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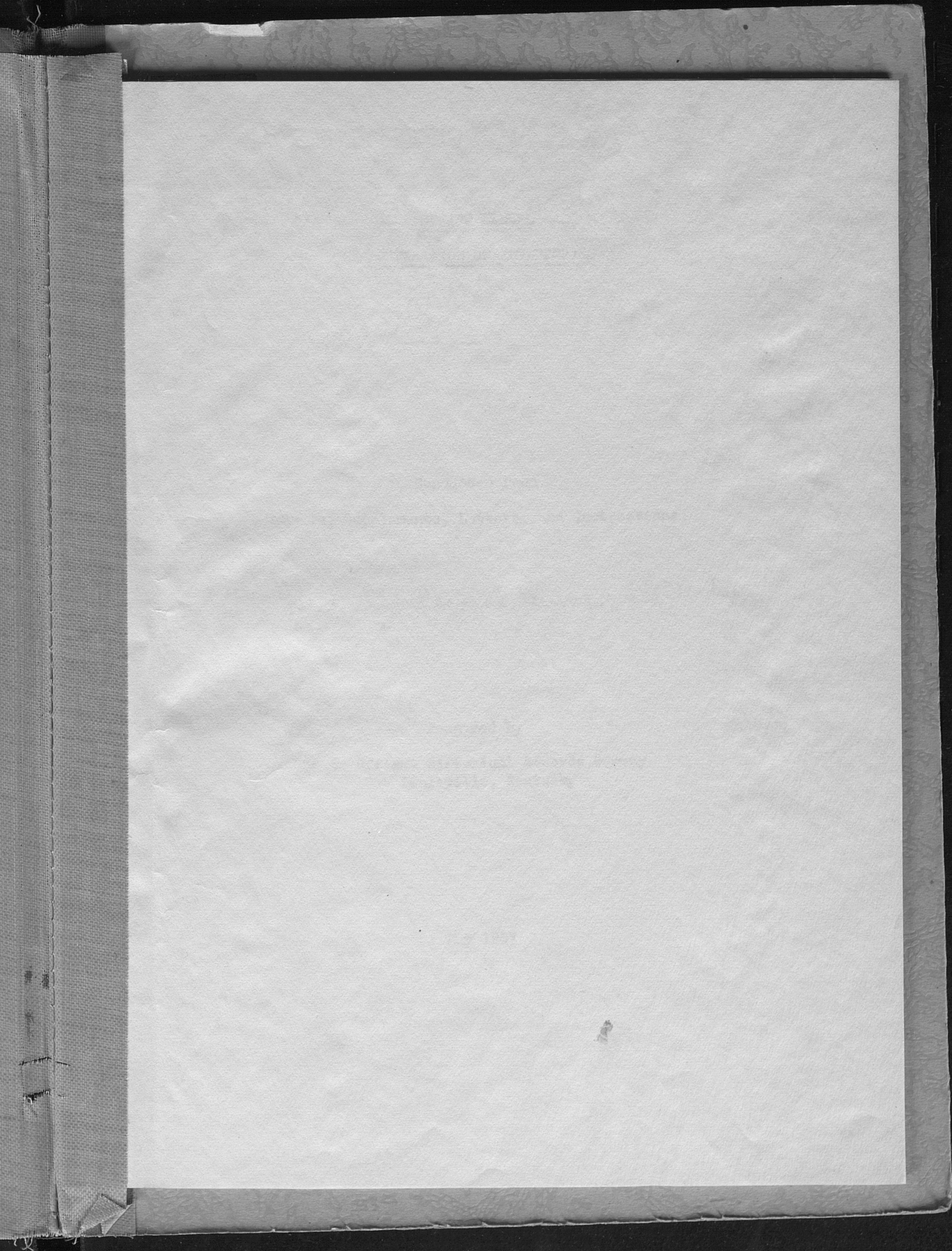
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OFFICE MANUAL PREPARATION OF INVENTORIES

HISTORICAL RECORDS SURVEY. KENTUCKY

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OFFICE MANUAL
PREPARATION OF INVENTORIES

Condensed from
Manuals, Supplements, Letters, and Instructions

Historical Records Survey, Kentucky.

