 1928, bsmt.; 6 vols., 1931--, vault.

Budgets and Levies (See also entries 1, 2)

28. BUDGETS (and Financial Statements), 1935--. 3 folders. 1892-1934 in Commissioners' Proceedings (Claims Allowed), entry 14; 1927-- also in Reports (Miscellaneous), entry 100.

Budgets and financial statements of county, townships, and school districts, showing receipts and disbursements by funds for current and preceding years, amount of bonded and floating indebtedness, estimate of requirements for ensuing year, amount to be raised, total amount of taxable property, county totals, and remarks. No index. Hdw. on printed form. 14 x ½ x 18. Office.

29. RECORD OF TAX LEVIES, 1888-1921. 1 vol. 1927-- in Reports (Miscellaneous), entry 100.
Record of county, township, school district and city tax levies, showing name or number of taxing district, date, amount levied for each purpose, total for each taxing district, total for county, and rate of levy on each dollar valuation. Arr. chron. No index. Hdw. on printed form. 286 pp. 18 x 13 x 1. Vault.

Collection (See also entries 228-230)

30. TAX RECEIPTS, 1925-31, 1934--. 31 bdls., 2 cardboard boxes.
Copies of receipts issued by treasurer for payment of taxes, and filed with county clerk. Duplicates of entry 228. No index. Hdw. on printed form. Bdls. aver. 6½ x 4 x 12; boxes 10 x 8 x 12½. 16 bdls., 2 boxes, 1925-31, outside vault; 15 bdls., 1934--, treasurer's vault.

31. RECORD OF TAX RECEIPTS COUNTERSIGNED, 1890-98. 1 vol.
Discontinued as a record.
Record of real estate and personal property tax receipts countersigned by county clerk, showing date, receipt number, name and address of taxpayer, description and valuation of property, amount of taxes, penalties, fees and costs, total paid and date countersigned. Arr. num. by receipt nos. No index. Hdw. on printed form. 268 pp. 16 x 11 x 1. Storage vault.

32. (COUNTY CLERK'S REPORT OF STATE TAXES COLLECTED), 1927--.
In Reports (Miscellaneous), entry 100.
Clerk's annual reports of state taxes collected and paid to state treasurer, showing date, general tax balance at beginning of year, amount collected during year, total paid to state treasurer, amount on hand at the close of year, oath and signature of county clerk.

Delinquency (See also entries 231-244)

33. RECORD OF DELINQUENT TAX SALES, 1888--. 7 vols. (three unmarked, 1-4).
Record of delinquent tax sales, showing certificate number, date and place of sale, description of property, name and address of owner, amount of taxes, subsequent taxes, fees, costs and penalties, to whom assigned, by whom redeemed, amount of redemption, date and to whom deeded. Arr. alph. by names of twps., cities, and additions. No index. Hdw. on printed form. Aver. 480 pp. 17½ x 14 x 2. Vault.

Fiscal Bonds
(See also entries 250-252)

34. BOND RECORD, 1887--. 5 vols. (one unmarked, 2-5).
Record of all funding and refunding bonds issued by Seward County, showing date of issue, amount, serial numbers, purpose, dates of

maturity, rate of interest, date paid, and remarks. Also contains: Record of School District Bonds, 1891--, entry 35. Arr. num. by bond nos. No index. Hdw. on printed form. Aver. 500 pp. 18 x 13 x 3. Vault.

35. RECORD OF SCHOOL DISTRICT BONDS, 1887-90. 1 vol. 1891-- in Bond Record, entry 34.
Record of bonds issued by school districts, showing date of issue, amount, serial numbers, to whom payable, where payable, date of maturity, rate and date interest is due, and amount of fees for registering. Arr. num. by school dist. nos. No index. Hdw. on printed form. 480 pp. 17½ x 12 x 2½. Vault.

36. (COUNTY CLERK'S REPORTS TO STATE AUDITOR OF INDEBTEDNESS OF COUNTY AND SUBDIVISIONS), 1933--. In Commissioners' Proceedings (Claims Allowed), entry 14.
Copies of county clerk's reports to state auditor of bonded and floating indebtedness of county and subdivisions, showing date, expenditures for county purposes, amount of bonds and warrants outstanding, total county indebtedness, taxable property valuation and amount of tax levy; floating and bonded indebtedness of each city, township and school district, dates of issue and maturity of all outstanding bonds, amounts in sinking funds, and clerk's signature.

Land Records

Transfers (See also entries 102-104, 106-109)

37. TRANSFER RECORD (Lands and Lots), 1886--. 13 vols.
Record of transfers of title to farm lands and city lots, showing date of transfer, nature of instrument, names of grantor and grantee, legal description of property, consideration, fees, and remarks. Arr. num. by sec., twp., range, lot and block nos. No index. Hdw. on printed form. Aver. 400 pp. 18 x 12 x 2. Vault.

38. MINERAL DEED RECORD, 1927--. 2 vols.
Record of all deeds to mineral rights, showing names of grantor and grantee, date and kind of instrument, date of transfer, legal description of land, number of acres, and remarks. Arr. num. by sec., and twp. nos. No index. Hdw. on printed form. Aver. 205 pp. 16 x 12 x 1½. Vault.

School Lands (See also entries 279-281, 317)

39. PETITIONS FOR SALE OF SCHOOL LAND, 1905-9. 3 file boxes. Discontinued.
Petitions for purchase of school land, showing date, location and description of property, reason for request, signature and address of petitioner. No index. Hdw. on printed form. Condition fair. Aver. 8 x 3 x 10. Outside vault.

40. APPRAISEMENT OF SCHOOL LAND, 1893, 1906-11. 1 bdl., 4 file boxes. Discontinued. Title varies: Miscellaneous, 1906-11
Appraisements of school land, showing date, names of appraisers, description and location of property, appraised value per acre, number of acres, total value, oaths and signatures of appraisers and remarks. No index. Hdw. on printed form. Condition fair. Bdl. 6 x 4 x 10; file boxes aver. 8 x 3 x 10. Outside vault.

41. RECORD OF SCHOOL LAND SALES, 1884--. 2 vols. Last entry 1915.
Record of sales of school land, showing date, to whom sold, description of land, appraised value, purchase price, amount of payments, when due, interest rates, and date patent is due. Arr. chron. No index. Hdw. on printed form. Aver. 520 pp. 18 x 12½ x 2. 1 vol., 1885-1909, outside vault; 1 vol., 1884--, vault.

42. SCHOOL LAND VOUCHERS, 1909-13. 1 bdl. Discontinued.
Duplicate copies of vouchers for school land payments, showing name and address of purchaser, description of property, date and amount paid, amount and date due. No index. Hdw. on printed form. Condition fair. 4 x 3 x 8. Bsmt.

43. SETTLEMENT RECORD OF STATE SCHOOL LAND, 1899--. 1 vol. Last entry 1915.
Record of settlement and final proof of homestead on state school land, showing date, district number, legal description of land, name and address of settler, and statements, oaths and signatures of settler and witnesses. Arr. chron. Alph. index by names of settlers. Hdw. on printed form. 262 pp. 16 x 12 x 1. Vault.

44. LEASE RECORD OF STATE SCHOOL LAND, 1899-1907. 1 vol. Discontinued.
Record of leases on state school lands, showing date of lease, names of lessor and lessee, terms, amount of rent, amount and date of payments, dates paid, and remarks. Arr. chron. Alph. index by names of lessors. Hdw. on printed form. 268 pp. 16 x 11½ x 1½. Outside vault.

Roads

(See also entries 8, 92, 93, 364-368, 386-389)

45. ROAD RECORD, 1887--. 4 vols. (1, 1, 1, 2).
Record of proceedings in locating, relocating and establishing county roads, showing record of petitions, petitioners' affidavits, appointment of viewers, bonds, viewers' reports of damages, surveyors' reports and field notes, notices to open or close roads, proof of public notice, location of road, amount to be spent, and remarks. Arr. chron. No index. Hdw. on printed form. Aver. 230 pp. 18 x 12 x 1½. 3 vols., 1887-98, 1913--, vault; 1 vol., 1892-1923, county engineer's office.

Elections

46. REGISTER OF ELECTORS AND PARTY AFFILIATIONS, 1934--. 22 vols. Record of all qualified electors of the county, who voted at last general election, showing name and address of voter, political party affiliation, certified changes, date of change and remarks. Arr. alph. by names of voters. No index. Typed on printed form. Aver. 30 pp. 14 x 9 x ½. Vaul

47. DECLARATION OF CHANGE OF PARTY AFFILIATION, 1936--. 1 file drawer.
Declarations by qualified voters of changes in political party affiliation showing date, name and address of voter, precinct and ward, city or township, present party affiliation, party to which change is requested, and signature and seal of county clerk. Arr. chron. by filing dates. No index. Hdw. on printed form. 4 x 3 x 14. Office.

48. MISCELLANEOUS (Nomination Papers), 1893, 1918-20, 1928--. 2 file boxes, 1 bdl.
Petitions for nomination of candidates and declarations of intention to become candidates for township and county offices, showing name, and addre of candidate, for what office, political party affiliation, date of primar names and addresses of petitioners, and date of filing. No index. Hdw. on printed form. Condition fair, 1893. File boxes 8 x 3 x 10½; bdl. 4 x 3 x 9½. 1 file box, 1893, outside vault; 1 file box, 1 bdl., 1918-20, 1928--, vault.

49. NOTICE AND CERTIFICATES OF APPOINTMENT OF JUDGES AND CLERKS OF ELECTION BOARDS, 1912-14, 1918-24, 1929--. 13 file boxes, 1 bdl. Title varies: Miscellaneous, 1918-24, 1930.
Notices and certificates of appointment of judges and clerks of election boards, showing name and address, date appointed, for what precinct, date of election and oath and signature of appointee. Arr. chron. No index. Hdw. on printed form. Condition fair, 1912-14. File boxes aver. 6 x 4 x 10; bdl. 4 x 2 x 9. 7 file boxes, 1912-14, 1930--, vault; 6 file boxes, 1918-24, outside vault; 1 bdl., 1929--, bsmt.

50. RECORD OF OFFICIAL BALLOTS, 1893-1904. 2 vols. Discontinued.
County clerk's record of official ballots issued to election boards, showing date, number or name of precinct, number of ballots, number of ballots voted, number objected to, by whom returned, date of destruction and names of witnesses. Arr. chron. No index. Hdw. on printed form. Aver. 150 pp. 15 x 9 x 1. 1 vol., 1893-99, vault; 1 vol., 1893-1904, bsmt.
For receipts for ballots, 1893-1904, 1928--, see entry 51.

51. COUNTY CLERK'S RECORD AND RECEIPTS FOR BALLOTS, 1893-1904, 1928-- 2 vols. Title varies: Receipts for Official Ballots, 1893-1904.
Receipts from judges and clerks of election boards for ballots and supplies sent out by county clerk and duplicate receipts for ballots and supplies returned, showing date, nature of election, precinct number, number of

ballots, by whom received and returned. Arr. chron. No index. Hdw. on printed form. Aver. 125 pp. 14 x 9 x 1. 1 vol., 1893-1904, bsmt.; 1 vol., 1928--, vault.
For separate record of ballots, 1893-1904, see entry 50.

52. PRIMARY AND GENERAL ELECTION RETURNS (Certificates of Votes Cast), 1922-30, 1934--. 1 bdl., 53 envelopes.
Election returns of primary and general elections, showing name of precinct, date of election, names of candidates, number of votes each received, total number of votes, and signatures of judge and clerks of the precinct. Arr. by precincts and wards. No index. Hdw. on printed form. Condition fair, 1928. Bdl. 6 x 4 x 10; envelopes 4 x 4 x 9½. 1 bdl., 1922, outside vault; 12 envelopes, 1922-30, bsmt.; 41 envelopes, 1934--, vault.

53. ABSTRACTS OF VOTES CAST, 1886--. 3 vols. Title varies: Record of Election Returns, 1886-1924.
Record of primary and general election results, showing date and nature of election, names of candidates, for what office, political party affiliation, and number of votes received. Arr. chron. No index. Hdw. on printed form. Condition fair, 1922. Aver. 450 pp. 18 x 12 x 2. Vault.

54. GENERAL AND PRIMARY ELECTION POLL BOOKS AND TALLY SHEETS, 1934--. 77 vols.
Poll books and tally sheets of primary and general elections, showing date of election, names of candidates, for what office, political party affiliation, number of votes received, total vote in precinct, and signatures of judges and clerks of election boards. Arr. chron. No index. Hdw. on printed form. 80 pp. 16½ x 13½ x ¼. Vault.

55. (AFFIDAVITS OF ABSENT VOTERS), 1934--. 1 file drawer.
Affidavits of voters absent from their home counties and states, showing name, address and precinct of voter, oath, address to which ballots are to be mailed, and signatures of voter and notary public. Arr. chron. No index. Hdw. on printed form. 14 x 6 x 24. Office.

56. RECORD OF PRIMARY NOMINATIONS, 1893-99, 1908-10. 2 vols. Discontinued. Title varies: Record of Nominations, 1893-99.
Record of candidates nominated for public office in conventions and primary elections, showing date, name and address of candidate, for what office, and political party affiliation. Arr. chron. No index, 1893-99; alph. index by names of nominees, 1908-10. Hdw. on printed form. 230 pp. 16 x 11½ x 1½. Vault.

57. CERTIFICATE OF ELECTION, 1906-22. 1 vol. Discontinued.
Duplicate certificates of election issued by county clerk to successful candidates, showing date of election, name and address of candidate, date of qualification, date bond given and approved, names of sureties and signature of clerk. Arr. chron. No index. Hdw. on printed form. 100 pp. 16 x 10¼ x ½. Bsmt.

58. (CERTIFICATES OF QUALIFICATION), 1920-28. 1 vol. Discontinued.
Stubs of certificates of qualification of county officers, showing date, certificate number, to whom issued, title of office, date qualified, amount of bond, and names of sureties. Arr. num. by certificate nos. No index. Hdw. on printed form. 100 pp. 19 x 10 x 1. Vault.

59. RECORD OF DEPUTY COUNTY OFFICERS, 1886--. 1 vol.
Record of deputy county officers appointed, showing name of official, names and address of deputy, date appointed, for what position and date accepted and qualified. Arr. chron. Alph. index by names of deputies. Hdw. on printed form. 332 pp. 14 x 9½ x 2. Vault.

60. ITEMIZED STATEMENT OF ELECTION EXPENSES, 1918-22, 1928, 1936--. 3 file boxes, 1 bdl. Title varies: Miscellaneous, 1918-22, 1936.
Candidates' statements of expense incurred in election campaigns, showing name and address of candidate, office sought, date of election, items and amount of expense, to whom paid, and affidavit and signature of candidate. Arr. alph. by names of candidates. No index. Hdw. on printed form. File boxes aver. 6 x 4 x 10; bdl. 4 x 2 x 8. 2 file boxes, 1918-22, outside vault; 1 bdl., 1928, bsmt.; 1 file box, 1936--, vault.

Surety Bonds

61. OFFICIAL BONDS, 1920-26, 1928-30, 1932--. 19 bdls., 5 file boxes. 1895-1904 in Miscellaneous, entry 289.
Surety bonds of county and township officers, showing date, name of official, to what office elected or appointed, amount and condition of bond, affidavit and signatures of sureties and officer. Arr. chron. No index. Hdw. on printed form. Bdls. 3 x ¼ x 10; file boxes 4 x 4 x 10. 19 bdls., 1920-26, 1928-30, bsmt.; 5 file boxes, 1932--, vault.
For record of Official Bonds, 1887-90, 1910--, see entry 134; for bonds of county commissioners, 1890--, entry 133.

Receipts and Disbursements
(See also entries 14-20, 253-278, 312-316, 355-362)

62. GENERAL CLASSIFICATION LEDGER, 1886-97, 1914--. 10 vols. (five unmarked, 2-6). Title varies: Journal, 1886-97; Ledger, 1888-97; General Ledger, 1914-33.
County clerk's record of accounts with county, city, township, school district and other funds, showing date, items, amount of debits and credits, and balance in each fund. Arr. chron. No index. Hdw. on printed form. Aver. 480 pp. 17 x 12 x 2¼. 7 vols., 1886-97, 1928--, vault; 3 vols., 1914-27, outside vault.

63. REGISTER OF CLAIMS, 1898-1932. 3 vols. (2, 2, 3). Discontinued as a record. Title varies: Record of Claims, 1898-1919.
Record of claims against county, showing date, name and address of claimant, amount claimed, purpose or service rendered, amount allowed, date, from what fund and remarks. Arr. num. by claim nos. No index. Hdw. on printed form. Aver. 300 pp. 18 x 12 x 2. Outside vault.
For claims allowed, 1886--, see entry 14.

64. TRIAL BALANCE LEDGER, 1927--. 1 vol.
County clerk's record of monthly trial balance of accounts, showing dates, amounts of receipts and expenditures, and balances. Arr. chron. No index. Hdw. 100 pp. 11¼ x 9 x 1¼. Vault.

65. TREASURER'S DUPLICATE STATEMENT SHEET AND VOUCHERS, 1914-15, 1921, 1923--. 188 bdls.
Copies of treasurer's daily statement sheets. Duplicates of entry 256. Each day's statement is enclosed in an envelope with vouchers for the day's payments, receipts, canceled checks and bank deposit slips. Also contains: Tax Sales Certificates (Surrendered), entry 247. Arr. chron. No index. Hdw. on printed form. 4½ x 4 x 10½ to 18 x 12 x 28. 126 bdls. 1914-15, 1921, 1923-32, bsmt.; 62 bdls., 1932--, vault.

66. WARRANT RECORD AND DISTRIBUTION OF EXPENSE, 1886-1925, 1931--. 12 vols. Title varies: Record of Warrants Presented, 1886-91; Warrant Register, 1886-1925; Cash Book, 1898-1914.
Record of warrants issued, presented and paid on vouchers approved by county commissioners, showing warrant number, date issued, to whom, amount, for what purpose or service, dates presented and paid, and remarks. Arr. num. by warrant nos. No index. Hdw. on printed form. Aver. 300 pp. 16 x 12 x 2. 5 vols., 1886-1925, 1931-34, outside vault; 7 vols., 1886-1922, 1935--, vault.
For treasurer's Warrant Register, 1886-1914, 1932--, see entry 257.

67. MISCELLANEOUS RECEIPTS, 1888-1907, 1927-28, 1930--. 10 file boxes, 1 envelope. Title varies: Miscellaneous, 1888-1907, 1930-37.
Duplicate receipts given by county clerk for fees collected, and receipts from treasurer for money remitted by county clerk, showing date, receipt number, amount, by whom paid, purpose, and signature of county clerk or treasurer. Arr. chron. No index. Hdw. on printed form. File boxes aver. 8 x 3 x 10½; envelope 4 x 1 x 9½. 5 file boxes, 1888-1907, outside vault; 5 file boxes, 1 envelope, 1927-28, 1930--, vault.

68. FEE BOOK COUNTY CLERK, 1886--. 3 vols.
Record of fees charged and collected by county clerk, showing date, nature of service, amount, to whom charged, by whom paid, date transmitted to treasurer, amount unpaid, and remarks. Arr. chron. No index. Hdw. on printed form. 160 pp. 16 x 12½ x 1¼. Vault.

69. RECEIPTS, 1928--. In Commissioners Proceedings (Claims Allowed), entry 14.
Receipts for payment of materials and supplies purchased for county use, showing date, receipt number, name of firm, items, quantity, amount and signature of person receiving payment.

70. CHECK REGISTER, 1890--. 5 vols. (two unmarked, 2, 4, 5). Title varies: Bank Accounts, 1890-1933.
County clerk's record of accounts with various county depositories, showing name of bank, dates and amounts of deposits, dates and amounts of withdrawals by check numbers, to whom paid, purpose, amount, accrued interest and balance. Arr. chron. No index. Hdw. on printed form. Aver. 350 pp. 16 x 12 x 1 3/4. 4 vols., 1890-1933, outside vault; 1 vol., 1933--, vault.
For treasurer's record, 1932--, see entry 273.

71. (ANNUAL REPORTS OF TOWNSHIP TRUSTEES), 1894--. In Commissioners' Proceedings (Claims Allowed), entry 14.
Annual reports of township trustees made to county commissioners and filed with county clerk, showing date, name of township, items and sources of receipts, items and amounts of disbursements, to whom allowed and purpose, property acquired and disposed of, affidavit and signature of trustee, and date of approval by county commissioners.

Registration

72. (REGISTER OF PHYSICIANS AND SURGEONS), 1901--. In Commissioners' Journal, entry 2.
Register of copies of certificates issued by state board of medical examiners to physicians and surgeons practicing in county, showing name, address, age, sex and nationality of practitioner, authority to practice, school attended, where diploma granted, dates of issuance and registration, amount of fee, and signature of county clerk.

73. (REGISTER OF OSTEOPATHIC PHYSICIANS), 1909--. In Commissioners' Journal, entry 2.
Register and copies of certificates issued by state board of examiners to osteopathic physicians, showing name and address of practitioner, qualifications, certificate number, dates of issuance and registration, names of state board members, amount of fee, and signature of county clerk.

74. (REGISTER OF NURSES), 1913--. In Commissioners' Journal, entry 2.
Register and copies of certificates issued to graduate nurses, showing name, address, age and nationality of nurse, certificate number, dates of issuance and registration, names of state board of examiners, amount of fee, and signature of county clerk.

75. (REGISTER OF EMBALMERS), 1909--. In Commissioners' Journal, entry 2.
Register of certificates issued by state embalming board to embalmers operating in county, showing certificate number, dates of issue and registration, name and address of embalmer, school attended, amount of fee, and signature of county clerk.

76. OPTOMETRISTS' REGISTRATION BOOK, 1923--. 1 vol. Last entry 1932.
Register and copies of certificates of optometrists practicing in county, showing date of registration, name and address of optometrist, certificate number, date issued, and signatures of registrant and county clerk. Arr. chron. No index. Hdw. on printed form. 180 pp. 10 x 8 x ½. Vault.

77. (SPANISH AMERICAN AND WORLD WAR ENROLLMENT RECORD), 1930. 1 envelope.
Enrollment record of Seward County residents who served in Spanish American and World Wars and their widows and orphans, showing name and address of soldier, arm of service, organization, rank, service record, whether killed or wounded in service, date and place of death if deceased, names and addresses of widows and orphans. Arr. alph. by names of soldiers. No index. Hdw. on printed form. 12½ x 11½ x 1½. Office.

78. RECORD OF (Livestock) MARKS AND BRANDS, 1886--. 1 vol.
Register of livestock marks and brands, showing name and address of owner, kind of animals, description and diagram of mark or brand, date filed, and amount of fee paid. Arr. chron. Alph. index by names of owners. Hdw. on printed form. 430 pp. 18 x 12 x 2. Vault.

79. RECORD OF STRAYS, 1887--. 1 vol. Last entry 1922.
Record of stray animals taken up, showing kind of animal, description of mark or brand, by whom taken, date, names and report of appraisers, value, expense of keeping, benefits derived, name of owner, and final disposition. Arr. chron. No index. Hdw. on printed form. 412 pp. 16 x 11½ x 2. Vault.

80. CERTIFICATE OF REGISTRATION OF FARMS, 1919--. 1 vol. Last entry 1922.
Duplicate certificates of registration of farm names, showing date, certificate number, name of farm, name and address of owner, location and description of farm and amount of fees paid. Arr. chron. No index. Hdw. on printed form. 160 pp. 15 x 10½ x 1. Bsmt. vault.

Licenses
(See also entry 22)

81. HUNTING AND FISHING LICENSE RECORD, 1906-25, 1931--. 2 vols.
Title varies: Hunter's License Record, 1906-25.
Record of hunting, fishing and trapping licenses issued, showing date, name and address of licensee, license number, date of expiration,

amount of fees paid, and remarks. Arr. chron. Alph. index by names of licensees, 1906-25; no index, 1931--. Hdw. on printed form. Aver. 375 pp. 16 x 12 x 2. Vault.

82. (Game License) FEE REPORTS, 1931-33. 1 bdl. 1934-- in Reports (Miscellaneous), entry 100.
Duplicate of county clerk's reports to state auditor of hunting, fishing, and trapping license fees collected, showing date, name of payor, purpose, and signature of county clerk. Arr. chron. No index. Hdw. on printed form. 4 x 3 x 8. Bsmt.

83. PEDDLERS' LICENSE, 1913--. 1 vol. Last entry 1936.
Record of peddlers' licenses issued, showing license number, date issued, name and address of vendor, kind of merchandise, manner and term of selling, amount of fees paid, and remarks. Arr. chron. No index. Hdw. on printed form. 150 pp. 12 x 6 x 1. Vault.

84. (CIGARETTE LICENSE STUBS), 1929--. 1 file drawer.
Stubs of licenses issued to dealers to sell cigarettes, showing license number, date, to whom issued, residence and business addresses, amount of fee, to whom certificate of issuance mailed, and county clerk's signature. Also contains: (Applications For Licenses to Retail Cereal Malt Beverages), 1937--, entry 22. No index. Hdw. on printed form. 14 x 6 x 24. Office.

Jurors
(See also entries 165-167)

85. JURY LIST, 1910--. 33 envelopes, 7 file boxes. Title varies: Miscellaneous, 1931--.
List of residents drawn to serve as jurors in district court, showing name and address of juror, date drawn, term of court and by whom attested. Arr. chron. No index. Hdw. on printed form. File boxes aver. 4 x 4 x 10; envelopes aver. 4 x ½ x 10. 10 envelopes, 1910-29, bsmt.; 23 envelopes, 1913-30, outside vault; 7 file boxes, 1931--, vault.

86. LIST OF JURORS, 1888--. 4 vols. Title varies: Record of Jurors Drawn, 1888-1920.
Record of residents drawn to serve as jurors in district court, showing date, term of court, names and addresses of jurors, and by whom attested. Arr. chron. No index. Hdw. Vols. aver. 175 pp. 14 x 9 x 1½. Vault.

Liquor Records

87. STATEMENT OF INTOXICATING LIQUOR DELIVERED, 1915-16. 13 bdls. Discontinued.
Statements of intoxicating liquor deliveries in the county by common carriers, showing names and addresses of consignor and consignee, items, quantity, date delivered, to whom, and signature of company representative. Arr. chron. No index. Hdw. on printed form. Condition fair. 3 x ½ x 8. Bsmt.

88. FREIGHT AND EXPRESS BILLS, 1913-14. 2 bdls. Discontinued.
Bills of lading on freight and express on liquor shipped into the county, showing date, name of transportation company, names of consignor and consignee, kind, quality, and quantity of liquor. No index. Hdw. on printed form. Condition fair. 6 x 4 x 10. Outside vault.

89. DRUGGIST AFFIDAVITS, 1888-92. 1 vol. Discontinued.
Record of blank affidavits furnished druggists selling intoxicating liquor for medical, mechanical, and scientific purposes, showing date, affidavit numbers, quantity, to whom delivered, and remarks. Arr. chron. No index. Hdw. on printed form. 320 pp. 18 x 12 x 1. Vault.

Maps and Plats
(See also entries 123-129, 197, 211, 212, 384-399)

90. MAP OF SEWARD COUNTY, no date. 1 map.
Political andhistorical map of Seward County, showing location and area of sandy, barren, rolling, and hilly land; county and township roads, municipal townships presented and discontinued post offices. L. D. Weidinsaul, Liberal, Kansas, artist. Scale, 1 1/8 inch equals 1 mile. Blueprint. Condition fair. 35 x 28. Vault.

91. MAP OF LIBERAL, KANSAS, 1909, 1929. 3 maps.
Political maps of the city of Liberal and additions, showing streets, drives, alleys, public parks and buildings and proposed city extension. Luther M. Thomas and Harvey G. Chapman, county engineers, Liberal, Kansas, artists. Scale, 1 inch equals 100 to 400 feet. Blueprint. Aver. 26 x 19. Vault.

92. ROAD MAPS, 1923, 1928, 1933, 1935. 333 maps.
Physical maps and profiles of state, county proposed roads, showing locations, detail description, measurements, specifications and instructions. County engineer, Liberal, Kansas, artist. Scale, 1 inch equals 1-9 miles. Blueprint. Condition poor, 1923. Aver. 36 x 22½. Vault.

93. MAP OF KISMET BRIDGE, no date. 1 map.
Physical map of the Kismet bridge across Cimarron river, showing location, diagram, measurements and explanation of rockers, plates, abutments, piers, deck girder and superstructure. J. G. Irindle, county engineer, Liberal, Kansas, artist. No scale. Blueprint. 44 x 20. Vault.

94. MAP OF SEWAGE DISPOSAL PLANT, 1911. 1 map.
Physical map of proposed sewage disposal plant for county courthouse and jail, showing location, specifications, detail description, measurements and explanations. H. S. B. Vaudenberge, Kansas City, Missouri, artist Scale, 1 inch equals 20 feet. Blueprint. 22 x 15. Vault.

95. (RAILROAD MAP), 1920. 1 map.
Communication map of the Kansas and Oklahoma Railway, showing location of road spurs, side tracks, stations, and width of right-of-way. County engineer, Liberal, Kansas, artist. Scale, 1 inch equals 1 mile. Blueprint. 66 x 11. Vault.

Miscellaneous

96. AFFIDAVITS OF PUBLICATION, 1890--. 24 envelopes, 1 vol., 6 file boxes.
Proofs of publication of legal notices, and affidavits of publication, showing names of publication, clipping of notice, dates published, and affidavit and signature of publisher. Arr. chron. No index. Printed and hdw. on printed form. Envelopes 4 x 1 x 9½; vol. 150 pp. 15 x 12 x 2 3/4; file boxes 4 x 4 x 10. 22 envelopes, 1890-1923, outside vault; 1 vol., 1893-1901, office; 2 envelopes, 1912-19, bsmt.; 6 file boxes, 1923--, vault.

97. (INVENTORY OF COUNTY PROPERTY), 1927--. In Reports (Miscellaneous), entry 100.
Inventory of county personal property as determined by county attorney and sheriff, showing date, items, quantity and description of property, and value.

98. TRAFFIC COUNT, 1927-29. 1 envelope.
Tabulation of the traffic count on state highway in Seward County, showing date, station number and location, nature of traffic, kind and number of vehicles, condition of weather, condition of road and remarks. Arr. chron. No index. Hdw. 11½ x 1 x 12½. Office.

99. MISCELLANEOUS (Correspondence), 1908-16. 3 file boxes. 1887-- also in Commissioners' Proceedings (Claims Allowed), entry 14.
Miscellaneous original and duplicates of correspondence exchanged between county clerk, county commissioners, and various firms and individuals pertaining to county business. Arr. chron. No index. Hdw. and typed. Condition fair. 8 x 3 x 10½. Outside vault.

100. REPORTS (Miscellaneous), 1927--. 11 envelopes. Miscellaneous reports and records of county commissioners and clerk. Contains: Abstract of Statistical Rolls, entry 220; (Abstract of Horticultural Statistics), entry 221; Budgets (and Financial Statements), entry 28; (County Clerk's Report of State Taxes Collected), entry 32; (Game License) Fee Reports, 1934--, entry 81; (Inventory of County Property), entry 97; Record of Tax Levies, entry 29; School District and Township Valuations (Abstract of Assessment Roll), entry 23. Arr. chron. No index. Hdw. on printed form. 10 x 2 x 16. Vault.

III. REGISTER OF DEEDS

The office of register of deeds was established in each county by the first territorial assembly as the office of recorder (S.T.K. 1855, ch. 134, secs. 1, 2), and was filled ex officio by the clerk of the probate court (ibid., sec. 4). It was the officer's duty to record deeds, mortgages, covenants, marriage contracts, commissions and other instruments presented to him for that purpose, each class of instruments to be entered in a separate book (ibid., secs. 10, 11). He also was empowered to acknowledge deeds and other instruments (ibid., sec. 22).

The free-state assembly of 1858 changed the name of the office to register of deeds and made it elective for a two-year term (G.L.T.K. 1858, ch. 13, sec. 40), and there has been no subsequent change. The same assembly created the office of land district recorder in each land district of the territory (ibid., ch. 59, sec. 1), and provided that deeds and conveyances might be recorded therein with the same effect as in the county recorder's office (ibid., sec. 7). The district recorder was required to make out abstracts monthly and send to the recorder of the county in which the property was located (ibid., sec. 13). The assembly of 1860 passed an act providing that no instrument in writing affecting real estate should be of any validity against subsequent purchase for a valuable consideration unless recorded in the office of the register of deeds of the county in which the property was situated (G.L.T.K. 1860, ch. 86). The state legislature of 1862 abolished the district recorders' offices and required that records of all instruments affecting land titles be transcribed and transmitted to the registers of deeds of the counties in which the land was situated (L. 1862, ch. 174).

The officer is required to execute and file with the county clerk a bond in the penal sum of $2,000 for faithful performance of duty and may appoint a deputy. Vacancies are filled by the county commissioners. (G.S. 1868, ch. 25, secs. 87, 89.)

