

## 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