Prepared by
State Office, Historical Records Survey
Louisville, Kentucky

May 1937

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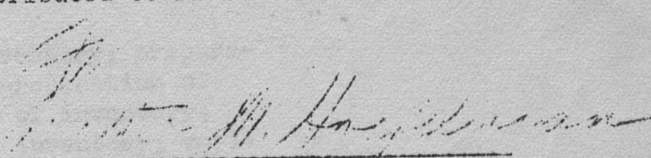
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FOREWORD

This manual is for use in connection with
"MANUAL OF THE SURVEY OF HISTORICAL RECORDS",
SUPPLEMENTS Nos. 4 and 5, in your hands,
and letters of instruction from Washington,
on file in this office.

It is to be used with reference to preparing
draft inventories of county archives.

This manual is intended for office use, only,
and is not to be distributed to Field Workers.

Signed 

Walter M. Hoofelman
State Director
Historical Records Survey
W.P.A. Project 9903

May 5, 1937

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MAKE-UP OF THE PROPOSED INVENTORY

I TITLE PAGE: The following information should appear on the title page in the sequence shown: "INVENTORY TO THE COUNTY ARCHIVES OF KENTUCKY, Prepared by, Historical Records Survey, Division of Women's and Professional Projects, Works Progress Administration, NO. (insert no. and name of county in caps), Louisville, Kentucky, Historical Records Survey, (insert month and year)". Counties should be arranged in alphabetical order and numbered consecutively. Records found for counties no longer in existence should be included as well as those for counties still functioning. (Sup. 4, Art. 6), (Sup. 5, Art. 3)

II PREFACE: This should come after the title page and should contain the following:

1. Statement of purposes of Survey.
2. A short history of its activities in county.
3. Names of supervisor and workers.
4. Acknowledgments of assistance from county officials.
5. Members of the advisory committee, other groups and individuals.
6. Exact date of opening and closing of project in county.
7. Brief description carefully describing services rendered county officials other than listing their records, such as: arrangement of records, discovery of lost items, proper shelving of records.
8. Due credit to Federal Writers' Project for assistance in Survey, various phases of this assistance described fully.
9. Signatures of State Director and National Supervisor.
10. If preface requires more than one page, each page should be numbered with small Roman numerals. (Sup. 4, Art. 7), (Sup. 5, Art. 5)

III TABLE OF CONTENTS: This will be prepared after remainder of volume has been given its final form and pagination. The table of contents begins with page 1 and gives all titles of remaining sections of volume with their beginning pages. (Sup. 4, Art. 8), (Let. 11/14/36), (Sup. 5, Art. 6)

1. The table of contents should be divided as follows:
 - A. PART A, _____ County and Its Record System. Sections of Part A need not be numbered.
 - B. PART B, County Offices and Their Records. Sections of Part B should be given a Roman numeral.
 - C. PART C, Municipal inventories. (Sup. 5, Art. 6), (Let. 4/22/37)
2. Subject headings should form a solid paragraph indented and without individual page references under each section, (Let. 1/26/37), (Sup. 5, Art. 6)

IV PART A: This section shall be entitled "(insert name of county) County and Its Record System". It shall be divided into 4 sections:

IV (Continued)

1. HISTORICAL SKETCH should be not more than 2 or 3 pages in length for average county and should contain:
 - A. Origin of county.
 - B. Name of county.
 - C. Boundary lines; original, changes and present.
 - D. Early settlement.
 - E. Creation of its first government, including date. (Sup. 4, Art. 10), (Lot. 4/22/37)
 - F. Erection of its first courthouse.
 - G. First office holders.
 - H. Other important facts in county's history. (Sup. 4, Art. 10)

2. GOVERNMENTAL ORGANIZATION AND RECORD SYSTEM should contain:
 - A. A concise essay on present system of county government, indicating name of county seat in first paragraph. (Sup. 4, Art. 10), (Sup. 5, Art. 7)
 - B. Provisions of state constitution and laws relating to counties generally and county under consideration, in particular, should be summarized and quoted briefly with exact citations in parenthesis or footnotes. (Sup. 4, Art. 11), (Lot. 11/14/36), (Sup. 5, Art. 7)
 - C. Changes in governmental organization explained.
 - D. Chart of county government based on electorate in diagrammatic form. (Sup. 4, Art. 11), (Lot. 1/26/37), (Sup. 5, Art. 8)
 - E. Functions and inter-relations of various agencies.
 - F. Consideration of combination, separation, duplication and overlapping of records should be given.
 - G. Uniformity of record books.
 - H. Systems of indexing.
 - I. Loose-leaf vs. bound records.
 - J. Quality of paper and ink.
 - K. Binding and rebinding practices.
 - L. Repair of records preserved.
 - M. Types of records destroyed.
 - N. Legislation or local regulation for preserving or destroying records.
 - O. Recommendations for needed changes in records system stated in clear, concise and dignified manner such as: (1) More or fewer sets of records? (2) Should any changes be made in use of bound blank volumes for keeping records or in use of loose-leaf record books, files, bundles, scrap-books, etc.? (3) What improvements should be made in indexing of records? (4) Should changes be made in use of paper, ink, typewriter ribbons and other material in making of records? (5) Should changes be made in system of binding or filing records in preparation for retirement from current use? (Sup. 4, Art. 11)

