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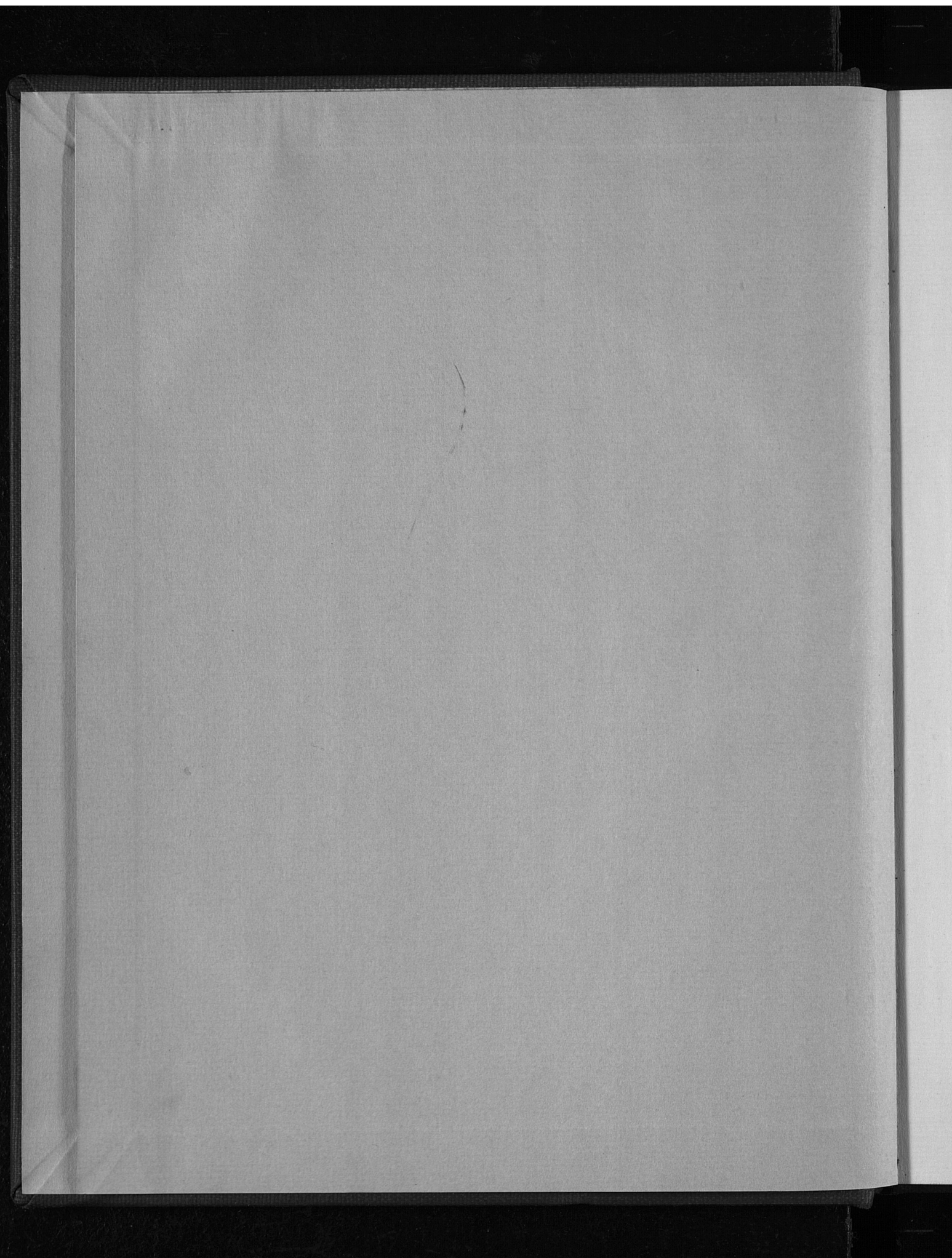
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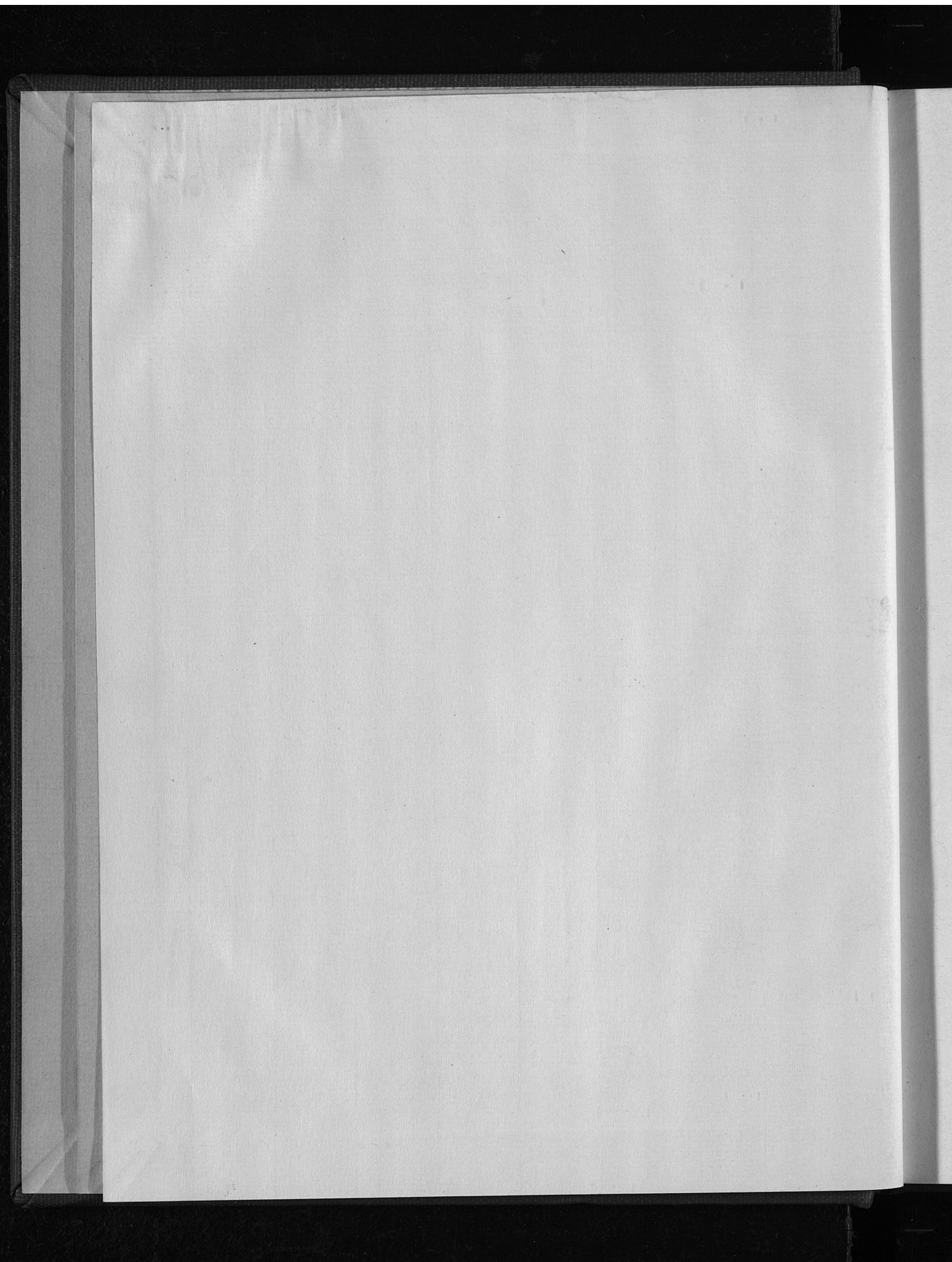


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CHECK LIST

Records Required by Law
in Florida Counties

(Revised)

Prepared by
The Historical Records Survey
Division of Professional and Service Projects
Work Projects Administration

Jacksonville, Florida
The Historical Records Survey
August 1939

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PREFACE

In 1937 a check list of county records was prepared and published by the Florida Historical Records Survey. Very soon after publication of this check list, it became apparent that as knowledge of the Florida laws and familiarity with the practices of the various county officials increased, a revision of the check list which would include earlier requirements and indicate the development of certain functions which resulted in the creation of records would be necessary. The revision perforce awaited the completion of a study of territorial and state laws then in progress.

The primary purpose of the Revised Check List of County Records in Florida is to provide a reliable guide for field workers who are engaged in the task of inventorying such records throughout the state. To this end, the records have been listed and described in a manner best calculated to aid the workers in finding, classifying and describing the records found in the various county courthouses and to provide a measure for the completeness of their inventories.

An effort has been made to include each record now or at any time in the past required by law to be kept by the county agencies currently functioning. These requirements have been culled from the acts of the Legislative Council of the Territory of Florida and of the Legislature of the State of Florida and from the various compilations and codes of the state laws. Some information from other sources has been added, taken from the observed practice of several county officials and from forms prescribed by state officials who are expressly given that power in several of the laws.

Because of the time necessary for such research and of the immediate need of the field workers for an accurate guide, it was decided to exclude from the check list all defunct agencies, other than the county treasurer. The latter was included because his functions and records were inextricably involved in both county and school financial procedure and his records are consequently necessary to complete the continuity of the county and school financial records. However, basic records, such as those relating to county and school finances, registration of property titles, probate, court and taxation records, have been traced as far back as the laws indicate. The development of the functions resulting in such records has been closely followed and the transference of the functions from one official to another clearly indicated and explained. Liberal use of cross references has been necessary to indicate the continuity of the records involved in such functions.

The arrangement of the record entries in the Revised Check List has been based as closely as possible on the arrangement of entries generally followed in the published inventories. The agencies are classified and arranged according to governmental functions: administration; registration of property titles; judicial; law enforcement; finance; elections; and education. Records are classified according to the agency required by law to create them, unless specific provision is made for filing them

made for filing them elsewhere. Reports from one county agency to another are listed under both the sending and receiving agencies. Under agencies, records are classified as far as possible according to the subjects with which they deal. The entries are numbered consecutively and cross references are used to show duplication and other relationships between records.

Since the Revised Check List is concerned only with records actually required, or clearly implied, by law, it does not include any county agencies for which no such requirements were found.

Citations have been made wherever possible to easily available compilations of laws. In many cases, however, it has been necessary to cite original acts which were repeated or so amended as not to be included in any such compilation.

The titles given to record entries are in only rare cases actually prescribed by law. Hence, it is not likely that many of the records found in the counties will have exactly the same title as that given the record in the Revised Check List. These titles have been selected mainly for the purpose of indicating the contents of the records. Moreover, many of the records treated herein in separate entries may be found to be kept in various combinations. Some such possible combinations, which have been found to be widespread in practice, are indicated in the entries involved.

The Florida county censuses are included to make possible the determination of which counties are affected by laws applying to counties of specified populations.

The functional chart of county government has been devised as the most practicable way both to indicate which types of records are kept by each agency, and to indicate all the possible custodians of each type of record. County records are divided into ten general classes: administration; finance; property; court; law enforcement; taxation; licensing; elections; school; and miscellaneous. Each class is further broken down to particular types and each agency keeping such type is checked. To determine whether an agency has been completed, the worker need only check down the chart under that agency to see whether all types of records kept by the agency have been covered. To determine whether a particular type of record has been inventoried for all agencies, the worker need only check across the chart from that particular type of record.

The chart is based on the Revised Check List and so covers only records required by law. Other records must be classified under the agency in whose custody they are found. Moreover, in its entirety, the chart applies to counties in existence at least as early as 1845. Hence, when a type of record is shown under an agency for which no such records have been found, it may be that the functions from which the record resulted were removed from the agency before the county was formed. Such matters can be cleared up by using the chart in connection with the check list itself.

Many instructions to workers have been included in the record descriptions. Preliminary drafts of the Revised Check List have been distributed among the field workers and their criticisms and suggestions solicited. Such criticisms and suggestions have been adopted wherever possible in order that the check list might better meet the needs of the field work.

The publications of The Historical Records Survey are issued for free distribution to a selected group of public and institutional libraries. Requests for information concerning the publications or the work of the Survey in Florida should be addressed to Sue A. Mahorner, State Supervisor, Historical Records Survey, 49 West Duval Street, Jacksonville, Florida.

Paul Chalker, Editor
Historical Records Survey

Jacksonville, Fla.
August 22, 1939

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1. COUNTY POPULATIONS

Many Florida laws affecting county officials and their records apply only in counties of certain indicated populations. Lists of county populations taken from the state censuses of 1925 and 1935 and the federal census of 1930 are given below. Populations of counties for each year are listed according to size of population in descending order.

Entries in the Revised Check List which describe records affected by such laws will in each case give the date of the enactment of the law. By checking the census next preceding the date of the enactment of the law, all counties falling within the population limits specified by the law may be determined. These are the counties in which the record should be found as described. By checking succeeding censuses, it can be determined whether any other counties fell subsequently within the population limits and so were in their turn affected by the law.