Current laws provide that the register of deeds shall have custody of and safely preserve all books, records, deeds, maps, plats and papers deposited in his office, and that he shall record in suitable books all such instruments and writings authorized by law and left with him for

that purpose (ibid., sec. 90).

Any instrument in writing that conveys real estate, or whereby any real estate may be affected, may be recorded with the register of deeds of the county in which it is situated, and when so recorded, all persons are deemed to have notice of its contents (ibid., ch. 22, secs. 19, 20). Land patents issued by the United States government, or properly certified copies thereof, may be so recorded (L. 1862, ch. 159, sec. 1), and also state land patents (L. 1907, ch. 234, sec. 1).

The register of deeds is required to keep a receiving book, in which he enters the exact time of the reception of every instrument (G.S. 1868, ch. 25, sec. 92), and a general index of all instruments conveying propert and all mortgages and releases (ibid., sec. 91). Each volume of records must be indexed by names of grantees and grantors (ibid., sec. 94). The county commissioners, if they deem it necessary, may also require the officer to keep a numerical index of all instruments affecting land titles, making entries of all instruments recorded in the subdivision devoted to the particular quarter section described in the instrument (ibid., chs. 95, 96). In 1925 the legislature imposed on real estate mortgages, in lien of the general property tax, a fee of 25 cents per $100, payable to the register of deeds at the time of recording, and of such fees the register makes a daily remittance and report to the county treasurer (L. 1925, ch. 273, secs. 1-4).

Mortgages on chattels or personal property are void as against the creditors of the mortgagor or subsequent purchasers unless recorded with the register of deeds (G.S. 1868, ch. 68, sec. 9) in a book kept for that purpose (ibid., sec. 14). The same is true of conditional sales contracts (L. 1889, ch. 255, sec. 1). Whenever any chattel mortgage or other instrument of indebtedness shall have been satisfied, it is the duty of the register of deeds to return it to the mortgagor, but if he cannot be found within two years the instrument may be destroyed. All chattel mortgages which have been on file for five years without being renewed, also may be destroyed, provided that in both cases a list of the instruments have been entered on the chattel mortgage index book. (L. 1895, ch. 170, secs. 1-3.)

The legislature of 1905 authorized boards of county commissioners to appoint a county gas inspector to enforce laws relative to drilling, regula ting, piping and consumption of natural gas. He was required to enter all records of gas wells and inspections made in a book to be kept by the register of deeds. (L. 1905, ch. 313.) No such officer has been appointed in Seward County.

The register of deeds keeps a record of the official bonds of all county officers (G.S. 1868, ch. 25, sec. 174), and approves and files the bonds of the county commissioners (L. 1875, ch. 40, sec. 1; L. 1876, ch. 65, sec. 1).

Plats of all second and third class cities in the county (G.S. 1868, ch. 78, sec. 3), and plats of lots and blocks of cemeteries owned by cemetery corporations are filed with the register of deeds (L. 1919, ch. 104, sec. 1). He also keeps a book in which are platted all maps of towns, villages and additions in the county (G.S. 1868, ch. 25, sec. 93).

The officer also records the applications for and appointments and reports of appraisers, and the orders of the court in all condemnation proceedings for county buildings (L. 1889, ch. 110, sec. 4); articles of agreement of building and loan associations (L. 1899, ch. 78, sec. 2, as amended by L. 1917, ch. 125, sec. 1); tax liens under United States intern revenue laws, and discharges thereof (L. 1923, ch. 107, secs. 1, 2), and life insurance policies, of which the register must make a daily report to the state insurance commissioner (L. 1927, ch. 231, sec. 40-407). Lett of attorney, and revocations thereof, also are filed and recorded with this officer (G.S. 1868, ch. 22, secs. 22-24).

The county surveyor is required to make a certified record of permanent surveys made by him and file with the register of deeds (L. 1879, ch. 177, sec. 2). The legislature of 1907 also required that plats and field notes of the original government land surveys be deposited with the register after being obtained by the surveyor (L. 1907, ch. 169, sec. 1). Prior to 1907 these records were kept in the surveyor's office (L. 1862, ch. 196, sec. 23).

The state has a lien on any real property owned in the county by anyone receiving old age assistance under the social welfare law, or property which may come into the recipient's possession subsequently, which lien is perfected by filing a notice with the register of deeds (L. 1937, ch. 327, sec. 17).

The words "office" and "vault" used in the following entries to designate location of records refer to the office and record vault of the register of deeds.

General Recordings

101. RECEPTION RECORD, 1886--. 9 vols. (two unmarked, 2-8).
Title varies: Receiving Book, 1886-90.
Register of all instruments filed for record, showing date and time of reception, character of instrument, names and addresses of grantee and grantor, to whom delivered, fees paid, and remarks. Arr. chron. No index. Hdw. on printed form. Aver. 500 pp. 18 x 12½ x 3. 4 vols., 1886-1917, outside vault; 5 vols., 1917--, office.

Real Property

Indexes

102. GENERAL INDEX TO DEEDS, 1886--. 7 vols. (1-7).
General index to Deed Record, entry 106, and Patent Record, entry 107, showing date and time of reception, names of grantor and grantee, kind of instrument, description of property, and volume and page numbers where recorded. Arr. alph. by names of grantors and grantees. Hdw. on printed form. 640 pp. 18 x 13 x 3. 6 vols., 1886-1921, vault; 1 vol., 1922--, office.

103. NUMERICAL INDEX-LANDS, 1886--. 8 vols. (31-34, 4 vols. lettered B).
Numerical index to Deed Record, entry 106, and Patent Record, entry 107, and land records in Miscellaneous Records, entry 130, showing date of filing, names of grantors and grantees, kind of instrument, legal description of property, and volume and page where recorded. Arr. by sec., twp. and range nos. Hdw. on printed form. Aver. 500 pp. 18 x 12½ x 2½. 4 vols., 1886-1909, vault; 4 vols., 1910--, office.

104. NUMERICAL INDEX-LOTS, 1887--. 8 vols. (1, 1-3, 3, 3-5). Title varies: Transfer Record, 1888-1926.
Numerical index to all instruments transferring city lots and recorded in Deed Record, entry 106, and cemetery lots recorded in Record of Cemetery Lots and Index to Deeds, entry 109, showing date of filing, names of grantors and grantees, kind of instrument, legal description of property, and volume and page numbers where recorded. Arr. num. by lot and block nos. Hdw. on printed form. Aver. 500 pp. 18 x 12½ x 2½. 3 vols., 1887-1926, outside vault; 1 vol., 1888-1910, vault; 4 vols., 1907--, office.

105. GENERAL INDEX TO MORTGAGES, 1886--. 6 vols. (1-6).
General index to Mortgage Record, entry 110 and Affidavit and Assignment Record, 1918--, entry 111, showing date and time of reception, names of mortgagors and mortgagees, nature of instrument, description of property, and volume and page numbers where recorded. Arr. alph. by names of mortgagors and mortgagees. Hdw. on printed form. 632 pp. 18 x 13 x 3. 5 vols., 1886-1927, vault; 1 vol., 1928--, office.

Deeds and Patents

106. DEED RECORD, 1885--. 47 vols. (A-H, J-Z, 1, 1-4, 7, 8, 11, 12, 14, 20, 23, 26, 27, 29, 37, 42, 43, 45, 52, 53 and one vol. numbered 5-6-9). Title varies: Tax Deed Record, 1892-1910.
Copies of warranty, tax, sheriff's quitclaim and other deeds filed for record, showing date and kind of deed, names of grantor and grantee, description of property, consideration, text of conveyance, date filed and fee paid. Vol. 1 contains transcripts of Finney and Meade County records, 1885-86. Arr. chron. For index see entries 102-104. Hdw., hdw. on printed form and typed. 639 pp. 18 x 12½ x 3. Office.

107. PATENT RECORD, 1892--. 3 vols. (A-C).
Copies of United States land patents filed for record, showing patent number, name of patentee, description of property, location of land office, date filed, date entered in transfer record, and signatures of president of United States, land office recorder, county clerk and register of deeds. Arr. chron. For index see entries 102, 103. Hdw. on printed form. 644 pp. 18 x 12½ x 2 3/4. Vault.

108. RECORD OF FINAL RECEIPTS, 1886-1907. 1 vol. Discontinued.
Record of receipts issued for final payments on lands, showing date, receipt number, amount, names and addresses of grantor and grantee, description of property, and date filed for record. Arr. chron. Alph. index by names of grantees. Hdw. on printed form. 398 pp. 18 x 12½ x 1 3/4. Vault.

109. RECORD OF CEMETERY LOTS AND INDEX TO DEEDS, 1910--. 1 vol.
Record of cemetery lots, showing names of grantor and grantee, lot number, legal description of lot, and volume and page numbers where deed is recorded in Miscellaneous Records, entry 130. Arr. chron. For index see entries 102 and 104. Hdw. on printed form. 480 pp. 18 x 12½ x 2. Vault.

Mortgages

110. MORTGAGE RECORD, 1886--. 34 vols. (A-M, 1-3, 5-8, 10, 16, 17, 19, 24, 25, 30-32, 38, 40, 51, 55, and one vol. numbered 4 and 9).
Copies of real estate mortgages filed for record, showing dates of indenture and filing, amount secured, names of mortgagor and mortgagee, description of property, terms of contract, rate of interest, signatures, and amount of fees paid. Vols. 1-3 contain transcripts taken from Finney and Meade County records, 1886-89. Arr. chron. For index see entry 105. Hdw., typed, and hdw. and typed on printed form. Aver. 500 pp. 18 x 12½ x 2. Office.

111. AFFIDAVIT AND ASSIGNMENT RECORD, 1918--. 1 vol. 1886-1918 in Miscellaneous Records, entry 130.
Record of affidavits, and assignments of mortgages, showing date and nature of instrument, description of property, consideration, names of parties, affidavits and oaths of identifying witnesses, signatures and notarization. Arr. chron. For index see entries 105, 131. Hdw. on printed form. 500 pp. 16½ x 11 3/4 x 2. Vault.

112. RECORD OF MORTGAGE REGISTRATION, 1925--. 1 vol.
Record of mortgage registration, showing registration number, date of filing, names of mortgagor and mortgagee, date of instrument, description of property, amount secured, date due, amount of fees, and name and certificate of notary. Arr. chron. Alph. index by names of mortgagors. Hdw. on printed form. 648 pp. 18 x 12½ x 2½. Office.

113. MORTGAGE REGISTRATION FEES COLLECTED, 1927--. 3 vols. Title varies: Mortgage Fees, 1927-32.
Copies of reports by register of deeds to county treasurer of mortgage registration fees collected. Duplicates of entry 269. Arr. num. by registration numbers. No index. Hdw. on printed form. 160 pp. 16½ x 8 x 1. 1 vol., 1927-32, outside vault; 2 vols., 1932--, vault.

Surveys

114. RECORD OF SURVEYS, 1886--. 1 vol. Last entry 1897. Title varies: Record of Field Notes, 1889-93.
Record of surveys made by county surveyor for individuals, showing location, section, range and township, date of survey, for whom, field notes, sketches, plats, description of survey, name of surveyor, and remarks. Arr. chron. Alph. index by names of surveyors. Hdw. 410 pp. 18 x 12½ x 2½. Vault.
For county engineer's miscellaneous surveys, 1935--, see entry 385.

115. (FIELD NOTES OF GOVERNMENT SURVEYS), 1886. 1 vol.
Certified copies of field notes of original government surveys of Seward County, made by the auditor of state and registrar of state land office, showing description of land surveyed, date, description of marker stones and where placed, field notes, and certification of registrar. Arr. num. by twp. and range nos. No index. Hdw. 518 pp. 14 x 8½ x 2½. Vault.

116. (PLATS OF ORIGINAL SURVEYS), 1886. 1 vol.
Certified copies of plats of original surveys of townships and ranges in Seward County made by the auditor of state and registrar of the state land office from the originals, showing the plat as surveyed, date of contract, date and amount of survey, and certification of registrar. Arr. num. by twp. and range nos. No index. Hdw. on printed form. 24 pp. 24 x 18 x ½. Vault.

Personal Property

Chattel Mortgages

117. CHATTEL MORTGAGES, 1931--. 5 cardboard boxes, 6 bdls., 4 envelopes, 25 file drawers.
Original chattel mortgages filed with register of deeds, showing date of indenture and reception, name and address of mortgagor and mortgagee, description of property, amount secured, date due, rate of interest and signature. Arr. alph. by names of mortgagors. No index. Hdw. on printed form. Boxes 4 x 4 x 10; bdls. 4 x 3 x 10½; envelopes 4 x 3 x 10½; file drawers aver. 11½ x 4½ x 10¼. Vault.
For released chattel mortgages, 1918--, see entry 118; Chattel Mortgage Record, 1886--, see entry 119.

118. CHATTEL MORTGAGES (Released), 1918--. 21 file boxes, 9 bdls. Original chattel mortgages which have expired and been released, showing date of indenture and reception, names and addresses of mortgagor and mortgagee, description of property, amount secured, rate of interest, date due, terms of satisfaction and date released. No index. Hdw. on printed form. File boxes 4 x 4 x 10; bdls. 4¼ x 2 x 9. Outside vault.

For unreleased chattel mortgages, 1931--, see entry 117; for Chattel Mortgage Record, 1886--, entry 119.

119. CHATTEL MORTGAGE RECORD, 1886--. 15 vols. (1-10, 33, 41, 48, 50, 54).

Record of chattel mortgages filed, showing date and time of reception, date of instrument, names of mortgagor and mortgagee, description of property, amount secured, rate of interest, date of release, and remarks. Arr. alph. by names of mortgagors. No index. Hdw. on printed form. Aver. 640 pp. 18 x 12½ x 3. 9 vols., 1886-1926, outside vault; 4 vols., 1924-33, vault; 2 vols., 1933--, office.

For original chattel mortgages, 1918--, see entry 117; chattel mortgages released, entry 118.

120. MORTGAGE AND DEED OF TRUST, INDENTURE-COUNTERPART NUMBER 10, 1927-28, 1935--. 5 vols. Last entry 1936. Title varies: Indenture Number 9376 and Indenture 9377, 1927, 1928.

Copies of chattel mortgages given by oil and gas companies to secure payment of bonds issued, showing date of instrument, date filed, names of mortgagee and mortgagor, description of property, amount secured, and rate of interest. Arr. chron. No index. Printed. 10½ x 7½ x ½. Vault.

Oil and Gas Leases

121. OIL (and Gas) LEASES, 1917-21. 1 vol. 1921-- in Miscellaneous Records, entry 130.

Copies of oil and gas leases, showing date of instrument, names of lessor and lessee, description of property, consideration, terms, date filed, signatures of parties, witnesses and register of deeds, and acknowledgment of notary. Arr. chron. For index see entry 131. Hdw. on printed form. 648 pp. 18 x 12½ x 3. Vault.

122. OIL AND GAS ASSIGNMENT RECORD, 1928--. 1 vol. Last entry 1936.

Record of assignments of oil and gas leases, showing date, names of assignee and assignor, description of property, terms and consideration, names of witnesses and notary, and date filed. Arr. chron. For index see entry 131. Hdw. on printed form. 360 pp. 18 x 12½ x 2. Vault.

Maps and Plats
(See also entries 90-95, 197, 211, 212, 384-399)

123. KANSAS, 1933. 1 map.
Political map of Kansas, showing boundary lines of counties and location of cities and towns, rivers and streams, roads and railroads. National Maps Company, Indianapolis, Indiana, publisher. No scale shown. Printed and colored. 50 x 44. Office.

124. SEWARD COUNTY, 1923-24. 3 maps.
Maps of Seward County, showing township and section boundaries, location of cities and towns, rivers and streams, and ownership of property, including gas and oil leases, Harry G. Armstrong, artist. Kansas Blueprint Company and Midcontinent Map Company, Wichita, Kansas, publishers. No scale shown. Black-and-white, printed. Aver. 20½ x 21½. Office.

125. HASKELL COUNTY, 1934. 1 map.
Land tenure map of Haskell County, Kansas, showing location of cities, towns, rivers and streams, township and section boundaries and ownership of land. Frank McCoy, artist. Kansas Blueprint Company, Wichita, Kansas, publishers. No scale shown. Blueprint. 20½ x 19. Office.

126. MEADE COUNTY, 1934. 1 map.
Land tenure map of Meade County, Kansas, showing township and section boundary lines, location of cities, towns, rivers and streams, and ownership of land. Ira Scott, artist. Kansas Blueprint Company, Wichita, Kansas, publishers. No scale shown. Blueprint. 22 x 19. Office.

127. STEVENS COUNTY, 1934. 1 map.
Land tenure map of Stevens County, Kansas, showing township and section boundaries, location of cities, towns, rivers and streams and ownership of land. R. L. Smith, artist. Kansas Blueprint Company, Wichita, Kansas, publishers. No scale shown. Blueprint. 22 x 19. Vault.

128. CITY OF LIBERAL, 1909, 1925. 2 maps.
Maps of city of Liberal, showing boundaries, additions, streets, blocks and lots, parks, schools and public buildings. L. D. Weidensaul and Harvey G. Chapman, Liberal, Kansas, artists. Scale 1 inch equals 200 feet. Blueprint, Framed. Aver. 47 x 41. Office.

129. PLAT BOOK (of Cities and Towns), 1886--. 1 vol.
Plats of second and third class cities and towns and their additions, and plats of cemeteries, showing boundary lines, public parks and squares, streets, alleys, blocks and lots and their names and numbers. Arr. chron. Alph. index by names of plats. Hand drawn and hdw. 300 pp. 46 x 36 x 2½. Vault.

Miscellaneous

130. MISCELLANEOUS RECORDS, 1886--. 18 vols. (A-F, 1, 13, 18, 21, 22, 28, 34, 35, 44, 46, 47, 49).
Copies of affidavits, agreements, releases of agreements and mortgages, military discharges, tax liens, power of attorney and other miscellaneous instruments, showing dates of indenture and filing, nature of instrument, names of parties concerned, terms and conditions, to whom delivered, amoun of fee, and remarks. Also contains: Affidavit and Assignment Record, 1886-1918, entry 111; Oil (and Gas) Leases, 1921--, entry 121. Arr. chron. For index see entries 103, 131. Hdw. and typed on printed form. Aver. 500 pp. 18 x 12 x 2. 17 vols., 1886-1933, vault; 1 vol., 1933--, office.

131. GENERAL INDEX TO MISCELLANEOUS RECORD, 1886--. 4 vols.
Index to Affidavit and Assignment Record, entry 111; Oil and Gas Assignment Record, entry 102; Oil (and) Gas Leases, entry 121; and Miscellaneous Records, entry 130, showing nature of instrument, date and time of reception, names of grantors and grantees, description of property, and volume and page numbers where recorded. Arr. alph. by names of grantors and grantees. Hdw. Aver. 500 pp. 18 x 12½ x 2½. 3 vols., 1886-1926, vault; 1 vol., 1927--, office.

132. GENERAL INDEX TO TAX LIENS, AFFIDAVITS, AND POWER OF ATTORNEY, 1886-1926. 1 vol. Discontinued.
Transcripts of index to tax liens, affidavits and power of attorney records, copies from General Index to Miscellaneous Records, entry 131, showing date and time of reception, names of grantors and grantees, kind of instrument, and volume and page numbers where recorded. Arr. alph. by names of grantors and grantees. Hdw. on printed form. 320 pp. 18 x 12½ x 2. Office.

133. (OATHS AND BONDS OF COUNTY COMMISSIONERS), 1890--. 1 file box.
Surety bonds executed by county commissioners to insure faithful performanc of duty, showing date, name of commissioner, amount and conditions of bond, and affidavits and signatures of sureties; with commissioner's oath of office attached. Arr. chron. No index. Hdw. on printed form. 4 x 2 x 10. Vault.
For bonds of other county officials, 1895-1904, 1920-26, 1928-30, 1932--, see entry 61; Record of Official Bonds, 1887-90, 1910--, entry 134.

134. RECORD OF OFFICIAL BONDS, 1887-90, 1910--. 2 vols. Title varies: Bond Register, 1887-90.
Copies of bonds executed by county officials for assurance of faithful performance of duty, showing date filed, name of official, title, amount of bond, affidavits and signatures of sureties. Arr. chron. No index, 1887-90; alph. index by names of officials, 1910--. Hdw. 398 pp. 18 x 12½ x 1 3/4. 1 vol., 1887-90, outside vault; 1 vol., 1910--, vault.
For original bonds of county commissioners, 1890--, see entry 133; other county officers, 1895-1904, 1920-26, 1928-30, 1932--, entry 61.

135. REGISTER'S FEE BOOK, 1907-23, 1937--. 4 vols. Title varies: Fee Book, 1907-23.
Record of fees charged and collected by register of deeds, showing date, amount of fes charged, nature of instrument or service rendered, to whom charged, by whom paid, amount, date, and balance due. Arr. chron. No index. Hdw. on printed form. 240 pp. 16 x 11½ x 1¼. 3 vols., 1907-23, outside vault; 1 vol., 1937--, office.

IV. DISTRICT COURT

The organic act specified that the territory of Kansas should be divided into three judicial districts, and that a term of the district court should be held in each by a judge of the supreme court, at such times and places as might be provided by law, and that the judge should appoint his own clerk (10 U.S. Stat. 286, sec. 27). The times and places of the terms of the district court were defined by the first territorial assembly (S.T.K. 1855, ch. 41). It was given jurisdiction in all cases of crime and misdemeanor committed against the laws of the territory, and appellate jurisdiction in all cases from the probate court and justices of the peace. It had exclusive jurisdiction in equity, and in all civil actions involving more than $100. (Ibid., ch. 42, sec. 1.)

The state constitution, effective January 29, 1861, divided the state into five judicial districts "in each of which there shall be elected, by the electors thereof, a district judge who shall hold his office for the term of four years. District courts shall be held at such times and places as may be provided by law." (C.S.K., art. 3, sec. 5.) The constitution specified that "provision may be made by law for the increase in the number of judicial districts whenever two-thirds of the members of each house shall concur. Such districts shall be formed of compact territory and bounded by county lines. . . . ." (Ibid., sec. 14.) Since then the number of judicial districts has been increased to thirty-eight.

Upon its creation in 1873, Seward County was attached for judicial purposes to Ford County in the Nineteenth judicial district (L. 1873, ch. 79, secs. 1, 6), and continued thus when Ford was transferred to the new Sixteenth district in 1881 (L. 1881, ch. 99, sec. 3). Four years later Seward was attached to Finney County (L. 1885, ch. 119, secs. 2, 3), and in the following year was detached from Finney and attached to Meade County in the Twenty-fourth judicial district (L. 1886, ch. 86, sec. 1). In 1887 the legislature created the Seward County district court, providing for terms to open on the third Tuesdays in February and September (L. 1887, ch. 147, secs. 7, 8). The first term opened in September 1887 (District Court Journal, vol. 1, p. 3). In 1925 the legislature created the Thirty-ninth judicial district, consisting of the counties of Grant, Haskell, Morton, Seward, Stanton and Stevens, the terms of court in Seward County beginning the second Monday in January, the fourth Monday in May, and the second Monday in November (L. 1925, ch. 152, sec. 3; L. 1931, ch. 174, sec. 1).

District Court (Next entry 136, p. 80)

Vacancies in the office of judge of the district court are filled by appointment by the governor until the next ensuing election (C.S.K., art. 3, sec. 11). A judge may be removed by resolution of both houses of the legislature, two-thirds of the members of each house concuring (ibid., sec. 15). To be qualified for the position a candidate must be at least 30 years old, regularly admitted to the practice of law, and must have been engaged in active practice or served as a judge of a court of record for at least four years (L. 1915, ch. 208, sec. 1). In the event the judge is sick or absent, or has served as counsel in the case at bar, or is related to either of the parties, a judge protempore may be selected by the bar, to take the same oath (G.S. 1868, ch. 28, secs. 6, 7) and have the same powers as the regular judge (L. 1923, ch. 121, sec. 1).

The constitution also specifies that "there shall be elected in each organized county a clerk of the district court who shall hold his office two years and whose duties shall be prescribed by law" (C.S.K., art. 3, sec. 7). He is required to execute to the state and file with the county clerk a bond in the penal sum of not more than $60,000, conditioned for faithful performance of duty. He may appoint one or more deputies, and take from them bonds in such sums as he deems necessary. (G.S. 1868, ch. 25, sec. 147.) In the event of a vacancy in the office of clerk, the judge of the district court appoints his successor to serve until the next ensuing election (ibid., sec. 152).

The district court is a court of record and has general original jurisdiction in all matters, both civil and criminal (not otherwise provided by law), and jurisdiction in cases of appeal and error from all inferior courts and tribunals, and has general supervision and control of all such inferior courts to prevent and correct error and abuse (G.S. 1868, ch. 28, sec. 1). The district court exclusively is vested with power to grant divorces, as regulated by law (C.S.K., art. 2, sec. 18).

In the performance of his duties the clerk is under the direction of the court, and is required to exercise the powers and perform the duties conferred and imposed upon him by the civil code, by other statutes, and the common law (L. 1909, ch. 182, sec. 741). He is required to safely preserve all papers, process, pleadings and awards that may be filed or by law placed in his office (G.S. 1868, ch. 25, sec. 148). He is required to keep a journal, appearance docket, trial docket, judgment docket, execution docket and such other books as may be provided for by law or ordered by the court (L. 1909, ch. 182, sec. 729).

The clerk must file together and preserve in his office all papers delivered to him for that purpose, in every action or special proceedings. The papers in each case must be kept together, enveloped in a wrapper and labeled with the title of the cause and the date each instrument was filed. On the appearance docket he enters all actions in the order filed, the dates of issuance and return of writs, all subsequent pleadings and papers, and an abstract of the judgments and orders of the court. On the journal are entered the daily proceedings of the court, all orders of the judge in vacation or at chambers, and all judgments entered on confession or default.

The judgment docket is kept in the form of an index, with the names of judgment debtors in alphabetical order. A statement of each judgment is entered upon its rendition. In the execution docket the clerk records all executions as they are issued by him, and the sheriff's return in full. When no execution is outstanding the clerk may receive the amount of the judgment and costs, and receipt therefore. Money for redemption of property sold under execution is paid to the clerk, who issues a receipt therefore and makes the proper entry in a book kept for that purpose (ibid., sec. 488). All writs and orders for provisional remedies, and process of every kind, are issued by the clerk upon filing of a precipe demanding it. (Ibid., secs. 730-739.)

Unsatisfied delinquent personal property tax warrants certified by the county treasurer to the district court are entered by the clerk upon the judgment docket and become a lien upon any real estate owned by the delinquent. The clerk may then issue a tax warrant which has the same effect as an execution. (L. 1876, ch. 34, sec. 96.) When a case is filed, and before the summons may be issued, the plaintiff must make a cash deposit or execute a bond to insure the court costs (G.S. 1868, ch. 80, sec. 581).

Mechanics' liens are filed in the district court, and the clerk is required to keep a record thereof in the mechanics' lien docket (G.S. 1868, ch. 80, sec. 633). When the workmen's compensation law was enacted in 1911 it was provided that when arbitration was unsuccessful a workman's claim could be determined and enforced in any court of competent jurisdiction (L. 1911, ch. 218, sec. 31). Receipts for final payment and release of liability of the employer were required to be filed with the clerk of the district court (L. 1917, ch. 226, sec. 15). The legislature of 1927 gave jurisdiction in such cases exclusively to the state public service commission (L. 1927, ch. 232, sec. 23), but provided for appeal to the district court by either party from the commission's orders (ibid., sec. 4

All criminal prosecutions must be filed in the name of the state (G.S. 1868, ch. 82, sec. 100), and prosecuted in the court having jurisdiction, either by indictment or information (ibid., ch. 82, sec. 66).

Information may be filed by the prosecuting attorney, verified by the oath of himself or the complaining witness (ibid., ch. 67). The clerk must record the information or indictment in a book provided for that purpose, and the judge must compare the record with the original and certify to the correctness thereof (ibid., sec. 117). Warrants are issued by the clerk and directed to the sheriff for execution (ibid., secs. 126, 127). Every recognizance taken must be certified to the clerk and entered in the recognizance docket (ibid., sec. 137).

Early laws provided for grand juries to attend terms of court (L. 1859 ch. 27, secs. 57-85), but the legislature of 1868 specified that grand juries should not thereafter be summoned unless ordered by the court (G.S. 1868, ch. 82, sec. 73). The legislature of 1887 specified that a grand jury

should attend at two terms of court in each organized county. If there were more than two terms, it was to attend the first and third, and any others which the judge might order. The judge also was required to issue such order on proper petition of the citizens. (L. 1887, ch. 167, sec. 1. Current laws provide that a grand jury shall be called only upon petition of the voters (L. 1889, ch. 153, sec. 1).

District courts, under legal restrictions, may parole persons convict of crime (L. 1907, ch. 178, sec. 1). The clerk of the court also keeps a record of pardons granted by the governor to persons convicted of crime in the county, and receives a copy of pardons sent to the county clerk (L. 1921, ch. 273, sec. 1).

Jurisdiction in naturalization of aliens is conferred by federal statutes on district courts, as well as United States district courts and other "courts of record having a seal, clerk, and jurisdiction in action at law or equity, or law and equity, in which the amount in controversy is unlimited" (34 Stat. 596, U.S.C., title 8, secs. 357, 358). Any alien may declare an oath before the clerk of a court of record in the county of his residence his intention to become a citizen. Within two to seven years thereafter he must make and file in duplicate a petition for admission to citizenship. (Ibid., sec. 379.) His certificate of arrival in the United States and his declaration of intention must be filed with the petition and made a part thereof, together with the affidavits of two witnesses (34 Stat. 597, U.S.C., title 8, sec. 380). No action on the petition may be taken for at least ninety days. Hearing days are fixed by the court. The applicant may obtain a change in name and have the certificate issued in his new name. (34 Stat. 598, U.S.C., title 8, sec. 396.) All hearings must be had in open court, and representatives of the immigration bureau have the right to be heard, to cross examine the applicant and present testimony in opposition to his own (34 Stat. 599, U.S.C., title 8, sec. 399).

It is the clerk's duty to keep and file a duplicate of the declaration, and a stub of the citizenship certificate containing a memorandum of all essential facts set forth in the petition. A duplicate of the declaration must be sent to the bureau in Washington, as well as duplicates of the petitions and certificates and copies of proceedings in cases of applicants denied admission (34 Stat. 599-600, U.S.C., title 8, sec. 400). The law specifies that the declarations of intention and petitions for naturalization shall be bound in chronological order in separate volumes, indexed, consecutively numbered, and made a part of the records of the court. Each certificate issued must bear the volume and page numbers of the petition and certificate stub. (34 Stat. 601, U.S.C., title 8, sec. 404.)

The clerk keeps a record of the attendance of witnesses and jurors at each term of court, together with their fees and the dates claimed, and is required to make return thereof to the county commissioners in ten days after the close of each term (G.S. 1868, ch. 39, secs. 20, 21). He keeps a record of all fees charged and collected by him, and makes an itemized report to the county commissioners quarterly (L. 1913, ch. 197, sec. 16).

The clerk of the court records the commissions, oaths and bonds of notaries public (G.S. 1868, ch. 71, sec. 4). No patent right may be legally sold until copies of the letters patent and an affidavit as to their authenticity are filed with the clerk of the district court (L. 1889, ch. 182, sec. 1).

State laws originally provided for admission of attorneys by the district courts to practice in the district and inferior courts (G.S. 1868, ch. 11, sec. 2). The legislature of 1903 required that applications be made to the state supreme court for admission to practice in all the courts of the state, and empowered the supreme court to make such rules and regulations as it might deem necessary for examination of applicants (L. 1903, ch. 64, secs. 1, 2). The supreme court created the state law examining board and set up rules for examination and admission of attorneys (R.S. 1923, secs. 7-122, 7-123).

In the following entries the word "vault" used to designate location of records refers to the record vault of the clerk of the district court.

Civil Cases

Case Files

136. (CIVIL CASES), 1915--. 39 pigeon holes, 49 file drawers (case nos. 2309-4944). 1886-1915 in (Civil and Criminal Cases), entry 137.

Petitions, pleadings, motions, summonses, affidavits, bonds, journal entries, mandates and other original instruments filed in civil cases, showing date, case number, title and cause, attorneys, witnesses, fees, costs, orders of court and disposition of case. Arr. num. by case nos. No index. Hdw. and typed on printed form. Pigeon holes aver. 14 x 4½ x 18; file drawers 10½ x 4½ x 14. Vault.

For record of bonds, 1887-91, 1911--, see entry 148.

137. (CIVIL AND CRIMINAL CASES), 1886-1915. 60 pigeon holes (case nos. 1-2308).

These are combination files of two records which since 1915 have been kept separately. Contains: (Civil Cases), entry 136; (Criminal Cases), entry 156. Arr. num. by case nos. No index. Hdw. and typed on printed forms. 14 x 4½ x 18. Outside vault.