3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS. Most of the information necessary for this section can be obtained from

IV,3 (Continued)

the IOHR forms. It should contain a brief statement on adequacy of:

- A. Housing.
 - B. Shelving.
 - C. General care of the records. (Sup. 4, Art. 12), (Lot. 11/14/36), (Lot. 1/26/37)
 - D. Measures of protection from various hazards.
 - E. Accessibility of records.
 - F. Accommodations for public in use of records.
 - G. Obligation of seriously well considered, specific recommendations for improvements in housing, care and accessibility of records such as: (1) Are new shelves required and if so, just where should they be placed? (2) Is a new vault needed; size, location and approximate cost? (3) Should officials exhibit a more generous attitude in dealing with public (Director should so state)? (4) Sometimes a recommendation should be made favoring removal of records to custody of a state agency. (Sup. 4, Art. 12)
4. LIST OF ABBREVIATIONS. A list of uniform, Government Style abbreviations should be used as far as possible. Only abbreviations used in inventory should be included in list. (Sup. 4, Art. 13), (Sup. 5, Art. 12)

- A. Assumptions made in inventory in regard to condition of record, arrangement, cross indexing should be given on page with list of abbreviations. (Sup. 5, Art. 12) See also IX,8,a-c.

NOTE:

Part A, Sections 1 and 2 may be combined if Director thinks desirable. Section 3 should be prepared very carefully. (Sup. 4, Art. 9)

V PART B: County Offices and Their Records.

1. Part B shall have a numbered section for each county office and its records. (Sup. 4, Art. 14), (Lot. 4/22/37)
2. Where an official serves in more than one capacity the records he creates under each office shall be listed separately. (Sup. 5, Art. 10)
3. The date of establishment of each office should be stated. (Sup. 5, Art. 13)
4. Records of subdivisions of an office should be listed under sub-sections of the main office.
5. Each court should be given a subject heading and its records listed thereunder. (Sup. 4, Art. 14), (Lot. 1/26/37), (Lot. 4/22/37)
6. Brief, detailed statement of legal status and functions of the office or subdivision thereof should immediately precede the list of its records. This statement should be covered by one paragraph. (Sup. 4, Art. 14), (Lot. 11/14/36), (Lot. 4/22/37)
7. Any reference in the constitution and laws to the obligation of the office to keep certain records should be summarized with exact citations. (Sup. 4, Art. 14), (Lot. 4/22/37)

V (Continued)

8. Obsolete offices. A short statement should be given showing by whom succeeded. Entries should be made under the succeeding office. (Lot. 1/26/37), (Sup. 5, Art. 9)
9. Reasons for significant gaps in the records, such as fire in the courthouse, should be given. Statements concerning the office should be of such a character as not to duplicate the information given in preceding sections in county history, governmental organization, etc. (Sup. 4, Art. 14), (Sup. 5, Art. 24)
10. Where a basic record is not shown as current, cross reference should be made to entries covering current records. (Lot. 1/26/37)

VI PART C: Municipal inventories. The records of each city or town should be listed under Part "C" with a separate index for each city or town.