STATE CENSUS, 1935

180,998	Dade	16,351	Lee	8,480	Indian River
175,204	Duval	15,530	Santa Rosa	8,352	Calhoun
159,208	Hillsborough	15,382	Columbia	8,170	DeSoto
82,184	Polk	14,554	Brevard	7,173	Baker
64,638	Pinellas	14,449	Holmes	7,103	Clay
58,184	Orange	13,894	Walton	6,585	Franklin
56,674	Escambia	13,787	Sarasota	6,083	Wakulla
53,194	Palm Beach	13,617	Jefferson	5,853	Dixie
50,550	Volusia	13,354	Monroe	5,599	Citrus
36,481	Alachua	12,973	Levy	5,522	Hernando
35,384	Jackson	12,899	Washington	5,428	Union
30,751	Marion	11,669	Okaloosa	5,214	Martin
28,062	Lake	11,414	Hardee	4,790	Collier
26,974	Gadsden	11,266	Pasco	4,259	Lafayette
26,622	Leon	11,142	Taylor	4,174	Gilchrist
23,061	Manatee	10,912	Highlands	3,883	Liberty
23,042	Broward	10,056	Sumter	3,801	Charlotte
22,192	Seminole	9,791	Hamilton	3,711	Hendry
18,370	Putnam	9,759	Osceola	3,484	Okeechobee
17,639	St. Johns	9,185	Nassau	3,179	Flagler
17,145	Madison	9,044	St. Lucie	3,099	Gulf
16,973	Suwannee	8,841	Bradford	2,673	Glades
16,828	Bay				

FEDERAL CENSUS, 1930

155,503	Duval	53,594	Escambia	31,969	Jackson
153,519	Hillsborough	51,781	Palm Beach	29,890	Gadsden
142,955	Dade	49,737	Orange	29,578	Marion
72,291	Polk	42,757	Volusia	23,476	Leon
62,149	Pinellas	34,365	Alachua	23,161	Lake

Explanatory Notes and
Abbreviations

(First entry, p. 7)

22,502	Manatee	12,180	Washington	6,419	Dixie
20,094	Broward	12,091	Bay	6,283	Franklin
18,735	Seminole	10,699	Osceola	6,273	Baker
18,676	St. Johns	10,644	Sumter	5,516	Citrus
18,096	Putnam	10,574	Pasco	5,468	Wakulla
15,731	Suwannee	10,348	Hardee	5,111	Martin
15,614	Madison	9,897	Okaloosa	4,948	Hernando
14,990	Lee	9,454	Hamilton	4,361	Lafayette
14,638	Columbia	9,405	Bradford	4,137	Gilchrist
14,576	Walton	9,375	Nassau	4,129	Okeechobee
14,083	Santa Rosa	9,192	Highlands	4,067	Liberty
13,624	Monroe	7,745	DeSoto	4,013	Charlotte
13,408	Jefferson	7,428	Union	3,492	Hendry
13,283	Brevard	7,298	Calhoun	3,182	Gulf
13,136	Taylor	7,057	St. Lucie	2,883	Collier
12,924	Holmes	6,859	Clay	2,762	Glades
12,456	Levy	6,724	Indian River	2,466	Flagler
12,440	Sarasota				

STATE CENSUS, 1925

133,384	Hillsborough	14,738	Seminole	9,643	Nassau
123,481	Duval	14,599	Santa Rosa	8,061	DeSoto
111,352	Dade	14,260	Monroe	7,916	Sumter
63,925	Polk	14,242	Broward	7,024	Bradford
51,714	Pinellas	13,827	Jefferson	6,752	Highlands
43,457	Escambia	13,664	Walton	5,811	Wakulla
40,165	Volusia	13,113	Taylor	5,561	Baker
38,325	Orange	12,841	Brevard	5,374	Citrus
37,137	Palm Beach	12,422	Holmes	5,239	Franklin
33,122	Jackson	12,154	Lee	4,873	Union
32,584	Alachua	11,873	Bay	4,855	Clay
27,152	Marion	11,778	St. Lucie	4,849	Liberty
24,935	Gadsden	11,599	Pasco	4,723	Hernando
23,056	Manatee	11,365	Calhoun	4,694	Lafayette
20,049	Leon	10,755	Osceola	4,236	Dixie
18,870	Lake	10,636	Levy	4,163	Okeechobee
17,027	Putnam	10,420	Washington	3,467	Glades
16,426	St. Johns	10,178	Hardee	3,390	Charlotte
16,205	Suwannee	10,050	Sarasota	2,203	Flagler
15,551	Columbia	9,904	Hamilton	1,256	Collier
15,549	Madison	9,793	Okaloosa	1,111	Hendry

2. EXPLANATORY NOTES AND ABBREVIATIONS

Entries throughout this check list are numbered consecutively (1-452).

Explanatory Notes and
Abbreviations

(First entry, p. 7)

Dates given in entries are dates upon which the law requiring the record became effective. Where the law has been repealed or amended so as to affect the record, closing dates are given. When a record closes in one form and opens in another form within the same year, the law took effect sometimes during that year. It was not usually possible to determine the exact date. If the law requiring a record is still in effect, two dashes are placed after the opening date.

Third paragraph cross references indicate duplication of records and other relationships between records.

Descriptions of records are based sometimes on law requirements, but usually on practices observed in several counties.

Citations are to acts creating the records, to acts amending the record requirements, and to acts repealing the record requirements.

The following abbreviations are used in citations:

C. G. L. - The Compiled General
Laws of Florida, 1927

G. S. - General Statutes of the
State of Florida, 1906

Supp. C. G. L. - Permanent Cumulative Supplement
to Compiled General Laws of Florida

R. G. S. - Revised General
Statutes of Florida, 1920

R. S. - Revised Statutes of
Florida, 1892

I. BOARD OF COUNTY COMMISSIONERS

(1-4)

Proceedings

1. BOARD OF COUNTY COMMISSIONERS MINUTES, 1845--. Ch. 3, Acts 1845; sec. 2198, C. G. L.

Record of all proceedings of board of county commissioners. Record should consist of notations of matters handled (approval of bills against county, approval of bonds of county officials, designation of county depositories, creation and alteration of various county sub-districts, election matters, calling for bids and awarding of contracts, etc.) and verbatim copies of various papers and reports. Should also contain minutes of board sitting as board of tax equalization. For partial contents, see entries 2, 5, 7, 13, 16, 17, 22, 25-27, 29, 31, 34, 52, 118, 326, 333-341, 424.

Financial Records
(See also entries 378-388)

Budgets (see also entries 324-326)

2. CLERK'S ESTIMATE OF REVENUE, 1915--. Sec. 2302, C. G. L.
Estimate by clerk of circuit court of revenue reasonably to be expected from sources other than taxation. Required to be copied in Board of County Commissioners Minutes, entry 1. Also usually found separate. For estimate of school revenue, see entry 421.

3. ESTIMATES OF SCHOOL EXPENSES, 1891--. Ch. 4012, Acts 1891; ch. 4194, Acts 1893; secs. 561, 712, C. G. L.; ch. 18134, Acts 1937.

- a. Annual itemized estimates by board of public instruction of amount of money necessary to maintain schools for coming year, stating also amount in mills of taxable property in county. In counties which have budget commissioners these estimates are filed with them, 1931-37. 1869-90 required to be filed with tax assessor. In 1937 form of this record changed, and school board required to certify to county board only the millage rate necessary to be levied for each fund.
- b. Annual itemized estimates, 1893-1936, by trustees of each special tax school district of amount of money necessary and likely to be raised in district to supplement county funds. Not required after 1936.

For tax assessor's record, see entry 331; for school board's records, see entries 422, 423.

4. BUDGET OF ANTICIPATED EXPENSES, 1931--. Sec. 2877(39), Supp. C. G. L.

Reports of anticipated expenses rendered annually to board of county commissioners by sheriff, county judge, clerk of circuit court, tax collector, and tax assessor. Applies only to counties of population 17,650-18,500 (Putnam).

Board of County Commissioners -
Financial Records

(5-9)

5. BUDGET, 1919--. Sec. 2306, C. G. L.; 2383(45), Supp. C. G. L. Completed county budget of receipts and expenditures. Required to be copied in Board of County Commissioners Minutes, entry 1, and usually found separate as well.

Books of Account

6. BOOKS OF ACCOUNTS, 1847--. Secs. 475, 2189, 2408, C. G. L. This is a general classification and may include entry 7. Prior to 1915, and in some cases thereafter, many records under as many titles will be found, such as ledgers, journals, cash books, etc. In 1915 a uniform system of accounts, called the clerk's Record of Report to Comptroller, was established. Beginning with the 1934-35 fiscal year a new uniform system, The County Finance System, went into effect, and is still used. See also Warrant Lists, entry 13.

For report of county finances, compiled from these records, see entry 24.

7. EXPENDITURES RECORDS, 1907--. Sec. 2199, C. G. L. Detailed itemized statement of expenditures, in each commissioner's district, upon public roads, bridges, highways and other purposes. May be a part of Books of Accounts, entry 6. However, it is required that the statements be made at each monthly meeting of the board; hence the record may be found only in Board of County Commissioners Minutes, entry 1.

Depository Records

8. DEPOSITORY RECEIPTS, 1897--. Sec. 810, G. S.; sec. 2406, C. G. L.

Receipts for county moneys deposited by all county officials in county depositories. Before 1917 these receipts were issued by county treasurer. Jan. 1917--, these receipts are issued by banks serving as county depositories. Each official also keeps copies of his own receipts.

For circuit court clerk's copies, see entry 121; for criminal court clerk's copies, see entry 176; for civil court clerk's copies, see entry 196; for county court clerk's copies, see entry 220; for county judge's copies, see entry 280; for justices' of peace copies, see entry 298; for sheriff's copies, see entry 307; for constables' copies, see entry 322; for tax collector's copies, see entry 376; for county treasurer's copies, see entry 380.

9. BANK STATEMENTS, 1917--. Sec. 2410, C. G. L. Monthly statements from county depository banks, showing moneys deposited and withdrawn, and monthly balances. Frequently Cancelled Checks and

Board of County Commissioners -
Financial Records

(10-14)

Warrants, entry 15, will be filed with this statement. When so filed, they may be inventoried on the same form.

Bills

10. CRIMINAL COST BILLS, 1887--. Secs. 2834, 8482, C. G. L. Bills for services in criminal cases sent (usually monthly) to board of county commissioners by clerk of circuit court, clerk of criminal court of record, clerk of county court, county judge, justices of peace, sheriff and constables. Often found in paid bill files.

For circuit court clerk's copies, see entry 157; for criminal court clerk's copies, see entry 175; for county court clerk's copies, see entry 219; for county judge's copies, see entry 279; for justices' of peace copies, see entry 297; for sheriff's copies, see entry 306; for constables' copies, see entry 321.

11. WITNESS PAY ROLLS, 1895--. Secs. 2830, 2831, C. G. L. Pay rolls for state witnesses, prepared by clerks of circuit, criminal and county courts and submitted to board of county commissioners, showing name of witness, number of days in attendance, and amount due. Often found in paid bill files.

For circuit court clerk's record, see entry 158; for criminal court clerk's record, see entry 177; for county court clerk's record, see entry 221; for county treasurer's copies, 1895-1917, see entries 384, 385.

12. INQUEST PAY ROLLS, 1891--. Sec. 8538, C. G. L. Copies of pay rolls for witnesses and jurors in coroner's inquests, held by justices of peace and, 1903-- , county judge, showing name of witness or juror, number of days served, number of miles travelled, amount due, and signatures.

For county judge's copies, see entry 281; for justices' of peace copies, see entry 299.

Warrants

13. WARRANT LISTS, 1877--. Ch. 2086, Acts 1877; sec. 2409, C. G. L. Lists of warrants issued for county expenses. Prior to 1934 these lists were kept in Board of County Commissioner's Minutes, entry 1. 1934-- kept as part of county finance system described in Books of Account, entry 6, or as Supplemental Minute Book (see County Finance Manual issued by state comptroller in 1934). Prior to 1917 also kept by county treasurer (secs. 781, 782, G. S.), see entry 381.

14. FINE AND FORFEITURE WARRANTS, 1895--. Sec. 2836, C. G. L. Copies of the warrants drawn on fine and forfeiture fund by clerk of circuit court.

Board of County Commissioners -
Financial Records

(15-19)

15. CANCELLED CHECKS AND WARRANTS, 1917--. Sec. 2410, C. G. L. County warrants cancelled and returned to clerk by depositories. Frequently filed with Bank Statements, entry 9. When so filed, they may be inventoried on the same form.

Bond Issues

16. BONDS ISSUED, 1877--. Ch. 2088, Acts 1877; secs. 2309, 2349, C. G. L.
Record of bonds issued by board of county commissioners. Usually found as Bond Register. Cancelled bonds and interest coupons should also be accounted for. Records of issues are also in Board of County Commissioners Minutes, entry 1. May include also Refunding Bonds Issued, entry 17, and County Time Warrants, entry 23.

17. REFUNDING BONDS ISSUED, 1927--. Sec. 2378, C. G. L., secs. 2383(2), 2470(10), Supp. C. G. L.
Record of issuance of refunding bonds by board of county commissioners. May be kept as part of Bonds Issued, entry 16. Also noted in Board of County Commissioner's Minutes, entry 1.