Proceedings

138. JOURNAL, 1886--. 11 vols. (A-D, 1-7).

Journal record of proceedings in civil and criminal cases in district court, including undertaking in replevin and decrees of foreclosure, showing case number, title and cause, attorneys, witnesses, dates of hearing, proceedings had, orders of the court and disposition of case. Arr. chron. Alph. index by names of plaintiffs and defendants; also

separate index, entry 139. Hdw., 1886-1917; typed 1918--. 590 pp. 18 x 13 x 3. 8 vols., 1886-1922, outside vault; 3 vols., 1923--, vault.
For separate record of undertaking in replevin, 1915-17, see entry 145; decrees of foreclosure, 1893-1912, entry 150.

Dockets

139. GENERAL INDEX, 1886--. 2 vols.
General index to Civil Appearance Docket, entry 140; Criminal Appearance Docket, entry 157 and Journal, entry 138, showing case number, title of cause and date of filing, with reference to volume and page numbers where recorded. Arr. alph. by names of plaintiffs and defendants. Hdw. 300 pp. 18 x 12 x 2½. Vault.

140. CIVIL APPEARANCE DOCKET, 1886--. 10 vols. (1-10). Title varies: Appearance Docket, 1886-92.
Appearance docket of civil cases filed in district court, showing case number, date, and title of cause, attorneys, date and nature of pleadings filed and writs issued, fees and cost and disposition of case. Also contains: Criminal Appearance Docket, 1886-1914, entry 157. Arr. num. by case nos. Alph. index by names of plaintiffs and defendants; also separate index, entry 139. Hdw. on printed form. 534 pp. 18 x 12 x 2. Vault.

141. BAR DOCKET, 1887-1909. 2 vols. Discontinued.
Docket of civil and criminal cases set for trial, showing term of court, case number, title and cause, attorneys, orders of last term of court and remarks. Arr. num. by case nos. Alph. index by names of plaintiffs and defendants. Hdw. on printed form. 415 pp. 16 x 12 x 2½. Outside vault.

142. TRIAL DOCKET, 1887-1928. 6 vols. (1-6). 1928-- in Judge's Trial and Motion Docket, entry 143.
Trial docket of civil and criminal cases, including decrees of confirmation, showing term of court, case number, title and cause, attorneys, date of hearing and continuance, orders of court and final disposition of case. Arr. num. by case nos. Alph. index by names of defendants. Hdw. and typed on printed form. 646 pp. 18½ x 13 x 2 3/4. 2 vols., 1887-1909, outside vault; 4 vols., 1909--, vault.
For Decrees of Confirmation, 1891-1917, see entry 154.

143. JUDGE'S TRIAL AND MOTION DOCKET, 1928--. 5 vols.
This is a combination of two records formerly kept separately. Contains: Motion Docket, entry 144; Trial Docket, entry 142. Arr. num. by case nos. No index. Typed on printed form. 680 pp. 15 x 12 x 3½. Vault.

144. MOTION DOCKET, 1887-1928. 3 vols. (1-3). 1928-- in Judge's Trial and Motion Docket, entry 143.
Record of motions and demurrers filed in civil and criminal cases, showing case number, date, title and cause, attorneys, nature of motion, by whom, and ruling of the court. Arr. num. by case nos. Alph. index by

names of plaintiffs and defendants. Hdw. on printed form. 594 pp. 18 x 13 x 3. Outside vault.

145. UNDERTAKING IN REPLEVIN, 1915-17. 1 vol. Discontinued as separate record in 1917.
Record of replevin action to recover property in district court; showing date, case number, title and cause, items of property, description and value, date and amount of plaintiffs bond, affidavits of sureties and oath of receiver. Arr. chron. Alph. index by names of plaintiffs. Hdw. on printed form. 272 pp. 15 x 12 x 2½. Outside vault.
For journal entries, 1886--, see entry 138.

146. ATTACHMENT RECORD, 1887--. 2 vols.
Record of actions for attachment, showing case number, title and cause, amount of claim, description of property to be attached, names of appraisers, date and amount of appraisal, costs, fees and reference to volume and page numbers where recorded. Arr. chron. 1887-1924; arr. num. by attachment nos. 1925--. Alph. index by names of defendants. Hdw., and hdw. on printed form. Aver. 320 pp. 17 x 12½ x 2½. 1 vol., 1887-1913, outside vault; 1 vol., 1913--, vault.

147. RECORD OF MECHANICS' LIENS, 1887--. 1 vol.
Record of mechanics' and material men's liens, showing date filed, lien number, name of claimant, amount claimed, name of owner, description of property, nature of claim, and date paid and released. Arr. num. by lien nos. Alph. index by names of claimants. Hdw. on printed form. 560 pp. 18 x 12½ x 3. Vault.

148. BOND RECORD OF DISTRICT COURT, 1887-91, 1911--. 5 vols. (A, 1, 1-3). Title varies: Record of Bonds, 1887-91,1914-37; Plain Bond Record, 1911-18. 1892-1911 in Recognizance Record, entry 158.
Bonds for costs in civil cases in district court, including replevin, attachment, garnishment, receivership, injunction and appeal, showing date of bond, case number, title and cause, amount and conditions of bond, name of principal, names and affidavits of sureties, and approval of clerk of district court. Also contains: Recognizance Record, 1912--, entry 158. Arr. chron. Alph. index by names of plaintiffs and defendants. Typed, hdw., and typed on printed form. Aver. 450 pp. 17 x 12 x 2½. 3 vols., 1887-91, 1911-18, outside vault; 2 vols., 1914--, vault.
For original instruments, 1886--, see entry 136.

Judgment and Execution (See also entries 203-205)

149. JUDGMENT DOCKET, 1886--. 3 vols. (1-3).
Record of judgments rendered in district court, and abstracts of judgments appealed from inferior courts, showing case number, title of cause, date of filing, date, amount and nature of judgment, against whom rendered, date of execution, when returnable, date and amount paid, amount of fees, costs and remarks. Arr. alph. by names of judgment debtor. No index. Hdw. 560 pp. 18 x 12 x 3. Vault.

150. DECREE OF FORECLOSURE, 1893-1912. 1 vol. Discontinued as separate record in 1912.
A record of district courts decrees for foreclosure, showing name of plaintiff and defendant, case number, attorneys, location and description of property, amount and date of court orders. Arr. chron. Alph. index by names of plaintiffs. Hdw. on printed form. 504 pp. 18½ x 13 x 3. Outside vault.
For journal entries 1886--, see entry 138.

151. EXECUTION DOCKET, 1886--. 2 vols.
Docket of executions issued by district court, showing case number, title and cause, date of judgment, amount, in whose favor, description of property, date of sale, to whom, amount received, fees, costs and sheriff's return. Arr. num. by case nos. Alph. index by names of defendants. Hdw. on printed form. 200 pp. 18 x 12 x 1½. Vault.

152. FOREIGN EXECUTION DOCKET, 1901--. 1 vol.
Docket of execution and sale of property to satisfy judgments from other counties, showing case number, title and cause, attorneys, amount of judgment, date issued, description of property, date of sale, to whom, amount received, fees, cost and sheriff's return. Arr. num. by case nos. Alph. index by names of plaintiffs. Hdw. 120 pp. 18 x 12 x 1½. Vault.

153. ORDER OF SALE DOCKET, 1889--. 3 vols. (one unmarked, 2, 2).
Title varies: Order of Sale Record, 1889-1925.
Record of sales of property ordered by court to satisfy judgments, showing case number, title and cause, amount of judgment, interest, total, description of property, date of order to sheriff to advertise and sell, affidavits of publication and sheriff's return. Arr. chron. Hdw. on printed form, 1889-1925; typed 1925--. Aver. 645 pp. 18 x 13 x 3½. 2 vols., 1889-1925, outside vault; 1 vol., 1926--, vault.

154. DECREES OF CONFIRMATION, 1891-1917. 1 vol. Discontinued as separate record in 1917.
Decrees of confirmation of foreclosures, showing case number, names of plaintiff and defendant, attorneys, description of property, date of foreclosure, and date of sale and confirmation. Arr. chron. Alph. index by names of plaintiffs. Hdw. on printed form. 446 pp. 18½ x 13 x 2½. Outside vault.
For Trial Docket, 1887--, see entry 142.

155. RECORD OF CERTIFICATES OF REDEMPTION, 1924--. 1 vol.
Duplicate copies of certificates of redemption of real estate sold under execution, showing certificate number, date and amount of sale, name of purchaser, by whom redeemed, description of property and total amount of redemption. Arr. chron. No index. Hdw. on printed form. 250 pp. 16 x 12 x 1. Vault.

Criminal Cases
(See also entries 138, 139, 141-144)

156. (CRIMINAL CASES), 1915--. 13 file drawers (case nos. 1000-1592). 1886-1915 in (Civil and Criminal Cases), entry 137.
Information, warrants, subpoenas, affidavits, journal entries and other original instruments filed in criminal cases, showing date, case number, name of defendant, crime charged, attorneys, witnesses, fees, costs and disposition of case. Arr. num. by case nos. No index. $10\frac{1}{2}$ x $4\frac{1}{2}$ x 14. 4 file drawers, 1915-17, outside vault; 9 file drawers, 1917--, vault.

157. CRIMINAL APPEARANCE DOCKET, 1915--. 2 vols. 1886-1914 in Civil Appearance Docket, entry 140.
Record of criminal cases tried in district court, showing term of court, case number, date, title and cause, dates and nature of pleadings filed and writs issued, attorney's fees, costs, and disposition of case. Arr. num. by case nos. Alph. index by names of defendants; also separate index, entry 139. 580 pp. 18 x 12 x 3. Vault.

158. RECOGNIZANCE RECORD, 1892-1911. 1 vol. 1912-- in Bond Record of District Court, entry 148.
Record of recognizance bonds executed by defendants in criminal cases to guarantee appearance in court, showing name of defendant, term of court, case number, title and cause, amount, date and condition of bond, date set for appearance, and affidavits of sureties. Also contains: Bond Record of District Court, entry 148. Arr. chron. Alph. index by names of defendants. Hdw. on printed form. 250 pp. 16 x 12 x 1 3/4 Outside vault.

Naturalization

159. DECLARATION OF INTENTION (to Become Citizen of United States), 1891--. 4 vols. Title varies: Record of Naturalization Papers, 1891-1904; Naturalization Record, 1904-6.
Declarations by aliens of intention to become citizens of United States, showing date, applicant's name, age, address, physical description, marital status and date and place of birth; number and birth dates of children; date and place of arrival in United States; Qualifications; country renounced; oath and signature. Also contains: Petitions for Citizenship, 1891-1904, entry 160. Arr. chron. No index, 1891-1904, 1907--; alph. index by names of declarants, 1904-6. Hdw. on printed forms. Aver. 240 pp. 16 x 12 x 1. 3 vols., 1891-1904, 1907--, vault; 1 vol., 1904-6, outside vault.

160. PETITIONS FOR CITIZENSHIP, 1908--. 2 vols. Title varies: Petition Record, 1908-29. 1891-1904 in Declaration of Intention (to Become Citizen of United States), entry 159.
Record of citizenship petitions granted and denied, showing names and affidavits of applicant and witnesses; applicant's nationality, date and place of birth, and marital status; date and place of arrival in United States; names, addresses, birth date and birthplaces of wife and children; physical description and photograph of applicant; date of declaration of intention; orders of court granting or denying petition; oath of allegiance; certificate number; and date of court's action. Arr. chron. No index. Hdw. and typed on printed forms. Aver. 150 pp. $12\frac{1}{2}$ x 9 x $\frac{1}{2}$. Vault.

161. (Stubs of) CERTIFICATES OF NATURALIZATION, 1906-26. 1 vol. Subsequent certificates issued by Bureau of Immigration, Department of Commerce and Labor, Washington, D. C.
Stubs of certificates of naturalization, showing certificate number, name and age of applicant; names, ages and addresses of wife and minor children; date of order; volume and page numbers where declaration of intention and petition are recorded, and signature of holder. Arr. chron. No index. Hdw. on printed form. 50 pp. 12 x 9 x $\frac{1}{2}$. Vault.

Witnesses

162. SUBPOENA DOCKET, 1890--. 2 vols.
Record of subpoenas issued commanding presence of witnesses in district court, showing term of court, date issued, case number, title and cause, names of witness and attorney, date returnable, sheriff's fees and remarks. Arr. num. by case nos. Alph. index by names of plaintiffs and defendants. Hdw. on printed form. 525 pp. 18 x 12 x $2\frac{1}{2}$. 1 vol., 1890-1918, outside vault; 1 vol., 1918--, vault.

163. WITNESS FEE BOOK, 1886--. 13 vols. (1-4, 1-9).
Record of fees and mileage due witnesses testifying in civil and criminal cases in district court, showing case number, title and cause, name and address of witness, number of days served, fees, mileage, total amount, and date paid. Arr. num. by case nos. Alph. index by names of plaintiffs. Hdw. on printed form. Aver. 585 pp. 18 x 15 x 3. 4 vols., 1886-1914, outside vault; 9 vols., 1915--, vault.

164. AFFIDAVITS OF WITNESS ATTENDANCE, 1890-1909. 1 vol. Discontinued.
Stubs of affidavits or verifications of witness attendance, showing date, term of court, case number, title of cause, name and address of witness, for which party, number of days of service, mileage, amount of fees, and remarks. Arr. chron. No index. Hdw. on printed form. 235 pp. 14 x 8 x $1\frac{1}{2}$. Outside vault.

District Court - Jurors; Receipts and Disbursements; Notaries Public (165-170)

Jurors
(See also entries 85, 86)

165. CERTIFICATE OF JUROR ATTENDANCE, 1900-1915. 1 vol. Discontinued.
Stubs of jury attendance certificates issued by clerk of district court, showing term of court, certificate number, days attended, mileage, amount of fees, oath of juror and signature of clerk. Arr. chron. No index. Hdw. on printed form. 150 pp. 14 x 8 3/4 x 1½. Vault.

166. JURY BOOK, 1887--. 2 vols.
Record of jury attendance, showing term of court, name and address of juror, dates and number of days served, number of miles traveled, amount of fees, and remarks. Arr. chron. Alph. index by names of jurors. Hdw. on printed form. 500 pp. 18 x 12 x 3. Vault.

167. JURY DOCKET, 1883--. 1 vol.
Record of jurors drawn for district court service, showing term of court, date drawn, and name and address of juror. Arr. chron. Alph. index by names of jurors. Hdw. 460 pp. 18 x 12 x 2½. Vault.

Receipts and Disbursements

168. CASH BOOK, 1899-1934, 1936--. 3 vols. Not used in 1935.
Title varies: Fee Book, 1899-1934.
Record of all money paid to the clerk of district court, including fees charged and collected, showing case number, title and cause, items and amounts charged, amount and date paid, by whom, for what purpose, amount disbursed, to whom, and volume and page numbers where recorded. Arr. chron. No index. Hdw. on printed form. 500 pp. 14 x 7 x 2½. Vault.

169. RECORD OF COSTS RECEIVED, 1887--. 2 vols.
Clerk's record of money paid into district court in civil actions, showing case number, title and cause, date and amount of judgment or cost, rate of interest, from whom received, to whom disbursed, date, amount and remarks. Arr. num. by case nos. Alph. index by names of defendants. Hdw. on printed form. 500 pp. 18 x 12½ x 2. Vault.

Notaries Public

170. RECORD OF NOTARIES, 1887--. 1 vol.
Record of notary's commissions and bonds, showing name of notary, date of commission, amount of bond, names and affidavits of sureties, date of oath, date commission expires, and remarks. Arr. num. by commission nos. Alph. index by names of notaries. Hdw. on printed form. 560 pp. 17½ x 12½ x 2½. Vault.

(Next entry 171, p. 89)

V. PROBATE COURT

The first territorial assembly provided that there should be established in each county a probate court, to be deemed a court of record, and presided over by a probate judge, who was appointed by the assembly to serve until the general election of 1857, after which he was to be elected for a four-year term (S.T.K. 1855, ch. 44, secs. 1-6). In addition to original jurisdiction in matters of estates (ibid., sec. 8) the probate court during the territorial period had concurrent jurisdiction with the district court in all actions on bonds, notes, or other unliquidated demands for direct payment of money or property not exceeding $1,000 exclusive of interest (ibid., sec. 10).

The probate court could grant writs in injunction returnable to the district court (ibid., sec. 14), could enforce obedience to its orders the same as the district court, and issue executions on its judgments, and had concurrent jurisdiction with the district court in cases in equity in which executers or administrators were parties, and not involving more than $100 (ibid., secs. 21, 22). Appeals lay to the district court or supreme court, and either party had the right of trial by jury (ibid., secs. 25, 26).

In addition to his court duties, the probate judge was president of the board of county commissioners (ibid., sec. 28). The clerk to the board was ex officio clerk of the probate court, with power to perform all duties of the judge in the latter's absence, subject to confirmation or rejection by the judge upon his return (ibid., sec. 41).

The territorial assembly of 1860 changed the term of the probate judge to two years (G.L.T.K. 1860, ch. 28, sec. 39). The state constitution, effective January 29, 1861, specifies that "there shall be a probate court in each county, which shall be a court of record and have such probate jurisdiction and care of estates of deceased persons and minors, and persons of unsound mind, as may be prescribed by law, and shall have jurisdiction in cases of habeas corpus. The court shall consist of one judge who shall be elected by the qualified voters of the county and hold his office two years." (C.S.K., art. 3, sec. 8.) Until 1905, when an amendment was adopted eliminating the provision, the constitution provided that the judge should serve as his own clerk. In 1913 an act was passed allowing probate judges from $300 to $2,000 annually for clerk hire, depending on population (L. 1913, ch. 197, sec. 13). An amendment to the law in 1919 provides that when the allowance for clerk hire is insufficient to properly expedite the business of the office, the county commissioners shall allow such additional sum as may be necessary (L. 1919, ch. 203, sec. 1).

Kansas statutes give probate courts original jurisdiction within their respective counties in all matters of estates of deceased persons, minors, persons of unsound mind and habitual drunkards, and to hear and determine cases of habeas corpus (G.S. 1868, ch. 29, sec. 1). The probate

judge is required to keep a record, in books provided for that purpose, of all wills admitted to probate; letters testamentary or of administration; bonds of administrators and executors; inventories, appraisals and sale bills, petitions for the sale of real estate and proceedings in connection therewith; the accounts and settlements of administrators and executors, and all other accounts and proceedings pertaining to estates (ibid., ch. 37, sec. 204). He must keep similar records in relation to guardians and wards, and lunatics and habitual drunkards, insofar as they are applicable (ibid., sec. 205). Any will in writing may be deposited in the probate judge's office for safe keeping during the lifetime of the testator (ibid., ch. 117, sec. 3).

The probate judge has jurisdiction in proceedings for the care and hospitalization of crippled children (L. 1931, ch. 283, sec. 7), and proceedings in the adoption of minors (G.S. 1868, ch. 67, sec. 6). In 1885 the legislature provided for the establishment of the state home for orphans of honorably discharged soldiers, sailors and marines, and specified that applications for admission be made to and passed upon by the probate judge (L. 1885, ch. 185, secs. 1-4). The legislature of 1879 provided for establishment of the state reform school at Topeka (L. 1879, ch. 170, sec. 2), and in 1881 gave courts of record and probate courts power to commit to the institution any boy under 16 years old subject to imprisonment, or who was incorrigible, or led a vagrant or immoral life (L. 1881, ch. 129, sec. 4). Ten years after the establishment of the Topeka institution, the legislature made provision for establishment of the industrial school for girls at Beloit (L. 1889, ch. 158, secs. 1-3), and empowered courts of record and probate courts to commit thereto any girl under 16 years old convicted of any offense punishable by imprisonment, or who was incorrigible, or resorted to immoral practices (ibid., secs. 10-12). The same legislature also enacted a law for the protection of children, authorizing any peace officer to bring before any magistrate authorized to issue warrants any child under 16 years old subjected to cruel or inhumane treatment, or found in a house of ill fame (L. 1889, ch. 104, secs. 4, 5). Later, officers were authorized to bring such children before "any court of summary jurisdiction" (L. 1901, ch. 106, sec. 2). By custom the majority of such cases were handled through the probate court until 1905, when a juvenile court was established in each county to have jurisdiction over cases of dependent, neglected and delinquent children, with the provision that the probate judge should be judge of the juvenile court (L. 1905, ch. 190, sec. 1).

The probate judge issues marriage licenses, and when the original license is returned by the person performing the ceremony, as provided by law, he enters it in the marriage record and forwards the original to the state registrar of vital statistics. He must keep a correct copy of the marriage license and return. (G.S. 1868, ch. 61, secs. 5, 6.) He also is authorized to perform the marriage ceremony (ibid., sec. 10).

Beginning in 1881, when the state prohibitory liquor law was enacted, the probate judge was authorized to grant, upon petition, permits to

druggists to sell liquor for medicinal purposes, and to cancel such permits (L. 1881, ch. 128, sec. 2). This law was repealed in 1909 (L. 1909, ch. 164).

The probate judge passes upon petitions of settlers for the purchase of school land (L. 1876, ch. 122, art. 14, sec. 4), and formerly appointed commissioners to condemn land for school house sites (L. 1874, ch. 122, sec. 3), but the latter duty was subsequently transferred to the district court (L. 1909, ch. 86, sec. 2).

In 1868 the probate judge was given authority to incorporate towns and villages upon petition of a majority of the inhabitants (G.S. 1868, ch. 108, sec. 1), but the law was repealed in 1871 by another which vested the judge of the district court with power to incorporate third class cities (L. 1871, ch. 60, sec. 95).

It is the duty of the probate judge, when so ordered by the county commissioners, to make an examination of the books and funds of the county treasurer and make a report thereof to the county board (L. 1874, ch. 8, secs. 3, 4; Special Session).

In the Seward County probate court all separate records, except the marriage records, have been discontinued in recent years, and the only subsequent records kept are the entries in the Journal (entry 171). Juvenile court cases are entered in the Journal, 1905--, as were proceedings in juvenile cases under the jurisdiction of the probate court prior to that time.

In the following entries the words"office" and "vault" used to designate location of records refer to the office and valut of the probate court.

Proceedings

171. JOURNAL, 1886--. 8 vols. (1-8).
Journal of all proceedings of the probate and juvenile courts, showing date, title of case, case number, names of attorneys, witnesses and interested persons, nature of instruments filed, proceedings had, fees, costs and disposition of case. Arr. chron. Alph. index by names of principal parties. Hdw., 1886-1924; typed, 1925--. Aver. 500 pp. 17 x 12 x 3. Vault.

For separate Adoption Record, 1923-25, see entry 188; Claim Record, Allowance of Claims, 1925, entry 183; Executors' Bonds and Letters Testamentary, 1913-25, entry 176; Foreign Will Record, 1911-25, entry 175; Guardians' Letters and Bonds, 1888-1925, entry 179; Insane Record, 1912-25, entry 186; Juvenile Court Record, 1913-29, entry 199; Petitions for Letters of Guardianship, 1893-1925, entry 178; Record of Administrators' Letters and Bonds, 1886-1926, entry 177; Record of Annual Settlement, 1925, entry 184; Record of Inventory and Appraisement, Decedents, 1886-1934, entry 180; Record of Inventory and Appraisement, Minors, 1925-34, entry 181;

Record of Sales and Sale Bills, 1898-1934, entry 182; Will Record, 1889-1925, entry 174.

172. APPEARANCE DOCKET, 1886-1909, 1911--. 3 vols. (1, 1, 2). Appearance docket of all cases filed in probate and juvenile courts, showing case number, nature of cause, style of fiduciary, name of estate, attorneys, nature of instrument, date of filing, court costs and fees, and journal volume and page numbers where recorded. Arr. chron. Alph. index by titles of cases. Hdw. on printed form. Aver. 640 pp. 17 x 14 x 3. Vault.
For separate juvenile court record, 1913-29, see entry 199.

Estates

Case Files

173. (ESTATE CASES), 1886--. 16 file boxes, 1 cardboard box, 2 bdls., 45 file drawers.
Original instruments filed in estate cases, including wills, affidavits, petitions for appointments, petitions for letters testamentary and letters of guardianship and administration, court orders, bonds of administrators, executors and guardians; claims, accounts and settlements, receipts and reports, showing case number, name of estate, date filed, names of attorneys, heirs, administrator, executor or guardian, description and value of property, names and reports of appraisers, and final accounting and settlement. Also contains: (Adoption Cases), 1902--,entry 187; (Crippled Children Cases), 1932--, entry 189; (Dependent, Neglected and Delinquent Children), 1908--, entry 198; (Habeas Corpus Cases), entry 193; (Insanity Cases), 1887--, entry 185. Arr. num. by case nos. and chron. thereunder. No index. Hdw. and typed on printed forms. File boxes aver. 4½ x 3½ x 10½; box 10 x 6½ x 17½; bdls. 4 x 1 x 9; file drawers 10½ x 5 x 13. Vault.

Wills

174. WILL RECORD, 1889-1925. 2 vols. Discontinued as separate record. Title varies: Record of Wills, 1889-1924.
Copies of last wills and testaments filed for probate, showing names of testator, heirs and witnesses, date and place of signing, legacies and bequests, date admitted to probate, and signature of probate judge. Arr. chron. Alph. index by names of estates. Hdw. Aver. 590 pp. 17½ x 12½ x 2 3/4. Vault.
For journal entries, 1886--, see entry 171.

175. FOREIGN WILL RECORD, 1911-25. 1 vol. Discontinued as separate record.
Record of wills of non-resident testators who own property in county, showing date, names of testator and beneficiaries, description of property, provisions of will, and signatures of deceased and witnesses. Arr. chron.

Alph. index by names of estates. Hdw. 58 pp. 18 x 13 x 2 3/4. Vault.
For journal entries, 1886--, see entry 171.

Letters and Bonds

176. EXECUTOR'S BOND AND LETTERS TESTAMENTARY, 1913-25. 1 vol. Discontinued as separate record.
Record of bonds, oaths and letters of executors of estates, showing name, location and value of estate; name of executor, dates appointed and qualified, date and amount of bond; names and affidavits of sureties, and signature of probate judge. Arr. chron. Alph. index by names of estates. Hdw. on printed form. 400 pp. 18⅓ x 13 x 2¼. Vault.
For journal entries, 1886--, see entry 171.

177. RECORD OF ADMINISTRATORS' LETTERS AND BONDS, 1886-1926. 1 vol. Discontinued as separate record.
Record of administrators' bonds, oaths and letters, showing name of administrator, dates appointed and qualified; name of estate, date and amount of bond, names and affidavits of sureties, date approved, letter of administration and signature of probate judge. Arr. chron. Alph. index by names of estates. Hdw. on printed form. 416 pp. 16 x 12 x 2¼. Vault.
For journal entries, 1886--, see entry 171.

178. PETITIONS FOR LETTERS OF GUARDIANSHIP, 1893-1925. 1 vol. Discontinued as separate record.
Petitions for letters of guardianship for minors and incompetents, showing name, amount and value of estate, names and ages of petitioner and minor, order of hearing, date filed, and signatures of minor and probate judge. Arr. chron. No index. Hdw. on printed form. 448 pp. 16 x 12 x 2½. Vault.
For journal entries, 1886--, see entry 171.

179. GUARDIANS' LETTERS AND BONDS, 1888-1925. 1 vol. Discontinued as separate record.
Record of guardians' letters and bonds, showing name and location of estate, valuation, name of guardian, date appointed and qualified, date and amount of bond, names and affidavits of sureties, date approved, letter of guardianship, and signature of probate judge. Arr. chron. Alph. index by names of guardians and minors. Hdw. on printed form. 478 pp. 16 x 11½ x 2¼. Vault.
For journal entries 1886--, see entry 171.

Inventory of Appraisement

180. RECORD OF INVENTORY AND APPRAISEMENT, DECEDENTS, 1886-1934. 1 vol. Discontinued as separate record.
Record of inventory and appraisement of property of estates, showing name of estate, administrator and appraisers; date appointed, appraised value of real and personal property, statement of debts, accounts, bonds,

mortgages, money in bank or circulating medium, and total value. Arr. chron. Alph. index by names of estates. Hdw. on printed form. 416 pp. 16 x 12 x 2½. Vault.
For journal entries, 1886--, see entry 171.

181. RECORD OF INVENTORY AND APPRAISEMENT, MINORS, 1925-34. 1 vol. Discontinued as separate record.
Record of inventory and appraisement of property of minors, showing name of minor and guardian, appointments of appraisers, itemized statement of personal property and appraised value, statement of debts, accounts, moneys, bank bills or circulating medium, and oath of guardian. Arr. chron. No index. Hdw. on printed form. 414 pp. 16 x 12 x 2. Vault.
For journal entries 1886--, see entry 171.

Claims and Settlement

182. RECORD SALES AND SALE BILLS, 1898-1934. 1 vol. Discontinued as separate record.
Record of sales and sale bills of personal property of estates, showing name of estate, date and place of sale, items, quantity, sale price, name of purchaser, terms of sale and how paid. Arr. chron. No index. Hdw. on printed form. 416 pp. 16 x 12 x 2. Vault.
For journal entries 1886--, see entry 171.

183. CLAIM RECORD, ALLOWANCE OF CLAIMS, 1925. 1 vol. Discontinued as separate record.
Record of claims and allowances against estate, showing name of estate, date filed, names of claimant and attorney, amount claimed, purpose, classification, amount and date allowed, and signature of probate judge. Arr. chron. Alph. index by names of claimants. Hdw. on printed form. 480 pp. 16½ x 12 x 2½. Vault.
For journal entries, 1886--, see entry 171.

184. RECORD OF ANNUAL SETTLEMENT, 1925. 1 vol. Discontinued as separate record.
Record of annual and final settlements of estates by administrators, executors and guardians, showing name of estate, dates of settlements, items, debits and credits, oaths, date of filing, and signature of probate judge. Arr. chron. Alph. index by names of estates. Hdw. 416 pp. 16 x 12 x 2½. Vault.
For journal entries, 1886--, see entry 171.

Lunacy

185. (INSANITY CASES), 1887--. In (Estate Cases), entry 173.
Affidavits, warrants, notices, court orders, verdicts and other original instruments filed in lunacy proceedings, showing dates, case number; names of patient, complainant, commission members and physicians; reports

of examining physicians, names of jurors and witnesses, verdict of jury, and orders and certification of court.

186. INSANE RECORD, 1912-25. 1 vol. Discontinued as separate record.
Record of proceedings in cases of insanity and feeble-minded persons, showing names of patient and witnesses, order of hearing, notice to patient, appointment of examiners or jurors, reports of insanity commission and examining physician, certificate of residence and financial statement, order of commitment and order for restoring citizenship. Arr. chron. Alph. index by names of patients. Hdw. 264 pp. 16 x 12 x 2½. Vault.
For journal entries, 1886--, see entry 171.

Minors
(See also entries 198, 199)

187. (ADOPTION CASES), 1902--. In (Estate Cases), entry 173.
Original instruments filed in proceedings for adoption of minors, showing date, name of child and adopting party, proposition to adopt, consent of parents or guardian, approval and orders of court, and certificate of adoption.

188. ADOPTION RECORD, 1923-25. 1 vol. Discontinued as separate record.
Record of adoption of minor children, showing name of child, consent of parents or guardian, history of case, name of adopting party, proposition to adopt, certificate of adoption and order of court. Arr. chron. Alph. index by names of children and adopting parties. Hdw. 240 pp. 16 x 12 x 1½. Vault.
For journal entries in adoption proceedings, 1886--, see entry 171.

189. (CRIPPLED CHILDREN CASES), 1932--. In (Estate Cases), entry 173.
Complaints, reports, court orders, and other original instruments filed in proceedings for treatment and hospitalization of crippled children, showing date, name of child and complainant, nature of affliction, order of examination, report of examining physician, date of hearing, order for treatment, hospital to which committed, and statement of fees and costs.

Marriage

190. MARRIAGE RECORD (Marriage Licenses and Affidavits), 1886--, 10 vols. Title varies: Affidavit, Marriage License, 1886-1911, 1916-17; Marriage Affidavit and License Record, 1917-20.
Copies of marriage licenses and affidavits, showing license number, date, name, address, age and color of contracting parties, oath as to legality

of marriage, certificate of person performing ceremony, and date of recording. Arr. num. by license nos. Alph. index by names of grooms, 1886-1930; alph. index by names of both contracting parties, 1931--. Hdw. on printed form. 560 pp. 16 x 12 x 2½. Vault.

191. MARRIAGE AFFIDAVITS, 1913--. 1 cardboard box, 1 bdl., 12 file boxes.
Original affidavits made in obtaining marriage licenses, showing date, name, address, and age of contracting parties, certification of absence of legal impediments to marriage, license number, signatures of applicant and probate judge. No index. Hdw. on printed form. Box 12 x 10 x 18; bdl. 3 x 2 x 5; file boxes aver. 5 x 4 x 10. 1 box, 1913-24, outside vault; 1 bdl., 12 file boxes, 1925--, vault.