VII CONTENTS OF THE ENTRY:

1. Number of the entry indented 5 spaces, followed by period and two spaces.
2. Title:
 - A. Full title of record in caps, followed by space and assigned title or by comma, space and date. If a second line is needed to show title, date and quantity, begin the line directly under first letter in title. (Sup. 4, Art. 20), (Sup. 5, Art. 29)
 - B. Variation of title:
 - a. Location - this should immediately follow the given title in parenthesis and in caps. (Lot. 11/14/36)
 - b. Enumeration of various titles - all titles of record should be enumerated if they are so disparate that identification would be difficult. Each variation should be separated by a comma and space. (Lot. 11/14/36)
 - c. Where title of series varies, the current title should be used. (Sup. 5, Art. 14)
 - C. Assigned title: Where title furnished is too vague or misleading, an assigned title may be added immediately following the title given in parenthesis and small case. Where no title is furnished, an assigned title may be given but enclosed in parenthesis and in caps. (Sup. 4, Art. 20), (Sup. 5, Art. 14)
 - D. Abbreviations occurring in titles. These should be spelled out, in parenthesis, immediately following abbreviations if not self-explanatory. (Sup. 5, Art. 14)
3. Date:
 - A. Only a hyphen, without additional space should separate opening and closing date. A period should follow. (Sup. 4, Art. 21), (Sup. 5, Art. 16)
 - B. Dates in same century. Closing date may be indicated by last two digits preceded by a hyphen, except where beginning date is opening year of century. In the latter case

VII (Continued)

- the closing date is given in full. (Sup. 4, Art. 21), (Sup. 5, Art. 16)
- C. Dates in different centuries: The closing date should be given in full preceded by a hyphen.
 - D. Current dates: Indicate by two hyphens and a period following the beginning date, except where 1935 or 1936 is the actual beginning or ending date. (Sup. 4, Art. 21), (Lot. 11/14/36), (Sup. 5, Art. 16)
 - E. Record changes during year. If change occurs during course of year, the month, day and year of change should be shown. (Sup. 5, Art. 15)
 - F. Missing records: When gaps occur in records, dates may be broken down into inclusive dates of the records which are not missing, as 1835-46, 1872-93, 1912--. This information belongs in indented opening line following title. (Sup. 4, Art. 21), (Sup. 5, Art. 26)
 - G. No date: if no date is found after careful check, the letters "n.d." (small case, written as shown) should follow the title, preceded by a comma. (Sup. 5, Art. 17)
 - H. Extant records: Dates should cover entire series of a record, including prior or subsequent records, with a subdivided reference to each location at close of entry. (Sup. 5, Art. 21)
4. Quantity of records: Number of volumes, file boxes, bundles, etc., should be separated from each other by comma and one space. Words designating quantity in small case. The term "file" should not be used alone, as it may be interpreted to mean file cabinet which may contain a varying number of drawers. (Sup. 4, Art. 21), (Sup. 5, Art. 18,20)
 5. Numbering and labelling:
 - A. Where record consists of one or two volumes, or other container, no labelling need be given.
 - B. Where record consists of three or more volumes, other containers, or both, and labelling is simple, it should be shown as follows: (1-6, A-z) after the quantity of each type of container.
 - C. Where labelling is complex but there is only one quantity (as vols.), it should be shown in parenthesis as in the case of simple labelling in "b" above.
 - D. Where labelling is complex but there is more than one quantity of container, information on quantity should be given together and labelling shown in a separate paragraph in parenthesis, with first line indented two spaces beyond initial letter of title and remaining ones even with the initial letter of title.
 - E. Breakdown of labelling should only be shown in indented portion. (Sup. 4, Art. 22), (Lot. 11/14/36), (Sup. 5, Arts. 27,28)
 6. Description of contents:
 - A. This should be complete and begin at margin, using a concise, telegraphic style of description.
 - B. When a record is divided by subject headings, an enumeration of the major headings should be given.

VII (Continued)