18. BOND TRUSTEES' REPORTS, 1877--. Sec. 2324, C. G. L.
Annual financial report of bond trustees to county commissioners showing money received, from what source, for what purpose, and how invested, with statements of investments and securities held by board. In the following counties, bond trustees were abolished as indicated by special acts:

- | | |
|-----------------------|----------------------|
| 1. Manatee, 1923 | 9. Hamilton, 1927 |
| 2. St. Lucie, 1923 | 10. Martin, 1927 |
| 3. Brevard, 1925 | 11. Monroe, 1927 |
| 4. Dade, 1925 | 12. Okeechobee, 1927 |
| 5. Indian River, 1925 | 13. Polk, 1927 |
| 6. Pinellas, 1925 | 14. Sarasota, 1927 |
| 7. Seminole, 1925 | 15. Orange, 1931 |
| 8. Glades, 1927 | 16. Putnam, 1935 |

19. ROAD AND BRIDGE BOND RECORDS, 1929. Secs. 2470(5), 2470(11), Supp. C. G. L.
Record of all road and bridge bonds issued by county and special road and bridge districts and outstanding on April 1, 1929, showing name of county or district, dates bonds issued, rate, interest, original amount of bonds, amount of bonded indebtedness already paid, amount outstanding, dates of maturities of coupons and bonds, place of payment as designated, amount of securities and claims, and sinking funds on hand to use for retirements, and statement of all delinquent ad valorem taxes previously levied for retirements.

Board of County Commissioners - Reports

(20-25)

20. REPORT OF FUNDS AND SECURITIES HELD BY TRUSTEES, 1929. Sec. 2470(3), Supp. C. G. L.

Bond trustees' report to board of county commissioners of all road and bridge funds and securities, how invested, and other information. Only this one report required.

21. SINKING FUNDS, ROAD AND BRIDGES, 1877-1929. Sec. 2470(3), Supp. C. G. L.

Books and records of bond trustees pertaining to sinking funds of road and bridge bond issues, required to be turned over to board of county commissioners in 1929. This is a general classification and many different records may be found.

22. ABSTRACTS OF BOND FUNDS REMITTED, 1930--. Sec. 2470(16), Supp. C. G. L.

Abstracts of tax moneys sent monthly by tax collector to state treasurer for payment of maturing principal and interest and sinking fund requirements of county road and bridge bonds by state board of administration. Notation of these remittances should be found in Board of County Commissioners Minutes, entry 1.

For tax collector's copies, see entry 351.

23. COUNTY TIME WARRANTS, 1921--. Sec. 2350, C. G. L.

Record of interest bearing time warrants issued by board of county commissioners. May be in Bonds Issued, entry 16.

Reports

County Finances

24. FINANCIAL STATEMENTS, 1913--. Secs. 2295, 2296, 2297, C. G. L.

Copy of complete report of county finances sent to state comptroller, who prescribes the form and the frequency of the report, including for each county fund a summary of cash, a depository reconciliation, a summary of vouchers, a list of transfers to or from the fund, a list by source of receipts, a list by account of expenditures, a list of unpaid vouchers, and a list of warrants outstanding. Also included in the report are a statement of assets and liabilities of the county and a detailed statement of bonds issued and outstanding and of other evidences of indebtedness. Information in this report is taken from Book of Accounts, entry 6, and the forms were changed in 1934 when the forms of the uniform system of accounts were changed.

25. BOARD'S MONTHLY DEPOSITORY REPORT, 1917--. Sec. 2410, C. G. L.

Report published monthly by board of county commissioners, showing condition of each fund in each depository and collateral given by depository. May be found copied into Board of County Commissioners Minutes, entry 1.

Board of County Commissioners - Reports

(26-29)

26. COUNTY TREASURER'S REPORTS, 1872-1917. Ch. 1883, Acts 1892; sec. 816, G. S.; sec. 2403, C. G. L.

Quarterly, 1872-1903, and monthly report, 1903-17, by county treasurer of receipts and disbursements of county money. May be found copied in Board of County Commissioners Minutes, entry 1. Office abolished, Jan. 1917. See also entry 30.

For treasurer's copies, see entry 387.

27. FINANCIAL REPORTS BY COUNTY FEE OFFICIALS, 1921--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; sec. 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.

Reports to board of county commissioners, by county officials who are paid wholly or in part by fees or commissions, of fees and commissions collected, of source, character and amount of expenditures, and of net income. Jan. 1921-Dec. 1921 monthly reports by all such officials were required. 1922-27 quarterly reports by only those officials whose net income amounted to \$5000 or more were required. 1927-- semi-annual reports by all such officials are required. However, in many counties since 1931 this last requirement has been modified by special acts. For such special cases, see entries noted below. These reports are required to be copied in Board of County Commissioners Minutes, entry 1.

For circuit court clerk's copies, see entry 122-b; for criminal court clerk's copies, see entry 180-b; for civil court clerk's copies, see entry 199-b; for county court clerk's copies, see entry 224-b; for county judge's copies, see entry 282-b; for justices' of peace copies, see entry 300-b; for sheriff's copies, see entry 308-b; for constables' copies, see entry 323-b; for tax assessor's copies, see entry 337-b; for tax collector's copies, see entry 377-b.

28. COUNTY OFFICERS' FUND, 1931--. Secs. 2877(6), 2877(27), 2877(37), 2877(60), 2877(69), Supp. C. G. L.

Reports of fees, commissioners, salaries, etc., collected by county officers and remitted monthly to board of county commissioners. Found only in the counties with the following populations for the dates indicated:

- a. 10,630-10,650, 1931--.
- b. 3,400-3,600, 1933--.
- c. 17,650-18,500, 1932--.
- d. 12,456-12,900, 1933--.
- e. 18,100-18,700, 1933--.

Fines and Forfeitures

29. FINE AND FORFEITURE FUND REPORTS, 1895--. Sec. 2827, C. G. L. Monthly reports to board of county commissioners from clerks of circuit criminal and county courts, county judge, and justices of peace of amount of fines imposed by each court, of bonds forfeited and judgments rendered thereon, into whose hands placed for collection, date of conviction, term of imprisonment, and name of officer to whom commitment

Board of County Commissioners - Reports

(30-34)

was delivered. May be copied or noted in Board of County Commissioners Minutes, entry 1.

For circuit court clerk's copies, see entry 162-a; for criminal court clerk's copies, see entry 181-a; for county court clerk's copies, see entry 225; for county judge's copies, see entry 283; for justices' of peace copies, see entry 301.

30. TREASURER'S FINE AND FORFEITURE REPORT, 1895-1917. Secs. 963, 2403, C. G. L.

Monthly report to board of county commissioners, by county treasurer, of county fine and forfeiture fund, showing in detail each receipt into and expenditure out of fine and forfeiture fund. May be combined with County Treasurer's Reports, entry 26.

For county treasurer's copies, see entry 388.

Taxation

31. TAX COLLECTOR'S REPORTS, 1895--. Sec. 943, C. G. L.

Tax collector's final report and settlement with board of county commissioners of taxes collected on assessment rolls. Same report is sent to state comptroller. May be copied into Board of County Commissioners Minutes, entry 1.

For collector's copies, see entry 349.

32. ERRORS AND INSOLVENCIES, 1869--. Ch. 1713, Acts 1869; sec. 959, C. G. L.

Tax collector's annual reports to board of county commissioners of errors, double assessments and insolvencies for which he is to be credited.

For collector's copies, see entry 348.

33. POLL TAX REPORTS, 1895--. Sec. 910, C. G. L.

Monthly report to board of county commissioners, by tax collector, of poll taxes collected. Copy also sent, 1899--, to board of public instruction.

For tax collector's copies, see entry 354-b; for school board's copies, see entry 433.

34. TAX DISTRIBUTION REPORTS, 1933--. Sec. 1004, Supp. C. G. L.

Monthly report to board of county commissioners, by clerk of circuit court, of county money received in tax redemptions and distribution thereof. May be copied in Board of County Commissioners Minutes, entry 1.

For clerk's copies, see entry 105-b.

Board of County Commissioners -
Reports

(35-39)

Licensing

35. LICENSE TAX REPORTS, 1851--. Ch. 362, Acts 1850-51; ch. 1713, Acts 1869; ch. 3099, Acts 1879; ch. 3681, Acts 1887; sec. 1275, C. G. L.

Reports to board of county commissioners of license money collected. 1851-69, sheriff filed with commissioners copy of his semi-annual reports to state comptroller of public accounts of money collected for state and county licenses. Clerk of circuit court made quarterly, 1869-79, and monthly, 1880-87, reports to commissioners of money received for county licenses. County judge makes monthly reports, 1888--, to commissioners of money received for county licenses. 1869-- reports required to show license number, date issued, name of licensee, type of business, type of license, and amount collected. Reports should include occupational (including alcohol, 1851-1918), 1851--, store, 1931-35, malt and vinous beverages, 1933--, liquor, 1935--, and slot machine, 1935-37, licenses.

For clerk's record, see entry 116-c; for county judge's record, see entry 265-b; for sheriff's record, see entry 314.

36. DELINQUENT LICENSES, 1937--. Ch. 18011, Acts 1937. Tax collector's monthly report to county commissioners of persons or firms who have not procured occupational licenses.

For collector's copies, see entry 368.

Miscellaneous

37. CATTLE INSPECTORS' REPORTS, 1903--. Secs. 6951, 6958, C. G. L. Monthly reports by all cattle inspectors to board of county commissioners, of inspection of marks and brands on cattle and marks on hogs shipped or driven from or through their respective districts or counties, of certificates of such marks and brands given or inspected, and of fees taken.

For reports of inspectors of marks and brands, see entry 85.

38. LIBRARY BOARD REPORTS, 1931--. Sec. 2934(9), Supp. C. G. L. Annual report filed with board of county commissioners by president of library board. This record will be found only in counties where a county library has been established.

39. REPORT OF LIQUOR SEIZURES, 1918--. Sec. 7629, C. G. L. Quarterly reports to board of county commissioners, by sheriff, of liquor, personal property and other things seized from violators of liquor laws. Although prohibition laws were repealed in 1935, this report is still required.

For records of such seizures, see entries 128, 309; for sheriff's copies of reports, see entry 310.

Board of County Commissioners - Social
Welfare; Elections

(40-47)

Social Welfare

40. BLIND PERSONS CLAIMS, 1935--. Sec. 4151(306), Supp. C. G. L.
Verified statements of claims, by needy blind persons, for relief.

41. OLD AGE PENSION APPLICATIONS, 1935--. Sec. 4151(386), Supp.
C. G. L.
Application for relief by aged persons, with copy of proof of claim at-
tached thereto.

42. PENSION RECORDS, 1935--. Sec. 4151(368), Supp. C. G. L.
List of persons given old age relief pensions.

43. MOTHERS' PENSIONS, CASE HISTORIES, 1919--. Sec. 3722, C. G.
L.; sec. 3727(8), Supp. C. G. L.
Case histories for mothers with dependent children who have applied for
aid. 1919-29 these histories compiled and furnished board of county com-
missioners by board of public instruction. 1929-- compiled by board of
county commissioners.

For school board's copies, see entry 420.

44. LIST OF CONFEDERATE PENSIONERS, 1866--. Ch. 1485, Acts
1865-66; sec. 2108, C. G. L.
Annual report to state board of pensions, by board of county commission-
ers, of Confederate veterans, or widows of Confederate veterans, who
are entitled to state pensions.

Elections

(See also entries 273-275, 399-413)

45. NOMINATION CERTIFICATES AND PETITIONS, 1895--. Sec. 316,
C. G. L.
Certificates of nomination certified to board of county commissioners
by secretary of state, and petitions of nomination. Both of these rec-
ords are preserved for six months after the election for which such
nominations are made.

46. CAMPAIGN EXPENSES STATEMENTS, 1909--. Ch. 5929, Acts 1909;
sec. 421, C. G. L.
Sworn statements of campaign expenses filed with clerk of circuit court
by candidates in primary election. These sworn statements must be pre-
served for at least three years from the date of filing.

47. STATEMENT OF POLITICAL WORKERS, 1909--. Sec. 423, C. G. L.
Sworn statement before each primary election, by each candidate, of
names of political workers used by him and compensation received by
each worker.

Recorder - Property Records

(48-53)

48. CANDIDATES OATHS, 1913--. Sec. 383, C. G. L.
Oaths of candidates for nomination to public office.

49. CANDIDATES FEES, 1913--. Sec. 387, C. G. L.
Copies of receipts issued by clerk of circuit court for payment of filing fees by candidates for nomination to public office. With fees, candidates are required to file receipts for payment of political party assessments to executive committee of party.

Miscellaneous

50. HOMESTEAD EXEMPTION NOTICE, 1935--. Sec. 1003(68), Supp. C. G. L.
Original notice by tax assessor to landowner of disapproval of application for homestead tax exemption. Manner of service of this notice, and return thereupon is made on notice, and same is filed with board of county commissioners.

For tax assessor's copies, see entry 335.

51. PISTOL PERMITS, 1893--. Sec. 7203, C. G. L.
List of persons to whom licenses to carry pistols or other weapons have been issued, showing name of license, type, weapon, name of manufacturer, and calibre and number of weapon. In many counties the original bonds posted by such persons are retained.