192. MARRIAGE LICENSE, 1913--. 30 vols.
Stubs of marriage licenses, showing license number, date issued, name, address, age, place of birth and color of contracting parties, and signature of probate judge. Arr. chron. No index. Hdw. on printed form. 50 pp. 7¼ x 5 x ⅛. Vault.

Miscellaneous

193. (HABEAS CORPUS CASES), 1886--. In (Estate Cases), entry 173.
Petitions, affidavits, writs, orders and other instruments filed in habeas corpus proceedings, showing date, case number, name of petitioner, by whom restrained, on what pretext, order to bring into court, sheriff's return, date of hearing, and disposition of case.

194. FEE BOOK, 1898--. 2 vols.
Record of fees charged and collected by probate judge, showing date charged, to whom, amount, nature of service, date and amount paid, amount unpaid, and book and page numbers where recorded. Arr. chron. No index. Hdw. on printed form. 125 pp. 18½ x 12 x 1. Vault.

195. RECEIPTS - PROBATE JUDGE, 1886-1928, 1932--. 2 vols.
Duplicates of receipts issued for money received by probate judge, showing date, receipt number, amount, from whom, purpose, and signature of probate judge. Arr. chron. No index. Hdw. on printed form. 125 pp. 11 x 8 x 1. Vault.

196. RECORD OF APPOINTMENT OF JUDGE PRO TEM, 1911--. 1 vol.
Record of appointment of judges pro tem, showing date of appointment, name, address, oath and signature of appointee, for what period appointed, and signature of probate judge. Arr. chron. Alph. index by names of appointees. Hdw. on printed form. 184 pp. 14 x 10 x 1½. Vault.

197. MAP OF KANSAS, no date. 1 map.
Political and communications map of Kansas, showing county boundaries, location of cities, towns, roads and streams. National Map Company, Indianapolis, Indiana, publishers. Scale, 1 inch equals 9 miles. Printed. Framed. 48 x 28. Office.

VI. JUVENILE COURT

The juvenile court was created in each county by the legislature of 1905 to have jurisdiction in matters pertaining to dependent, neglected and delinquent children. The probate judge is designated as judge of the juvenile court, with authority to issue subpoenas and compel attendance by attachment as for contempt, and to issue all other processes that may be necessary, the same as justices of the peace may do in misdemeanor cases. Writs and processes are served by the probation officer of the court. (L. 1905, ch. 190, sec. 1.)

The act applies to children under 16 years old who are not at the time inmates of any state institution or industrial school. "Neglected child" and "dependent child" are defined as any child who for any reason might be destitute, homeless or abondoned, without proper care. Any child violating any law, or knowingly associating with criminals or immoral persons, or believed to be growing up in idleness or crime, the statutes define as "delinquent". (Ibid., sec. 2.)

The act provides that it shall be "liberally construed, to the end that the care, custody and discipline of a child shall approximate, as nearly as may be proper, parental care; and in all cases where the same can be properly done, that a child may be placed in an approved family home, by legal adoption or otherwise. And in no case shall any proceedings, order or judgment of the juvenile court in cases within the purview of this act, be deemed or held to import a criminal act on the part of the child; but all proceedings, orders and judgments shall be deemed to have been taken and done in the exercise of the parental power of the state". (Ibid., sec. 15.)

Complaint that a child is dependent, neglected or delinquent may be made to the court by any reputable person. If it is determined that there is no ground for complaint, no permanent record is made. Upon filing of the complaint, the court may summon the parents or other interested persons and proceed to hear and dispose of the case, or may continue it from time to time. The judge may allow the child to remain in its own home while the case is pending, or place it in a suitable home subject to supervision of the probation officer, or in a place provided by the county, but no child may be committed to jail except in case of a felony. (L. 1905, ch. 190, secs. 4, 5.)

(Next entry 198, p. 97)

The court may commit a dependent or neglected child to the care of suitable institution, an individual citizen or family, or some association willing to receive it, or to the care of a training or industrial school embracing in its objects the caring for or obtaining of homes for neglected or dependent children, and when the condition of the child's health requires it, may place it in a public or private hospital for treatment (ibid., sec. 7). In the case of a delinquent child, the court may allow it to remain in its own home subject to the visitation and supervision of the probation officer, to commit it to the care of some suitable family, or to a suitable institution for the care of delinquent children, but no child under the age of 16 may be committed to the state reformatory (ibid., sec. 9).

The judge of the juvenile court receives for his services the same fees he would receive for like service as probate judge (ibid., sec. 1). He is required to appoint one or more "discreet persons of good character" to serve as probation officers during the pleasure of the court, whose duty it is to make such investigations as the court may require, to represent the interests of the child when the case is heard, to furnish the court with information and assistance, and take such charge of the child before and after trial as the judge may direct (ibid., sec. 2).

County and city attorneys are required to give probation officers assistance within their jurisdiction. Police officers and constables making arrests of children under 16 years old must report the fact to the probation officer or judge of the juvenile court. (Ibid., secs. 12, 13.)

Prior to creation of the juvenile court, cases of dependent or delinquent children were handled chiefly through the probate court, although jurisdiction was vested in any court of record. The statutes provided that "courts of record and the probate courts of the state shall have power" to commit boys under 16 years old to the state industrial school for boys at Topeka (L. 1881, ch. 129, sec. 4) and girls under 18 years old to the industrial school for girls at Beloit (L. 1889, ch. 158, sec. 11). The legislature of 1889 authorized and empowered any corporations having for their purpose the establishment and maintenance of a children's home to receive and retain friendless children and provide for them until the age of majority, and give them all the powers of natural or legal guardians (ibid., ch. 134, sec. 1). Most of the provisions now existing for the handling of juvenile cases by the juvenile court were passed by the legislature of 1901, jurisdiction at that time being given to "any court of summary jurisdiction" (L. 1901, ch. 106).

In Seward County a Juvenile Court Record (entry 199) was kept only from 1913 to 1929, inclusive, but all cases have been entered on the probate court Appearance Docket (entry 172) and all proceedings recorded in the Journal (entry 171), since the juvenile court was established.

The records of the juvenile court are kept in the probate court vault.

198. (DEPENDENT, NEGLECTED AND DELINQUENT CHILDREN), 1908--.
In (Estate Cases), entry 173.
Petitions, notices, subpoenas, orders, warrants and other original instruments filed in proceedings involving dependent, neglected and delinquent children, showing date, case number, names of petitioner, child and witnesses, notices to probation officers and interested parties, orders for custody and support, and warrant to convey to state institution.

199. JUVENILE COURT RECORD, 1913-29. 1 vol. Discontinued as separate record.
Record of cases involving dependent, neglected and delinquent children, showing case number, date and nature of charge and writs issued, names of petitioner, child and witnesses; notices to interested parties, findings and orders of court, disposition of case, and remarks. Arr. chron. Alph. index by names of children. Hdw. on printed form. 262 pp. 18 x 13 x 1 3/4. Vault.
For Appearance Docket, 1886-1909, 1911--, see entry 172; for journal entries, 1886--, entry 171.

VII. JUSTICE OF THE PEACE

During the territorial period and the early days of statehood the justice of the peace played an important role in the administration of justice in Kansas. The office was created by the first territorial assembly, which provided that each municipal township should be entitled to four justices (S.T.K. 1855, ch. 93, art. 1, sec. 1). They were empowered to cause to be kept all laws made for the preservation of the peace; to cause to come before them any person who broke . . the peace and commit him to jail or bail; to arrest any person who attempted to break the peace and to compel security for his behavior. They also could punish for contempt. (Ibid., secs. 6, 7.)

Justices had the power to subpoena witnesses, take depositions, and to take acknowledgments of deeds and other written instruments, except conveyances of land located outside the county. When the office was vacated they were required to turn their records over to the county clerk, to be turned over to some other justice. (Ibid., secs. 9, 10.) In civil matters they had jurisdiction in actions of debt, contract and damages involving not more than $100; trespass and injury to person or personal property involving not more than $50; and cases involving a penalty provided by the territorial statutes of not more than $50. They could take and enter judgments by confession. (Ibid., art. 2, sec. 1.)

The jurisdiction of the justice was coextensive with the county. Writs could be served by any constable in any township, but were returnable before the justice in the township in which one or more of the defendants could be served, and such justice had full jurisdiction to

try the case. The justice had no cognizance of any action against an executor or administrator of an estate, or corporation, or of detinue, replevin, slander, malicious prosecution, false imprisonment, or where the title to land was in question. (Ibid., sec. 3.) He had jurisdiction in simple assault and battery, except when punishable by imprisonment under the territorial laws, or when damage exceeded $100. If the offense was punishable by imprisonment or a fine of $100 or more, the justice was required to admit the prisoner to bail until the next term of court. (Ibid., ch. 94, secs. 1, 2.) When there was no coroner, or when he was absent or for some other reason could not serve, the assembly specified that a justice of the peace might perform his duties (ibid., ch. 86, sec. 16). The county tribunal was authorized to appoint, as often as necessary, one or more justices in each township to lay out the roads in the township into convenient road districts, and allot to the overseers the persons subject to work on the roads (ibid., ch. 139, secs. 28, 29).

The assembly of 1857 reduced the number of justices to two in each township, or four if the township contained an incorporated city (L.T.K. 1857, sec. 3, p. 56), and gave them jurisdiction in cases of trespass, false imprisonment, malicious prosecution, libel and replevin where the amount involved did not exceed $100 (ibid., sec. 2, p. 56).

The first justices were appointed by the county tribunal (S.T.K. 1855, ch. 44, sec. 13), to serve terms of five years (ibid., ch. 93, art. 1, sec. 2). The assembly of 1857, however, reduced the term to four years (L.T.K. 1857, sec. 4, pp. 56, 57), and three years later it was reduced to two years (G.L.T.K. 1860, ch. 128, sec. 2). The state constitution, effective January 29, 1861, provides for the election of two justices in each township to serve terms of two years, and whose powers and duties shall be prescribed by law. The number of justices in any township may be increased by legislative enactment. (C.S.K., art. 3, sec. 9.) The statutes also provide that the county commissioners, when petitioned by a majority of the voters of a township, may make an order increasing or decreasing the number of justices to be voted for at the next ensuing election, as they may deem expedient but in no event may there be less than two (G.S. 1868, ch. 110, secs. 35, 36). When a justice vacates his office, his dockets must be placed in the hands of some other justice in the township (ibid., sec. 37). Upon his election or appointment, he must take the oath of office and execute to the state a bond, to be approved by the county commissioners, for faithful performance of duty (ibid., secs. 16, 19). Vacancies in office are filled by appointment by the governor until the next ensuing regular election (C.S.K., art. 3, sec. 11).

Present statutes give justices jurisdiction coextensive with the county in the following civil matters: 1) actions for the recovery of money only, where the amount claimed does not exceed $300; 2) to try actions for forcible entry and detention of real property; 3) to issue orders of attachment and proceed against the effects of debtors in

certain cases; 4) to issue subpoenas for and compel attendance of witnesse in matters pending before them; 5) to issue executions on judgments rendered by them; 6) to proceed against security for costs and bail for stay of execution in matters before them; 7) to proceed against constables failing to make return, making false return, or failing to pay over money collected on execution; 8) to administer any oath authorized by law; 9) to take acknowledgment of written instruments; 10) to act in the absence of the probate judge in the trial of contested elections of justices of the peace; 11) to solemnize marriages (G.S. 1868, ch. 81, sec. 2). In criminal matters the justice has concurrent original jurisdiction with the district court, coextensive with the county, in all cases of misdemean in which the fine cannot exceed $500 nor the imprisonment one year. Warrants are served by the sheriff or constable or any person especially appointed in writing by the justice. (Ibid., ch. 83, secs. 1, 2.)

The justice of the peace is required to keep a docket in which he must enter the title of each action, the time of filing, time of service and return of writs, orders of arrest and attachments, every adjournment and at whose request, and in whose favor any judgment is rendered or execution issued (ibid., ch. 81, sec. 188).

There are four regular townships and one city township in Seward County, the latter --- Liberal City Township --- having been automatically created when the city attained a population of 2,000 inhabitants (G.S. 1868, ch. 110, sec. 10). Two justices now are serving in Liberal City Township, one with offices in the City Hall at North Kansas Avenue and Fourth Streets, the other in the sheriff's office at the courthouse. The records of both appear in this inventory. In the regular townships no justice is serving at the present time.

200. (CASE FILES), 1927--. 15 pigeon holes.
Complaints, information, warrants, subpoenas, summonses, motions, affidavits, money receipts and other original instruments filed in civil and criminal actions, showing case number, date of filing, nature of cause, names of plaintiffs and defendants, attorneys, witnesses, record of costs, fines, and disposition of case. No index. Hdw. and typed. 6 x 4 x 8. Sheriff's office.

201. JUSTICE'S CIVIL DOCKET, 1913--. 19 vols. Title varies: Regular Docket, 1933--.
Docket of civil cases filed with justice of peace, showing case number, title and cause, attorneys, date and nature of pleadings filed and writs issued, rulings and orders of the court, record of fees and costs, and disposition of case. Arr. chron. 16 vols., 1913--, alph. index by names of defendants; 1 vol., 1921-30, no index; 2 vols., 1930--, alph. index by names of plaintiffs. Hdw. on printed form. Aver. 280 pp. 16 x 11½ x 1½. 16 vols., 1913--, police judge's office, city hall; 3 vols., 1921--, sheriff's office, courthouse.

202. JUSTICE'S CRIMINAL DOCKET, 1913--. 16 vols.
Docket of criminal cases filed with justice of peace, showing case number, date filed, names of defendant and complainants, crime charged, date and nature of pleading filed and writs issued, record of fees and costs, and disposition of case. Arr. chron. 15 vols., 1913--, alph. index by names of defendants; 1 vol., 1925-31, no index. Hdw. on printed form. Aver. 280 pp. 16 x 11 x 1½. 12 vols., 1913--, police judge's office, city hall; 4 vols., 1925--, sheriff's office, courthouse.

VIII. CONSTABLE

The statutes provide that at the general election on the Tuesday succeeding the first Monday in November of each even-numbered year there shall be elected in each township for terms of two years each as many constables as the number of justices of the peace to which the township may be entitled (G.S. 1868, ch. 110, sec. 3). The constable must subscribe to the same oath as other township officers, which oath is filed in the county clerk's office. Vacancies are filled by appointment by the county commissioners until the next ensuing election. (Ibid., sec. 112.)

The office was established by the first territorial assembly and made appointive by the county tribunal (S.T.K. 1855, ch. 44, sec. 34), but in 1858 was made elective (L.T.K. 1858, ch. 71, sec. 34). There has been practically no change in its duties and functions.

Constables are ministerial officers in the justices' courts of their respective counties, and civil and criminal process may be executed by them throughout the county, under restrictions of law. They may appoint one or more deputies, who may perform the same duties as their principals. It is the constable's duty to serve all warrants, writs, precepts, executions and other process directed to him, to apprehend on view or warrant and bring to justice all disturbers of the peace or law violators, to supress all riots and unlawful assemblies, and generally to keep the peace in his county. When he takes a prisoner to the county jail he must deliver to the sheriff a certified copy of the execution or commitment, and return the original to the justice who issued it. Whenever he shall have served a warrant in a criminal case or a summons in a civil case, he must attend upon the trial of such case, in person or by deputy, if held in his own township and execute all orders and process made by the justice therein. In discharging their duties, constables may call to their aid the power of the county, or such help as may be necessary. (Ibid., secs. 38-44.)

The constable keeps no records.

(Next entry 203, p. 103)

IX. SHERIFF

The office of sheriff was created in each county by the first territorial assembly, and there have been no basic changes in its duties to the present day. The assembly elected a sheriff for each organized county to hold office until 1857, after which he was to be elected by the people for a term of four years (S.T.K. 1855, ch. 150, secs. 1, 2). The assembly provided that the sheriff should be conservator of the peace in his county, have custody of jails and prisoners, serve and execute all writs and notices directed to him by competent authority, and be ex officio collector of taxes (ibid., secs. 3-5). He was required to settle with the county tribunal and pay the money he collected into the county treasury (ibid., sec. 8). He also was designated as crier or bailiff of the district court (ibid., sec. 14).

The assembly of 1858 changed the term of sheriff to the present one of two years (G.L.T.K. 1858, ch. 13, sec. 60), and the assembly of 1860 relieved him of his duties as collector of taxes by designating the county treasurer as such (G.L.T.K. 1860, ch. 28, sec. 114).

The sheriff is limited to two successive terms (C.S.K., art. 9, sec. 3). He is required to execute to the state a bond of from $2,000 to $20,000 to be specified and approved by the county commissioners and filed in the county clerk's office, to insure faithful performance of duty (G.S. 1868, ch. 25, sec. 99, as amended by L. 1897, ch. 96, sec. 2). He is required to appoint an undersheriff to hold office at his pleasure, and as many deputies as he thinks proper, and is responsible on his bond for their official acts (G.S. 1868, ch. 25, secs. 101-103). When a vacancy occurs in the office of sheriff, the undersheriff fills the office until the governor appoints a sheriff to hold until the next ensuing regular election (L. 1870, ch. 111, sec. 1).

Current statutes make it the duty of the sheriff, the undersheriff and his deputies to keep and preserve the peace in their county, and to quiet and suppress any affrays or unlawful assemblies, and to this end the sheriff may call to his aid any persons he deems necessary (G.S. 1868, ch. 25, sec. 107). The legislature of 1885 made it the duty of the commander of any regiment, battalion or company of the state militia to aid the sheriff with his command when called upon by that officer, in case of breach of the peace, tumult, riot or resistance to process (L. 1885, ch. 142, sec. 29). This law later was modified to permit the militia officer to maneuver his command according to his own judgment (L. 1901, ch. 255, sec. 42).

The sheriff, by himself or deputy, is required to keep the jail and supply proper food and fuel for the prisoners (G.S. 1866, ch. 53, sec. 3). He is required to receive all federal prisoners committed to his care, provide the federal government pays for their keep (ibid., sec. 18). When a prisoner is committed on a criminal action, the county must allow the sheriff a reasonable charge for his keep (ibid., sec. 10).

(Next entry 203, p. 103)

The sheriff must keep a calendar of all prisoners committed to the county jail, and return a copy to the judge at the opening of each term of the district court (ibid., sec. 5). He is required to keep and file a copy of all processes required to be returned to the court of issue, and to keep and file all instruments or copies thereof, by which prisoners are committed or liberated (ibid., secs. 11, 12). Immediately upon arrest of any person believed to be a fugitive from justice, or committing a felony, or in possession of stolen property, the sheriff is required to take his finger prints and send them to the federal department of justice (L. 1931, ch. 178, sec. 1).

Until 1907 the punishment for first degree murder in Kansas was death (L. 1859, ch. 28, sec. 3), which the sheriff was required to inflict by hanging (ibid., ch. 32, secs. 241, 242). In 1872 the legislature provided that executions take place within the walls of the state penitentiary and be carried into effect by the warden. The duty of the sheriff was merely to convey the prisoner to the penitentiary. (L. 1872, ch. 166, secs. 1, 4.) Life imprisonment was substituted for the death penalty in 1907 (L. 1907, ch. 188, sec. 1). In 1935 the death penalty was reinstated. It is again the duty of the sheriff, upon receiving the proper warrant, to convey the prisoner to the penitentiary for execution (L. 1935, ch. 155, sec. 12).

In civil matters the sheriff is required to serve and execute, by himself or deputy, all process, writs, precepts and orders issued and directed to him by lawful authority, and to attend upon the several courts of record held in his county (G.S. 1868, ch. 25, sec. 106). He is required to sell lands or tenements on execution and make a deed to the purchaser (ibid., ch. 80, sec. 459). When a receiver is not appointed by the court, the sheriff may act as receiver for the property he is attaching, and may commence and maintain actions in his own name as such (ibid., sec. 211). The sheriff must be present in the office of the county clerk at the drawing of the jury (ibid., ch. 54, sec. 11), and must summon those drawn for jury duty (ibid., sec. 15, as amended by L. 1921, ch. 166, sec. 1). Until 1916 it was his duty to proclaim the holding of elections (G.S. 1868, ch. 36, sec. 5).

The sheriff is required to collect delinquent personal property taxes upon warrants issued by the county treasurer (ibid., ch. 107 sec. 123), and since 1933 has been required to collect delinquent income taxes upon warrants issued by the state tax commission (L. 1933, ch. 320, sec. 35).

In the following entries the word "office" used to designate location of records refers to the sheriff's office.

Civil Processes
(See also entries 136-158)

203. SHERIFF'S DAY BOOK, 1894, 1911-13, 1933--. 3 vols.
Sheriff's daily record of summonses, subpoenas, warrants, attachments, executions and other processes served, showing name of court, title and cause, nature of instrument, date received, date served, by whom, record of fees and costs, and remarks. Arr. chron. Alph. index by names of plaintiffs 1894, 1911-13, 1933-35; no index 1935--. Hdw. on printed form. 80 to 482 pp. 7 x 4 x ½ to 16½ x 11½ x 2¼. Office.
For separate record of attachment and execution, 1890-1914, see entry 204; record of sales of real estate, 1911, 1928, entry 205.

204. SHERIFFS' REGISTER OF ATTACHMENT AND EXECUTIONS, 1890-1914. 1 vol. Discontinued.
Sheriff's record of executions on order of sale and attachment, showing case number, nature of process, date issued, amount of judgment, against whom, in whose favor, date and place of sale, amount, name of purchaser, record of fees and costs, date of return, and remarks. Arr. num. by attachment nos. Alph. index by names of plaintiffs. Hdw. on printed form. 320 pp. 16 x 11 x 1 3/4. Office.
For subsequent record, 1933--, see entry 203.

205. RECORD OF SALE OF REAL ESTATE, 1911, 1928. 1 vol. Discontinued.
Sheriff's record of real estate sold under execution, showing names of plaintiff and defendant, description of property, place and date of sale, amount of debt, interest and costs, to whom sold, sale price, terms of payment and remarks. Arr. chron. Alph. index by names of plaintiffs. Hdw. on printed form. 270 pp. 16½ x 11½ x 1½. Office.
For subsequent record, 1933--, see entry 203.

206. TAX WARRANT REGISTER, 1932--. 1 vol.
Sheriff's record of personal property tax warrants received for collection, showing name and address of delinquent, warrant number, date issued, amount of taxes, fees and costs, amount collected, date of return, settlement with county treasurer and remarks. Arr. num. by warrant nos. No index. Hdw. on printed form. 400 pp. 16 x 14½ x 1 3/4. Office.
For treasurer's record of warrants issued, 1928--, see entry 235.

Criminal Records

207. JAIL RECORD, 1895-1929, 1935--. 3 vols. (two unmarked, A).
Title varies: Jail Calendar, 1885-1929.
Sheriff's record of prisoners committed to jail, showing prisoner's name and number, physical description, nature of offence, date committed,

by whom, upon what authority, length of sentence, date consigned to penitentiary or liberated, prison record, and remarks. Arr. chron. Alph. index by names of prisoners, 1895-1929; no index 1935--. Hdw. on printed form. Aver. 350 pp. 16 x 10 x 1½. 2 vols., 1895-1929, office; 1 vol., 1935--, jail office.

208. (FINGERPRINT RECORD), 1936--. 1 envelope.
Fingerprint record of individuals charged with crime and arrested by sheriff, showing name and address, age, place of birth, physical description, identifying marks, criminal history and fingerprints of prisoner. No index. Typed and printed. Condition fair. 5½ x 1 x 10. Office.

209. ROGUES' GALLERY, 1925--. 5 books.
Descriptive bulletins of fugitives from justice, showing name and alias, age, physical description, criminal history, photographs, identifying marks, fingerprints, where wanted, on what charge, and reward offered. No index. Printed. Condition poor. Office.

Miscellaneous

210. SHERIFF'S FEE BOOK, 1937--. 1 vol.
Sheriff's record of fees charged and collected, showing date, case number, title of action, nature of service, amount of fees, costs and mileage, total amount, date and by whom paid, amount unpaid, and remarks. Arr. chron. No index. Hdw. 250 pp. 18 x 14 x 1½. Office.

211. MAP OF KANSAS, no date. 1 map.
Political and communications map of Kansas, showing boundary lines of counties, positions of cities, towns, streams, railroads, highways and roads. National Map Company, Indianapolis, Indiana, publishers. Scale, 1 inch equals 9 miles. Colored and framed. 48 x 28. Office.

212. MAP OF SEWARD COUNTY, 1934. 1 map.
Communications map of Seward County, showing county boundary, positions of cities, towns, highways and roads. Roy Mart, county surveyor, Liberal Kansas, artist. Scale, 1 inch equals 1 mile. Blueprint. 33 x 27½. Office.

X. CORONER

The office of coroner was created in each county by the first territorial assembly, and there has been practically no change in its duties to the present day. The first coroners were appointed by the board of county commissioners and commissioned by the governor (S.T.K. 1855, ch. 44, sec. 34). The assembly of 1858 provided that they should be elected biennially (G.L.T.K. 1858, ch. 13, sec. 78).

Current laws provide that a coroner shall be elected in each county for a term of two years and that he shall execute and file with the county clerk a bond in the penal sum of from $500 to $5,000 for faithful performance of duty. When there is no sheriff in the county, or the sheriff has been committed to jail, it is the coroner's duty to exercise all the functions of sheriff until one is elected and qualified. (G.S. 1868, ch. 25, secs. 116, 117.)

The coroner is required to hold an inquest upon the dead bodies of persons supposed to have died from unlawful means, or the cause of whose death is unknown. When he has notice of such death, he is required to summon a jury of six persons and may issue subpoenas for such witnesses as he deems necessary. He has the same authority as a justice of the peace in forcing attendance of witnesses and punishing for contempt. (Ibid., secs. 120-122.) The testimony must be reduced to writing and subscribed by the witnesses (ibid., sec. 124). The inquisition, the written evidence and a list of the witnesses who testify must then be returned to the county clerk (ibid., sec. 131). If the inquisition find that a crime has been committed on the deceased and names the person believed by the jury to have committed it, the coroner may order his immediate arrest, if he is present; otherwise he may issue a warrant to the sheriff or any constable, which warrant has the same force as that issued by a justice of the peace (ibid., secs. 126-129). Should the deceased have no relatives or friends, the coroner may order his burial at county expense (ibid., sec. 132). When there is no coroner, or he is disqualified or unable to act, any justice of the peace of the county may perform his duties in relation to dead bodies (ibid., sec. 133).

For holding an inquest the coroner receives $3 per day for each day actually employed, and the same fees as justices of the peace for like services in criminal cases; for performing the duties of sheriff, the same fees as the sheriff, and for every mile actually traveled in the discharge of his duties, a fee of ten cents (ibid., ch. 39, sec. 10). Vacancies in the office are filled by appointment by the governor until the next ensuing election (ibid., ch. 36, sec. 57). A coroner may be removed by ouster proceedings instituted by the attorney general in the district court or state supreme court (L. 1911, ch. 237, sec. 1, 2).

In Seward County no coroner's records have been found ante-dating that begun by the present officer in 1937.

213. CORONER'S RECORD, 1937--. 1 vol.
Coroner's record of deaths and inquests, showing name of deceased, date and circumstances of death, date of inquest, list of jurors and witnesses, findings of coroner or jury, and amount of fees. Arr. chron. Alph. index by names of deceased. Hdw. on printed form. 300 pp. 18 x 12 x 2. Office, 111 West Third St., Cimarron, Kansas.

(Next entry 214, p. 107)

XI. COUNTY ATTORNEY

The organic act of May 30, 1854, divided the Territory of Kansas into three judicial districts and provided that a term of district court be held in each by a judge of the supreme court at such times and places as might be prescribed by law (10 U.S. Stat. 286, sec. 27). The first territorial assembly created the office of district attorney in each judicial district and made it appointive by the assembly for a four-year term (S.T.K. 1855, ch. 10, sec. 1). The assembly of 1858 abolished this office and created that of county attorney in each county (G.L.T.K. 1858, ch. 13, sec. 49).

The state constitution, effective January 29, 1861, divided the state into five judicial districts (C.S.K., art. 3, sec. 5), and decreed that the number might be increased by law whenever two-thirds of the members of each house of the legislature might concur (ibid., sec. 14). The first state legislature, abolishing the office of county attorney, re-created that of district attorney, elective for a term of two years (L. 1861, ch. 2, sec. 1). Three years later the office of district attorney was again abolished, and that of county attorney restored, elective for a two-year term (L. 1864, ch. 31, secs. 1, 2, 13). No subsequent change has been made.

The county attorney must be a regularly qualified practicing lawyer, and must execute to the state and file with the county clerk a bond in the penal sum of not less than $2,000 for faithful performance of duty (G.S. 1868, ch. 25, sec. 135). Vacancies in the office are filled by appointment by the judge of the district court until the next ensuing election (ibid., sec. 146).

It is the duty of the county attorney to appear in the courts of his county and prosecute or defend on behalf of the people all suits, applications or motions, civil or criminal, arising under the laws of the state, in which the state or county is a party or interested. Any magistrate in his county may require him to appear and prosecute all complaints made in behalf of the state of which such magistrate has jurisdiction. He must also, when called upon to do so, render opinions and advice to all civil officers of the county concerning matters of county interest. (Ibid., secs. 136-138.) The prosecuting witness in any criminal case may employ, at his own expense, special counsel to assist the county attorney (L. 1901, ch. 62, sec. 1). The county commissioners may employ an additional attorney to assist the county attorney, when they deem it necessary, in any case or investigation involving the duties of his office (L. 1925, ch. 139, sec. 1). Provisions of the prohibitory liquor law allow the county attorney a fee of $25 on each count upon which the defendent is convicted, to be taxed as costs, but in no case is the county liable for payment of such fee (L. 1885, ch. 149, sec. 10).

The county attorney and sheriff are required to make a personal investigation and inventory twice annually of all personal property owned by the county, which information is recorded in a book kept by the county clerk for that purpose, and a copy filed with the clerk of the district court (L. 1925, ch. 138, sec. 1). With the judge of the district court the county attorney is required to make an investigation of the county jail at each term of court, and make a report of his findings to the county commissioners (L. 1868, ch. 53, sec. 2).

No special records, other than a fee book, are required by law to be kept by the county attorney. He must, however, make a quarterly report to the county commissioners of all fees he has collected during the preceding three months (L. 1897, ch. 131, sec. 14). To persons paying him money for the county he must give two copies of his receipts, one of which is to be filed by the payor with the county clerk (G.S. 1868, ch. 25, sec. 143).

214. GENERAL CORRESPONDENCE, 1935--. 6 file drawers. Original and duplicate copies of miscellaneous correspondence to and from various sources pertaining to crime, law enforcement and other official business of county attorney's office. Arr. alph. by names of correspondents. No index. Typed. 12 x 8 x 16. Office.

XII. COUNTY ASSESSOR

The first assembly, setting up a tax system for the Territory of Kansas, provided that a county assessor should be appointed annually by the county tribunal (S.T.K. 1855, ch. 137, art. 2, sec. 1), and that it should be the duty of every citizen to list all property owned by him or under his management (ibid., secs. 8, 9). In 1860 the office was made elective for a term of one year (G.L.T.K. 1860, ch. 28, sec. 121), and when Kansas was admitted to statehood January 29, 1861, it was continued under the general terms of the constitution (C.S.K., schedule, sec. 3). A legislative act of that year required the assessor to make an enumeration of the inhabitants liable for military duty and forward it to the attorney general (G.L.S.K. 1861, ch. 59, sec. 6).

In 1869 the legislature abolished the office of county assessor and provided that the trustee of each township, by virtue of his office, should be the assessor for his township. For the purpose of the act, incorporated cities were declared townships, and in each such city the office of assessor was elective for a term of one year. The board of county commissioners was authorized to allow the township assessors not more than $3 a day as compensation, and to allow the appointment of one or more deputy assessors in any township where needed.

(Next entry 215, p. 109)

The township trustee was required to give an additional bond as township assessor, and the county commissioners were empowered to fill any vacancy in the office. The assessors made all returns to the county clerk. (L. 1869, ch. 30, sec. 1.)

Beginning in January 1908 the office of county assessor was restored and made appointive by the county commissioners for a term of two years (L. 1907, ch. 408, sec. 18). Under this law the county commissioners of Seward County appointed an assessor January 8, 1908 (Commissioners' Journal vol.2, p. 409; see entry 2). The statutes provided that he appoint the trustee of each township as deputy assessor for that township, and with the consent of the county commissioners appoint such number of other deputies as might be necessary (L. 1907, ch. 408, sec. 19). Beginning in November 1910, the legislature made the office elective for a term of two years in all counties with more than 12,000 population and provided that in counties with 12,000 inhabitants or less which indluded Seward County, the county clerk should be ex officio assessor, to perform all the duties of the office and be subject to its penalties, and to receive such compensation for the additional duties as the county commissioners might see fit (L. 1909, ch. 251, sec. 3). Effective in 1914 the office was restricted as a separate one to counties of more than 55,000 population (L. 1913, ch. 321, sec. 1), and in 1925 to counties of more than 65,000 population (L. 1925, ch. 131, sec. 1). The law of 1913 stipulated that in counties where the county clerk acted as ex officio assessor the county commissioners, upon petition of ten per cent of the voters, could submit to the people the question of establishing the office as an elective one, but Seward County never has taken advantage of this clause.