- C. It should be indicated whether the record described contains all or a part of the information shown on printed forms.
- D. Name of county should not be repeated.
- E. Description should show clearly whether series consists of documents themselves or a record of documents.
- F. Discontinued record: The year and month the series is discontinued should follow description of record in parenthesis. (Sup. 4, Arts. 23,24), (Let. 11/14/36), (Sup. 5, Arts. 25,30,31)
7. Principle of arrangement of record should never be overlooked and should state whether chron. by _____, alph. by _____, or numerically by _____, (Sup. 5, Art. 33), (Sup. 4, Art. 25)
8. Indexing contained in record: This follows arrangement.
- A. State how indexed, whether by name of party, place or subject. If more than one category, indicate the manner in which each is indexed. (Sup. 5, Art. 30)
- B. In the absence of an index, the words "No index" should be shown in the first draft. (Sup. 5, Art. 37)
- C. The term "separate index" should not be used to indicate a separate index entry. If a separate index covers more than one record, a cross reference constituting a separate paragraph should be made after the main part of the less important entry and the separate index entry listed under the more important record entry. See "14" this section for further explanation of separate indexes. (Sup. 4, Art. 26), (Letter 11/14/36), (Sup. 5, Arts. 30,37,40)
9. Character of writing: It should be stated whether record is handwritten, typed or printed. The word "typed" is preferable to typewritten or typoscript. (Sup. 4, Art. 27), (Let. 11/14/36), (Sup. 5, Art. 38)
10. Condition of record: This information need be shown only when it is not excellent or good, as: "Condition fair, poor, or very poor", which may be further explained by "pages badly torn", "paper brittle", etc. (Sup. 4, Art. 28), (Sup. 5, Art. 39)
11. Average number of pages per volume or number of documents or pages per file or other unit: This should follow condition of record. One space should separate the numeral and pp., indicating average number of pages. If there is only one volume or file, it is not necessary to state an average. (Sup. 4, Art. 29), (Let. 11/14/36), (Sup. 5, Art. 19)
12. Size of volumes, files, other containers: The name of the container need not be repeated in body of entry unless more than one type of container is used for record. In latter case repeat names of containers in small case and give size for each. First dimension shown is height; second, width; and last, thickness, as follows: 10 x 5 x 4 $\frac{1}{2}$. When dimensions of containers vary, average size may be given. (Sup. 4, Art. 29), (Let. 11/14/36), (Sup. 5, Art. 19,20)
13. Location of record:
- A. Standard forms for abbreviations of locations should be used.

VII (Continued)

- B. If all the records of an office are in the same building or room, notation to that effect may be made in introductory paragraph to the records of the office and building or room designation may be omitted in entry.
 - C. If a record is deposited at the house of an official, the exact name and address should be given. (Sup. 4, Art. 30), (Sup. 5, Arts. 43,44)
 - D. When the original of a record is deposited in one office and a second office receives a copy in the regular course of business, the record should be entered under both offices. The entry under the more important office should be complete; the other entry should be abbreviated and should contain a cross reference to the complete entry. Sub-divided location references should show quantity and inclusive dates and should continue on same line with body of entry. (Sup. 5, Arts. 9,45), (Lot. 4/22/37)
14. Separate Index: This should be a separate entry and its contents should be described as fully as any other record. (It is not sufficient to state "alph. indexed".) The entry should immediately follow the entry of the record it serves. Title should be stated in full, as: "Index to (insert name of record served)" (Sup. 4, Art. 26), (Lot. 11/14/36), (Sup. 5, Arts. 14,30,36)

VIII GENERAL PROCEDURE TO BE FOLLOWED:1. Preparation of County Inventory:

- A. Withdraw forms not included in inventory, such as IOHR forms, newspaper, painting, statuary, and individual forms that do not constitute a record entitled to an entry.
- B. Edited workers copies should be grouped by counties and agencies within counties. Entries for each office should be listed under a separate section. (Sup. 4, Art. 33), (Lot. 11/14/36), (Lot. 4/22/37)
- C. Office of issue - All forms should be listed under office of issue and numbered consecutively. (Sup. 4, Art. 20) (Lot. 11/14/36), (Sup. 5, Art. 10)
- D. All forms covering a particular set of records should be placed together and consolidated into one entry. (Sup. 4, Art. 33)
- E. Duplicate set of records - When two sets of same record are exact duplicates for a part or entire period, the two sets should be combined in one entry, as: "43 vols. and duplicate set", but distinction should be made in description of contents between original and duplicate. (Sup. 5, Art. 23)
- F. All forms should be arranged under subject headings in the order in which they will appear in inventory. (Sup. 4, Art. 33), (Lot. 11/14/36), (Sup. 5, Art. 22)
- G. In no case should a record be entered more than once (except as stated under VII,13D above), although the contents of some records actually give them a right to a place under more than one subject heading. The index will solve this problem. If further cross reference is required, the statement, "See also entries __, __" should be placed under such subject headings before the first numbered entry.