52. DRAINAGE PAPERS, 1901--. Secs. 2785-2824, C. G. L.
Papers incident to establishment of drainage areas under supervision of board of county commissioners, such as landowners' petition for establishment of area, plats of proposed area, notice of hearing and proof of publication thereof, plans, specifications and profiles for construction of drains, ditches and canals, estimates of cost of project and of its maintenance, notices for bids, bids, contracts, contractors' bonds, work reports, record of benefit assessments, and financial records. Many different records may be found. Records of such proceedings should also be found in Board of County Commissioners Minutes, entry 1.

II. RECORDER

Property Records

General Register and Indexes

53. GENERAL REGISTER, 1917--. Sec. 3077, R. G. S.
List of all instruments filed for record, showing names of parties, instrument number, kind of instrument, date of filing, amount of fees, volume and page reference to recording, and date returned. In many counties this register will be found before 1917, and of course should

Recorder - Property Records

(54-59)

be inventoried as found. However it was not specifically defined by law until 1917.

54. DIRECT REAL PROPERTY INDEX, PLATTED LANDS, 1892--. Sec. 4861, C. G. L.

Index by party of the first part to instruments affecting title to platted lands, showing names of grantor and grantee, consideration, type of instrument, date of filing, volume and page reference to record, and brief abstract of description. This index is kept wherever the county commissioners consider it advisable. Although not provided for by law until 1892, indexes will likely be compiled for all real property records of a county. All records served should be listed by title. See also entry 56.

55. REVERSE REAL PROPERTY INDEX, PLATTED LANDS, 1892--. Sec. 4861, C. G. L.

Index by party of the second part to instruments affecting title to platted lands, showing names of grantee and grantor and volume and page reference to record. All records served should be listed by title. See also entry 57.

56. DIRECT REAL PROPERTY INDEX, UNPLATTED LANDS, 1892--. Sec. 4861, C. G. L.

Index by party of the first part to instruments affecting title to unplatted lands, similar to Direct Real Property Index, Platted Lands, entry 54. All records served should be listed by title.

57. REVERSE REAL PROPERTY INDEX, UNPLATTED LANDS, 1892--. Sec. 4861, C. G. L.

Index by party of the second part to instruments affecting title to unplatted lands, similar to Reverse Real Property Index, Platted Lands, entry 55. All records served should be listed by title.

Abstracts

58. ABSTRACTS OF PROPERTY INSTRUMENTS, 1903--. Sec. 5755, C. G. L. Abstracts of instruments affecting title to real property, made by clerk of circuit court if and when required to do so by board of county commissioners, showing names of parties concerned, nature of instrument, consideration, date, release of dower, number of witnesses, reference to original record, and such other information as the board may require.

Conveyances

59. DEED BOOK, 1822--. Act of Aug. 12, 1822; sec. 4858, C. G. L. Recorded copies of instruments conveying title to real property. Types of instruments included should be listed. Required also to contain: (1) copies of leases, (2) powers of attorney to execute conveyances, (3) agreements relating to conveyances, (4) copies of biennial

Recorder - Property Records

(60-64)

organization proceedings of board of public instruction, 1869-1939, and (5) record of changes in boundaries of election precincts, 1877--. Each of these must be accounted for.

Prior to 1892 particular books for property records were not prescribed by law, although it was provided that all instruments affecting title to property be recorded. Hence, from 1822-92 almost all property records, and many others besides, were recorded in the deed books. Great care must be taken to account properly for all such records, for the dates during which they are in the deed books, and for their continuity after they began to be recorded in other records. For some of the records which might have been recorded in deed books, see entries 62, 64, 66, 71, 73, 77-79, 84, 86, 146, 147.

For school board's copies of organization proceedings, see entry 415.

60. DEED BOOK INDEX, DIRECT, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L.

Index by grantor to Deed Book, entry 59.

61. DEED BOOK INDEX, REVERSE, 1859--. Ch. 1014, Acts 1859; sec. 4857, C. G. L.

Index by grantee to Deed Book, entry 59. Reverse index required earlier than direct, but it is more than likely that an entire deed record will be completely indexed.

Encumbrances

62. MORTGAGE BOOK, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L. Recorded copies of mortgages on real property and usually on combinations of real and personal property. Prior to 1892 required by inference (Act of Aug. 12, 1822) and likely to be found in Deed Record, entry 59. Must be accounted for in each county from the date of the county's creation. May contain Chattel Mortgage Record, entry 64, 1892-1933.

63. MORTGAGE BOOK INDEX, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L.

Index, direct and reverse, to Mortgage Book, entry 62. May be self-contained in the record. When it is, it need not be inventoried on a separate form.

64. CHATTEL MORTGAGE RECORD, 1892--. Sec. 1391, R. S.; sec. 4851, C. G. L.; sec. 4865(1), Supp. C. G. L.

Recorded copies of instruments affecting title to personal property, such as chattel mortgages, bills of sale, conditional bills of sale, retain title contracts, and others. Required by inference prior to 1892 and

Recorder - Property Records

(65-72)

likely found in Deed Book, entry 59. May be found in Mortgage Record, entry 62, 1892-1933.

65. CHATTEL MORTGAGE INDEX, 1892--. Sec. 1391, R. S.; sec. 4865(1), Supp. C. G. L.

Index, direct and reverse, to Chattel Mortgage Record, entry 64. May be self-contained in the record. When it is, it need not be inventoried on a separate form.

66. LIEN BOOK, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L. Recorded copies of notices of all statutory liens required or permitted to be recorded. Types of liens included should be listed on form. Prior to 1892 required by inference (Act of Aug. 12, 1822) and likely to be found in Deed Book, entry 59. Must be accounted for in each county from the date of the county's creation. Should contain copies of notices listed in Mechanics' Lien Docket, entry 68, and in Federal Tax Lien notices, entry 69.

67. LIEN BOOK INDEX, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L. Index, direct and reverse, to Lien Book, entry 66.

68. MECHANICS' LIEN DOCKET, 1935--. Sec. 5396(15), Supp. C. G. L. List of notices of mechanics' liens filed in clerk's office, showing names of owner of property and lienors, description of property, amount of lien, time of filing, and proceedings had on lien. Should be arranged alphabetically by first letter of owner's surname. Notices of liens listed herein should be copied in Lien Book, entry 66.

69. FEDERAL TAX LIEN NOTICES, 1931--. Sec. 894(1), Supp. C. G. L. Original notices of liens for taxes payable to United States and certificates discharging, partially discharging and releasing such liens. Notices may be recorded in Lien Book, entry 66; certificates may be recorded in Mortgage and Lien Satisfaction Book, entry 73.

70. FEDERAL TAX LIEN INDEX, 1931--. Sec. 894(1), Supp. C. G. L. List of federal tax lien notices filed and certificates discharging, partially discharging and releasing such liens.

71. MORTGAGE AND LIEN ASSIGNMENT BOOK, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L. Recorded copies of all assignments of mortgages or statutory liens presented to the clerk for record. Prior to 1892 required by inference (Act of Aug. 12, 1822) and likely found in Deed Book, entry 59. Must be accounted for in each county from the date of the county's creation.

72. MORTGAGE AND LIEN ASSIGNMENT BOOK INDEX, 1892--. Sec. 1391, R. S.; sec. 4858, C. G. L. Index, direct and reverse, to Mortgage and Lien Assignment Book, entry

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Records

(73-78)

71. May be self-contained in the record. When it is, it need not be inventoried on a separate form.

73. MORTGAGE AND LIEN SATISFACTION BOOK, 1892--. Sec. 1391,
R. S.; sec. 4858, C. G. L.

Recorded copies of satisfaction of mortgages and liens. Prior to 1892 required by inference (Act of Aug. 12, 1822) and likely to be found in Deed Book, entry 59. Must be accounted for in each county from the date of the county's creation. May contain, 1931--, copies of certificates discharging federal tax lien notices, entry 69.

74. MORTGAGE AND LIEN SATISFACTION INDEX, 1892--. Sec. 1391,
R. S.; sec. 4858, C. G. L.

Index, direct and reverse, to Mortgage and Lien Satisfaction Book, entry 73. May be self-contained in record. When it is, it need not be inventoried on a separate form.

Plats

75. MAPS, 1891. Ch. 4010, Acts 1891; sec. 921, C. G. L.
Photolithographed township maps of each township in the county, required since 1891. These maps are furnished by board of county commissioners and are duplicates of maps furnished to tax assessor's office and used in the assessment of taxes.

For tax assessor's plats, see entry 333.

76. PLAT BOOKS, 1846--. Ch. 84, Acts 1846; sec. 3112, C. G. L.
Plats of subdivided lands presented to clerk for recording. There should be two complete sets, one traced on tracing cloth and the other printed or photostat. Only the latter is for use of public.

Business and Professional Records

Incorporations

77. INCORPORATION BOOK, 1868--. Ch. 1639, Acts 1868; sec. 4858,
C. G. L.

Recorded copies of articles of incorporation, charters, letters patent and other related instruments. Types of instruments included should be listed on form. 1868-92 no special book was required, and this record will likely be found for those dates in Deed Book, entry 59. May include Municipal Charters, entry 78. Should be indexed by name of corporation.

78. MUNICIPAL CHARTERS, 1846--. Ch. 84, Acts 1846; sec. 3139,
C. G. L.

From 1846 to 1869 this record consisted of certified statements of results of elections at the first meeting at which city or town was incorporated. From 1869 to 1915 record consisted of complete transcripts of the proceedings at the first meeting, which transcript contained a

Recorder - Livestock

(79-84)

copy of the charter adopted (sec. 664, R. S.). From 1915-- record consists of certified recorded copies of charters and charter amendments adopted. Early records will most likely be found in Deed Book, entry 59. Later records are usually found in Incorporation Book, entry 77.

Medical

79. MEDICAL CERTIFICATES, 1859--. Ch. 1006, Acts 1859; ch. 1736, Acts 1870; ch. 3711, Acts 1887; ch. 3881, Acts 1889; chs. 5946, 5947, Acts 1909; ch. 6192, Acts 1911; ch. 6491, Acts 1913; ch. 9330, Acts 1923; ch. 12005, Acts 1927; secs. 3398, 3409, 3432, 3450, 3463, 3469, 3479, 3493, 3521, C. G. L.

Recorded copies of certificates to practice granted to all medical practitioners by various state boards of examiners. 1859-89 physicians and surgeons were required to have their diplomas recorded, instead of certificates. Records prior to 1892, and in many cases thereafter, will likely be found in Deed Record, entry 59. Includes for dates indicated: (1) physicians and surgeons, 1859--; (2) pharmacists, 1870--; (3) dentists, 1887--; (4) optometrists, 1909--; (5) osteopaths, 1909--; (6) nurses, 1913--; (7) chiropractors, 1923--; (8) naturopaths, 1927--; (9) midwives, 1927--; (10) podiatrists, 1927--.

For affidavits of practitioners, see entry 80.

80. MEDICAL PRACTITIONERS' AFFIDAVITS, 1927--. Sec. 3398, C. G. L. Original affidavits, to be kept in a bound volume, filed by medical practitioners at the time of recording certificates described in Medical Certificates, entry 79.

81. REPORT OF MEDICAL CERTIFICATES, 1921--. Ch. 8415, Acts 1921; sec. 3398, C. G. L. Copies of clerk's annual report to secretary of state board of health of all medical certificates recorded by him during year.

Miscellaneous

82. DISCHARGE BOOK, SOLDIERS AND SAILORS, 1919--. Sec. 4859, C. G. L. Recorded copies of discharges of men from military services of the United States. Types of service included should be listed.
83. TRADE MARKS AND DEVICES, 1897--. Sec. 7080, C. G. L.; sec. 7087(1), Supp. C. G. L. Description of trade marks or other identification devices used on articles to be sold.

Livestock

84. MARKS AND BRANDS BOOKS, 1828--. Sec. 6948, C. G. L. Record (including facsimiles) of marks and brands used by owners to

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(85-89)

identify livestock. Prior to 1892 sometimes found in Deed Book, entry 59.

85. RECORDS OF INSPECTORS OF MARKS AND BRANDS, 1903--. Sec. 6961, C. G. L.

Certified transcript of record of inspector of marks and brands on hides of beeves, or marks on hogs, butchered in each cattle district, showing whether such marks and brands have been altered in any way, the names of persons offering such butchered beeves or hogs for sale, the amount of beeves or hogs so offered for sale by each person, and the amount of fees taken by the inspector.

For reports of cattle inspectors, see entry 37.

86. ESTRAY CERTIFICATES, 1837--. Sec. 5825, C. G. L.

Record of estrays with description and appraisement, as transmitted to clerk's office by justice of the peace. Prior to 1892 records may be found in Deed Book, entry 59.

For justices' of peace copies, see entry 294.

87. ESTRAY SALES STATEMENT, 1837--. Sec. 5833, C. G. L.

True statement of all moneys arising from the sale of estrays is rendered to board of county commissioners by clerk of the circuit court.

Crime Register

88. CRIMINAL RECORD, 1887--. Sec. 8209, C. G. L.

Record of all persons convicted of crimes in all courts of the county having criminal jurisdiction. Should be indexed by convict's name.