In addition to the listing and valuation of real and personal property for taxation, the deputy assessors are required to gather statistics pertaining to population, agriculture, manufacturing and other subjects. The state constitution specified that the legislature should provide for the taking of the first state census in 1865, and at least once every ten years thereafter (C.S.K., art. 2, sec. 26). By legislative enactment in 1865 this duty was placed upon the county assessors, who were required to make their returns of the enumeration of inhabitants and statistical data to the secretary of state, and also make a list of Kansans in military service of the state or United States (L. 1865, ch. 20, sec. 1). The secretary of state was required to provide the necessary blanks for the recording of statistical information, and distribute them to the county assessors (ibid., sec. 12), who supplied them to their assistants (ibid., sec. 4). It was specified that these forms should call for an enumeration of the inhabitants and information concerning them, number of acres improved, unimproved and fenced; production of livestock and farm produce, products of industry, and social statistics (ibid., sec. 17). The assessors transmitted one set of returns to the secretary of state, and the other to the county clerk (ibid., sec. 4).

The legislature of 1868 provided that at the time of listing property each year the assessors should also require each inhabitant to make a statement specifying the number of acres planted to various crops and the quantities of various crops produced the preceding year, and the number of head of livestock on hand of each kind, and also to list all persons who were deaf, dumb, blind or idiots, and make return to the county clerk with the assessment. The clerk was required to make an abstract of all returns and send to the state auditor. (G.S. 1868, ch. 25, secs. 80-82.)

In 1873 the legislature added the enumeration of inhabitants to the assessor's duties as an annual affair and provided that the county clerk make return thereof to the state auditor (L. 1873, ch. 75, sec. 1). It also required collection of statistics annually relating to apiculture, horticulture, livestock, manufactory, agriculture, coal and stone, and hydraulic cement, mineral paint and pottery works, of which the county clerk made a tabular return to the state board of agriculture (ibid., ch. 137). In 1875 the legislature required that the assessors, in addition to duties already provided, should in that year and every tenth year thereafter take a census of population and the number of persons in each occupation, trade and profession, the number of native and foreign born persons over 21 years old, the number of libraries, churches, newspapers and school houses, and facts relating to pauperism, and crime (L. 1875, ch. 67, sec. 3). Since 1885 the assessors must also make an annual enumeration of honorably discharged volunteer union soldiers (L. 1885, ch. 93, sec. 1).

The legislature of 1933 eliminated the provision requiring the assessor to make return of statistical information to the county clerk, and imposed upon him the duty of making an abstract in duplicate, the original to be transmitted to the state board of agriculture and the duplicate to be kept in the archives of the assessor's office (L. 1933, ch. 114, secs. 1, 2).

In the following entries the terms "office" and "vault" used to designate location of records refer to the office and adjoining vault of the county clerk.

Tax Assessment
(See also entries 23-27)

215. FIELD BOOK FOR REAL ESTATE ASSESSMENT, 1916, 1918--. 39 vols. Field book for real estate assessment, showing name and address of property owner, legal description of property, number of acres improved and unimproved, total acreage, value per acre, value of improvements, total assessed valuation of property, and remarks. Arr. num. by sec., twp., range, lot and block nos. No index. Hdw. on printed form. Aver. 55 pp. 14 x 8 x ½. 26 vols., 1916, 1918-30, bsmt.; 13 vols., 1916, 1931--, vault.

216. PERSONAL PROPERTY STATEMENTS, 1911--. 281 vols. (labeling varies).
Statements of personal property listed for taxation, showing name and address of taxpayer, items of property, valuation by owner under oath, and valuation by assessor; and statements of merchants and manufacturers, showing gross receipts, debits, gross operating expenses, resources, and items and value of personal property. Arr. alph. by names of property owners. No index. Hdw. on printed form. 250 pp. 15 x 11 x 2. 84 vols., 1911-29, outside vault; 105 vols., 1915-35, bsmt.; 92 vols., 1912, 1929--, vault.

217. INTANGIBLE PERSONAL PROPERTY STATEMENTS OF MONEYS AND CREDITS, 1915--. 25 vols.
Statements of intangible personal property, showing name and address of taxpayer, school district number, amount and value of annuities, stocks, notes, bills receivable, judgments, cash in bank, mortgages and liens, total valuation under oath, and signatures of owner and assessor. Arr. alph. by names of property owners. No index. Hdw. on printed form. Aver. 260 pp. 15 x 9 x 2. 20 vols., 1915-26, 1930--, vault; 5 vols., 1926-29, outside vault.

Census and Agriculture

218. LIST OF RESIDENTS, 1912--. 119 vols.
List of residents of Seward County, showing name, address, age, sex and color of each resident. Arr. by cities and twps., and alph. by names of residents thereunder. No index. Hdw. on printed form. 50 pp. 6 x 4 x $\frac{1}{2}$. 64 vols., 1912-29, bsmt.; 18 vols., 1930-31, outside vault; 37 vols., 1932--, vault.
For population statistics, 1891-94, 1896-98, 1901-9, 1911--, see entry 220.

219. ENUMERATION, 1913--. 121 vols.
A census of county inhabitants, showing name and address, age, sex, color and marital status, number in family, and remarks. Arr. alph. by names of families. No index. Hdw. on printed form. 50 pp. 6 x 4 x $\frac{1}{2}$. 44 vols., 1913-27, bsmt.; 40 vols., 1928-32, outside vault; 37 vols., 1933--, vault.
For population statistics, 1891-94, 1896-98, 1901-9, 1911--, see entry 220.

220. ABSTRACT OF STATISTICAL ROLLS, 1891-94, 1896-98, 1901-9, 1911-26. 42 vols. Title varies: Statistical Roll of County Assessor, 1912-24. 1927-- in Reports (Miscellaneous), entry 100.
Abstract of agricultural and population statistics, showing name of township, population number of acres improved and unimproved, fenced and unfenced, total acreage, acreage in various crops, tons of hay cut, source of water supply, dairy and poultry products, kind, number and value of livestock owned, livestock mortality, description and condition

of equipment used, and statistics pertaining to crime, pauperism and wages. Arr. alph. by names of twps. No index. Hdw. on printed form. 20 pp. 12½ x 10½ x ¼. 12 vols., 1891-94, 1896-98, 1901-5, 1912, 1924, bsmt.; 30 vols., 1905-26, office.

For assessor's census records, 1912--, see entries 218, 219.

221. (ABSTRACT OF HORTICULTURAL STATISTICS), 1908-11, 1916-19, 1923. 9 vols. 1927-- in Reports (Miscellaneous), entry 100. Abstract of horticultural statistics, showing acreage in nursery stock, fruit trees, bearing fruit trees, vineyards, small fruit and vegetables, yield, production and valuation, statistics on timber land, school and school land, and number of lakes, ponds and cemeteries. Arr. alph. by names of twps. No index. Hdw. on printed form. 10 pp. 12¼ x 10¼ x 1/8. Office.

XIII. COUNTY BOARD OF EQUALIZATION

From the beginning of the territory the county tribunals have been vested with power to make adjustments in the taxable valuation of property as returned by the assessors. The first territorial assembly, in setting up a tax system for the territory, specified that each class of property be assessed, valued and listed separately (S.T.K. 1855, ch. 137, art. 2, sec. 27); that the county tribunal should hear appeals from valuations made by the assessor (ibid., sec. 31), and should hear and determine allegations of erroneous assessments, and cause them to be corrected (ibid., art. 6, sec. 5). The assembly of 1858 created a territorial board of equalization (G.L.T.K. 1858, ch. 67), and required the county clerk to transmit to it an abstract of the assessment roll annually by October 1 (ibid., ch. 66, sec. 35).

The assembly of 1860, revising and making more definite the tax laws of the territory, declared boards of county commissioners to constitute county boards for the equalization of taxes in their respective counties (G.L.T.K. 1860, ch. 114, sec. 25). The statutes thus existing were continued under the general terms of the constitution when Kansas received statehood January 29, 1861 (C.S.K., schedule, sec. 3), and although the tax laws of the state have been repeatedly revised and amended through the years, no fundamental changes in the system of equalization have been made.

Under current laws, the county board of equalization is required to meet in the county clerk's office on the third Monday in May of each year and inquire into the valuation of the various classes of property in the respective assessment districts of the county and make such changes as may be necessary. Each year that real estate is assessed, which according to law is every fourth year, the board may raise or lower the value of each tract or lot in such sum as to secure what it

believes to be its actual value in money. Similar action in regard to personal property must be taken annually. The board also is required to equalize the value of the several assessment districts of the county by raising or lowering the value of the different classes of property to conform with the value of the same classes in other districts, so that all property in the county shall be equally assessed at its actual money value.

When the board finds it necessary to increase the valuation of property, except when the valuation of an entire class of property is raised for purpose of equalization, the county clerk is required to mail a notice to the person affected, stating the time and place when a hearing will be had. The county board then holds a session to hear and determine the complaints any taxpayer may make. Sine die adjournment must be taken on or before June 20, and thereafter the board has no authority to make any changes. (L. 1876, ch. 34, sec. 74, as amended by L. 1913, ch. 323, sec. 1.)

Any person feeling himself aggrieved by the action of the county board may within thirty days appeal to the state board of equalization, which meets on the second Wednesday in July of each year. The state commission has power to equalize the assessment of all property in the state between persons, firms or corporations of the same assessment districts, between cities and townships of the same county, and between the different counties in the state, as well as the property required by law to be assessed by the tax commission itself. Whenever the value of any taxing district is changed by the state board, the officers having authority to levy taxes for such district must use the valuation so fixed as a basis for making their levies. (L. 1907, ch. 408, sec. 17 as amended by L. 1908, ch. 79, sec. 1.)

222. (PROCEEDINGS, BOARD OF EQUALIZATION), 1886--. In Commissioners' Journal, entry 2.

Journal of proceedings of board of county commissioners sitting as a board for the equalization of tax assessments, showing date, commissioners present, description of property and name of owner, assessed valuation and amount of increase or decrease ordered; and amounts of increases or decreases made in valuation of each class of property in each taxing district.

For original applications for tax equalization, 1934, see entry 223.

223. MISCELLANEOUS (Applications for Tax Equalization), 1934. 1 file box.

Applications to board of county commissioners for equalization of tax assessments, showing name of owner, description of property, number of acres, amount assessed, amount assessed against adjoining property and reason for request. No index. Hdw. 4 x 4 x 10. County clerk's vault.

For record of equalization proceedings, 1886--, see entry 222.

(Next entry 224, p. 116)

XIV. COUNTY TREASURER

It is the duty of the county treasurer to receive and disburse all county moneys, from whatever source derived; to collect and distribute to the various taxing agencies all ad valorem, intangible and inheritance taxes, and to issue motor vehicle licenses and drivers' licenses.

The first territorial assembly created the office of county treasurer and made it appointive by the county tribunal until the general election of 1857, after which it was to be elective for a term of two years (S.T.K. 1855, ch. 32, sec. 2). No subsequent changes in the term have been made. The first assembly specified that the treasurer should keep his office at the county seat, pay all warrants drawn on him by competent authority, and make an annual settlement with the county tribunal (ibid., secs. 4-5). The assembly of 1860 gave him his present designation as collector of taxes (G.L.T.K. 1860, ch. 28, sec. 114), which duties had previously been performed by the sheriff (S.T.K. 1855, ch. 137, art. 3, sec. 1).

Under current laws the county treasurer takes office the second Tuesday in October following his election. He is required to execute to the state and file with the county clerk a bond in such penal sum as the county commissioners may direct, conditioned for faithful performance of duty. (G.S. 1868, ch. 25, sec. 61.) He is authorized to appoint a deputy to perform his duties in his absence or disability. In the event of a vacancy the county commissioners appoint a treasurer to serve until his successor is elected. (Ibid., secs. 63, 64.)

The treasurer's office is one of the important cogs in the county tax machine. The county clerk, after all levies required by law have been certified to him, determines the total amount ot be levied on each tract or lot of real estate and upon the amount of personal property, and makes up the tax roll and certifies it to the treasurer (ibid., ch. 107, sec. 73). Road taxes are collected in the same manner as other taxes (L. 1874, ch. 108, sec. 21). For taxes paid to him the treasurer must give a receipt showing a description of the property, its assessed valuation, and the amount of tax for each purpose (L. 1876, ch. 34, sec. 89). In 1925 the legislature provided for a tax on money and credits, to be collected the same as personal property taxes (L. 1925, chs. 277, 278).

Taxes imposed on legacies and successions are payable to the treasurer of the county in which is situated the probate court having jurisdiction (L. 1909, ch. 248, sec. 3). The probate judge records the inventory and appraisal of the estate and sends it to the state inheritance tax commission, as a basis for determining the tax (L. 1915, ch. 347, sec. 11). The inheritance tax commission determines the amount due,

and certifies the figures to the probate court and county treasurer. The treasurer, upon payment, gives a receipt to the payer, a duplicate to the county clerk, and a triplicate to the probate judge. (Ibid., secs. 17, 18.)

The legislature of 1927 defined bonds and debentures of the state, foreign government or political sub-divisions thereof as secured debts, and imposed a stamp tax not exceeding $2 per $100 valuation (L. 1927, ch. 327), but this was repealed in 1930 (L. 1930, ch. 19). Poll taxes formerly were collected to assist in defraying the cost of building and repair of roads and bridges (L. 1911, ch. 248, sec. 36), but this statute was repealed in 1933 (L. 1933, ch. 237, sec. 1). Twice annually the treasurer must prepare and forward to the state auditor and state treasurer a statement of taxes collected in his county and due the state, and pay the drafts drawn on him by the state treasurer (L. 1876, ch. 34, sec. 99).

All real estate on which taxes are not paid by June 20 each year is subject to sale, and the treasurer is required to make up and publish a list of such delinquency (ibid., secs. 105-107). The property then is sold for enough to cover the delinquent taxes (ibid., sec. 109), or if not sold, may be bid in by the treasurer in the name of the county for the amount (ibid., sec. 114). The purchaser is given a certificate of sale which is assignable. A record of land bid in by the county is kept by the treasurer, and anyone paying in an amount equal to redemption also receives a certificate. (Ibid., secs. 116, 117.) The treasurer must keep a record of all tax sales, and file all papers pertaining hereto with the county clerk (ibid., secs. 120, 121). Any owner may redeem his property at any time within four years by paying the amount of taxes, penalties and costs then due. He receives a certificate of redemption from the treasurer. The original tax sale purchaser may receive a refund of his money upon surrendering his sales certificate to the treasurer. (Ibid., secs. 127-130.)

When personal property taxes remain unpaid on the first days of January or July, the treasurer is required to send a notice to the delinquents, and if the taxes remain unpaid for thirty days thereafter, he issues a warrant to the sheriff directing him to levy on the goods and chattels of the property owner. The sheriff collects the taxes the same as upon execution, and returns the money and warrants to the treasurer within sixty days. (Ibid., sec. 92; L. 1913, ch. 325, sec. 1.)

Fiscal bonds issued by the county, and its political subdivisions except cities and boards of education, are registered by the county clerk (R.S. 1923, sec. 10-107) and paid through the county treasurer, who acts as fiscal agent for the subdivisions. Unless called for, the canceled bonds remain in the county treasurer's possession.

The county clerk charges the treasurer with the amount of taxes on each tax roll delivered to him during his term of office, as well as with the additional assessments, penalties, money received for land sold for taxes, redemption money and all other moneys paid in (G.S. 1868, ch. 25, sec. 51).

County Treasurer (Next entry 224, p. 116)

The treasurer receives and disburses all moneys belonging to the county, as well as all other moneys directed by law to be paid to him. He may pay out county moneys only on orders of the county commissioners, except where special provision is otherwise made by law. He is required to keep a true account of all moneys received by him as treasurer, and in October of each year settle his accounts with the county commissioners. This must include a settlement of the financial affairs of each city, township, school district or other municipal organization, and at such settlements he must file with the county clerk all receipts and vouchers for money paid out. (Ibid., secs. 56-68.) The county clerk charges him with all accounts he is required to collect, and credits him with all money paid out and uncollected, and keeps account with him of all county receipts and expenditures (ibid., secs. 50-52). The treasurer must make a quarterly statement of the condition of the treasury, showing the amount of money on hand, and the different funds of the county and its subdivisions to which it belongs (L. 1874, ch. 8 sec. 1, special session).

The county clerk keeps a record of warrants drawn on the county treasury and before delivering any warrant must present it to the treasurer, who records and countersigns it. The treasurer must pay any such warrant when presented to him, or if there are not sufficient funds, he records the fact in his warrant register and pays it in order of presentation when funds are available. (L. 1891, ch. 249, secs. 4-7.)

The county clerk may draw orders on the treasurer for moneys collected for the taxing subdivisions of the county (G.S. 1868, ch. 25, sec. 57), and school district officers may do the same for money due their districts (L. 1876, ch. 122, art. 4, sec. 16).

The county treasurer collects money due the county for school purposes and pays it to the school districts as apportioned by the county superintendent (ibid., art. 17, sec. 1). He also applies to the state treasurer for state school moneys due his county, and pays it to the various school districts as apportioned by the county superintendent (ibid., art. 16, secs. 6, 7).

The county treasurer is custodian of the county normal institute fund, composed of fees paid by teachers attending and such appropriation as the county commissioners deem necessary, and which may be paid out only on order of the county superintendent and for services rendered in connection with the institutes (L. 1877, ch. 136, secs. 3-5, 7). He must keep a record of the fees he collects and make a quarterly report thereof to the county commissioners (L. 1897, ch. 131, sec. 14). A daily report of mortgage registration fees must be filed with the treasurer, along with the remittance, by the register of deeds (L. 1925, ch. 273, sec. 4).

The probate judge formerly issued permits to druggists to sell intoxicating liquor for medicinal purposes and reported to the county treasurer the amount of fees collected (L. 1881, ch. 128, sec. 2).

This law was repealed in 1909 (L. 1909, ch. 164). The treasurer must take receipts in duplicate for all moneys paid out, and file one copy with the county clerk (G.S. 1868, ch. 25, sec. 71). He also takes receipts for money remitted to the state treasurer (ibid., ch. 102, sec. 62). In 1925 an act was passed requiring motor carriers to pay to the county treasurer of the counties in which their principal places of business were located an annual license fee in addition to the regular license fees imposed on all motor vehicles (L. 1925, ch. 206, sec. 6), but in 1931 this fee was made payable to the state public service commission (L. 1931, ch. 236, sec. 17). The county clerk issues hunting licenses and remits the fees to the county treasurer for remittance to the state (L. 1911, ch. 198, sec. 8), and remits fees received from sale of licenses to sell cigarettes to the county treasurer for the county general fund (L. 1933, ch. 122, sec. 5). Justices of the peace are required to pay to the county treasurer all fines collected by them, and take receipts in duplicate therefore, filing one with the county clerk (G.S. 1868, ch. 83, sec. 26).

The county treasurer is required to make daily deposits of all funds in his possession in banks designated by the county commissioners (L. 1897, ch. 94, sec. 1). He must make deposit tickets in duplicate and file one with the county clerk, who charges the bank with the amount. Checks and drafts drawn by the treasurer are charged to him and countersigned by the county clerk. (L. 1876, ch. 78, secs. 3-7.)

Purchasers of school lands make their payments to the county treasurer and are given a receipt therefore (L. 1876, ch. 122, art. 4, sec. 7). Motor vehicle license fees are paid to the county treasurer, who gives his receipt in triplicate therefore, one copy going to the applicant, another to the state auditor and a third to the secretary of state (L. 1921, ch. 69, sec. 5). The county commissioners insure county property in the name of the treasurer (G.S. 1868, ch. 25, sec. 16). Printers publishing legal notices for the treasurer must submit proofs and affidavits of the publication (L. 1876, ch. 34, sec. 108).

In the following entries the words "office" and "vault" used to designate location of records refer to the office and adjoining vault of the county treasurer.

Taxation

(See also entries 3-5, 23-33, 206, 215-217, 224-249)

Tax Rolls

224. TAX ROLL - LAND, 1921--. 16 vols. 1888-1920 in Tax Roll - Personal Property, Real Estate, entry 227.

Roll of taxes charged against farm lands, showing to whom assessed, school district number, description of property, number of acres,

value, amount of tax for each purpose, total, amount of payments, receipt numbers; amount of unpaid taxes in previous years, fees, penalties and costs, date of sale and certificate number. Arr. by sec., twp., and range nos. No index. Hdw. on printed form. 240 pp. 18½ x 12 x 1¼. Vault.

225. TAX ROLL - (City) LOTS AND PERSONAL, 1921--. 16 vols. 1888-1920 in Tax Roll - Personal Property, Real Estate, entry 227.

Roll of taxes charged against city lots, showing to whom assessed, description of property, school and high school district numbers, taxable value, amount of tax for each purpose, total, amounts of payments, receipt numbers; amount of unpaid taxes in previous years, fees, penalties and costs, date of sale and remarks. Also contains: (Personal Property Tax Roll), entry 226. Arr. by cities and num. by block and lot nos. thereunder. No index. Hdw. on printed form. 546 pp. 18 x 12 x 2½. Vault.

226. (PERSONAL PROPERTY TAX ROLL), 1888--. 1888-1920 in Tax Roll - Personal Property, Real Estate, entry 227; 1921-- in Tax Roll - (city) Lots and Personal, entry 225.

Roll of taxes charged against personal property, showing name of owner or agent, school district number, valuation of property, amount of tax for each purpose, amounts of payments and receipt numbers and remarks; and number, date of issue and return of warrant if taxes delinquent.

227. TAX ROLL - PERSONAL PROPERTY, REAL ESTATE, 1888-1920. 40 vols.

This is a combined tax roll of three classes of property. Contains: (Personal Property Tax Roll), entry 226; Tax Roll - Land, entry 224; Tax Roll - (City) Lots and Personal, entry 225. Real estate arr. by sec., twp., range, lot and block nos; personal property by twps. and cities, and names of property owners thereunder. No index. Hdw. on printed form. Aver. 546 pp. 17 x 14 x 2½. 39 vols., 1888-1919, outside vault; 1 vol., 1920, vault.

Collection (See also entries 30-32)

228. TAX RECEIPTS, 1888--. 524 vols. 1925-31, 1934-- also in Tax Receipts, entry 30.

Triplicate copies of real estate and personal property tax receipts, showing date, receipt number, name and address of taxpayer, description of property, valuation, amount of tax for each fund, total years and amount of delinquency, fees, penalties or rebates, total amount paid, and signature of county treasurer. Arr. num. by receipt nos. No index. Hdw. on printed form. Aver. 329 pp. 15 x 11⅝ x 1½. 332 vols., 1888-1927, outside vault; 87 vols., 1889-91, 1928-31, vault; 105 vols., 1932--, office.

229. POLL TAX RECEIPTS, 1917, 1930-31. 4 vols. Discontinued; law repealed.
Duplicate receipts for payments of poll taxes, showing date, receipt number, name and address of taxpayer, amount of taxes, tax year, to which township credited, and signature of county treasurer. Arr. num. by receipt nos. No index. Hdw. on printed form. 125 pp. 10 x 8 x 1. Outside vault.

230. (SEMI-ANNUAL STATEMENTS OF TAXES COLLECTED), 1899-1909. In Miscellaneous, entry 289. Discontinued as a county record.
Copies of county treasurer's statements to state auditor and state treasurer of taxes collected and due state, showing date, amount of collections in each taxing subdivision during quarter, total for county and treasurer's signature.

Delinquency (See also entries 33, 206)

231. DELINQUENT TAX NOTICES, 1915-17. 4 vols. (notice nos. 1-1000). Discontinued.
Duplicates of county treasurer's notices to delinquent real estate taxpayers, showing date, notice number, name and address of taxpayer, description of property, amount of taxes, period of delinquency, penalties and cost, total amount due, date remittance must be made, and signature of treasurer. Arr. num. by notice nos. No index. Hdw. on printed form. 125 pp. 12 x 12 x 1. Outside vault.

232. DELINQUENT TAX SALE RECORD, 1888--. 5 vols. (one unmarked, 1-4). Title varies: Record of Delinquent Tax Sales, 1888-1933.
Record of sales of real estate for delinquent taxes, showing description of property, period and amount of delinquency, date of sale, name of purchaser, certificate number, to whom assigned, date and by whom redeemed, amount of redemption and date deeded. Arr. num. by certificate nos. No index. Hdw. on printed form. Aver. 475 pp. 17 x 15 x 2. 3 vols., 1888-1923, outside vault; 2 vols., 1924--, vault.

233. TAX SALE CERTIFICATES AND ASSIGNMENTS, 1887--. 17 vols. Title varies: Tax Sale Certificates, 1887-1918.
Duplicate and triplicate copies of tax sale certificates and assignments, showing date, certificate number, description of property, amount of taxes, fees and penalties, date of sale, name of purchaser, to whom assigned, date on which deed will be given unless redeemed, and signature of county treasurer. Arr. num. by certificate nos. No index. Hdw. on printed form. Aver. 225 pp. 13 x 7 x 1¼. 15 vols., 1887-1918, outside vault; 2 vols., 1918--, vault.

234. (SALES OF REAL ESTATE FOR DELINQUENT TAXES), 1896-1932. In Miscellaneous, entry 289. Discontinued.
Lists of real estate sold for delinquent taxes, showing date, description of property, name of purchaser, certificate number, and remarks.

235. P. P. (Personal Property) TAX WARRANT RECORD, 1928--. 1 vol. Register of warrants issued by treasurer to sheriff for collection of delinquent personal property taxes, showing warrant number, date issued, name of taxpayer, amount of taxes, fees, costs and penalties, date of service, date of return, brief of sheriff's return and amount collected. Arr. alph. by names of delinquents. No index. Hdw. on printed form. 320 pp. 17 x 14 x 1½. Vault.
For sheriff's record of warrants received, 1932--, see entry 206.

236. PERSONAL PROPERTY TAX WARRANTS, 1888--. 32 vols. Title varies: Treasurer's tax warrants, 1910-20.
Duplicate and triplicate copies of warrants issued by treasurer to sheriff for collection of delinquent personal property taxes, showing date, warrant number, name and address of taxpayer, amount of taxes, penalties and costs, date returnable, and signature of treasurer. Arr. num. by warrant nos. No index. Hdw. on printed form. Aver. 120 pp. 10 x 8 x 1. 22 vols., 1888-1932, outside vault; 10 vols., 1930--, vault.

237. ALIAS TAX WARRANTS, 1926--. 2 vols. 1927-33 also in Miscellaneous, entry 289.
Duplicate copies of delinquent personal property tax warrants issued by treasurer to sheriffs of other counties to which property has been removed, showing date, warrant number, name and address of taxpayer, amount of taxes, penalties and costs, date returnable, and signature of county treasurer. Arr. num. by warrant nos. No index. Hdw. on printed form. Aver. 167 pp. 14 x 10½ x 1½. 1 vol., 1926-28, outside vault; 1 vol., 1928--, vault.

238. PERSONAL PROPERTY TAX WARRANTS-COLLECTED, 1931--. 2 file drawers. 1927-32 in Miscellaneous, entry 289.
Original delinquent personal property tax warrants collected and returned by sheriff, showing date, warrant number, name and address of taxpayer, amount of taxes, penalties, fees and costs, total amount collected, and brief of sheriff's return. Arr. num. by warrant nos. No index. Hdw. on printed form. 4 x 4 x 10. Vault.

239. SHERIFF'S WARRANTS UNCOLLECTED, 1931--. 4 file drawers, 1 bdl.
Original warrants issued to sheriff for collection of delinquent personal property taxes and returned uncollected, showing date, warrant number, name and address of taxpayer, amount of taxes, penalties, fees and costs, date returnable, treasurer's signature and brief of sheriff's return. Arr. num. by warrant nos. No index. Hdw. on printed form. File drawer 4 x 4 x 10; bdls. 4 x 2½ x 8. Vault.

240. (Tax) WARRANT RECEIPTS (to Sheriff), 1903-5. 2 vols. 1906-- in Miscellaneous Receipts, Money Paid In, entry 263.
Duplicate receipts issued by treasurer to sheriff for remittance of delinquent personal property taxes, showing date, number and amount of

receipt, names of taxpayers, tax year, and signature of county treasurer. Arr. num. by receipt nos. No index. Hdw. on printed form. 100 pp. 10½ x 8½ x 1¼. Outside vault.

241. DELINQUENT POLL TAX ROLL, 1919, 1929. 2 vols. Discontinued; law repealed. Title varies: Delinquent Poll Tax Record, 1919.
County treasurer's record of delinquent poll taxes, showing date, name and address of delinquent, township, period of delinquency, amount due, warrant number and date issued, amount paid, date, receipt number and remarks. Arr. alph. by names of delinquent. No index. Hdw. on printed form. Aver. 210 pp. 17 x 12 x 1. Outside vault.

242. POLL TAX NOTICES, 1929-31. 1 vol. Discontinued; law repealed.
Duplicate copies of delinquent poll tax notices, showing date, notice number, name and address of delinquent, township, period of delinquency, amount of taxes due, and signature of treasurer. Arr. num. by notice nos. No index. Hdw. on printed form. 125 pp. 11 x 8 x 1¼. Vault.

243. POLL TAX WARRANTS, 1929-31. 1 vol. Discontinued; law repealed.
Duplicate warrants issued by treasurer to sheriff for collection of delinquent poll taxes, showing date, warrant number, name and address of delinquent, period of delinquency, amount of taxes, penalties and costs and signature of treasurer. Arr. num. by warrant nos. No index. Hdw. on printed form. 125 pp. 11 x 8 x 1¼. Vault.

244. (POLL TAX WARRANTS RETURNED), 1927-31. In Miscellaneous, entry 289. Discontinued; law repealed.
Original poll tax warrants collected and returned by sheriff, showing date, warrant number, name and address of taxpayer, period of delinquency, amount of taxes, fees, penalties and cost, date returnable, amount collected and brief of sheriff's return.

Redemption and Refund (See also entry 33)

245. REDEMPTION NOTICES, 1915-18. 1 vol. Discontinued.
Treasurer's duplicates of redemption notices to purchasers of property sold for delinquent taxes, showing date, names of purchaser and original owner, description of property, date of sale, amount, final date of redemption and signature of treasurer. Arr. num. by notice nos. No index. Hdw. on printed form. 120 pp. 12 x 6 x 1. Outside vault.

246. REDEMPTION CERTIFICATES, 1891--. 51 vols. Title varies: Compromise Certificate of Redemption, 1891-1920; Tax Sales Certificates of Redemption, 1903-8.
Duplicate copies of certificates of redemption of real estate sold for delinquent taxes, showing description of property, date of sale, to whom sold, amount, certificate number, by whom redeemed, date, amount and redemption certificate number. Arr. num. by certificate nos. No index. Hdw. on printed form. Aver. 140 pp. 14 x 11 x 1. 28 vols., 1891-1927, outside vault; 23 vols., 1927--, vault.

247. TAX SALES CERTIFICATES (Surrendered), 1905-13. 10 bdls. 1889, 1893-1907 in Miscellaneous, entry 289; 1914-15, 1921, 1923-- in Treasurer's Duplicate Statement Sheet and Vouchers, entry 65.

Tax sales certificates surrendered by owners upon redemption of property or receipt of tax deed. For description see entry 233. Arr. chron. No index. Hdw. on printed form. 3 x 2 x 8. Bsmt.

Distribution

248. RECORD OF DISTRIBUTION AND CHARGE BACK OF TAXES, 1887-88, 1890-92, 1895-96, 1900, 1915--. 10 vols. Title varies: Apportionment Record, 1887-88; Collection Register-Taxes, 1888, 1890-92, 1895-96; Distribution Register, 1900; Distribution Record, 1915-33; Distribution of Uncollected Taxes, 1931; Distribution of Collected Tax, 1931-35.

Record of tax collections and distributions, showing name or number of taxing district, amount of levy for each fund, amount collected and distributed to each fund, amount uncollected, amount received from sale of real estate for delinquent taxes, record of taxes charged back or added for correction and distribution of redemption money, showing to whom assessed, description and valuation of property and total charged back or added to fund for which levies were made. Arr. by names of taxing districts and chron. thereunder. No index. Hdw. on printed form. Aver. 200 pp. 17 x 14 x 1⅓. 6 vols., 1887-88, 1890-92, 1895-96, 1900, outside vault; 4 vols., 1915--, vault.

249. TOWNSHIP AND CITY VOUCHERS, 1919--. 1 vol.

Vouchers for taxes due and paid cities and townships by county treasurer, showing name of city or township, date, voucher number, amount of taxes due, amount paid, and signatures of city or township treasurer and county treasurer. Arr. num. by voucher nos. No index. Hdw. on printed form. 100 pp. 17 x 10 x 1. Vault.