VIII (Continued)

(Sup. 4, Art. 16), (Sup. 5, Art. 9)

2. Preparation of City Inventory: The municipal inventory should have the same kind of introductory sections and entries as the county portion of the inventory and should immediately follow index to county records. (Let. 11/14/36)
3. Preparation of Final Index: This should be alphabetical and references should be made to all subjects and not merely to title of record. (Let. 11/14/36)
 - A. Index to County Inventory - This should immediately follow listing of county records. (Let. 11/14/36)
 - B. Index to City Inventory - This should immediately follow listing of city records. (Let. 11/14/36)
 - C. Do not capitalize entries in index. Index all significant words in record title and all subjects in description of contents not included in title.
 - D. Each agency whose records are represented in inventory shall appear in index followed by inclusive numbers of that agency's record entries. (Sup. 5, Art. 49)
4. First draft of inventory: Draft entries for inventory should be made in triplicate and double-spaced. The original should be edited and submitted to Washington. The second copy should be returned to the county for recheck by the district supervisor, who will personally consult with the custodian to be certain all county records have been included and accurately described. The third copy should be retained in the State Office. (Sup. 4, Art. 34), (Let. 11/14/36)
5. Second or final draft: This draft should include all new entries as a result of the recheck and all corrections made by Washington on first draft. This inventory should be complete in every detail. All write-ups and index should be submitted to Washington for approval before being included in final draft. (Sup. 4, Art. 35)
6. Verification of inventory: No inventory will be approved by Washington unless the State Director specifically states that it has been rechecked against the records themselves.
7. Reproduction of inventory: Approved inventory to be put up in a pleasing form. Covers may be temporary. (Sup. 4, Art. 36)
8. State agencies:
 - A. All records of state agencies found in the county archives should be listed.
 - B. All correspondence between a state agency and a county official should be listed.
 - C. Published state documents should not be listed. (Sup. 4, Art. 38)
9. Church Records: All church records are to be omitted from county inventory until otherwise instructed. (Sup. 4, Art. 40)
10. Manuscript collections: All manuscript forms are to be omitted from county inventory until otherwise instructed. (Sup. 4, Art. 41)
11. Maps: The opening and indented lines will give title, date and quantity. Description will be followed by name of author, place of publication, publisher, nature of recording, scale, size and location, in order given. (Sup. 4, Art. 43)

IX TYPING OF INVENTORY:

1. Blank Pages: The only partially blank pages which should occur are between the last introductory section and first office and between last office and index. (Sup. 5, Art. 46)
2. Spacing and Margins:
 - A. Indenting: Indent the beginning portion of entry; bring remainder out to margin. Indentation is 5 spaces, except subdivisive entries such as in Muskogee Entry 224 which should be indented 7 spaces. (Sup. 4, Art. 19)
 - B. Double space: Throughout in first draft except for "D", below.
 - C. Single space: Throughout in final inventory and double space between paragraphs except for "D", below.
 - D. Triple space: Between page headings and first line of regular material. (Sup. 4, Art. 19), (Sup. 5, Art. 46)
 - E. Margins: 1 inch on right and left; 3/4 inch top and bottom; page number 1/2 inch from top and 1 inch from right edge. (Sup. 4, Art. 19)
3. Office or Section Headings: These should be centered on page and capitalized but not underscored. Each office should be preceded by a Roman numeral. (Sup. 5, Art. 47)
4. Page Headings:
 - A. At top left margin, on same line with page number, the name of the office or introductory section should be stated in lower case and not underlined.
 - B. In case a new office or section begins in middle of page, its name, rather than that of office or section continued at top of page, shall be used as page heading.
 - C. Triple space between page headings and first line of regular material. (Sup. 5, Art. 46)
5. Subject Headings: These should be in lower case, centered on page, not underlined, and separated by 2 spaces from entry thereunder. (Lot. 11/14/36), (Sup. 5, Art. 47)
 - A. Under each office, subject headings covering basic records should be placed first as nearly as possible. (Lot. 11/14/36)
6. Sub-Headings under subjects should come even with margin, should be preceded and followed by double space, and should be underlined. (Sup. 5, Art. 47)
7. Capitalization should be kept at a minimum. See Government Style Manual pages 16-25). (Sup. 5, Art. 48)
8. Abbreviations:
 - A. Only standard abbreviations should be used.
 - B. Unless abbreviation of a word is used frequently enough to warrant its inclusion in list of abbreviations, spell the word out in full. (Lot. 4/22/37)
 - C. The following abbreviations should always be used in description of contents:

alph. - alphabetical or alphabetically
 arr. - arranged or arrangement
 aver. - average

IX (Continued)