III. CLERK OF THE CIRCUIT COURT

Taxation

Assessment Records

89. ASSESSMENT ROLL, 1845--. Ch. 10, Acts 1845; ch. 1713, Acts 1869; secs. 913-915, C. G. L.

1845-69 copies of tax assessment rolls required to be filed with president of board of county commissioners. These rolls should be found in custody of clerk of circuit court. 1870-- tax assessor required to file original roll with clerk. 1845-69 rolls should contain assessments on real property and tangible personal property and poll taxes. 1870-- rolls should contain (1) real property assessments, (2) tangible personal property assessments, and (3) railroad, telegraph and telephone assessments. Realty roll should be indexed, 1889--, by name of owner. Before that date all rolls will likely be found to be arranged alphabetically by name of owner. Tax assessment rolls have been required

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(90-95)

since 1822 (Act of Sept. 2, 1822), although different officers have been charged with their custody. Clerk's roll must be accounted for from date of each county's creation.

For sheriff's rolls, see entry 311; for tax collector's rolls, see entry 338.

90. ADDITIONAL ASSESSMENT ROLL, 1895--. Sec. 945, C. G. L.
List of real and personal property assessments omitted or erroneously returned on tax assessor's roll; filed with clerk of circuit court after first Monday in October.

For collector's roll, see entry 339.

91. INTANGIBLE PERSONAL PROPERTY TAX ASSESSMENT ROLL, 1932--.
Sec. 1041(5), Supp. C. G. L.
Original intangible personal property tax roll. Tax collector has copy on which he enters collection data; this data does not appear on the clerk's roll. Other copy sent to state comptroller.

For collector's copies, see entry 340.

92. MOTOR VEHICLE ASSESSMENT ROLL, 1929-30. Sec. 942(1), Supp. C. G. L.
Original motor vehicle tax assessment roll. Tax collector also has copy in which he entered collection data; this data does not appear on clerk's roll. Other copy was sent to state comptroller. Repealed by Art. IX, sec. 13, Amendment, Fla. Const.

For collector's copy, see entry 341.

93. TAX BOOKS, 1897--. Sec. 936, C. G. L.
Tax assessor is required to file with clerk the records used in compiling assessment roll. Should include tax returns, applications for exemptions, etc. However, it has been found that few assessors comply with this law.

For tax assessor's records, see entry 327-332.

Collection Reports

94. MONTHLY COLLECTION REPORTS, 1893--. Ch. 4115, Acts 1893; Sec. 941, C. G. L.
Tax collector's monthly reports of tax collections from which the monthly reports described in Clerk's Tax Collections Statements, entry 95, are made.

For collector's copies, see entry 346.

95. CLERK'S TAX COLLECTION STATEMENTS, 1893--. Ch. 4115, Acts 1893; sec. 941, C. G. L.
Three types of statements concerning tax collections, including poll taxes, made and published by clerk of circuit court. Each type must be accounted for separately.

- a. Annual statement of amounts of taxes charged to tax collector, to be collected during year, made as soon as tax books are de-

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(96-99)

- livered to collector, showing distribution of moneys to funds for which levied.
- b. Monthly statements of amounts collected and deposited in each fund.
 - c. Final statement made when tax books are closed, showing total amount collected for each fund, amount of errors and insolvencies allowed collector, and amount uncollected for each fund.
- For reports from which these reports are compiled, see entry 94.

Delinquent Tax Records

96. DELINQUENT TAX STATEMENTS, 1869-73. Ch. 1713, Acts 1869; ch. 1976, Acts 1874.

Certified copies of tax collector's annual statement to county treasurer of unpaid taxes on real and personal property, filed with clerk by treasurer.

For tax collector's record, see entry 355; for county treasurer's record, see entry 394.

97. ADVERTISEMENT TAX SALES, 1872--. Ch. 1887, Acts 1872; secs. 970, 971, C. G. L.
- a. Copies of advertisements of sales of lands for delinquent taxes, usually consisting of one newspaper clipping of each year's sale pasted in a book.
 - b. Copy of each newspaper in which such an advertisement is published.
 - c. Copies of publishers' affidavits of publication. 1872-97, these affidavits may be attached to a or b above. 1898-- required to be attached to Tax Sales Reports, entry 98.
- For collector's advertisement record, see entry 356; for county treasurer's record, 1872-73, see entry 395.

98. TAX SALES REPORTS, 1869--. Ch. 1713, Acts 1869; ch. 1887, Acts 1872; sec. 976, C. G. L.

County treasurer's, 1869-71, and tax collector's, 1872--, annual report to clerk of circuit court of all lands sold for delinquent taxes, showing date of sale, certificate number, name of owner, description of land sold, name of purchaser, amount of sale, and certification. In many counties combined with Tax Certificate Sales and Redemption Book, entry 101. Should contain, 1898--, publishers' affidavits described in Advertisement Tax Sales, entry 97-c. May also contain Municipal Tax Sales, entry 99.

For tax collector's copies, see entry 357; for county treasurer's copies, see entry 396.

99. MUNICIPAL TAX SALES, 1907--. Sec. 980, C. G. L.

Lists of lands sold for unpaid taxes by tax collector of each incorporated city or town within county. May be kept in Tax Sales Reports, entry 98.

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(100-106)

100. TAX CERTIFICATES OF SALES TO STATE, 1893--. Secs. 983, 1011, C. G. L.

Original tax sales certificates issued by tax collector on lands sold to state. Although the law requiring the record was passed in 1901, it stated that all certificates then owned by the state should be turned over to the clerk. Hence, this file should date as early as 1893. All certificates issued prior to 1893 were cancelled by Chapter 6859, Acts 1915.

101. TAX CERTIFICATE SALES AND REDEMPTIONS BOOK, 1869--. Ch. 1713, Acts 1869; sec. 1004, C. G. L.

Record of all sales and redemptions of all tax sales certificates, showing certificate number and date, face value of certificate, amount of interest, date of sale or redemption, name of holder of certificate, name of purchaser or redeemer, disposition of proceeds, and date of disposition. Sometimes combined with Tax Sales Reports, entry 98.

102. TAX REDEMPTION MONEY, 1921--. Sec. 990, C. G. L.

Record of all money received by clerk of circuit court for redemption of land which had been sold for taxes.

103. REDEMPTION RECEIPTS, 1875--. Ch. 1976, Acts 1874; sec. 986, C. G. L.

Copies of receipts issued by clerk of circuit court for payment of money in redemption of land sold for taxes. 1869-74 county treasurer handled all tax redemptions.

For county treasurer's record, see entry 398.

104. CANCELLED TAX SALE CERTIFICATES, 1893--. Sec. 983, C. G. L.
Original tax sale certificates which have been redeemed and cancelled.
For other cancelled certificates, see entry 108.

105. TAX CERTIFICATES SALES AND REDEMPTION REPORTS, 1901--.
Sec. 1004, C. G. L.; sec. 1004, Supp. C. G. L.; ch. 18296, Acts 1937.

- a. Clerk's monthly report to state comptroller, 1901--, of all sales and redemptions of lands belonging to state.
- b. Clerk's monthly report to board of county commissioners, 1933--, of county moneys received in tax redemptions and distribution thereof to county funds.
- c. Clerk's monthly report to state comptroller, 1937-39, of tax certificates sold under Murphy Act.

For commissioners' copies of b, see entry 34.

106. ABSTRACTS OF TAX SALES, 1903--. Sec. 5758, C. G. L.

Abstracts of tax sales relating to real estate, made by clerk of circuit court if and when required to do so by board of county commissioners, showing certificate number, date of sale, year for which taxes unpaid, reference to record, date of redemption or cancellation, date of deed, reference to deed record, and such other information as the board may require.

Clerk of the Circuit Court - Taxation

(107-110)

107. LAND REGISTRATION BOOK, 1929-35. Sec. 1003(8), Supp. C.

G. L.

List of claims to real property subject to suits for foreclosure of tax certificates and issue of deed, showing name of claimant, description of property, and description of claim. Law held unconstitutional, but record was kept for above dates in many counties.

108. TAX DEED PAPERS, 1869--. Ch. 1713, Acts 1869; secs. 1000, 1002, 1003, C. G. L.

Papers involved in issue of tax deeds. Usually includes application for deeds, copy of notice of application, proof of publication of notice, and cancelled tax certificates.

For other cancelled tax certificates, see entry 104.

109. DELINQUENT TAX ADJUSTMENT BOARD MINUTES. Secs. 1003(21), 1003(68), Supp. C. G. L.

There have been two such boards. Their records should be found as follows:

- a. July 1929-Nov. 1929
- b. 1935-36.

Records should contain complete records of adjustments applied for and agreed upon. Records of the two boards should be inventoried on separate forms.

Drainage Tax Records

110. DRAINAGE TAX RECORD, 1913--. Sec. 1472, C. G. L.

Record of assessments of taxes by drainage districts, showing name of owner, description of land, and amount of taxes. At least one book is required for each drainage district in each county. Book is in certificate form as evidence of liens against the land taxed and bears signature of president and secretary of board of commissioners of district and seal of district. The record will not be found, of course, in counties where there is not, nor has been, a drainage district.

For tax collector's roll, see entry 360.

NOTE: Requirements for drainage records kept by county officials vary from district to district, as set forth by special acts of the legislature. It is advisable for the worker to consult the creating act, and amendments thereto, for each district, to determine precisely what records are required for the district before attempting to inventory drainage records.

The following entries, 111-114, and entry 336 of the tax assessor, and entries 362-365 of the tax collector are required in counties included in the Everglades Drainage District. These counties are Broward, Collier, Dade, Glades, Hendry, Highlands, Martin, Okeechobee, Palm Beach, and St. Lucie. They are also required for the Napoleon B. Broward Drainage District which is in Broward and Dade counties. They may be required for others.

Clerk of the Circuit Court - Licensing

(111-116)

In these counties the record of the assessment of drainage taxes for the Everglades and Broward districts will be found in the realty assessment rolls, entries 89 and 338 (sec. 1538, C. G. L.).

111. ADVERTISEMENT DRAINAGE TAX SALES, 1913--. Sec. 1540, C. G. L. Copies of newspapers containing notices of drainage tax sales. For tax collector's record, see entry 363.

112. LANDS SOLD FOR DRAINAGE TAXES, 1913--. Sec. 1545, C. G. L. List of lands sold for drainage taxes, sent to clerk by tax collector, showing date of sale, certificate number, name of owner, description of land, name of purchaser, amount of sale, and collector's affidavit of legality of sale. Attached to each list is publisher's affidavit of publication. May be combined with Drainage Tax Redemption and Purchase Record, entry 113.

For tax collector's record, see entry 364.

113. DRAINAGE TAX REDEMPTION AND PURCHASE RECORD, 1913--. Secs. 1545, 1547, C. G. L. Record of purchase and redemption of drainage tax sales certificates. May be combined with Lands Sold for Drainage Taxes, entry 112.

114. DRAINAGE TAX DEED PAPERS, 1913--. Sec. 1547, C. G. L. Papers relating to issue of deeds to purchasers of drainage tax sales certificates, such as application for deed, notice of application for deed, proof of publication of notice, and cancelled drainage tax sale certificates.

Licensing

115. OCCUPATIONAL LICENSES, 1849--. Ch. 215, Acts 1848-49; ch. 217, Acts 1850-51; ch. 1713, Acts 1869; ch. 3681, Acts 1887. 1849-50 record consists of original receipts issued by sheriff to licensee and filed by latter with clerk of circuit court. 1851-69 record consists of duplicates of receipts issued by sheriff to licensee and filed by sheriff with clerk. 1869-87 record consists of duplicates of licenses issued by tax collector and filed by him with clerk. In 1888 clerk's licensing duties transferred to county judge.

For county judge's record which supplanted this record, see entry 264; for sheriff's file of receipts, see entry 312.

116. LICENSE REPORTS, 1849-87. Ch. 215, Acts 1848-49; ch. 1713, Acts 1869; ch. 3219, Acts 1881; ch. 3681, Acts 1887.
- a. Semi-annual reports, 1849-69, to state comptroller of public accounts, by clerk of circuit court, of state and county licenses issued.
 - b. Quarterly, 1869-79, and monthly, 1880-87, reports by clerk of money received for state licenses. 1869-74 reports made to state treasurer. 1857-87 reports made to state comptroller.

Clerk of the Circuit Court - Jury Records;
Financial Records

(117-120)

- c. Reports made as in b to board of county commissioners of money received for county licenses.
 - d. Reports to grand jury, 1881-87, by clerk, made for each term of court.
- 1888-- reports b, c, and d made by county judge.

For commissioners copies of c, see entry 35; for grand jury's copies of d, see entry 150-d; for county judge's reports, 1888--, see entry 265; for similar reports by sheriff, 1851-69, see entry 314; for tax collector's record, see entry 367.

117. NON-RESIDENT HUNTING LICENSES, 1875-1913. Ch. 2055, Acts 1875; sec. 3755, G. S.; ch. 6535, Acts 1913.

Applications by out of state residents for licenses to hunt wild game within state, and copies of such licenses issued. 1913-- such licenses have been issued by county judge.

For county judge's game license records, see entries 266-269.

Jury Records

118. JURY LISTS, 1868--. Ch. 1628, Acts 1868; secs. 4444, 4460, 4465, C. G. L.

Lists of names selected and approved annually by board of county commissioners, from which jurors for circuit court, 1868--, criminal court of record, 1887--, county court, 1887--, and county judge's court, 1887--, are to be drawn. Certified lists are delivered to clerk of circuit court and by him recorded in Board of County Commissioners Minutes, entry 1. Original lists should be filed.