Fiscal Bonds
(See also entries 34-36)

250. BONDS AND COUPONS, 1909-10, 1931--. 1 bdl., 7 file boxes. Title varies: Bonds and Interest Bearing Coupons on School Land Sales, 1909-10; Bonds and Coupons R. H. S. #1 (Rural High School Number One), 1935-37.

Paid and canceled county and school district funding and improvement bonds and coupons, showing district number, serial number, date of issue, purpose, amount of bond, rate and amount of interest, to whom payable, date canceled and signatures. Arr. chron. No index. Hdw. on printed form. Bdl. 4 x 2 x 9; file boxes 4 x 4 x 10. 1 bdl., 1909-10, bsmt.; 7 file boxes, 1931--, vault.

251. BOND RECORD, 1902--. 2 vols.
Treasurer's record of funding bonds issued by county, showing title of bond, purpose, date of issue, where payable, to whom, serial number, amount, rate and amount of interest, date of maturity, date registered and date canceled. Arr. num. by bond nos. No index. Hdw. on printed form. 572 pp. 18 x 12 x 3. Vault.

252. FISCAL AGENCY RECORD, 1934--. 1 vol.
Record of fiscal agency control account of bonds and interest, showing date, number and amount of bond, interest, debits and credits to each item, and balance. Arr. num. by bond nos. No index. Hdw. on printed form. 250 pp. 12 x 15 x 1. Vault.

General Accounts

(See also entries 14-20, 62-71, 253-278, 312-316, 355-362)

Ledgers

253. GENERAL CLASSIFICATION LEDGER, 1886--. 9 vols. (three unmarked, 1-6). Title varies: Ledger, 1886-1923; General Ledger, 1923-27.
Treasurer's record of accounts with county, township, city, school district and other funds, showing name of fund, date, items and amounts of debits and credits, and balances. Arr. chron. Alph. index by names of funds, 1886-1923; no index, 1923--. Hdw., 1886-1923; hdw. on printed form, 1923--. Aver. 400 pp. 15½ x 11½ x 2½. 5 vols., 1886-1923, outside vault; 4 vols., 1923--, vault.

254. JOURNAL, 1887-1901. 1 vol. Discontinued.
Treasurer's daily journal of receipts and expenditures, showing date, items and amounts received, items and amounts of expenditures, to what funds credited and charged, and balances. Arr. chron. No index. Hdw. 480 pp. 16 x 11 x 2½. Outside vault.

255. (TRIAL BALANCE LEDGER), 1933--. 1 vol.
Treasurr's record of monthly trial balances of accounts with county, township, city, school district and other funds, showing name of fund, credits, debits, and balances at close of each month. Arr. chron. No index. Hdw. 120 pp. 12 x 9½ x 1. Vault.

256. DAILY STATEMENTS, 1914--. 27 vols. 1914-15, 1921, 1923-- also in Treasurer's Duplicate Statement Sheet and Vouchers, entry 65.
Treasurer's daily statements of cash receipts and disbursements, showing morning balance, items and amounts of receipts and disbursements by funds, debits and credits to township, city and school district accounts, motor vehicle license fee collections by townships, and

evening balances. Arr. chron. No index. Hdw. on printed form. Aver. 160 pp. 15 x 9½ x 1. 16 vols., 1914-32, outside vault; 11 vols., 1927-28, 1932--, vault.

Warrants and Orders (See also entries 3, 4, 15)

257. WARRANT REGISTER, 1886-1914, 1932--. 7 vols. (1-5, 5, 6). Title varies: Cash Book, 1886-1914.
Record of warrants paid by county treasurer on vouchers approved by county commissioners, showing warrant date and number, name of payee, amount, date presented, and date paid. Arr. chron., 1886-1914; arr. num. by warrant nos.,1932--. No index. Hdw. on printed form. Aver. 350 pp. 15 x 10 x 2. 5 vols., 1886-1914, outside vault; 2 vols., 1932--, vault.
For county clerk's warrant register and distribution of expense, 1886-1925, 1931--, see entry 66.

258. CITY AND TOWNSHIP ORDERS, 1928--. 1 bdl., 2 file boxes.
Orders drawn by cities and townships on funds to their credit in county treasury, showing date, order number, amount, to whom payable, purpose and signatures of clerk and trustee. No arr. 1928-31; arr. num. by order nos. 1932--. No index. Hdw. on printed form. Condition fair, 1928-31. Bdl. 3 x 2 x 8; file boxes 4 x 2 x 10. 1 bdl., 1928-31, bsmt.; 2 file boxes, 1932--, vault.

259. SCHOOL DISTRICT ORDERS, 1920-23, 1933--. 4 bdls., 2 file drawers.
Orders of school district clerks on funds to their credit in county treasury, showing date, school district and order numbers, amount, to whom payable, purpose, from what fund, signatures of clerk and director. Arr. num. by order nos. No index. Hdw. on printed form. Bdls. 3 x 8 x 2; file drawer 4 x 4 x 10. 4 bdls., 1920-23, bsmt.; 2 file drawers, 1933--, vault.

260. REGISTER OF SCHOOL (District) AND TOWNSHIP ORDERS, 1887-89. 1 vol. Discontinued.
Record of orders drawn by school districts and townships against funds to their credit in county treasury, showing name of township or school district number, date drawn, order and register numbers, amount, to whom, date presented and paid, and remarks. Arr. num. by register nos. No index. Hdw. on printed form. 220 pp. 16 x 10 x 2. Outside vault.

261. WORK RELIEF ORDERS, 1933-34. 1 file box. Discontinued.
Orders from poor commissioner to county treasurer for payment of work relief claims, showing name of party, identification number, project to which assigned, number of hours, amount and signature of poor commissioner. No index. Hdw. on printed form. 4 x 4 x 10. Vault.

262. CITY ORDERS-VITAL STATISTICS, 1932--. 1 file box. Certified reports of state registrar to county treasurer of fees due local registrars for certifying births and deaths to state, to be paid from county funds, showing date, number of births and deaths reported, name of local registrar and amount of fees due. Arr. num. by report nos. No index. Hdw. on printed form. 4 x 4 x 10. Vault.

Receipts (See also entries 228, 229, 240, 280, 281, 285-287)

263. MISCELLANEOUS RECEIPTS, MONEY PAID IN, 1890--. 16 vols. Copies of receipts issued by county treasurer for money paid into treasury for miscellaneous purposes, showing date, receipt number, amount, purpose, by whom paid, and signature of treasurer. Also contains: Receipts For (County Officers') Fees, 1935--, entry 267; Receipts for Mortgage Registration Fees, 1935--, entry 268; Receipts For Rent of School Land, 1909--, entry 281; School Land Receipts, 1932--, entry 280; (Tax) Warrant Receipts (to Sheriff), 1906--, entry 240. Arr. num. by receipt nos. No index. Hdw. on printed form. 160 pp. 11 x 8½ x 1. 9 vols., 1890-1932, outside vault; 7 vols., 1931--, vault.

264. MISCELLANEOUS RECEIPTS-MONEY PAID OUT, 1904--. 8 vols. Original and duplicate receipts to county treasurer for money disbursed, showing date, receipt number, amount, purpose, and signature of payee. Arr. num. by receipt nos. No index. Hdw. on printed form. Aver. 175 pp. 13 x 10 x 1¼. 5 vols., 1904-32, outside vault; 3 vols., 1932--, vault.

265. SCHOOL DISTRICT TREASURER'S RECEIPTS, 1886--. 9 vols. (two unmarked, others labeled by contained receipt nos. 1-1000). Receipts issued by school district treasurers to county treasurer for money paid out of school district funds, showing date, receipt number, school district number, amount, purpose, from what fund, and signature of payee. Arr. num. by receipt nos. No index. Hdw. on printed form. Aver. 175 pp. 15 x 10½ x 1. 7 vols., 1886-1928, outside vault; 2 vols., 1928--, vault.

266. CITY TREASURER'S RECEIPTS, 1929--. 1 vol. Triplicate copies of receipts issued by city and township treasurers for money received from county treasurer, showing date, receipt number, amount, purpose, from what fund, and signature of payee. Arr. num. by receipt nos. No index. Hdw. on printed form. Aver. 100 pp. 12 x 9 x 1¼. Vault.

267. RECEIPTS FOR (County Officers') FEES, 1913-34. 2 vols. 1935-- in Miscellaneous Receipts, Money Paid In, entry 263. Triplicate copies of receipts issued by county treasurer to county officials for fees collected and remitted, showing date, receipt number, name of official, amount, purpose, and signature of treasurer. Arr. num. by receipt nos. No index. Hdw. on printed form. 100 pp. 7 x 11 x 1¼. Vault.

268. RECEIPTS FOR MORTGAGE REGISTRATION FEES, 1925-34. 1 vol.
1935-- in Miscellaneous Receipts, Money Paid In, entry 263.
Duplicate copies of receipts issued by county treasurer to register of deeds for mortgage registration fees remitted, showing date, receipt number, amount, name of register of deeds and signature of treasurer. Arr.num. by receipt nos. No index. Hdw. on printed form. 200 pp. 15 x 10½ x 1. Vault.

269. MORTGAGE REGISTRATION REPORTS, 1929--. 4 bdls., 2 file drawers. 1927-- also in Mortgage Registration Fees Collected, entry 113.
Daily reports from register of deeds to county treasurer of mortgage registration fees collected, showing registration number, names of mortgagor and mortgagee, description of property, nature of mortgage, amount secured, registration fee, total amount collected, and volume and page numbers where recorded. Arr. num. by report nos. No index. Hdw. on printed form. Bdls. 3 x 2 x 8; file drawers 4 x 4 x 10. Vault.

270. MISCELLANEOUS RECEIPTS (State Treasurer's), 1931--. 2 file boxes. 1892 in Miscellaneous, entry 289.
Receipts issued by state treasurer to county treasurer for funds remitted, showing date, number and amount of receipt, name of payor, purpose, fund credited, and state treasurer's signature. Arr. num. by receipt nos. No index. Hdw. on printed form. 4 x 4 x 10. Vault.

271. FISCAL AGENCY RECEIPTS, 1934--. 1 file drawer. 1928-32 in Miscellaneous, entry 289.
Receipts issued to county treasurer by state fiscal agent for money received in retirement of funding bonds and coupons, showing date, receipt number, amount, municipality, credit, total, date posted, and signature of state treasurer. Arr. num. by receipt nos. No index. Typed on printed form. 4 x 2 x 10. Vault.

Bank Accounts (See also entry 70)

272. BANK AND CASH BALANCE REGISTER, 1890--. 6 vols.
Daily record of county funds deposited with various banks, showing date, name of bank, previous balance, items and amounts deposited, amounts withdrawn, and evening balance. Arr. chron. No index. Hdw. on printed form. Aver. 239 pp. 12½ x 9 x 1½. 4 vols., 1890-1931, outside vault; 2 vols., 1931--, vault.

273. BANK BOOK (Check Register), 1932--. 2 vols.
Record of treasurer's accounts with the various county depositories, showing name of bank, date, items and amounts deposited, check numbers, amounts, to whom, total withdrawals, and balance. Arr. by names of banks and num. by check numbers thereunder. No index. Hdw. on printed form. 384 pp. 18 x 11 x 1. Vault.
For county clerk's record, 1890--, see entry 70.

268. RECEIPTS FOR MORTGAGE REGISTRATION FEES, 1925-34. 1 vol.
1935-- in Miscellaneous Receipts, Money Paid In, entry 263.
Duplicate copies of receipts issued by county treasurer to register of deeds for mortgage registration fees remitted, showing date, receipt number, amount, name of register of deeds and signature of treasurer. Arr.num. by receipt nos. No index. Hdw. on printed form. 200 pp. 15 x 10½ x 1. Vault.

269. MORTGAGE REGISTRATION REPORTS, 1929--. 4 bdls., 2 file drawers. 1927-- also in Mortgage Registration Fees Collected, entry 113.
Daily reports from register of deeds to county treasurer of mortgage registration fees collected, showing registration number, names of mortgago and mortgagee, description of property, nature of mortgage, amount secured, registration fee, total amount collected, and volume and page numbers where recorded. Arr. num. by report nos. No index. Hdw. on printed form. Bdls. 3 x 2 x 8; file drawers 4 x 4 x 10. Vault.

270. MISCELLANEOUS RECEIPTS (State Treasurer's), 1931--. 2 file boxes. 1892 in Miscellaneous, entry 289.
Receipts issued by state treasurer to county treasurer for funds remitted, showing date, number and amount of receipt, name of payor, purpose, fund credited, and state treasurer's signature. Arr. num. by receipt nos. No index. Hdw. on printed form. 4 x 4 x 10. Vault.

271. FISCAL AGENCY RECEIPTS, 1934--. 1 file drawer. 1928-32 in Miscellaneous, entry 289.
Receipts issued to county treasurer by state fiscal agent for money received in retirement of funding bonds and coupons, showing date, receipt number, amount, municipality, credit, total, date posted, and signature of state treasurer. Arr. num. by receipt nos. No index. Typed on printed form. 4 x 2 x 10. Vault.

Bank Accounts (See also entry 70)

272. BANK AND CASH BALANCE REGISTER, 1890--. 6 vols.
Daily record of county funds deposited with various banks, showing date, name of bank, previous balance, items and amounts deposited, amounts withdrawn, and evening balance. Arr. chron. No index. Hdw. on printed form. Aver. 239 pp. 12½ x 9 x 1½. 4 vols., 1890-1931, outside vault; 2 vols., 1931--, vault.

273. BANK BOOK (Check Register), 1932--. 2 vols.
Record of treasurer's accounts with the various county depositories, showing name of bank, date, items and amounts deposited, check numbers, amounts, to whom, total withdrawals, and balance. Arr. by names of banks and num. by check numbers thereunder. No index. Hdw. on printed form. 384 pp. 18 x 11 x 1. Vault.
For county clerk's record, 1890--, see entry 70.

274. FEDERAL RELIEF CHECK REGISTER, 1933--. 1 vol.
Register of federal relief checks, 1933-34, showing date, check number, in whose favor, federal relief number, amount, amount of deposit, and balance. Also contains: (Register of Checks to State Vehicle Commissioner), 1935--, entry 275. Arr. num. by check nos. No index. Hdw. on printed form. 478 pp. 18 x 12 x 1½. Vault.

275. (REGISTER OF CHECKS TO STATE VEHICLE COMMISSIONER), 1935--.
In Federal Relief Check Register, entry 274.
Register of checks sent to state vehicle commissioner for auto license fees collected by county treasurer, showing date, check number, in whose favor, purpose, amount of check, amount of deposits, and balance.

276. CANCELED CHECKS, 1907--. 46 bdls., 3 cardboard folders.
Paid and canceled checks returned by banks, showing date, name of bank, check number, name of payee, amount, purpose, endorsements, and date canceled. No arr., 1907-31; arr. num. by check nos. 1931--. No index. Hdw. on printed form. Condition poor to fair. Bdls. aver. 3½ x 2 x 8; folders 7 x 4 x 9. 40 bdls., 3 folders, 1907-31, bsmt.; 6 bdls., 1931--, vault.

277. CHECK STUBS, 1898-1903, 1916, 1927, 1929, 1933--. 16 vols.
Stubs of checks issued by county treasurer, showing date, name of bank, check number, name of payee, amount, purpose, and signature of county treasurer. Arr. num. by check nos. No index. Hdw. on printed form. Aver. 125 pp. 11 x 5 x 1. 5 vols., 1898-1903, 1916, outside vault; 6 vols., 1927, 1929, bsmt.; 5 vols., 1933--, vault.

278. DEPOSIT TICKETS, 1910--. 3 bdls., 29 vols., 2 file boxes.
Title varies: Federal Relief Fund, 1933-34; Auto License Fund, 1935--.
County treasurer's pass books and duplicate statements of deposits in the various county depositories, showing date, deposit ticket number, name of bank, items and amounts of deposits, total, and signatures. Arr. num. by deposit ticket nos. No index. Hdw. on printed form. Bdl. 4 x 2½ x 7; vols. aver. 150 pp. 11 x 8½ x 1¼; file boxes 4 x 4 x 10. 3 bdls., 1910-13, bsmt.; 21 vols., 1910-32, outside vault; 8 vols., 2 file boxes, 1924--, vault.

School Lands
(See also entries 39-44, 317)

279. RECORD OF SCHOOL LAND SALES AND INTEREST, 1885-90, 1909-12. 2 vols. Discontinued. Title varies: Record of School Land Sales, 1885-90.
Treasurer's record of sales of school land, showing school district number, description of property, number of acres, appraised value, date

of sale, name and address of purchaser, sale price, amounts and dates of payments, rate and amount of interest, and remarks. Arr. chron. No index. Hdw. on printed form. 350 pp. 18 x 12 3/4 x 2½. Outside vault.

280. SCHOOL LAND RECEIPTS, 1886-1909, 1912-31. 4 vols. 1932-- in Miscellaneous Receipts, Money Paid In, entry 263.
Duplicate receipts issued by county treasurer for payments on school land purchased, showing date, receipt number, description of land, name of purchaser, amount of principal and interest paid, and signature of treasurer. Arr. num. by receipt nos. No index. Hdw. on printed form. Aver. 180 pp. 11½ x 7¼ x 1½. 3 vols., 1886-1909, 1916-31, outside vault; 1 vol., 1912-16, vault.

281. RECEIPTS FOR RENT OF SCHOOL LAND, 1899-1908. 1 vol. 1909-- in Miscellaneous Receipts, Money Paid In, entry 263.
Duplicates of receipts issued by county treasurer for rent paid on school lands, showing date, receipt number, name of lessee and description of land, number of acres, amount paid, for what period, and signature of treasurer. Arr. chron. No index. Hdw. on printed form. 120 pp. 12 x 11 x 1¼. Outside vault.

Motor Vehicles
(See also entries 256, 275)

282. MOTOR VEHICLE LICENSE RECORD, 1913-16. 1 vol. Discontinued.
Record of motor vehicle licenses issued, showing license number, date of issue, name and address of licensee, make, style, model, weight, horsepower and engine number of vehicle, amount of fees paid, and remarks. Arr. chron. Alph. index by names of licensees. Hdw. on printed form. 150 pp. 18 x 13 x 1½. Outside vault.
For motor vehicle license applications, 1929--, see entry 283.

283. APPLICATIONS FOR CAR LICENSE, 1929--. 6 envelopes, 9 bdls.
Copies of applications for automobile license, showing date, name and address of applicant, make, style, model, weight and engine number of automobile, previous license number, amount of fees and signature of applicant. No index. Hdw. on printed form. Envelopes 7 x 2 x 9; bdls. 7½ x 3 x 10. 6 envelopes, 1929, bsmt.; 9 bdls., 1930--, vault.
For Motor Vehicle License Record, 1913-16, see entry 282.

284. AUTOMOBILE REPORTS (Fees Collected), 1926--. 2 vols., 1 bdl., 2 file boxes. Title varies: Motor Vehicle License-Monthly Report, 1926-28; Auto Statement Sent to State Treasurer, 1929-32.
Duplicates of county treasurer's monthly reports to state treasurer of motor vehicle license fees collected, showing date, number and classification of licenses issued and previously reported, number issued during

month, amount of fees, penalties, additional collections, deductions and balances, and signature of treasurer. Arr. chron., 1926-28; no arr. 1929-32; arr. num. by report nos. 1933--. No index. Hdw. on printed form. Vols. 50 pp. 8 x 4 x ½; bdl. 3 x 2 x 8; file boxes 4 x 4 x 10. 2 vols., 1 bdl., 1926-32, bsmt.; 2 file boxes, 1933--, vault.

285. RECEIPTS FOR AUTO FUNDS, 1935--. 1 vol.
Triplicates of receipts issued by county treasurer for additional fees on automobile licenses, showing date, number and amount of receipt, purpose, and fund credited. Arr. num. by receipt nos. No index. Hdw. on printed form. 100 pp. 11 x 8¼ x 1. Vault.

286. AUTO LICENSE RECEIPTS-MONEY PAID OUT, 1935--. 1 vol.
Receipts issued to county treasurer for money refunded for overpayment on auto licenses, showing date, number and amount of receipt, purpose of payment and signature of payee. Arr. num. by receipt nos. No index. Hdw. on printed form. 125 pp. 8 x 11 x 1. Vault.

287. CERTIFICATE OF TITLE FEE RECEIPT, 1937--. 2 file boxes.
Duplicate applications for certificates of title to motor vehicle, and fee receipts, showing date, name and address of applicant, make, style and model of vehicle, license, engine and serial numbers, amount of fee paid, and treasurer's signature. Arr. alph. by names of applicants. No index. Hdw. on printed forms. 5 x 5 x 10. Office.

Miscellaneous

288. MISCELLANEOUS (Insurance Policies), 1932--. 4 file boxes.
Insurance policies covering county property, showing date, name of insurance company, kind of policy, description of property, amount of policy, and signature of company's representative. Arr. chron. No index. Typed on printed form. Aver. 4 x 4 x 10. Vault.

289. MISCELLANEOUS, 1892-1933. 9 file boxes, 8 bdls.
Miscellaneous papers of county treasurer. Contains: Alias Tax Warrants, 1927-33, entry 237; Fiscal Agency Receipts, 1928-32, entry 271; Miscellaneous Receipts (State Treasurer's), 1892, entry 270; Official Bonds, 1895-1904, entry 61; Personal Property Tax Warrants - Collected, 1927-32, entry 238; (Poll Tax Warrants Returned), 1927-31, entry 244; (Sales of Real Estate for Delinquent Taxes), 1896-1932, entry 234; (Semi-Annual Statement of Taxes Collected), 1899-1909, entry 230; Tax Sales Certificates (Surrendered), 1889, 1893-1907, entry 247. No index. Hdw. on printed form. Condition fair. File boxes 4 x 1 x 9½; bdls. 5 x 2½ x 10. Outside vault.

(Next entry 290, p. 132)

XV. COUNTY SUPERINTENDENT OF PUBLIC INSTRUCTION

The first territorial assembly provided for the establishment of free common schools in each county of the territory (S.T.K. 1855, ch. 144, art. 1, sec. 1). The county tribunal was authorized to form school districts upon petition of a majority of the voters therein, after which the voters were to elect three trustees and one inspector as a governing board, which was declared a body corporate (ibid., secs. 2-6). The assembly of 1858 created the office of county superintendent, elective for a one-year term, and prescribed his duties (G.L.T.K. 1858, ch. 8, secs. 13-31) much as they exist today.

Since statehood the superintendent of public instruction of Seward County has been elected biennially under authority of the state constitution, which provides that a county superintendent shall be elected in each county to serve a term of two years, and whose duties shall be prescribed by law (C.S.K., art. 6, sec. 1). His term begins the first Monday in July of each odd year (L. 1921, ch. 225, sec. 1), and he is required to execute to the state a bond in the sum of $1,000 conditioned for faithful performance of duty (L. 1881, ch. 152, sec. 1).

To be eligible for the office a candidate must hold a first grade certificate or a state certificate, or be a graduate of an accredited college or normal school, and must have taught at least eighteen months (L. 1907, ch. 167, sec. 1). Vacancies in the office are filled by appointment by the county commissioners, and in event of their failure or inability to do so, by the state superintendent (L. 1911, ch. 278, sec. 1).

The county superintendent has general supervision of educational matters in his county outside cities of the first and second class, the latter being governed by their own boards of education (L. 1911, ch. 267, sec. 1).

It is the general duty of the county superintendent to visit each school in his county at least once each six-months term, correcting any deficiency that may exist in the government of the school, the classification of the pupils, or the methods of instruction in the several branches taught; to make privately such suggestions to the teachers as he may deem proper and necessary to the welfare of the school; to note the character and condition of the school house, furniture, apparatus and grounds and make a report in writing to the district board, with suggestions for possible improvements; to examine the accounts and record books of the district officers and see that they are kept as required by law; to encourage formation of associations of teachers and educators for mutual improvement, and so far as possible participate in their meetings; to attend the county normal institute and use his influence to secure the attendance of teachers; to make a daily

inspection and keep a record of the work of the institute; to hold a public meeting in each school district of the county at least once a year, to discuss school questions and elevate the standard of education; and to keep his office open at the county seat each Saturday. (L. 1881, ch. 152, sec. 2.)

It is the county superintendent's duty to divide the county into convenient school districts and to change such districts when the interests of the inhabitants thereof require it, subject to certain restrictions as to population and assessed valuation (ibid., sec. 12). Persons feeling themselves aggrieved by such changes may appeal to the board of county commissioners, whose action shall be final (L. 1876, ch. 122, art. 3, sec. 5).

Each school district is a body corporate, with power to sue and be sued, make contracts and hold real and personal property. It is deemed duly organized when the officers constituting the district board shall have been elected and qualified and signified their acceptance in writing to the county superintendent. (Ibid., secs. 1, 2.) The officers consist of a director, clerk and treasurer, who are elected alternately for terms of three years, and who constitute the district board (ibid., art. 4, sec. 1). Vacancies are filled by appointment by the county superintendent (L. 1881, ch. 152, sec. 7). Joint school districts may be formed of the adjacent territory of two or more counties (L. 1915, ch. 303, sec. 1), and whenever the inhabitants of two or more school districts desire to unite such districts for the purpose of establishing a graded school for instruction in the higher grades of education, the clerks of the districts, upon petition of the voters, are required to call an election for this purpose (ibid., ch. 301, sec. 1). Two or more adjoining districts having less then five pupils each of school age may be consolidated by the county superintendent upon majority vote of the electors of such districts (L. 1901, ch. 307, sec. 11).

The state constitution provided that the proceeds of all lands granted to the state by the United States for the support of schools, which included sections 16 and 36 in each township, should constitute a perpetual school fund "which shall not be diminished, but the interest of which, together with all the rents of the lands, and such other means as the legislature may provide, by tax or otherwise, shall be inviolably appropriated to the support of common schools" (C.S.K., art. 6, sec. 3). The state annual school fund consists of the interests and rents from the perpetual school fund (L. 1879, ch. 149, sec. 4), which is apportioned by the state superintendent on the basis of school population and paid by the state treasurer to the various county treasurers, who in turn pay the money to the various district treasurers as apportioned by the county superintendents (L. 1876, ch. 122, art. 16, secs. 2, 4, 6, 7). The constitution provides also that "all money which shall be paid by persons as equivalent for exemption from military duty; the clear proceeds of estrays, ownership of which shall vest in the taker-up; and the

proceeds of fines for any breach of the penal laws, shall be exclusively applied in the several counties in which the money is paid or fines collected, to the support of common schools" (C.S.K., art. 6, sec. 6). The legislature of 1868 required that "all fines and penalties imposed, and all forfeitures incurred in any county, shall be paid into the treasury thereof to be applied to the support of common schools" (G.S. 1868, ch. 82, sec. 332). This money constitutes the county school fund, and is collected by the county treasurer and also paid over to the district treasurers upon orders of the county superintendent (L. 1876, ch. 122, art. 17, sec. 2). Cities and school districts also may levy taxes, under limitations as provided by law, for the general support of their schools. These levies are certified to the county clerk, entered on the tax roll and collected the same as other taxes (L. 1911, ch. 271, sec. 1).

The county superintendent is required to hold annually, for not less than five days nor more than twenty days, a normal institute for the instruction of teachers and those desiring to teach (L. 1877, ch. 136, sec. 1, as amended by L. 1915, ch. 304, sec. 1). With the advice of the state superintendent he selects the time and place, and appoints a conductor and instructors. A fee of one dollar is charged each person attending, and the county commissioners may appropriate not to exceed $100 to meet any deficiency. The county treasurer is custodian of the normal institute fund, which may be expended only upon order of the county superintendent for expenses incurred in connection with the institutes. (L. 1877, ch. 136, secs. 2-7.)

The county superintendent is designated by the statutes as visiting agent in his county to have supervision over indentured pupils of the state industrial school for boys, and is required to visit each boy twice a year, inquire into his condition, and make such other investigations as the state board of administration may require. He also is required to seek out suitable persons who are willing to receive pupils from the industrial school under articles of indenture. (L. 1881, ch. 139, secs. 13-15.) The county superintendent also is designated as agent for his county for the state orphans' home. He is required to visit the children placed in homes in his county twice annually, and at such other times as the superintendent of the home may request, and make a written report to the latter on the condition of each child. For these duties the county superintendent receives three dollars a day for time actually engaged, and his necessary traveling expenses. (L. 1889, ch. 236, sec. 6.)

Each school district clerk must prepare and submit to the annual school meeting of his district a report for the year, after which it must be transmitted to the county superintendent (L. 1876, ch. 122, art. 4, sec. 8). From the reports of the district officers and the city boards of education, and from other sources, the county superintendent is required to make an exhaustive report annually to the state superin-

tendent (L. 1881, ch. 152, sec. 5). He is required to keep in a book for that purpose a description andplat of the boundaries of each school district, and any changes made therein, and a list of district officers in his county, with the dates of their election or appointment and expiration of their terms (ibid., sec. 12).

The county superintendent is ex officio chairman of the county board of examiners, consisting of himself and two others appointed by the county commissioners upon his nomination (L. 1903, ch. 424, sec. 1; R.S. 1923, sec. 72-1317), and which issues county certificates to such applicants as pass the examination and otherwise qualify (L. 1905, ch. 591, sec. 1). The board also may renew professional certificates from year to year. Every state certificate or diploma must be registered by the county superintendent of the county in which the holder contracts to teach (L. 1915, ch. 298, sec. 2).

The county superintendent is required by statute to keep a complete record of his official acts; a record of candidates for teacher's certificates; a register of teachers employed in the county, and a record of the semi-annual apportionment of the state and county school funds. He must make quarterly reports to the state superintendent of his activities for the preceding three months, and must obtain from the county clerk a certified statement of the total assessed valuation of the property in each school district in his county and certify it to the various district clerks at least ten days before the date set for the annual meeting. (Ibid., sec. 2.)

In the following entries the word "office" used to designate location of records refers to the office of the county superintendent.

District Boundaries

290. SCHOOL DISTRICT BOUNDARIES, 1886-1929. 1 vol. 1930-- in (Uniform) County Superintendent's Record, entry 319.
Record of school district boundaries and alterations of boundaries, showing district number, date formed, maps, drawings and description of boundaries, number of sections in district, notes of changes and alterations. Arr. chron. No index. Hdw. 238 pp. 16 x 11½ x 1¼. Office.

291. ALTERATION OF SCHOOL DISTRICT BOUNDARIES, 1917--. 1 file drawer.
Alteration of school district boundaries, showing district number, territory to be attached or detached, date of change, detail description of original boundary and changes as made, and remarks. Arr. chron. No index. Hdw. on printed form. 4 3/4 x 3 3/4 x 12. Office.

County Superintendent of Public Instruction - District Officers; Teachers (292-296)

District Officers

292. REGISTER OF SCHOOL DISTRICT OFFICERS, 1887-1929. 1 vol.
1930-- in (Uniform) County Superintendent's Record, entry 319.
Record of school district officers elected, showing district number, name and address of officer, title, date of election, length of term, date term expires and remarks. Arr. chron. Alph. index by names of officers. Hdw. on printed form. 270 pp. 16 x 11½ x 1¼. Office.

293. OFFICERS ELECTED AND TEACHERS HIRED, 1913--. 1 file drawer.
List of officers elected by school districts, 1917--, showing district number, date of meeting, names and addresses of officers, salaries, date term expires, and remarks. Also contains: (List of Teachers Hired), 1913--, entry 300. Arr. num. by school district nos. and chron. thereunder. No index. Hdw. on printed form. 12 x 5 x 12. Office.

294. RESIGNATIONS AND APPOINTMENTS, 1917--. 1 file drawer.
Resignations and appointments of teachers and school district officers, showing name and address, name of school or district number, position, date and reason for resignation, name and address of person appointed to fill vacancy, kind of certificate, salary, date appointed, and remarks. Arr. chron. No index. Hdw. on printed form. 4 3/4 x 3 3/4 x 12. Office.

Teachers
(See also entry 294)

295. (EXAMINATION ENROLLMENT CARDS), 1928--. In Miscellaneous (Certificates of Teachers' Examination), entry 296.
Teachers' examination enrollment cards, showing name, age, home address, number of months taught, where, salary, grade of last certificate, date of expiration, names of schools attended, credits received, number of teacher association meetings attended last year, grade of certificate trying for, and signature of teacher.

296. MISCELLANEOUS (Certificates of Teachers' Examination), 1916--. 1 file drawer.
Certificates of teachers taking examinations in other counties, showing name and address of teacher, place and date of examination, amount, of fees, and manuscripts attached to be graded by superintendent of Seward County. Also contains: (Examination Enrollment Cards), 1928--, entry 295; Quarterly Reports of County Superintendent, 1927--, entry 306. Arr. chron. No index. Hdw. on printed form. 4 3/4 x 3 3/4 x 12. Office.

297. (RECORD OF TEACHERS' EXAMINATION GRADES), 1930--. In (Uniform) County Superintendent's Record, entry 319.
Record of grades earned by candidates for teachers' county certificates, showing name, age and address of teacher, number college and high school credits, record of examination in each subject, average, grade of certificate granted, and dates of issuance and expiration.