- C.C. - courthouse (abbreviation used in location reference only)
- chron. - chronological or chronologically
- n.d. - no date
- no. - number
- nos. - numbers
- p. - page
- pp. - pages
- twp. - township
- vol. - volume
- vols. - volumes. (Let. 11/14/36), (Sup. 5, Arts. 32, 43)

9. Citations: No asterisk or number should precede a citation if the reference immediately follows the material for which it serves. The name of author should appear first, followed by title, the latter underscored. (Let. 4/22/37)

INDEX TO MAKE-UP OF PROPOSED INVENTORY

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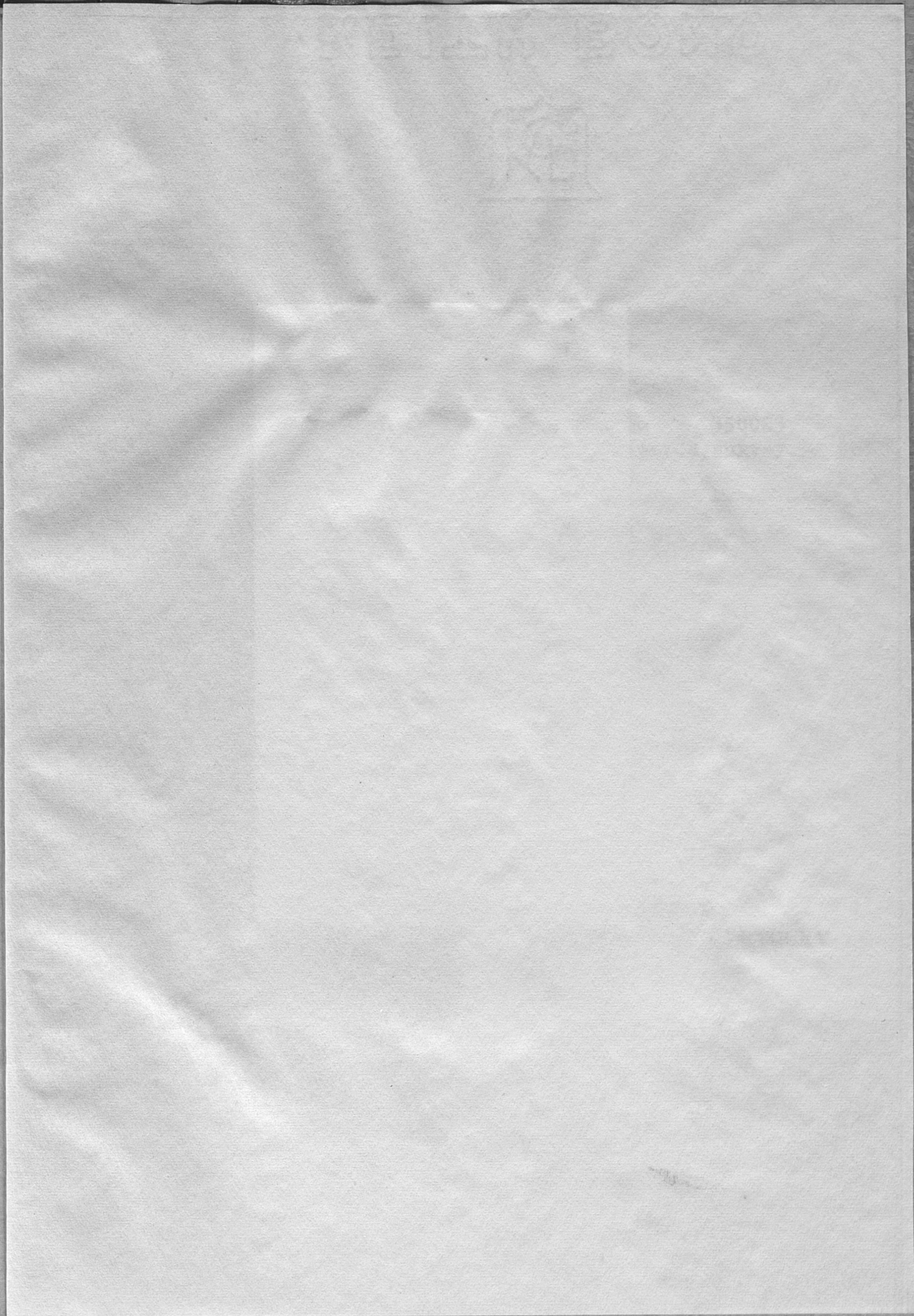
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