For names drawn for service, see entries 119, 247.

119. JURY PANELS, 1893--. Secs. 4455, 4460, C. G. L.

List of names, drawn from jury box which contains names in Jury List, entry 118, to be summoned for jury duty in circuit court, criminal court of record, and county court.

Financial Records

120. BOOKS OF ACCOUNTS, 1903--. Sec. 475, C. G. L.

Day by day records (cash books, journals, ledgers, etc.) of financial transactions of clerk of circuit court as circuit court clerk, as recorder, as tax redemption officer. Although such records were not specifically required by law until 1903, the clerk, in order to make certain reports required of him, would have had to keep books of account from 1845. Hence, the records must be accounted for in each county from the date of the county's creation. May include (in ledger form) Record of Costs, entry 156. In counties where the clerk of the circuit court is also clerk of the civil court, these records may include Books of Account, entry 192. In counties where clerk of circuit court is also clerk of county court, these records may include Books of Account, entry 215.

Clerk of the Circuit Court - Miscellaneous

(121-123)

121. DEPOSITORY RECEIPTS, 1897--. Secs. 471, 983, 2406, 4673, C. G. L.

Receipts for money received and deposited by clerk of circuit court for court work, recording work, tax redemption work, and for other legal purposes. Until 1917 these receipts were given to clerk by county treasurer, and by various state officials. Jan. 1917-- these receipts are given to clerk by county banks which act as depositories for county monies and by various state officials.

For board's of county commissioners copies, see entry 8; for treasurer's copies, see entry 380; for school board's copies, see entry 426.

122. FINANCIAL REPORTS, 1915--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.

- a. Semi-annual report to state comptroller, 1915--, by clerk of circuit court, of fees and commissions collected as circuit court clerk, as recorder, as tax redemption officer, as clerk and auditor of board of county commissioner and for other services, of source, character and amount of expenditures, and of net income.
- b. Reports similar to a made to board of county commissioners. Jan. 1921-Dec. 1921, reports made monthly by all clerks of circuit court. 1922-27 quarterly reports made by only those clerks whose net income amounted to \$5000 or more. 1927-- semi-annual reports made by all clerks. Since 1931 special laws have made the following changes in this last requirement:

1. Annual reports are made in counties of population:
 - a. more than 180,000 (1935--). Sec. 2877(89), Supp. C. G. L.
 - b. more than 150,000 (1935--). Sec. 2877(13), Supp. C. G. L.
 - c. 19,000-22,000 (1931--). Sec. 2877(57), Supp. C. G. L.
 - d. 13,600-13,650 (1931--). Sec. 2877(21), Supp. C. G. L.
2. Quarterly reports are made in counties of population 45,000-50,000 (1935--). Sec. 2877(113), Supp. C. G. L.
3. Monthly reports are made in counties of population 70,000-140,000 (1935--). Sec. 2877(100), Supp. C. G. L.

Between 1927 and the dates cited above, the regular semi-annual reports to the board were made by the clerks in the counties affected. In counties where clerk of circuit court is also clerk of civil court, these reports may be combined with those in Financial Reports, entry 199. In counties where the clerk of circuit court is also clerk of the county court, these reports may be combined with those in Financial Reports, entry 224.

For board's of county commissioners copies of b, see entry 27.

Miscellaneous

123. CORPORATION SERVICE RECORD, 1927--. Sec. 4266, C. G. L.
Record of process served upon clerk of circuit court as agent for corporation against which suit is brought, showing date of service, name

Clerk of the Circuit Court - Miscellaneous

(124-130)

of plaintiff, name of corporation, and case number. Record should be indexed by name of corporation.

124. BONDS, SCHOOL OFFICERS AND DEPUTY SHERIFFS, 1889--. Secs. 521, 4580, C. G. L.

Original bonds of all school officers appointed or elected under statutory authority, 1889--, and of all deputy sheriff's, 1911--.

125. DEPUTY SHERIFFS AND DEPUTY CONSTABLES, 1911--. Secs. 4579, 4604, C. G. L.

Names and addresses of all deputy sheriffs and deputy constables filed within ten days after appointment. Only Polk county now has deputy constables, since 1933 (secs. 4597(4), 4597(6), Supp. C. G. L.). Dade county had deputy constables during 1927-29 (sec. 4598, C. G. L.).

126. FINANCIAL STATEMENT, BOARD OF PUBLIC INSTRUCTION, 1895--. Ch. 4332, Acts 1895; sec. 561, C. G. L.

Itemized financial statement, filed monthly with clerk of circuit court by board of public instruction, showing all receipts during month, from whom received, from what source derived, all appropriations made during month, for what purpose, and all warrants drawn during month, in whose favor, on what account, date, number and amount of warrant. School board is required to publish this report.

For school board's copies, see entry 436.

127. BUDGET, STATE ROAD DEPARTMENT, 1923--. Sec. 1644, C. G. L.

Copies of annual budgets of maintenance and construction work, compiled and sent to clerk of circuit court by state road department.

128. LIQUOR SEIZURES, 1918--. Sec. 7625, C. G. L.

Inventory of alcoholic liquors and beverages, and all personal property used in violations of liquor laws, seized by sheriff and delivered to clerk of circuit court. Clerk certifies two copies of inventory, files one in his office and returns other to sheriff. Although prohibition laws were repealed in 1935, this record is still required when any such seizures are made under present liquor laws.

For reports of these seizures, see entries 39, 310; for sheriff's record, see entry 309.

129. INQUEST RECORDS, 1855--. Secs. 8529, 8536, C. G. L.

Duplicates of coroner's jury verdicts and, 1925--, written testimony of witnesses in inquests, filed with clerk of circuit court.

For county judge's inquest records, 1903--, see entries 257, 258, for justices' of peace inquest records, 1870--, see entries 292, 293.

130. REPORT OF DIVORCES, 1927--. Sec. 3297, C. G. L.

Monthly reports to bureau of vital statistics, by clerk of circuit court, of all decrees of divorce granted in circuit court during preceding month. Bureau to prescribe and provide forms.

IV. CIRCUIT COURT

Civil Actions

Case Papers

131. CHANCERY CASE FILE, 1828--. Sec. 4856, C. G. L.
Original papers filed in chancery cases, such as bills of complaint, demurrers, summonses, subpoenas, motions, bonds, depositions, transcripts of testimony, commissioners' and special masters' reports, decrees pro confesso, and final decrees. All papers relative to a particular case are filed in a jacket which usually shows case number, names of parties and of attorneys, and cause of action.

132. INDEX TO CHANCERY CASES, 1828--. Sec. 4856, C. G. L.
Index, direct and reverse, to Chancery Case File, entry 131.

133. COMMON LAW CASE FILE, 1828--. Sec. 4856, C. G. L.
Original papers filed in common law cases, such as declarations, answers, summonses, subpoenas, pleas, motions, bonds, depositions, transcripts of testimony, defaults, and final judgments. All papers relative to a case are filed in a jacket which usually shows case number, names of parties and attorneys, and cause of action.

134. INDEX TO COMMON LAW CASES, 1828--. Sec. 4856, C. G. L.
Index, direct and reverse, to Common Law Case File, entry 133.

Dockets

135. LIS PENDENS DOCKET, 1882--. Sec. 1390, R. S.; sec. 4857, C. G. L.
Recorded copies of notices of suits pending which may affect title to property. Should be indexed, direct and reverse, by names of parties.

136. CIVIL BENCH DOCKET, 1828--. Sec. 4857, C. G. L.
List, for use of judges, of all chancery and common law cases triable at coming term of court. Early records may be combined with Criminal Bench Docket, entry 151. Should be indexed, direct and reverse, by names of parties.

137. CIVIL BAR DOCKET, 1828--. Sec. 4857, C. G. L.
List, for use of attorneys, of all chancery and common law cases triable at coming term of court. Early records may be combined with Criminal Bar Docket, entry 152. Should be indexed, direct and reverse, by names of parties.

138. CHANCERY PROGRESS DOCKET, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L.
Record of progress of all chancery cases, showing case number, names

Circuit Court - Civil Actions

(139-143)

of parties and attorneys, cause of action, and a list of instruments and proceedings itemized for each party by dates and (usually) costs. See also entry 156. Should be indexed, direct and reverse, by names of parties.

139. COMMON LAW PROGRESS DOCKET, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L.

Records of progress of all common law cases, showing case number, names of parties and attorneys, cause of action, and list of instruments and proceedings itemized for each party by dates and (usually) costs. See also entry 156. Should be indexed, direct and reverse, by names of parties.

140. SUBPOENA DOCKET, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L.

List of witnesses subpoenaed in all cases, showing name of witness, date subpoena issued, title of cause, and name of party in whose favor to appear. Should be indexed, direct and reverse, by names of parties.

141. MOTION DOCKET, 1828--. Sec. 1390, R. S.; sec. 4857, C. G. L.
Recorded copies of all motions to be submitted to court. Should be indexed, direct and reverse, by names of parties.

Proceedings

142. CIRCUIT COURT MINUTES, 1828--. Sec. 1390, R. S.; sec. 4857, C. G. L.

Proceedings of the circuit court, and of the judge in term. Many instruments of the court are required to be copied verbatim into the minutes, such as jury panels, orders, motions, judgments, verdicts, writs of error, etc. Since this practice of copying varies from county to county, it is necessary to note carefully in each county, and to show on the form, which instruments are so copied. The minutes will likely contain for 1828-92, all instruments in Chancery Order Book, entry 143. 1892-1905 the minutes should contain all chancery orders required to be signed by the judge exclusively. These instruments must be accounted for on form, or forms, describing the minutes. Should also contain early records described in Default Docket, entry 144. Should be indexed, direct and reverse, by names of parties to case.

Final Records

143. CHANCERY ORDER BOOK, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L.

1905-- record consists of recorded copies of all orders, decrees pro confesso and final decrees taken in chancery cases. 1892-1905 all such instruments required to be signed by the judge exclusively were required

Circuit Court - Criminal Actions

(144-149)

to be recorded in Circuit Court Minutes, entry 142. 1828-92 all chancery orders and decrees will likely be found recorded in the minutes.

144. DEFAULT DOCKET, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L. Recorded copies of defaults and of final judgments awarded thereon. Prior records will likely be found in Circuit Court Minutes, entry 142. Should be indexed, direct and reverse, by names of parties.

145. JUDGMENT AND EXECUTION DOCKET, 1828--. Act of Nov. 23, 1828; sec. 1390, R. S.; sec. 4857, C. G. L. Record of execution of judgments, showing names of parties, cause of action, date judgment entered, amount of judgment and costs, reference to record of judgment, date of execution, date delivered to sheriff, proceedings had, return made thereon, and remarks. Circuit judge may order separate judgment and execution dockets to be kept (1873, Rule 42, Circuit Court Rules and Practice). Should be indexed, direct and reverse, by names of parties to case.

146. JUDGMENT ASSIGNMENT AND SATISFACTION RECORD, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L. Copies of assignments and satisfactions of judgments, orders and decrees. Prior to 1892 may be found in Deed Book, entry 59. Should be indexed, direct and reverse, by names of parties.

147. FOREIGN JUDGMENT RECORD, 1834--. Sec. 1930, R. S.; sec. 4857, C. G. L. Transcripts of judgments and decrees secured in county courts, county judge's courts and justice of peace courts, in courts in other counties of the state, or of other states, and in U. S. courts, which judgments affect title to property in county in which record is kept. Early records may be found in Deed Book, entry 59. Should be indexed, direct and reverse, by names of parties.

Criminal Actions
(See also entries 140-142)

Case Papers

148. CRIMINAL CASE FILE, 1828--. Sec. 4856, C. G. L. Original papers filed in criminal cases, such as warrants, capiases, appearance bonds, informations, indictments, pleas, subpoenas, motions, transcripts of testimony, charges to jury, jury verdicts, sentences, commitments, and judgments. All papers relative to a case filed in jacket which usually shows case number, name of defendant, names of attorneys, charge, and plea.

149. INDEX TO CRIMINAL CASES, 1828--. Sec. 4856, C. G. L. Index, direct and reverse, to Criminal Case File, entry 148.

Circuit Court - Financial Records

(150-156)

150. GRAND JURY PAPERS, 1868--. Ch. 3192, Acts 1881; secs. 1276, 8216, 8219, C. G. L.
- a. Minutes of grand jury, 1868--, containing complete record of all proceedings of grand jury.
 - b. List of witnesses who have appeared before grand jury.
 - c. Report to grand jury for each term of court, by clerk of circuit court, 1881-87, and by county judge, 1888--, of all state and county licenses issued.
- For clerk's copies of c, see entry 116-d; for county judge's copies of c, see entry 265-c.

Dockets

151. CRIMINAL BENCH DOCKET, 1828--. Sec. 4857, C. G. L.
List, for use of judges, of all criminal cases triable at coming term of court. Early records may be combined with Civil Bench Docket, entry 136. Should be indexed by name of defendant.
152. CRIMINAL BAR DOCKET, 1828--. Sec. 4857, C. G. L.
List, for use of attorneys, of all criminal cases triable at coming term of court. Early records may be combined with Civil Bar Docket, entry 137. Should be indexed by name of defendant.
153. CRIMINAL PROGRESS DOCKET, 1892--. Sec. 1390, R. S.; sec. 4857, C. G. L.
Record of progress of criminal cases, showing case number, name of defendant, names of attorneys, charge, plea, and list of instruments itemized by dates and (usually) costs. See also entry 156. Should be indexed by name of defendant.