298. (COUNTY CERTIFICATES RENEWED AND ENDORSED), 1930--. In (Uniform) County Superintendent's Record, entry 319.
Record of teacher's county certificates renewed and endorsed, showing name, age, sex and address of teacher, number of months taught, hours college credits, institute record, high school credit, dates of issuance, expiration and renewal, date endorsed, and transcript of grades.

299. (REGISTER OF STATE CERTIFICATES AND STATE NORMAL DIPLOMAS), 1930--. In (Uniform) County Superintendent's Record, entry 319.
Record of teachers' state certificates and diplomas, showing name and address of teacher, kind of certificate, dates of issuance and expiration, and date registered.

300. (LIST OF TEACHERS HIRED), 1913--. In Officers Elected and Teachers Hired, entry 293.
List of teachers hired by the various school district boards, showing district number, name and address of teacher, grade of certificate, salary, name of school, and remarks.

301. RECORD OF TEACHERS EMPLOYED, 1891-1929. 1 vol. 1930-- in (Uniform) County Superintendent's Record, entry 319.
Record of teachers employed in county schools, showing name of teacher, school address, salary, grade of certificate, date issued, length of term, opening and closing dates. Contains: County Superintendent's Record of Visitation, 1922-29, entry 318. Arr. chron. No index. Hdw. 280 pp. 16 x 11½ x 1 3/4. Office.

302. (APPOINTMENT OF INSTITUTE INSTRUCTORS), 1913--. 1 file drawer.
Original appointments of county normal institute conductors and instructors, showing date and place of institute, names and addresses of instructors, salaries and remarks. Contains: (Institute Fund Receipts), 1917--, entry 315. No index. Hdw. on printed form. 4 3/4 x 3 3/4 x 12. Office.

303. (Normal) INSTITUTE RECORD, 1890-1929. 1 vol. 1930-- in (Uniform) County Superintendent's Record, entry 319.
County superintendent's record of normal institute attendance, showing place and date of institute, names of conductor and instructors, salary, daily program, names and addresses of teachers attending, record of daily attendance, and remarks. Arr. chron. No index. Hdw. on printed form. 240 pp. 16 x 11½ x 1¼. Office.
For institute fund receipts, 1889-95, 1917--, see entry 315.

County Superintendent of Public Instruction - Pupils; Reports (304-308)

Pupils

304. RECORD OF DIPLOMA EXAMINATIONS, 1914-29. 1 vol. 1930-- in (Uniform) County Superintendent's Record, entry 319.
Record of examination for county diploma, showing district number, name of school, name, address and age of pupil, subject, grade, average, date diploma was issued and remarks. Arr. chron. No index. Hdw. on printed form. 322 pp. 16 x 11½ x 1 3/4. Office.

Reports

305. (County Superintendent's) ANNUAL REPORT, 1909--. 27 vols.
Copies of county superintendent's annual reports to state superintendent of each school and type of school in county, showing name of city or school district, school census, enrollment by grades and sexes, length of term, names and salaries of grade and high school superintendents, principal and teachers; number of school houses and rooms, number of volumes in libraries, value of school property, number and cost of new buildings erected, taxable value of property in district, financial statement, tax levies, number of organized districts, number of teachers' certificates granted, number of under-nourished and physically defective children, report on school transportation, summary of health supervision, noraml institute and truant officers' report, remarks, and county superintendent's signature. Arr. chron. No index. Hdw. on printed form. Aver. 35 pp. 17 x 12 x 3/8. Office.

306. QUARTERLY REPORT OF COUNTY SUPERINTENDENT, 1927--. In Miscellaneous (Certificates of Teachers' Examination), entry 296.
Copies of county superintendent's quarterly reports to state superintendent, showing number of school visits made and average time spent on each; number of consultations held with school officers, number of days office kept open, number of school district clerk's and treasurer's record books examined, number of teachers' meetings attended, number of lectures delivered, and signature of superintendent.

307. MISCELLANEOUS (Barnes Report), 1923--. 2 file drawers.
Copies of reports of county superintendent to state superintendent regarding schools of county operating under the Barnes Law, showing district number, name of school, enrollments, attendance, and remarks. Arr. chron. No index. Hdw. on printed form. 4 3/4 x 3 3/4 x 12. Office.

308. (District) CLERK'S ANNUAL REPORT, 1920--. 2 file drawers.
School district clerk's annual reports to county superintendent, showing school district number, school census, number of teachers, pupils enrolled, their names and addresses, average daily attendance, length of school

term, names and salaries of principals and teachers, number of school rooms, volumes in libraries, value of school property, assessed valuation of district, rate of levy, receipts and expenditures, and amount of unpaid orders. Arr. chron. No index. Hdw. on printed form. 12 x 5 x 12. Office.

309. SCHOOL MEETING REPORT, 1933--. 1 envelope.
Reports of school district meetings, showing district number, place and date of meeting, names of officers present, minutes of proceedings, business discussed and disposed of, and remarks. Arr. chron. No index. Hdw. 8 3/4 x ½ x 14. Office.

310. ANNUAL REPORT OF SCHOOL DISTRICT TREASURER, 1909--. 1 file drawer.
Annual reports of school district treasurer to district meetings and county superintendent, showing itemized statement of all money on hand from previous year, amount received, from what source, amount expended, purpose, balance, and statement of bonded indebtedness. Arr. chron. No index. Hdw. on printed form. 12 x 5 x 12. Office.

311. TEACHERS' TERM REPORT, 1923--. 2 file drawers.
Reports of principals and teachers of rural and community schools to district clerk and county superintendent at end of term, showing district number, name of school, enrollment by grade, sex, and color; length of term, daily average attendance, salaries and kind of certificates of principals and teachers, number of volumes in library scholarship and classification, work done in special subjects, total operating cost, cost per pupil, and number of pupils taking each subject. Arr. chron. No index. Hdw. on printed form. 12 x 5 x 12. Office.

Financial Records
(See also entries 259, 260, 265)

312. APPORTIONMENT OF STATE AND COUNTY SCHOOL FUND, 1890-1929. 1 vol. 1930-- in (Uniform) County Superintendent's Record, entry 319.
Superintendent's record of semi-annual apportionment of state and county school fund, showing balance remaining from last apportionment, amount received from state and county, total, number of pupils of school age, amount apportioned each pupil, total, balance unapportioned, district number, name and address of district treasurer, number of pupils in district, and total amount for year. Arr. chron. No index. Hdw. on printed form. 280 pp. 16 x 11½ x 1½. Office.

County Superintendent of Public Instruction - Miscellaneous (313-318)

313. MISCELLANEOUS (Budgets), 1932--. 1 file drawer.
Statements of budgets proposed by school districts at their annual meetings, showing date, school district number, receipts for last fiscal year, items and amount of budget proposed for ensuing year, rate of levy necessary to raise proposed amount, and signature of district clerk. Arr. chron. No index. Hdw. on printed form. 4 3/4 x 3 3/4 x 12. Office.

314. MISCELLANEOUS (Certificate of Amount Voted), 1927--. 6 file boxes. Last entry 1934.
Duplicate copies of certificates of amounts voted by school districts for purchase of land for school purposes, showing date, district number, amount voted, description and location of land to be purchased, remarks, and signature of district clerk. Contains: (Affidavits of Settlement of School Land), 1899-1908, entry 317; (Institute Fund Receipts), 1889-95, entry 315; (Receipts for Material and Labor), 1896-99, entry 316. No index. Hdw. on printed form. Condition fair. 3 x 1 x 9½. Outside vault.

315. (INSTITUTE FUND RECEIPTS), 1889-95, 1917--. 1889-95 in Miscellaneous (Certificate of Amount Voted), entry 314; 1917-- in (Appointment of Institute Instructors), entry 302.
Duplicate receipts for fees received for normal institute fund, showing date, receipt number, name of teacher, amount of fees paid and signature of county superintendent.
For institute record, 1890-1929, see entry 303.

316. (RECEIPTS FOR MATERIAL AND LABOR), 1896-99. In Miscellaneous (Certificates of Amount Voted), entry 314.
Original school district receipts for payment of labor and materials purchased, showing date, receipt number, amount paid, to whom, for what service, and signature of school district treasurer.

Miscellaneous

317. (AFFIDAVITS OF SETTLEMENT OF SCHOOL LAND), 1899-1908. In Miscellaneous (Certificate of Amount Voted), entry 314.
Affidavits of settlement of school land purchased, showing date, name and address of purchaser, legal description of land, amount paid, date of each payment, affidavits of purchaser and witnesses, and remarks.

318. COUNTY SUPERINTENDENT'S RECORD OF VISITATIONS, 1917-22. 1 vol. 1922-29 in Record of Teachers Employed, entry 301; 1930-- in (Uniform) County Superintendent's Record, entry 319.
County superintendent's record of school visitations, showing district number, name and address of school, date of visit, name of school, points

observed, and remarks. Arr. chron. No index. Hdw. 100 pp. 8½ x 5½ x 1½. Bsmt.

319. (Uniform) COUNTY SUPERINTENDENT'S RECORD, 1930--. 1 vol. This is a combination of ten records formerly kept separately. Contains: Apportionment of State and County School Fund, entry 312; (County Certificates Renewed and Endorsed), entry 298; County Superintendent's Record of Visitations, entry 318; (Normal) Institute Record, entry 303; Record of Diploma Examinations, entry 304; Record of Teachers Employed, entry 301; (Record of Teachers' Examination Grades), entry 297; Register of School District Officers, entry 292; (Register of State Certificates and State Normal Diplomas), entry 299; School District Boundaries, entry 290. Arr. by subjects and chron. thereunder. No index. Typed on printed forms. 500 pp. 18 x 12 x 2½. Office.

320. MAP OF KANSAS, 1930. 1 map. Political and communications map of Kansas, showing county boundaries, location of cities, towns, streams, highways, roads and census of county. National Map Company, Indianapolis, Indiana, publishers. Scale, 1 inch equals 9 miles. Colored and framed. 50 x 45. Office.

XVI. COUNTY BOARD OF HEALTH

Powers of the counties to regulate health and sanitation date from 1885, when the legislature passed an act creating a state board of health, and providing that the board of county commissioners of each county should constitute county boards of health. Each local board thus created was required to elect a physician who was ex officio a member of the board and health officer for his county. He holds office at the pleasure of the board, and may be removed for cause. (L. 1885, ch. 129, sec. 7.) He must take the oath prescribed for county officers and execute a bond in the sum of $500 for faithful performance of duty (L. 1909, ch. 102, sec. 1).

The state board consists of nine members appointed by the governor for three-year terms, serving without salary, but receiving such compensation for time actually expended as the governor may approve. The board has power to select one of its members as president, and to appoint a competent physician as full time secretary and executive officer. The state board supervises the health interests of the state, including investigation of epidemics, ventilation and sanitary service in public buildings, and of registration of births and deaths. (L. 1885, ch. 129, secs. 1-5.) The board has broad powers in the making and enforcement of rules for safeguarding the public health.

The county health officer receives for his services such sum as may be set by the county commissioners. Upon his appointment he is required to immediately notify the state board, and to distribute without

delay to the rightful persons all forms received from the state board. (Ibid., sec. 8.) It is the duty of every physician to report to the local health officer, without delay, any deaths occuring within his practice or within his knowledge, including the circumstances of death, if known (ibid., sec. 9). Prosecutions for violation of the health laws or regulations are conducted by the county attorney, and all fines collected are paid into the county treasury for the use of the school fund (ibid., sec. 12).

Any municipal or county board of health, or health officer having knowledge of any infectious or contagious disease within his jurisdiction is required to exercise supervision over it during its continuance and see that all provisions of law relating to isolation, placarding, quarantine and disinfection are duly enforced, and report the condition to the state board. The health officer may close schools, theatres and similar institutions when an epidemic threatens. (L. 1901, ch. 285, sec. 3).

The state and local boards are empowered to examine into all causes of sickness, and nuisances and sources of filth that may be injurious to the inhabitants, and may order the occupant of the premises to remove them at his own expense, subject to a fine for failure to do so (L. 1907, ch. 383, sec. 1). Whenever smallpox or other contagious or infectious diseases exist in any city of the second or third class, the governing body, the county health officer and the county commissioner of the district in which the city is located may take such action as they deem necessary for the control of the disease. The county is required to reimburse the city for all necessary items of expense in such cases. (L. 1919, ch. 145, secs. 1, 2.)

The legislature of 1925 authorized county boards of health in counties of 75,000 to 100,000 population, and containing a city of the first class, to employ a skilled professional nurse whenever deemed necessary (L. 1925, ch. 202, sec. 1). Two years later this power was extended to all counties, with additional authorization to hire additional personnel when needed (L. 1927, ch. 240, sec. 1). In Seward County, however, a health nurse has been employed since March 6, 1923, through cooperation of the county commissioners, the city of Liberal and the Liberal board of education, each of which pays a third of her salary (Commissioners' Journal, vol. 3, p. 530, see entry 2; City of Liberal, Record of Council Proceedings, p. 267). Her office is in the high school building at Sixth and Lincoln Streets.

It is the duty of the county health officer to make a sanitary inspection of each school building and grounds at the opening of the fall term, and such additional inspections as may be necessary for the protection of public health (L. 1927, ch. 240, sec. 1).

Assessors of personal property in the several townships and city wards are required to gather information regarding births, deaths and marriages and report them to the local boards of health (L. 1885, ch. 129, sec. 10). In 1911, however, a division of vital statistics was established within the state board, the state was divided into registration districts, and clerks of incorporated cities were made local registrar for their cities and such additional territory as might be designated. They issue burial or removal permits and receive birth certificates for their respective districts. Undertakers must obtain and file certificates of death with the registrar of the district, and physicians must follow the same procedure with respect to births. (L. 1911, ch. 296, secs. 2-10.) Consequently, records of vital statistics no longer are kept by the local health officers.

The statutes make no specific provisions for records of this office, other than that the health officer "shall keep an accurate record of all the transactions of his office" (L. 1885, ch. 129, sec. 8).

In the following entries the word "office" used to designate location of records refers to the office of the health officer at 10 East Second Street.

321. (PROCEEDINGS, BOARD OF HEALTH), 1892--. In Commissioners' Journal, entry 2.
Proceedings of board of county commissioners as a county board of health, showing date, members present, orders issued and all transactions.

322. PRE-SCHOOL HEALTH RECORD (Reports), 1924--. 1 file drawer.
Reports of pre-school health examinations, showing name, age, sex of child, name and address of parents, date and results of examination, and signature of examining physician. Arr. alph. by names of children. No index. Hdw. on printed form. 6 x 4 x 17. Office.

323. HEALTH RECORD OF SCHOOL CHILDREN, 1922--. 1 file drawer.
Health officer's record of physical examinations of school children, showing district number, names of school and teacher; name, age, sex and color of child, date and results of examination, and remarks of physician. Arr. alph. by names of children. No index. Hdw. on printed form. 12 x 12 x 17. Office.

324. RECORD OF SCHOOL CHILDREN WHO HAVE TAKEN THE SCHICK TEST, 1931--. 1 file drawer.
Health officer's record of school children who have taken the Schick test for diphtheria, showing name and age of child, names and address of parents, date of test, reaction and results, remarks, and signature of physician. Arr. alph. by names of children. No index. Hdw. on printed form. 6 x 4 x 17. Office.

325. IMMUNIZATION RECORD, 1923--. 1 file drawer.
Health officer's record of vaccination given for prevention of smallpox typhoid fever and diphtheria, showing names and address of child and parents, date vaccine administered, name of administering physician, results, and remarks. Arr. alph. by names of children. No index. Hdw. on printed form. 6 x 4 x 17. Office.

XVII. COUNTY SOCIAL WELFARE BOARD

From the beginning of the territory the county commissioners of the various counties were required to provice for the relief of the poor and unfortunate at county expense (S.T.K. 1855, ch. 126, secs. 1-6). The state constitution, effective January 29, 1861, continued the obligation of the counties to "provide, as may be prescribed by law, for those inhabitants who, by reason of age, infirmity or other misfortune, may have claims upon the sympathy and aid of society" (C.S.K., art. 7, sec. 4). In 1862 the state legislature designated township trustees and the mayors and councils of cities as overseers of the poor (G.L.S.K. 1862, ch. 163, sec. 1), requiring them to make return to the county clerk of the amounts needed for support of the poor in their districts, which was paid from the county treasury upon orders of the county commissioners (ibid., sec. 19). The commissioners also were authorized to purchase land, erect a poor house and employ a superintendent, and to appoint annually a physician to care for the poorhouse inmates (ibid., secs. 25, 27).

In 1872 the legislature created the office of poor commissioner in all counties of more than 30,000 population, making it appointive by the county commissioners for a two-year term, and providing that the officer should have, under control of the county commissioners, general care and supervision of the poor in his county (L. 1872, ch. 161, sec. 1).

In 1891 the poor commissioner act was amended to make it apply only to counties of more than 45,000 population (L. 1891, ch. 155, sec. 1). In 1901 it was made to apply to all counties of more than 28,000 population (L. 1901, ch. 133, sec. 1). In 1913 the population limit was reduced to 22,000 (L. 1913, ch. 162, sec. 1), and in 1931 to 17,000 (L. 1931, ch. 199, sec. 1). Seward County because of population, operated under the act of 1862 until 1933, when the legislature entirely abolished the duties of township and city officers as overseers of the poor, and provided for appointment of a poor commissioner in all counties of the state for a two-year term (L. 1933, ch. 196, sec. 6).

Under the law of 1872 the poor commissioner was required to execute to the board of commissioners a $5,000 bond for faithful performance of duty (L. 1872, ch. 161, sec. 7). He was required to personally inform himself of the necessity of all expenditures of public money for the

relief of paupers; to make all necessary purchases for assistance of paupers not in the public poorhouse, and to certify all such accounts. It was his duty to visit the poorhouse weekly and make a monthly report to the county board concerning its condition and that of the inmates. The county commissioners were required to let the custody of poorhouse inmates at a given sum per day per person to the lowest responsible bidder, who was required to make a monthly report to the commissioners, giving the names of the inmates, the number of days present, the condition of their health and the amount of expenditures in their behalf. No person could be received in the poorhouse except upon written order of the poor commissioner, who was required to keep an accurate record thereof and include it in his monthly report. (Ibid., secs. 2-6.) The poor commissioner also was required to make an annual report to the county board, giving the names of all persons admitted to the poorhouse during the year, the number of days present, the cost, the amount expended for each pauper aided outside the poorhouse, and an estimate of the amount needed to be raised by taxation for the ensuing year (ibid., sec. 8).

The general law of 1933 provided that "the board of county commissioners shall administer the relief and aid of the poor and indigent who are unable to care for themselves" (L. 1933, ch. 196, sec. 1). The county commissioners were required to appoint a poor commissioner at a salary not exceeding $1,500 a year, and as many assistants as necessary (ibid., secs. 6, 7). The poor commissioner was required to investigate the condition of all relief applicants, obtain such information as the county commissioners required, and keep a record thereof. He was required to make all purchases required for the relief of the poor not in the poorhouse and to make a monthly report to the county commissioners regarding each case of assistance. (Ibid., secs. 9-11.)

In order to provide for a uniform record system, the state board of administration was required to prescribe standard forms for each purpose. The county commissioners were required to set up and maintain a central index containing the original or a true copy of the application for relief, and the financial data card of each client. (Ibid., secs. 3, 4.) The poor commissioner also was required to make an annual report to the county commissioners stating in detail the names of all persons aided, and the amount of relief extended (ibid., sec. 14).

Early in 1937 the legislature enacted a law to provide a uniform system of welfare work for the state, to aid the counties and supervise the directing of welfare work therein, and to comply with the conditions set forth in 49 U.S. Stat. 620, being Public No. 271-74th Congress (HR 7260) and amendments thereof, and the rules and regulations of the federal social security board relating thereto (L. 1937, ch. 327, sec. 1).

The act created a state board of social welfare as a body corporate to consist of five members appointed by the governor (ibid., sec. 3). This board was empowered to develop state plans for cooperation with the

federal government; to determine the general policies relating to social welfare work supervised by it, and make regulations therefore; and to supervise all activities of the county boards of social welfare (ibid., sec. 8).

Boards of county commissioners are designated in the act as county social welfare boards and required to provide aid, assistance and service on the basis of need in their respective counties in accordance with state laws and the rules of the state board. They are required to appoint a county director who must furnish such bond and receive such compensation as the county board may deem proper, and who may, with the board's approval, appoint one of his assistants as deputy. The county director is the executive and administrative officer of the county organization and is required to perform such duties as the county board may direct. (Ibid., secs. 10, 11.)

The county board is empowered to determine the general policies within the county regarding social welfare and make such regulations therefore as it sees fit, not inconsistent with those of the state board. It is required to keep a complete record of each public assistance case, and make such reports to the state board as the latter may require. It is required to maintain two files of the cases; one a public file containing the approval and financial data needed, and the other a case record file containing the case hisotry and confidential personal or family data obtained in the course of assisting the client, and which is open only to employees of the county board, private welfare agencies and the state board. The county board must maintain a perpetual index of all applications for assistance made to it and to private agencies. It must prepare and present to the state board on or before June 1 each year its county welfare budget, which it must correct in such detail as the state board may require, and submit to the board of county commissioners. The commissioners are required to levy a tax within legal limitations to raise the amount needed. (Ibid., sec. 12.)

The county home, poor farm or infirmary is under the supervision of the county board, which appoints the superintendent, who is under the direction of the county director as regards the assistance of persons admitted and the kind and amount of work they may be required to do (ibid., sec. 12a). Seward County, however, has no county poor farm.

The act creates a fund in the county treasury, known as the county welfare fund, composed of all receipts from taxes, funds derived from warrants and bond issues, sales, private gifts, grants, loans and other revenues the county board is authorized to receive for this purpose. Disbursements from this fund must be made upon vouchers signed by the county director and approved by the county board (ibid., sec. 13).

In Seward County the two files of social welfare cases, public and confidential, are kept as required by law. In addition, each of these is divided into files of active and inactive cases, the two being interchangeable according to the status of the client. The active cases pending at the time the social welfare act became effective June 1, 1937,

are filed with the active social welfare cases for reference, but in most cases new social welfare forms have replaced the old poor commissioner forms. The inactive cases under the old poor commissioner act are filed separately.

In the following entries the word "office" used to designate location of records refers to the office of the county social welfare board at 13 East Second Street.

Proceedings

326. (PROCEEDINGS, SOCIAL WELFARE BOARD), 1937--. In Commissioners' Journal, entry 2.
Journal of proceedings of board of county commissioners sitting as a county social welfare board, showing date, commissioners present, orders issued, bills and claims allowed and disallowed, and all other transactions.

Indexes

327. MASTER FILE INDEX, 1933--. 1 file drawer.
Master index to (Confidential Social Welfare Active General Assistance Cases), entry 331; (Confidential Social Welfare Inactive General Assistance Cases), entry 334; Public Files (County Relief Cases), entry 335; Public Files (Social Welfare Active General Assistance Cases), entry 330; Public Files (Social Welfare Inactive General Assistance Cases), entry 333; including duplicates of active file index, entry 332, showing case number, name, age and qualifications of client, and remarks. Arr. alph. by names of clients. Hdw. on printed forms. 7 x 5 x 24. Office.

General Recordings

328. (REGISTER OF APPLICATIONS FOR ASSISTANCE), 1936--. 2 vols.
Record of applications for relief and public welfare assistance, showing date, case number, name, address, age and nationality of applicant; names and ages of dependent children; ages and relationship of others in household; reason for application, type of assistance requested, date of investigation, date approved or rejected, and reason therefore. Arr. chron. by dates of applications, 1936-37; arr. by types of assistance and chron. thereunder, 1937--. No index. Hdw. on printed form. Approx. 200 pp. 18 x 11½ x 1. Office.

329. (FINANCIAL DATA RECORD), 1937--. 3 vols.
Financial data record of relief clients, showing name, address, age, color and case number of recipient; names, ages, sex and relationship of dependents; type of assistance, authorized budget, amount allowed for rent, fuel, food, clothing, medical care and hospitalization; work record, record of cash payments, and surplus commodities issued. Arr. alph. by names of clients. Hdw. on printed form. 200 pp. 17 x 10½ x 2. Office.

General Assistance

330. PUBLIC FILES (Social Welfare Active General Assistance Cases), 1937--. 1 file drawer.
Certifications by county home visitors of eligibility of applicants to receive public general assitance; authorizations for payments of general assistance, changes in certifications and authorizations, and records of commodities drawn by clients, showing date, case number, name and address of applicant, type of case, number in family, kind and amount of assistance authorized, whether regular or emergency, dates and amounts of increases or decreases in grants, date of discontinuance; name, location and code number of commodity store, dates and items of commodities drawn, and signatures of home visitor and county director. The forms for each case are enclosed in a folder labeled with name and case number of client. Also contains: (Active Public File, Aid for the Blind), entry 346; (Active Public File, Aid for Dependent Children), entry 342; (Active Public File, Old Age Assistance), entry 338. Arr. alph. by names of clients. For index see entry 327. Hdw. and typed on printed forms. 13 x 11½ x 24. Office.

331. (CONFIDENTIAL SOCIAL WELFARE ACTIVE GENERAL ASSISTANCE CASES), 1937--. 4 file drawers (labeled alph. A-Z).
Confidential file of applications, reports on applications, budget sheets, notices, appeals and other data filed in general public assistance cases, showing date, case number, name, address, marital status and birth date of applicant; names, ages and relationship of others in household; length of residence in state; reasons for request; financial statement and authorization for financial investigation; home visitor's report on investigation, showing physical, mental and economic status of applicant; copy of certification of eligibility and authorization for payment of assistance; budget sheet showing sources of income and necessary expenditures; notices of rejection or acceptance, suspension or discontinuance of grant; notices of hearings and decisions; appeals to state board, and signatures of applicant, home visitor and county director. The forms pertaining to each case are enclosed in a folder labeled with name and case number of the client. Also contains: (Active Confidential File, Aid to the Blind), entry 348; (Active Confidential File, Aid to Dependent Children), entry 344.

(Active Confidential File, Old Age Assistance), entry 340. Arr. alph. by names of clients. For index see entries 327 and 332. Hdw. and typed on printed forms. 13 x 11½ x 24. Office.

332. ACTIVE FILE INDEX (to Confidential Social Welfare Active General Assistance Cases), 1933--. 1 file drawer.
Card index to confidential files of social welfare active general assistance cases, showing client's name, address, age, sex, nationality, case and identification numbers, number of dependents, classification as employable or non-employable, and amount of budget. This also served as an index, 1933 to June 1, 1937, to active relief cases for which new forms were made when the social welfare law became effective. Arr. alph. by names of clients. Hdw. on printed form. 7 x 5 x 24. Office.

333. PUBLIC FILES (Social Welfare Inactive General Assistance Cases), 1937--. 1 file drawer.
Public file of inactive cases of general assistance. For description see entry 330. Also contains: (Inactive Public File, Aid to the Blind), entry 347; (Inactive Public File, Aid to Dependent Children), entry 243; (Inactive Public File, Old Age Assistance), entry 339. Arr. alph. by names of clients. For index see entry 327. Hdw. and typed on printed forms. 13 x 11½ x 24. Office.
For prior records, 1933-37, see entry 335.

334. (CONFIDENTIAL SOCIAL WELFARE INACTIVE GENERAL ASSISTANCE CASES), 1933--. 6 file drawers (A-Z).
Confidential file of inactive cases of general assistance. For description see entry 331. Also contains: (Confidential File, Inactive County Relief Cases), 1933-37, entry 337; (Inactive Confidential File, Aid for the Blind), 1937--, entry 349; (Inactive Confidential File, Aid to Dependent Children), 1937--, entry 345; (Inactive Confidential File, Old Age Assistance), 1937--, entry 341. Arr. alph. by names of clients. For index see entry 327. Hdw. and typed on printed forms. 13 x 11½ x 24. Office.

335. PUBLIC FILES (Inactive County Relief Cases), 1933-37. 3 file drawers.
Application cards, certifications, budgets of working hours, financial data cards, work assignment slips and duplicate identification cards of inactive relief clients, showing name, address, age, sex, color, nationality, occupation, number in family, condition of health, financial data and date of last relief. Arr. num. by case nos. For index see entries 327 and 336. Hdw. on printed forms. 13 x 11½ x 24. Office.
For subsequent records, 1937--, see entry 333.

336. CENTRAL INDEX, 1933-37. 2 file drawers.
Index to public files of county relief cases, showing case number, name and age of client, qualifications and remarks. Arr. alph. by names of clients. Hdw. on printed forms. 7 x 5 x 24. Office.

337. (CONFIDENTIAL FILES, INACTIVE COUNTY RELIEF CASES), 1933-37. In (Confidential Social Welfare Inactive General Assistance Cases), entry 334.

Applications, budgets, case workers' reports and other data filed in poor relief cases, showing date, case number, name, address, race, birth place and marital status of applicant, number in family, condition of health, occupation, family background, sources of income, amount of budget required, amount of direct relief granted, work relief record; dates, items and amounts of commodities received, visits by case workers, and remarks and recommendations.

Old Age Assistance

338. (ACTIVE PUBLIC FILE, OLD AGE ASSISTANCE), 1937--. In Public Files, (Social Welfare Active General Assistance Cases), entry 330.

Certifications by county home visitors of eligibility of applicants for old age assistance; authorizations for payments of assistance; changes in certifications and authorizations, and records of commodities drawn, showing date, case number, name and birth date of applicant, verifications of statements, amount of grant approved, dates and amounts of increases or decreases in grant, date of discontinuance; name, location and code number of commodity store, dates and items of commodities drawn, and signatures of home visitor, case supervisor and county director.

339. (INACTIVE PUBLIC FILE, OLD AGE ASSISTANCE), 1937--. In Public Files (Social Welfare Inactive General Assistance Cases), entry 333.

Public file of inactive cases of old age assistance. For description see entry 338.

340. (ACTIVE CONFIDENTIAL FILE, OLD AGE ASSISTANCE), 1937--. In (Confidential Social Welfare Active General Assistance Cases), entry 331.

Confidential file of applications, reports on applications, budget sheets, notices, appeals and other data filed in cases of old age assistance, showing date, case number, name, address, race, birthdate and marital status of applicant; names, ages and relationship of others in household; length of residence in state, reasons for request; financial statement and authorization for financial investigation; home visitor's report on investigation of applicant, showing family history, property owned, and social and economic status; copy of certification of eligibility of applicant and authroization for paymentof assistance; budget sheet showing sources of income and necessary expenditures; notices of rejection or acceptance, suspension of discontinuance of grant; notices of hearings and decisions; appeals to state board; notices of filing of lien on real property of applicant; and signatures of applicant, home visitor and county director.

341. (INACTIVE CONFIDENTIAL FILE, OLD AGE ASSISTANCE), 1937--. In (Confidential Social Welfare Inactive General Assistance Cases), entry 334.

Confidential file of inactive cases of old age assistance. For description see entry 340.

Aid to Dependent Children

342. (ACTIVE PUBLIC FILE, AID TO DEPENDENT CHILDREN), 1937--. In Public Files (Social Welfare Active General Assistance Cases), entry 330.

Certifications by county home visitors of eligibility of dependent children for public aid; authorizations for payments of aid; changes in certifications and authorizations, and records of commodities drawn, showing date, case number, name of applicant, names and birth dates of children, relationship to applicant, mental capacity, length of residence of child and mother in state, verifications of statements, amount of aid approved, dates and amount of increases or decreases, date of discontinuance; name, location and code number of commodity store, dates and items of commodities drawn, and signatures of home visitor, case supervisor and county director.

343. (INACTIVE PUBLIC FILE, AID TO DEPENDENT CHILDREN), 1937--. In Public Files (Social Welfare Inactive General Assistance Cases), entry 333.

Public file of inactive cases of aid to dependent children. For description see entry 342.

344. (ACTIVE CONFIDENTIAL FILE, AID TO DEPENDENT CHILDREN), 1937--. In (Confidential Social Welfare Active General Assistance Cases), entry 332.

Confidential file of applications, reports on applications, budget sheets, notices, appeals and other data filed in cases of aid for dependent children, showing date, case number, name, address, race and place of birth of applicant; names, ages and relationship of others in household; length of residence in state; names, sexes, birth dates and birthplaces of children and parents; home visitor's report showing family history, property owned; economic and employment status, and physical and mental condition of children; causes of dependency; copy of certification of eligibility and authorization for payment; budget sheet showing sources of income and necessary expenditures; notices of rejection or acceptance, suspension or discontinuance of grant; notices of hearings and decisions; appeals to state board; and signatures of applicant, home visitor and county director.

345. (INACTIVE CONFIDENTIAL FILE, AID FOR DEPENDENT CHILDREN), 1937--. In (Confidential Social Welfare Inactive General Assistance Cases), entry 335.

Confidential file of inactive cases of aid for dependent children. For description see entry 344.