Financial Records
(See also entries 120-122)

Costs and Fees

154. FEE BILLS, 1887--. Sec. 4677, C. G. L.
Schedule of costs and fees chargeable to persons transacting business with clerk of circuit court, furnished to him by attorney-general.
155. CIRCUIT COURT REGISTRY, 1933--. Ch. 15996, Acts 1933.
Record of money paid into circuit court in any cause and deposited by clerk with state treasurer or in a depository designated by him.
156. RECORD OF COSTS, 1847--. Secs. 4673, 4674, C. G. L.
Itemized account of court fees and costs charged by clerk of circuit court. Likely kept in ledger form as part of Books of Accounts, entry 120. 1892-- usually also kept as part of the several Progress Dockets, entries 138, 139, 153.

Circuit Court - Financial Records

(157-162)

157. CRIMINAL COST BILLS, 1887--. Secs. 2834, 8482, C. G. L.
Copies of bills presented by clerk of circuit court to board of county commissioners for criminal court costs payable by county.
For board's copies, see entry 10.

Witnesses and Jurors

158. WITNESS PAY ROLLS, 1872--. Ch. 1933, Acts 1872; sec. 2830, C. G. L.
Copies of pay rolls for state witnesses in circuit court. 1872-95 copies were sent to state comptroller and tax collector. 1872-95 pay rolls made once for each term of court. 1895-1917 copies sent to county treasurer. 1895-- copies sent to board of county commissioners. 1895-- pay rolls usually made daily during each term of court.
For commissioners' record, see entry 11; for tax collector's record, see entry 352; for county treasurer's record, see entry 384.

159. WITNESS CERTIFICATE STUBS, 1895--. Sec. 2828, C. G. L.
Stub copies of certificates given to state's witnesses are kept by clerk of circuit court.

160. JUROR AND GRAND JURY WITNESS PAYMENTS, 1893--. Sec. 4479, 4485, C. G. L.
a. Estimate, made by clerk and sent to state comptroller before beginning of each court term, of amount necessary for payment of jurors in circuit court and witnesses before grand jury.
b. Statement, made by clerk to state comptroller after each court term, of money received from state and disbursed for payment of jurors in circuit court and witnesses before grand jury.

161. JUROR PAY ROLLS, 1872--. Ch. 1933, Acts 1872; sec. 4484, C. G. L.
Copies of pay rolls made after each term of court for jurors serving in circuit court, showing name and signature of juror, number of days served, number of miles travelled, amount due, and judge's approval. Copies sent to state comptroller. 1872-93 copies filed with tax collector.
For tax collector's record, see entry 352.

Fines and Forfeitures

162. FINE AND FORFEITURE REPORTS, 1849--. Secs. 2827, 4854, C. G. L.
a. Monthly report to board of county commissioners, 1895--, by clerk of circuit court, of amount of fines imposed by circuit court, of bonds forfeited and judgments rendered thereon, into whose hands placed for collection, date of conviction, term of imprisonment, and officer to whom commitment was delivered.
b. Abstract, after each term of court, 1849--, sent by clerk to state comptroller, of fines, costs, etc., adjudged to or rendered in favor of state at such term.
For commissioners' copies of a, see entry 29.

V. CRIMINAL COURT OF RECORD

(163-170)

Case Papers

163. COURT FILES, 1887--. Secs. 4856, 8237, C. G. L.
Original papers and proceedings filed in cases, such as warrants, capias-
es, appearance bonds, subpoenas, pleas, indictments, informations, mo-
tions, orders, writs, transcript of testimony, charges to jury, verdicts,
judgments, commitments, etc. All papers relative to a case are filed in
jacket which usually shows case number, name of defendant, names of at-
torneys, and crime charged.

164. COURT FILES INDEX, 1887--. Secs. 4856, 8237, C. G. L.
Index, by name of defendant, to Court Files, entry 163.

Dockets

165. BENCH DOCKET, 1887--. Secs. 4857, 8237, C. G. L.
Record, for judge's use, of cases docketed for trial at each term of
court and of actions taken therein. Should be indexed by name of de-
fendant.

166. BAR DOCKET, 1887--. Secs. 4857, 8237, C. G. L.
Record, for attorneys' use, of cases docketed for trial at each term of
court. Should be indexed by name of defendant.

167. PROGRESS DOCKET, 1892--. Secs. 4857, 8237, C. G. L.
Record of progress of cases, showing case number, name of defendant,
names of attorneys, crime charged, and list of instruments and proceed-
ings itemized by dates and (usually) costs. See also Record of Costs,
entry 174. Should be indexed by name of defendant.

168. SUBPOENA DOCKET, 1892--. Secs. 8237, 4857, C. G. L.
List of names of witnesses subpoenaed for each case with date of issu-
ance of subpoena. Should be indexed by name of defendant.

169. MOTION DOCKET, 1887--. Secs. 4857, 8237, C. G. L.
Recorded copies of motions to be submitted to court by attorneys. Should
be indexed by name of defendant.

Proceedings

170. COURT MINUTES, 1887--. Secs. 4857, 8237, C. G. L.
Record of proceedings of court and judge. Many instruments are copied
verbatim in the Minutes. All such recordings must be noted on form.
May include Judgment Docket, entry 171. Should be indexed by name of
defendant.

Criminal Court of Record - Judgments;
Financial Records

(171-176)

Judgments

171. JUDGMENT DOCKET, 1887--. Secs. 4857, 8237, C. G. L.
Recorded copies of verdicts and judgments rendered by court. May be found as Order Book or copied in Court Minutes, entry 170. Should be indexed by name of defendant.

Financial Records

Books of Accounts

172. BOOKS OF ACCOUNTS, 1903--. Secs. 475, 8237, C. G. L.
Day by day records (cash books, journals, ledgers, etc.) of financial transactions of clerk of criminal court. Although such records were not specifically required by law until 1903, the clerk, in order to make certain reports required of him, would have had always to keep books of accounts. Hence, the records must be accounted for in each county having a criminal court from the date of the court's creation. In counties where the clerk of the criminal court is also clerk of the civil court, these records may be combined with those in Books of Accounts, entry 192. In counties where the clerk of the criminal court is also clerk of the county court, these records may be combined with those in Books of Account, entry 215. May also include (in ledger form) Record of Costs, entry 174.

Costs and Fees

173. FEE BILLS, 1887--. Sec. 4677, C. G. L.
Schedule of costs and fees chargeable to persons transacting business with clerk of criminal court, furnished to him by attorney-general.

174. RECORD OF COSTS, 1887--. Secs. 4673, 4674, C. G. L.
Itemized account of court fees and costs charged by clerk of criminal court. May be kept in ledger form as part of Books of Account, entry 172. 1892-- usually also kept as part of Progress Docket, entry 167.

175. CRIMINAL COST BILLS, 1887--. Secs. 2834, 8482, C. G. L.
Bills for costs payable by county sent (usually monthly) to board of county commissioners for payment.

For board's copies, see entry 10.

Depository Receipts

176. DEPOSITORY RECEIPTS, 1897--. Secs. 471, 2406, 4673, C. G. L.
Receipts for money collected by clerk of criminal court and deposited in county and state funds. Before 1917 these receipts were issued by county treasurer and various state officials. Jan. 1917-- these receipts

Criminal Court of Record - Financial
Records

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are issued by banks serving as county depositories and by various state officials. Board of county commissioners also gets copies of receipts for county money.

For board's copies, see entry 8; for county treasurer's copies, see entry 380.

Pay Rolls

177. WITNESS PAY ROLL, 1895--. Sec. 2831, C. G. L.
Copies of daily pay rolls for state witnesses, presented to clerk of circuit court (as clerk of the board of county commissioners) for payment. 1895-1917 copies also filed with county treasurer.

For original sent to clerk, see entry 11; for treasurer's copies, see entry 385.

178. JUROR PAYMENT REPORTS, 1893--. Secs. 4479, 4485, C. G. L.
- a. Estimate made by clerk and sent to state comptroller before beginning of each court term of amount necessary for payment of jurors for term.
 - b. Statement made by clerk to state comptroller after each court term of money received from state and disbursed for payment of jurors.

179. JURORS' PAY ROLLS, 1893--. Sec. 4484, C. G. L.
Jurors' pay rolls for each term of court, showing name of juror, number of days served, number of miles travelled, amount due juror, juror's signature, and judge's approval. Two rolls are sent to state comptroller.

Reports

180. FINANCIAL REPORTS, 1915--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.

- a. Semi-annual reports to state comptroller; 1915--, by clerk of criminal court, of fees and commissions collected, of source, character and amount of expenditures, and of net income.
- b. Report similar to a made to board of county commissioners, 1921--.
Jan. 1921-Dec. 1921 reports made monthly by all criminal court clerks. 1922-27 reports made quarterly by only those criminal court clerks whose net income amounted to \$5000 or more. 1927-- reports made semi-annually by all criminal court clerks. Since 1931 special laws have made the following exceptions to this last requirement:
 1. Annual reports are required in counties of population:
 - a. More than 180,000 (1935--). Sec. 2877(89), Supp. C. G. L.
 - b. 13,600-13,650 (1931--). Sec. 2877(21), Supp. C. G. L.
 2. Quarterly reports are required in counties of population 45,000-50,000 (1935--). Sec. 2877(113), Supp. C. G. L.

Civil Court of Record - Case Papers;
Dockets

(181-185)

3. Monthly reports are required in counties of population 70,000-140,000 (1935--). Sec. 2877(100), Supp. C. G. L. Between 1927 and the dates noted above the regular semi-annual reports were made by the clerks in the counties listed. In counties where the clerk of criminal court is also clerk of civil court, these reports may be combined with those in Financial Reports, entry 199. In counties where the clerk of the criminal court is also clerk of the county court, these reports may be combined with those in Financial Reports, entry 224. For board's of county commissioners copies of b, see entry 27.

181. FINE AND FORFEITURE REPORTS, 1887--. Secs. 2827, 4854, 8237, C. G. L.

- a. Monthly report by clerk of criminal court to board of county commissioners, 1895--, of the amount of fines imposed by court, of bonds forfeited and judgments rendered thereon, into whose hands placed for collection, date of conviction, term of imprisonment, and name of officer to whom commitment was delivered.
 - b. Abstract, after close of each term of court, to state comptroller, 1887--, by clerk of criminal court, of fines, fees, costs, etc. adjudged to or rendered in favor of state at such term.
- For board's copies of a, see entry 29.

VI. CIVIL COURT OF RECORD

Case Papers

182. COURT FILES, 1915--. Secs. 4856, 5158, C. G. L. Original pleadings and papers, i. e., declarations, demurrers, pleas, motions, orders, writs, judgments, etc., in common law cases. All papers relative to a particular case are filed in a jacket which usually shows case number, names of parties and attorneys, and cause of action.

183. INDEX TO COURT FILES, 1915--. Sec. 4856, 5158, C. G. L. Index, direct and reverse, to Court Files, entry 182.

Dockets

184. BENCH DOCKET, 1915--. Secs. 4857, 5158, C. G. L. Record, for judge's use, of cases docketed for trial at each term of court and of actions taken in connection therewith. Should be indexed, direct and reverse, by names of parties.

185. BAR DOCKET, 1915--. Secs. 4857, 5158, C. G. L. Record, for attorneys' use, of cases docketed for trial at each term of court. Should be indexed, direct and reverse, by names of parties.

Civil Court of Record - Proceedings;
Final Records; Financial Records

(186-192)

186. PROGRESS DOCKET, 1915--. Secs. 4857, 5158, C. G. L.
Record of progress of cases, showing case number, names of parties and of attorneys, cause for action, and list of instruments and proceedings itemized for each party by dates and (usually) costs. See also Record of Costs, entry 195. Should be indexed, direct and reverse, by names of parties.

187. SUBPOENA DOCKET, 1915--. Secs. 4857, 5158, C. G. L.
List of names of witnesses subpoenaed in each case, with date of issuance of subpoena. Should be indexed, direct and reverse, by names of parties.

188. MOTION DOCKET, 1915--. Secs. 4857, 8237, C. G. L.
Recorded copies of motions to be submitted to court by attorneys. Should be indexed, direct and reverse, by names of parties.

Proceedings

189. COURT MINUTES, 1915--. Secs. 4857, 5158, C. G. L.
Record of proceedings of court and judge. Frequently instruments are copied verbatim into the minutes. List such copied instruments in the description of the record. Should be indexed, direct and reverse, by names of parties. See also entry 191.

Final Records

190. DEFAULT DOCKET, 1915--. Secs. 4857, 5158, C. G. L.
Recorded copies of defaults and final judgments awarded thereon. Should be indexed, direct and reverse, by names of parties.