Aid to the Blind

346. (ACTIVE PUBLIC FILE, AID TO THE BLIND), 1937--. In Public Files (Social Welfare Active General Assistance Cases), entry 330.

Certifications by county home visitors of eligibility of blind applicants to receive public assistance; authorizations for payment of assistance; changes in certifications and authorizations, and records of commodities drawn, showing date, case number, name and birth date of applicant, length of residence in state, degree of blindness as shown by opthamologist's certificate, verification of statements, amount of grant, dates and amounts of increases or decreases, date of discontinuance, name, location and code number of commodity store, dates and items of commodities drawn, and signatures of home visitor, case supervisor and county director.

347. (INACTIVE PUBLIC FILE, AID TO THE BLIND), 1937--. In Public Files (Social Welfare Inactive General Assistance Cases), entry 333.

Public file of inactive cases of aid to the blind. For description see entry 346.

348. (ACTIVE CONFIDENTIAL FILE, AID TO THE BLIND), 1937--. In (Confidential Social Welfare Active General Assistance Cases), entry 331.

Confidential file of applications, reports on applications, budget sheets, notices, appeals, and other data filed in cases of aid to the blind, showing date, case number, name, address, race, marital status and birth date of applicant; names, ages and relationship of others in household; length of residence in state, reasons for request, financial statement and authorization for financial investigation; home visitor's report on investigation, showing physical, mental and economic status of applicant; copy of certification of eligibility and authorization for payment; budget sheet showing sources of income and necessary expenditures; authorization to opthamologist to examine eyes; notices of acceptance, rejection, suspension or discontinuance of grant; notices of hearings and decisions, appeals to state board, and signatures of applicant, home visitor and social welfare director.

349. (INACTIVE CONDIFENTIAL FILE, AID TO THE BLIND), 1937--. In (Confidential Social Welfare Inactive General Assistance Cases), entry 334.

Confidential file of inactive cases of aid to the blind. For description see entry 348.

County Social Welfare Board - Commodities; Receipts and Disbursements (350-355)

Commodities

350. JOURNAL (Record of Commodities Furnished Clients), 1937--. 2 vols. Title varies: D. E. Ledger, 1937--.
Record of commodities furnished clients for which the county is reimbursed, showing date, name and address of client, items, quantity, amount charged, amount paid, date paid, amount unpaid, and remarks. Arr. chron. Alph. index by names of clients. Hdw. on printed form. 8 x 5 x 3/4. Office.

351. COMMODITY RECORD OF SEWARD COUNTY, 1931--. 500 cards in 2 stacks.
Record of commodities issued to relief clients, showing name and address and case number of client, number of dependents, name of commodity, total quantity issued, and date of each issue. Arr. alph. by names of clients. No index. Hdw. on printed form. 8½ x 4½ x 11. Office.

352. MISCELLANEOUS (Relief Orders), 1922-29, 1933. 36 bdls., 1 cardboard box. Discontinued.
Duplicate relief and commodity orders issued by poor commissioner to relief clients, showing date of order, name, address, case and identification numbers of client, name of merchant, address of store, items, quantity, signature of case worker and poor commissioner. No index. Hdw. on printed form. Condition fair. Bdls. 4 x 1½ x 5½; box 24 x 12 x 28. 36 bdls., 1922-29, bsmt. city hall; 1 box, 1933, bsmt. courthouse.

353. (CLOTHING INVENTORY), 1937--. 50 cards.
Inventory record of clothing produced in sewing room and turned over to county social welfare board for distribution to clients, showing date, items and quantity received, items and quantity distributed, case number of client, nature of assistance, and quantity on hand. Arr. chron. No index. Hdw. on printed form. 11 x 8½. Commodity room.

354. (COMMODITY DELIVERY TICKETS), 1931--. In K.E.R.C. (Miscellaneous) Reports, entry 362.
Commodity delivery tickets, showing date, consignee's and consignor's name and address, items, symbol of identification, quantity, gross and net weight, name of common carrier or truck, condition on delivery and signature of person signing for carrier.

Receipts and Disbursements
(See also entry 261)

355. LEDGER, 1937--. 2 vols. Title varies: Journal, 1937--.
Itemized record of expenditures of social welfare department for salaries, supplies, various work relief projects, and medical assistance for clients, showing date, name of department or project, itemized list of

expenditures, and total. Arr. chron. Alph. index by names of projects. Hdw. on printed form. 170 pp. 8 x 5 x 3/4. Office.

356. EXPENDITURES TO DATE, 1938--. 1 vol.
Daily record of total expenditures for each department, showing date, name of department, nature of expenditures, amount, and total expenditures for each day and month. Arr. chron. No index. Hdw. on printed form. Approx. 100 pp. 14 x 8½ x ¼. Office.

357. (SCHEDULE OF DISBURSEMENTS), 1937--. 1 vol.
Record of disbursements for public assistance, showing date, name, address and case number of recipient, number of dependents, amount of cash payments, other items and amounts disbursed, monthly total to each recipient, county totals, explanations, and remarks. Arr. chron. No index. Typed on printed form. Approx. 100 pp. 18 x 11½ x 3/4. Office.

358. ADMINISTRATIVE ORDER REGISTER, 1938--. 1 vol.
Record of orders drawn for payment of office supplies and administrative expenditures, showing date, order number, name of vendor, item, description and price, purpose, total amount, date paid, and warrant number. Arr. num. by order nos. No index. Hdw. on printed form. Approx. 120 pp. 14 x 8 x ½. Office.

359. JOURNAL (Record of General Assistance Orders), 1937--.
1 vol., 2 file drawers. Title varies: General Assistance Orders, 1937--.
Record of general assistance orders issued, showing date, order number, name of vendor, items and amount, to whom issued, purpose, date paid, and warrant number. Arr. num. by order nos. No index. Hdw. on printed form. Vol. approx. 75 pp. 14 x 8 x ¼; file drawers 13 x 11½ x 24. Office.

360. PURCHASE ORDER REGISTER, 1938--. 1 vol.
Record of orders issued for purchase of materials and supplies for Works Progress Administration projects payable from county welfare fund, showing date, order number, project number, name of vendor, item, description and quantity, total amount, and remarks. Arr. num. by order nos. No index. Hdw. on printed form. Approx. 100 pp. 14 x 8½ x ¼. Office.

361. WARRANT REGISTER, 1938--. 2 vols. Title varies: Administrative Warrant Register, 1938--.
Register of warrants issued in payment of orders drawn on the county welfare fund for administrative purposes, showing date, warrant and order numbers, name of payee, amount, purpose, and remarks. Arr. num. by warrant nos. No index. Hdw. on printed form. Approx. 100 pp. 14 x 8½ x ¼. Office.

362. K.E.R.C. (Miscellaneous) REPORTS, 1931--. 1 file drawer. Monthly narrative, statistical and financial reports made by poor commissioner to county commissioners, 1934-37, and by county social welfare director to state board of social welfare, 1937--, showing number of applications received for assistance, number granted, amount of surplus commodities distributed, sources and amounts of receipts, and amounts and purposes of expenditures. Contains: (Commodity Delivery Tickets), entry 334. Arr. by subjects and chron. thereunder. No index. Hdw. and typed on printed form. 13 x 11½ x 24. Office.

363. CORRESPONDENCE, 1933--. 4 file drawers. Original copies of correspondence from various sources and duplicate copies of correspondence sent out, pertaining to official business of poor commissioner and county social welfare board. Arr. alph. by names of correspondents. No index. Hdw. and typed. 13 x 11½ x 24. Office.

XVIII. COUNTY ENGINEER

The office of county engineer had its inception in an act of the legislature of 1909 creating the office of county engineer of highways and bridges. The act provided that within six months after its taking effect on March 5, 1909, the county commissioners of all counties with a population in excess of 20,000, which did not include Seward County, should appoint a county engineer of highways and bridges who should have general supervision of all the highway and bridge work in the county under authority of the county commissioners. The county surveyor could be appointed if he was qualified by training and experience. Counties of less than 20,000 population could come under the act by resolution of the board. (L. 1909, ch. 198, sec. 1.)

The law provided that the engineer should consult with the township highway commissioners and road overseers of the several districts; direct the manner of carrying on repairs and improvements and instruct such officials as to the best methods and plans to be followed, particularly with reference to the use of the road drag; keep himself informed by actual view of the work to be done, and deliver to the overseers outline plans for the work; study the topographical and soil conditions in each township; collect information concerning deposits of stone, shale, clay and other materials; classify the roads according to their importance, designating them as county, township and local roads and see that they were maintained and kept in good condition; make maps and plats of the roads in each district and township and file them with the county clerk as additional and supplemental road records; and have charge of the bridge work of the county under authority of the board and, if competent to do so, make plans and profiles therefore and do all the engineering work in connection herewith (ibid., sec. 2).

County Engineer (Next entry 364, p. 154)

In 1917 the legislature created the state highway commission to have general supervision over all road and bridge laws, and the construction and maintenance of all roads, bridges and culverts in the state, except township roads not receiving federal aid (L. 1917, ch. 264, secs. 4, 6). The same act required the board of county commissioners in each county to appoint a county engineer for a term of two years, whose duty it was to prepare plans and specifications and act for the county in all matters pertaining to supervision of the construction, maintenance and repair of roads and bridges (ibid., secs. 8, 9).

Since 1919 the county engineer has performed all the duties of county surveyor (L. 1917, ch. 145, sec. 1). The office of county surveyor was created by the first territorial assembly and made appointive by the county tribunal for a four-year term (S.T.K. 1855, ch. 154, sec. 1). He was required to execute all orders directed to him by any court of record for the survey of land, the title to which was in dispute before the court, and all orders of survey for the partition of real estate (ibid., sec. 4). It was his duty to survey any land or lot at the expense of the person requesting it (ibid., sec. 5), and he was required to keep a record of all surveys made by himself or deputies, to number the surveys progressively, and to file and preserve a calculation of each (ibid., sec. 8).

The assembly of 1858 made the office elective for a two-year term (G.L.T.K. 1858, ch. 13, sec. 92), and there has been no change since. The state legislature of 1862 required the surveyor to compare the magnetic with the true meridian four times yearly, and to keep at least three books; a record of the annual variation of the magnetic needle; calculations by latitude and departure of all surveys made by the surveyor or his deputies; and a book of field notes and diagrams of surveys (L. 1862, ch. 196, secs. 6, 7). It was made his duty to establish permanently the center corner of all sections in the north and west tiers of a congressional township (ibid., sec. 10), and to obtain as soon as possible certified copies of the field notes of government surveys (ibid., secs. 23-25).

Under current laws the county engineer is appointed by the county commissioners, with the approval of the state highway commission, for such time as they deem necessary, or until removed for cause (L. 1918, ch. 245, sec. 2), and is required to execute a bond to be approved by the commissioners in the penal sum of $2,500 for faithful performance of duty (L. 1917, ch. 264, sec. 14). The commissioners must allow him such number of assistants as are deemed necessary to conduct his office (ibid., sec. 13).

In addition to the duties specified by the act of 1909, the county engineer is required to prepare plans and specifications governing the construction and maintenance of engineering projects and furnish copies to the township boards of highway commissioners and road overseers;

keep a record of all materials used in excess of $200 and approved by him; and answer inquiries and hold two or more public meetings annually to discuss engineering methods and improvements (ibid., sec. 9). The engineer makes an inspection of all bridges and culverts annually, estimates the costs of repairs needed to keep them safe for traffic for the coming year and files his report with the county clerk for use of the county commissioners. From this report the commissioners determine what building and repairs shall be done, for which the engineer prepares plans and specifications. (Ibid., ch. 80, sec. 2.) All plans for the construction or repair of any highway bridge or culvert not costing in excess of $2,000 must be submitted to the engineer for his approval; those costing in excess of $2,000 must be submitted to the state highway engineer (ibid., sec. 8).

Before beginning the construction or repair of any bridge or culvert by day labor, the approved plans and specifications, and the county engineer's estimates must be filed in the county clerk's office. The engineer must keep an itemized account of all expenditures for labor and materials, and file a sworn statement therefor in the county clerk's office at the end of each month, and a final statement when the work is finished. (Ibid., sec. 16.)

The engineer is required by law to make a written report to the county commissioners annually on the work accomplished on all roads of the county during the year (ibid., ch. 264, sec. 47). In all matters pertaining to the engineering, supervision or maintenance of drainage works, the county engineer serves as engineer and superintendent under authority of the county commissioners (L. 1933, ch. 183, sec. 4).

In the following entries the word "office" used to designate location of records refers to the office of the county engineer at 13 East Second Street.

Roads and Bridges
(See also entries 8, 45, 92, 93, 386-389)

364. (ANNAUL REPORT OF COUNTY ENGINEER), 1935--. In (Miscellaneous Records), entry 400

Duplicates of annual reports of county engineer to county commissioners, showing date, names and locations of roads graded and surfaced, report of new construction and maintenance, items and costs of equipment purchased, rental costs, inventory of all equipment, and summary of work done during year on county roads.

365. (ROAD PETITIONS), 1935--. In (Miscellaneous Records), entry 400.

Petitions for construction and repair of roads, showing date, names and addresses of petitioners, location of road and nature of request, and correspondence relating thereto.

366. (ROAD AND BRIDGE LABOR EXPENDITURES), 1935--. In (Miscellaneous Records), entry 400.
Record of expenditures for road and bridge construction and maintenance in each commissioner district, showing district number, name of commissioner, type of work, month, road number, nature of work, number of miles, names of workers, rate, number of hours, amount, total, and summary of all work done during fiscal year.

367. (ROAD FUND EXPENDITURES), 1934--. 1 vol.
Engineer's record of expenditures for county road and bridge work, showing date, to whom paid, items and amounts, total, voucher number, and how distributed. Arr. chron. No index. Hdw. on printed form. 600 pp. 19 x 12 x 3. Office.

368. (SPONSORS' CONTRIBUTION REPORTS, WORKS PROGRESS ADMINISTRATION PROJECTS), 1935--. 2 file drawers.
Reports of sponsors' contributions to Works Progress Administration road projects in county, and expenditures from county bond and road funds for road projects, showing amounts contributed for materials, rentals and supervision, items of equipment and supplies used, cost, and from what fund paid. Arr. chron. No index. Hdw. on printed form. 13 x $10\frac{1}{2}$ x 26. Office.

Work Projects

369. (WORKS PROGRESS ADMINISTRATION PROJECTS), 1935--. In (Miscellaneous Records), entry 400.
Miscellaneous papers relating to Works Progress Administration road and other engineering projects in county, including proposals, blueprints, specifications, material sheets, approvals, reports of sponsors' contributions and time reports.

370. (KANSAS EMERGENCY RELIEF COMMITTEE PROJECT FILE), 1934-37. 1 cardboard box. Discontinued.
Miscellaneous papers pertaining to Kansas Emergency Relief Committee county projects, including applications for approval of work projects, specifications, blueprints, estimates and correspondence. Arr. by names of projects. No index. Hdw. and typed on printed form. $12\frac{1}{2}$ x $10\frac{1}{2}$ x $13\frac{1}{2}$. Office.

371. (WEEKLY TIME CARDS), 1935-36. In (Miscellaneous Records), entry 400. Discontinued.
Time cards of employees of county engineering department, showing names of project and employee, date, number of hours worked daily, rate, and total hours and amount.

County Engineer - Tools, Equipment and Supplies; Disbursements (372-378)

372. (JOB CARDS), 1934-35. In (Miscellaneous Records), entry 400. Discontinued.
Cards listing materials used and work done in county shop, showing nature of work, for whom, hours, rate and amount of labor, items and amounts of supplies used, total for all purposes and signature of workman.

373. (CERTIFICATES OF OWNERSHIP AND REGISTRATION), 1935. In (Miscellaneous Records), entry 400.
Certificates of ownership and registration of horses, mules and trucks for use on work relief projects, showing county relief registration number, name and address of client, date and case number, description of animals or vehicle, name of owner, and signature of supervisor.

374. (GRAVEL TICKETS), 1937--. In (Miscellaneous Records), entry 400.
Duplicate copies of tickets for gravel hauled for county projects, showing names of truck and driver, number of yards hauled, number of miles, name of project, purpose for which used, and name of checker.

Tools, Equipment and Supplies

375. (INVENTORY OF EQUIPMENT AND TOLLS), 1934--. In (Miscellaneous Records), entry 400.
Semi-annual inventories of equipment and tools at county shop and in county courthouse yard, showing date, items and quantities, and county and serial numbers.

376. (PERPETUAL INVENTORY RECORD), 1938--. 1 vol.
Record of all equipment, materials and supplies in use by county engineering department, showing items and quantity, date of purchase, date and to whom delivered, where used and by whom, and date returned. Arr. alph. by names of articles. No index. Hdw. on printed form. 250 pp. 11 x $8\frac{1}{2}$ x $2\frac{1}{2}$. Office.

Disbursements

377. (BILLS ALLOWED BY COUNTY COMMISSIONERS), 1935--. In (Miscellaneous Records), entry 400.
Newspaper clippings of bills allowed by county commissioners for county engineering department, showing date, name of fund, to whom paid, purpose, and amount. Printed.

378. (VOUCHER RECORD), 1937--. In (Miscellaneous Record), entry 400.
Record of all vouchers paid for county engineer, showing name of fund charged, type of work, time worked or article purchased, rate, total amount, date paid, and to whom.

379. (BILLS AND INVOICES), 1934--. In (Miscellaneous Records), entry 400.
Monthly bills and invoices to county engineer for work done and materials and supplies purchased, showing date of work or purchase, name of claimant, items and amounts, and total.

380. (REQUISITIONS), 1934--. In (Miscellaneous Records), entry 400.
Duplicate and triplicate copies of requisitions issued by county engineer to employees and to county commissioners for materials, supplies and repairs, showing date, requisition number, to whom addressed, items and prices and place of delivery.

381. (EQUIPMENT OPERATING COSTS), 1938--. In (Miscellaneous Records), entry 400.
Engineer's record of cost of operating equipment, showing name of operator, item of equipment, time used, amounts and costs of gasoline oil, grease and other items used, total for each piece of equipment for month, and grand total.

382. (DAILY MOTOR EXPENSE DIARY), 1934--. In (Miscellaneous Records), entry 400.
Record of daily expense for cars and trucks used by engineering department, showing date, vehicle, name of driver, itemized list of expenditures for supplies and repairs, total for day, and summary for the month.

383. (MOTOR VEHICLE FUEL TAX EXEMPTION PERMITS), 1937--. In (Miscellaneous Records), entry 400.
Quadruplicate copies of permits to purchase motor vehicle fuels exempt from state tax, showing permit number, date, amount of fuel, for what purpose, signature and address of permit holder, signature and certification of distributor, and sales ticket number.

Maps and Plats
(See also entries 90-95, 123-129, 197, 211, 212)

384. ANNUAL VARIATION OF THE MAGNETIC NEEDLE, 1887--. 1 vol. Last entry 1910.
Record of annual variations of magnetic needle, showing date and exact time of calculations, state of weather, compass reading, east and west elongation, variations, time of variations and remarks. Arr. chron. No index. Hdw. on printed form. 318 pp. 14 x 9 x 1½. Outside vault.

385. (MISCELLANEOUS SURVEYS), 1935--. In (Miscellaneous Records), entry 400.
Plats and description of miscellaneous surveys made by county engineer, showing survey number, date, names of surveyors, description, and correspondence relating thereto.
For Record of Surveys, 1887-1923, see entry 114.

386. HIGHWAY MAP OF SEWARD COUNTY, 1934. 2 maps.
Physical and communications map of Seward County, showing county, township and section lines; location of state, county and township highways; rivers, streams, cities, towns and school houses. Ray Martz, county surveyor, Liberal, Kansas, artist. Scale, 1 inch equals 1 mile. Blueprint. 12 x 18 and 18½ x 35. Office.

387. (PROPOSED STATE HIGHWAYS), 1934, 1935. 108 maps.
Plans and profiles for proposed state highways numbers 54 and 83 through Seward County, showing location, specifications, length and width of road, typical sections and cross sections, diagram of grades, curves, information on surfacing, summary and table of quantities used. Artist not shown. Scale, 1 inch equals 200 feet. Blueprint. 36 x 23. Office.

388. COUNTY ROADS, 1935--. 80 maps.
Plans and profiles for construction and surfacing of county highways, showing location of road, specification, typical sections and cross sections, information on surfacing of road and building of bridges and culverts and table of quantities of materials to be used. W. H. Williams, county engineer, Liberal, Kansas, artist. Scale varies: 1 inch equals 10 feet to 1 mile. Blueprint. 35 x 18½. Office.

389. CIMARRON RIVER BRIDGE, 1929. 5 maps.
Plans and specifications for bridge across Cimarron River, showing location of bridge, width and depth of stream, diagram information and explanations of rocker plates, abutments, piers, deck girders and superstructure and summary of material. State highway engineer, Topeka, Kansas, publisher. Scale, ¼ inch equals 1 foot. Blueprint. 35 x 18½. Office.

390. CITY OF LIBERAL, 1935. 2 maps.
Political map of Liberal, showing original townsite, additions, streets, drives and alleys, lot and block numbers, location of public squares, parks, public buildings and railroads. W. M. S. (name not shown), artist. No scale shown. Blueprint. 18 x 18. Office.

391. MUNICIPAL AIRPORT FOR LIBERAL CITY, 1935. 1 map.
Approved plans for construction of municipal airport at Liberal, showing location and boundary of field, location of buildings, runways and parking space, diagram plans and specifications for construction. Perry M. Keller, artist. No scale shown. Blueprint. 24 x 18. Office.

392. SEWAGE DISPOSAL PLANT FOR LIBERAL CITY, 1928. 8 maps.
Plans and specifications for construction of a sewage disposal plant for Liberal, showing location, detail description and information for construction. E. T. Archer, Kansas City, Missouri, artist. No scale shown. Blueprint. 35 x 18½. Office.

393. LIBERAL CITY DUMP GROUNDS, 1935. 4 maps.
Maps of proposed improvements to Liberal dumping grounds, showing location of proposed project, plans and specifications for construction of buildings, summary of required materials and instructions for distribution of rubbish. No artist shown. Scale, 1 inch equals 80 feet. Blueprint. 35 x 18½. Office.

394. WEST CAN CREEK PROJECT, 1935. 10 maps.
Physical blueprint maps of proposed plans to protect Liberal City against floods from West Can Creek, showing plats of the city, elevations at various points, diagram description of drainage area, and proposed change in creek channel. Wayne M. Sanderson, artist. Scale, 1 inch equals 155 feet. Blueprint. 35 x 18½. Office.

395. GOLDEN PLAINS CEMETERY PROJECT, 1935. 2 maps.
Blueprint plans for improving and fencing Golden Plain Cemetery, showing location and boundary of cemetery, location of drives and culverts, specifications for grading, and explanation of method of markings to be used. No artist shown. Scales vary. Blueprints. 35 x 18½. Office.

396. (MAP OF STADIUM AND AGRICULTURAL BUILDINGS), 1936, 1937. 10 maps.
Plans and specifications for construction of stadium and agricultural building at Seward County fair-ground, showing location, traverse and longitudinal sections, plans for foundation, framing, floors and roof with exact drawing and scale for entire building, and table of materials. W. H. W. (name not shown), artist. Scale, ½ and 1 inch equals 1 foot. Blueprint. 35 x 18½. Office.

397. (FARM PONDS), 1934. 6 maps.
Physical maps of plans for constructing farm ponds and reservoirs by Works Progress Administration projects, showing project number, location of and plans for dam and spillway, topograhical map and data on basin, drainage area and nature of soil. No artist shown. Scale, 1 inch equals 60 feet. Blueprint. 35 x 18½. Office.

398. SCHOOL BUILDING, 1935. 2 maps.
Blueprints for construction of school house, showing location and elevations, drawings and plans for footing and foundations, framing, flooring, entrance rooms and partitions, roof, basement, fixtures and furniture. No artist shown. No scale shown. Blueprints. 35 x 18½. Office.

399. RELIEF ADMINISTRATION BUILDING, 1934, 1935. 12 maps.
Blueprint plans for building of Kansas Emergency Relief Committee office furniture and equipment, showing kind of equipment, dimensions, summary of material and instructions for construction. E. J. C. and R. U. B. (names not shown), artists. Scale varies. 35 x 18½. Office.

Miscellaneous

400. (MISCELLANEOUS RECORDS), 1934--. 3 file drawers. Miscellaneous records of county engineer. Contains: (Annual Report of County Engineer), 1935--, entry 364; (Bills Allowed by County Commissioners), 1935--, entry 377; (Bills and Invoices), entry 379; (Certificates of Ownership and Registration), 1935, entry 373; (Daily Motor Expense Diary), entry 382; (Equipment Operating Costs), 1938--, entry 381; (Gravel Tickets), 1937--, entry 374; (Inventory of Equipment and Tools), entry 375; (Job Cards), 1934-35, entry 372; (Miscellaneous Surveys), 1935--, entry 385; (Motor Vehicle Fuel Tax Exemption Permits), 1937--, entry 383; (Requisitions), entry 380; (Road and Bridge Labor Expenditures), 1935--, entry 366; (Road Petitions), 1935--, entry 265; (Voucher Record), 1937--, entry 378; (Weekly Time Cards), 1935-36, entry 371; (Works Progress Administration Projects), 1935--, entry 369. Arr. by subjects and chron. thereunder. No index. Hdw., typed, and hdw. and typed on printed form. 13 x 10½ x 26. Office.

XIX. COUNTY FARM BUREAU

The Seward County Farm Bureau was organized in 1934, the county commissioners making the first annual appropriation March 5 of that year (Commissioners' Journal, vol. 4, p. 547).

Farm bureaus are county organizations of progressive farmers having for their purpose the improvement of farm business and farm life. Through its executive committee, and in cooperation with the Kansas State College of Agriculture and Applied Science, the farm bureau selects a county agent, who devotes his full time to the affairs of the bureau, and who is under the joint direction of the bureau and the state college. The farmers themselves outline the work they consider of greatest importance to their county. A program then is prepared and carried out by the county agent. (Kansas State Board of Agriculture, Twentieth Biennial Report, 1915-16.)

In 1914 the congress, in passing the Smith-Lever act making appropriations to the states for such work, defined cooperative agricultural extension work as the giving of instructions and practical demonstrations in agriculture and home economics to persons not attending or resident in the various agricultural colleges of the several states, and imparting to such persons information on such subjects through field demonstrations, publications, and otherwise. The act required that the work be carried on in such a manner as may be mutually agreed upon by the secretary of agriculture and the state agricultural college receiving the benefits of the act (38 U.S. Stat., ch. 79, sec. 2, p. 373). The state agricultural college is required to contribute

County Farm Bureau (Next entry 401, p. 162)

$1,200 a year, insofar as funds permit (L. 1915, ch. 166, sec. 2), and the county commissioners not less than $1,200 a year (L. 1919, ch. 157, sec. 2), toward the county agent's salary.

The farm bureau members in each township elect a vice president, and the several vice presidents select from their number ten persons to constitute the executive board for the county (L. 1915, ch. 166, sec. 6).

Functions of the farm bureaus include extension training, instruction and information in practically all farm subjects, with programs primarily designed to promote wholesome and satisfactory living conditions among rural people, and a genuine interest in farm business. Activities include an agricultural program for men, a home economics program for women, and a 4-H club program for boys and girls. In counties where funds are available, three agents working in cooperation with the extension division of the Kansas State College administer the programs. Where bureaus are less active, administration may be in the hands of one or two agents.

Working in cooperation with the state board of agriculture, the agricultural division of the farm bureau supplies varied types of information to its members, including data regarding crops, prices, markets, seeds, erosion, terracing, farm machinery, farm buildings and all subjects in which farmers have a common interest, together with special information for wheat growers, cattle raisers, potato growers and all specialized groups. The agent's contact with individual members of a group is for the most part by letter only, except when special group meetings are called at irregular intervals.

The home economics division sponsors the organization of units in each community, the members of which elect their own officers and choose their own course of study. Instructors, given special training by representatives of the extension division of the state college, conduct the training courses before the individual units, and two representatives from each township compose a county board which meets regularly with the county agent to discuss problems and formulate a general plan of activities. Courses offered include nutrition, clothing, home health and sanitation, home furnishing, home management, landscaping, vegetable gardening, and other subjects of interest to farm women. The program also includes social activities, and meetings usually are held in the homes of members rather than in halls and public places. Demonstrations play an important part in the instruction work, and the units frequently cooperate with merchants and dealers in the use of materials and appliances.

The 4-H club division, with a membership consisting of farm boys and girls from 10 to 20 years old, promotes a varied educational and social program, climaxed yearly by the judging of exhibits at the various

county and state fairs. The program of each club includes business, entertainment, recreation and health. Project instruction is given in most cases by a member of the local community, and subjects include stock and poultry raising, mechanical arts, first aid, care of the sick, cooking, sewing, care of children, and home management.

In the following entries the word "office" used to designate location of records refers to the offices of the farm bureau in the federal building.

Membership

401. (MEMBERSHIP LISTS), 1934--. In Project Files, entry 412.
Lists of members of farm bureau and members of each project, showing names and addresses of bureau members, names and description of projects, names, addresses and ages of members.

Finances

402. (BUDGETS), 1934--. In Project Files, entry 412.
Copies of annual farm bureau budget submitted by county agent to county commissioners, showing itemized list of resources and liabilities, amount to be raised by taxation, and approval of state director of extension service.

403. (FINANCIAL RECORDS), 1934--. In Project Files, entry 412.
Salary vouchers, statements and invoices for supplies purchased, receipts, bank deposit slips, canceled checks and other original instruments pertaining to receipts and disbursements of farm bureau.

Activities

404. REPORTS (of County Agent to Kansas State College), 1934--.
In Project Files, entry 412.
Duplicate copies of county agent's annual reports to extension division of Kansas State College, showing date, review of farm bureau and extension service activities, status of county organization, program of work, narrative report on all projects, maps, pictures and other material depicting activities and accomplishments during year.

405. (PUBLICITY), 1934--. In Project Files, entry 412.
Duplicates of weekly articles written by county and home economics agents for newspapers and other publications pertaining to farm bureau work and activities.

406. (DAILY SUB-PROJECT REPORTS), 1934--. In Project Files, entry 412.
Daily reports of farm bureau activities, showing date, name and number of project, statements of meetings held, circular letters issued, field visits made and office calls, and general description of activities.

407. (HOME DEMONSTRATION WORK), 1935--. In Project Files, entry 412.
Records of activities of women's organizations in county, including by-laws of farm bureau units, names of officers, purpose of work program, monthly program sheets, and instructions and suggestions for organizing farm bureau units and conducting meetings.

408. (BOYS' AND GIRLS' CLUB WORK), 1935--. In Project Files, entry 412.
Correspondence and reports pertaining to work of 4-H clubs, showing name of club and members, kinds of projects, by whom approved, receipts and expenses, history of each member, his achievement and competition records, value of club projects by years, narrative reports, and requirements necessary for work on projects.

409. SUBJECT MATTER FILE (Instructions), 1934--. 1 drawer.
Copies of bulletins and memorandums from state office, showing detail plans, instructions and information pertaining to the various agricultural work supervised by the county farm agent. Arr. chron. No index. Mimeographed. 16 x 11½ x 26. Office.

Receipts and Disbursements

410. (RECEIPTS AND DISBURSEMENTS), 1934--. 2 vols.
Record of receipts and disbursements of farm bureau, showing dates, items and amounts received, from what sources; dates, items and amounts disbursed, purposes, and voucher numbers; and totals for each month and the year, and balances. Arr. chron. No index. Hdw. on printed form. Aver. 400 pp. 14½ x 8½ x 2. Office.

410½. (CHECK STUBS), 1934--. 25 vols.
Stubs of checks written in payment of farm bureau expenses, showing check number, date, to whom payable, purpose, amount brought forward, amount deposited, total, and balance. Arr. chron. No index. Hdw. on printed form. 100 pp. 10 3/4 x 7½ x ½. Office.

Miscellaneous

411. CORRESPONDENCE, 1934--. 1 drawer.
Original and duplicate miscellaneous correspondence to and from various sources pertaining to official business of the farm bureau office. Arr. alph. by names of correspondent. No index. Typed. 16 x 11½ x 26. Office.

412. PROJECT FILES, 1934--. 8 file drawers.
Miscellaneous records of county agent and home economics agent. Contains: (Boys' and Girls' Club Work), 1935--, entry 408; (Budgets), entry 402; (Daily Sub-Project Reports), entry 406; (Financial Records), entry 403; (Home Demonstration Work), 1935--, entry 407; (Membership Lists), entry 401; (Publicity), entry 405; Reports (of County Agent to Kansas State College), entry 404. Arr. by subjects and chron. thereunder. No index. Hdw. and typed, and hdw. and typed on printed forms. 16 x 11 x 24. Office.

CHRONOLOGICAL INDEX

(All numbers refer to entries. A record entry number is listed under each decade which the record covers in full or in part. An entry number is underlined to call attention to the initial appearance of the record; the last listing of the entry number indicates the decade within which the record ends.)

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