191. JUDGMENT AND EXECUTION DOCKET, 1915--. Secs. 4857, 5158, C. G. L.
List of all judgments awarded in court, and of executions issued thereon, showing names of parties, cause of action, date judgment entered, amount of judgment and costs, reference to record of judgment, date of execution, date delivered to sheriff, proceedings had, return made thereon, and remarks. Judgments usually are copied in Court Minutes, entry 189, although they may be copied in a separate Judgment Docket or Judgment Record. Should be indexed, direct and reverse, by names of parties.

Financial Records

Books of Account

192. BOOKS OF ACCOUNTS, 1915--. Secs. 475, 5158, C. G. L.
Day by day records (cost books, journals, ledgers, etc.) of business transactions of clerk of civil court. In counties where clerk of

circuit court is also clerk of civil court, this record will likely be combined with Books of Account, entry 120. In counties where clerk of criminal court is also clerk of civil court, this record will likely be combined with Books of Account, entry 172. May include (in ledger form) Record of Costs, entry 195.

Costs and Fees

193. FEE BILLS, 1915--. Sec. 4677, C. G. L.
Schedule of costs and fees chargeable to persons transacting business with clerk of civil court, furnished to him by attorney-general.

194. CIVIL COURT REGISTRY, 1933--. Ch. 15996, Acts 1933.
Record of money paid into civil court registry and deposited by clerk with state treasurer or in a depository designated by him.

195. RECORD OF COSTS, 1915--. Sec. 4674, C. G. L.
Itemized account of court fees and costs charged by clerk of civil court. May be kept in ledger form as part of Books of Accounts, entry 192. Also likely incorporated in Progress Docket, entry 186.

Depository Receipts

196. DEPOSITORY RECEIPTS, 1915--. Sec. 2406, C. G. L.
Copies of receipts for deposits of money by clerk of civil courts in state and county depositories. 1915-17 these receipts issued by county treasurer and various state officials. 1917-- these receipts issued by banks acting as county depositories and by various state officials. Copies of receipts for county money filed with county treasurer, 1915-17, and with board of county commissioners, 1915--.

For commissioners' record, see entry 8; for treasurer's record, see entry 380.

Pay Rolls

197. JUROR PAYMENT REPORTS, 1915--. Secs. 4479, 4485, C. G. L.
- a. Estimate made by clerk and sent to state comptroller before beginning of each term of court of amount necessary for payment of jurors for term.
 - b. Statement made by clerk to state comptroller after close of each term of court of money received from state and disbursed for payment of jurors.

198. JURORS' PAY ROLLS, 1915--. Sec. 4484, C. G. L.
Jurors' pay rolls for each term of court, showing name of juror, number of days served, number of miles travelled, amount due juror, juror's signature, and judge's approval. Two copies of pay rolls sent to state comptroller.

County Court - Civil Actions

(199-202)

Reports

199. FINANCIAL REPORTS, 1915--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.
- a. Semi-annual reports to state comptroller, 1915--, by clerk of civil court, of fees and commissions collected, of source, character and amount of expenditures, and of net income.
 - b. Report, similar to a, made to board of county commissioners. Jan. 1921-Dec. 1921 reports made monthly by all civil court clerks. 1922-- reports made quarterly by only those civil court clerks whose net income amounted to \$5000 or more. 1927-- reports made semi-annually by all civil court clerks.

In counties where clerk of circuit court is also clerk of civil, these reports may be combined with those in Financial Reports, entry 122. In counties where clerk of criminal court is also clerk of civil court, these reports may be combined with those in Financial Reports, entry 180. In either case, reports in b above would likely be governed by same special laws as reports with which they were combined.

For commissioners' copies of b, see entry 27.

VII. COUNTY COURT

Civil Actions

Case Papers

200. CIVIL CASE PAPERS, 1887--. Secs. 4857, 5175, C. G. L. Original papers and proceedings filed in common law cases, including declarations, answers, summonses, motions, defaults, judgments, etc. All papers relative to a case should be filed in jacket which usually shows case number, names of parties and of attorneys, and cause for action.

201. INDEX TO CIVIL CASE PAPERS, 1887--. Secs. 4857, 5175, C. G. L. Index, direct and reverse, to Civil Case Papers, entry 200.

Dockets

202. CIVIL BENCH DOCKET, 1887--. Secs. 4857, 5175, C. G. L. List, for judge's use, of all common law cases triable at coming term of court and of actions taken therein. Should be indexed, direct and reverse, by names of parties. Early records may be combined with Criminal Bench Docket, entry 212.

County Court - Civil Actions

(203-209)

203. CIVIL BAR DOCKET, 1887--. Secs. 4857, 5175, C. G. L.
List, for use of attorneys, of all common law cases triable at coming term of court. Should be indexed, direct and reverse, by names of parties. Early records may be combined with Criminal Bar Docket, entry 213.

204. CIVIL PROGRESS DOCKET, 1892--. Sec. 1390, R. S.; Secs. 4857, 5175, C. G. L.
Record of progress of all common law cases, showing case number, names of parties and attorneys, cause of action, and list of instruments and proceedings itemized for each party by dates and (usually) costs. See also entry 218. Should be indexed, direct and reverse, by names of parties. Early records may be combined with Criminal Progress Docket, entry 214.

205. SUBPOENA DOCKET, 1892--. Sec. 1390, R. S.; secs. 4857, 5175, C. G. L.
List of witnesses subpoenaed in each case. Should be indexed, direct and reverse, by names of parties.

206. MOTION DOCKET, 1887--. Secs. 4857, 5175, C. G. L.
Recorded copies of all motions to be submitted to the court. Should be indexed, direct and reverse, by names of parties.

Proceedings

207. COURT MINUTES, 1887--. Secs. 4857, 5175, C. G. L.
Proceedings of court and of judge in term. Many instruments are copied verbatim into the minutes, such as jury panels, motions, orders, judgments, writs of error, etc. See entry 209. All such types of instruments should be listed on form. Should be indexed, direct and reverse, by names of parties.

Final Records

208. DEFAULT DOCKET, 1892--. Sec. 1390, R. S.; secs. 4857, 5175, C. G. L.
Recorded copies of defaults and of judgments awarded thereon. Should be indexed, direct and reverse, by names of parties.

209. JUDGMENT AND EXECUTION DOCKET, 1887--. Secs. 4857, 5175, C. G. L.
Record of executions of judgments, showing names of parties, cause of action, date judgment entered, amount of judgment and costs, reference to record of judgment, date of execution, date delivered to sheriff, proceedings had, return made thereon, and remarks. Judgments are usually copied into Court Minutes, entry 207. Should be indexed, direct and reverse, by names of parties.

County Court - Criminal Actions;
Financial Records

(210-215)

Criminal Actions
(See also entries 205-207)

Case Papers

210. CRIMINAL CASE PAPERS, 1887--. Secs. 4857, 5175, C. G. L. Original papers filed in criminal cases, including informations, warrants, appearance bonds, capiases, subpoenas, pleas, motions, transcripts of testimony, charges to jury, verdicts, sentences, etc. All papers relating to a case should be filed in jacket which usually shows case number, name of defendant, name of attorney, and crime charged.

211. INDEX TO CRIMINAL CASE PAPERS, 1887--. Secs. 4857, 5175, C. G. L.
Index by name of defendant, to Criminal Case Papers, entry 210.

Dockets

212. CRIMINAL BENCH DOCKET, 1887--. Secs. 4857, 5175, C. G. L. List, for judge's use, of all criminal cases triable at coming term of court and of actions taken therein. Should be indexed by name of defendant. Early records may be combined with Civil Bench Docket, entry 202.

213. CRIMINAL BAR DOCKET, 1887--. Secs. 4857, 5175, C. G. L. List, for use of attorneys, of all criminal cases triable at coming term of court. Should be indexed by name of defendant. Early records may be combined with Civil Bar Docket, entry 203.

214. CRIMINAL PROGRESS DOCKET, 1892--. Sec. 1390, R. S.; secs. 4857, 5175, C. G. L.
Record of progress of all criminal cases, showing case number, name of defendant, names of attorneys, crime charged, and list of instruments and proceedings itemized by dates and (usually) costs. Should be indexed by name of defendant. Early records may be combined with Civil Progress Docket, entry 204. See also entry 218.

Financial Records

Books of Account

215. BOOKS OF ACCOUNT, 1903--. Secs. 475, 5175, C. G. L.
Day by day records (cash books, journals, ledgers, etc.) of financial transactions by clerk of county court. Although these records were not specifically required by law until 1903, the clerk, in order to make certain reports required of him, would have had always to keep books of

County Court - Financial Records

(216-221)

account. Hence, the records must be accounted for in each county having a county court from the date of the court's creation. In counties where clerk of circuit court is also clerk of county court, these records may be combined with those in Books of Account, entry 120. In counties where the clerk of the criminal court is also clerk of the county court, these records may be combined with those in Books of Account, entry 172. May also include (in ledger form) Record of Costs, entry 218.

Costs and Fees

216. FEE BILLS, 1887--. Sec. 4677, C. G. L.
Schedule of costs and fees chargeable to persons transacting business with clerk of county court, furnished to him by attorney-general.

217. COUNTY COURT REGISTRY, 1933--. Ch. 15996, Acts 1933.
Record of money paid into county court in any cause and deposited by clerk with state treasurer, or in a depository designated by him.

218. RECORD OF COSTS, 1887--. Sec. 4674, C. G. L.
Itemized accounts of court fees and costs charged by clerk of county court. Likely kept in ledger form as part of Books of Account, entry 215. 1892-- usually also kept as part of the two Progress Dockets, entries 204, 214.

219. CRIMINAL COST BILLS, 1887--. Secs. 2834, 8482, C. G. L.
Copies of bills presented by clerk of county court to board of county commissioners for criminal court costs payable by county.
For board's copies, see entry 10.

Depository Receipts

220. DEPOSITORY RECEIPTS, 1887--. Secs. 471, 2406, 4673, C. G. L.
Receipts for money received and deposited by clerk of county court. Until 1917 these receipts were given to clerk by county treasurer and by various state officials. Jan. 1917-- these receipts are given to clerk by banks serving as county depositories and by various state officials.

For board of county commissioners copies, see entry 8; for county treasurer's copies, see entry 380.

Pay Rolls

221. WITNESS PAY ROLLS, 1895--. Sec. 2831, C. G. L.
Copies of pay rolls, usually daily, for state witnesses, presented to clerk of circuit court (as clerk of board of county commissioners) for payment. 1895-1917 copy also filed with county treasurer.

For original sent to clerk, see entry 11; for treasurer's copies, see entry 385.

County Judge - Estates

(222-226)

222. JUROR PAYMENT STATEMENTS, 1893--. Secs. 4479, 4485, C. G. L.
- a. Estimate, made by county court clerk and sent to state comptroller before beginning of each court term, of amount necessary for payment of jurors in county court for the term.
 - b. Statement, made by clerk to state comptroller after each court term, of money received from state and disbursed for payment of jurors during the term.

223. JURORS' PAY ROLL, 1893--. Sec. 4484, C. G. L.
Copies of pay rolls, made after each term of court, for jurors summoned for county court, showing name and signature of juror, number of days served, number of miles travelled, amount due, and judge's approval. Two copies of pay roll are sent to state comptroller.

Reports

224. FINANCIAL REPORTS, 1915--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.
- a. Semi-annual report to state comptroller, 1915--, by clerk of county court, of fees and commissions collected, of source, character and amount of expenditures, and of net income.
 - b. Report, similar to a, made to board of county commissioners, 1921--. Jan. 1921-Dec. 1921 reports were made monthly by all county court clerks. 1922-27 reports were made quarterly by only those county court clerks whose net income amounted to \$5000 or more. 1927-- reports are made semi-annually by all county court clerks.
- In counties where clerk of circuit court is also clerk of county court, these reports are likely to be combined with those in Financial Reports, entry 122. In counties where clerk of criminal court is also clerk of county court, these reports are likely to be combined with those in Financial Reports, entry 180.

For commissioners' copies of b, see entry 27.

225. FINES AND FORFEITURES REPORT, 1895--. Sec. 2827, C. G. L.
Monthly report to board of county commissioners of amounts of fines imposed by court, of bonds forfeited and judgments rendered thereon, into whose hands placed for collection, date of conviction, term of commitment, and officers to whom commitment was delivered.

For board's copies, see entry 29.

VIII. COUNTY JUDGE

Estates

Papers

226. PROBATE CASE FILES, 1823--. Act of June 28, 1823; sec. 5198, C. G. L.
Original papers filed in probate cases, such as wills admitted to probate,

County Judge - Estates

(227-231)

applications for and orders granting letters of representation, the letters themselves, oaths and bonds of representatives, inventories, appraisals, warrants of appraisement, appraisers' oaths, annual and final returns, petitions, reports, orders, final discharge papers, etc. All papers relative to a case filed in jacket which usually shows case number, names of estate and representative, and nature of case. May be in one file, or in one file each for administration, executorship and guardianship papers.

227. DESIGNATION OF HOMESTEAD FOR EXEMPTION FROM FORCED SALE, 1869--. Sec. 5782, C. G. L.

Statements of homesteads exempt from forced sale under any process of law, showing description of property, declaration of homestead, and signature of owner.

Progress of cases

228. PROBATE PROGRESS DOCKET, 1933--. Sec. 5541(7), Supp. C. G. L. Record of progress in all probate cases, showing case number, name of estate, type of case, name of representative, list of instruments and proceedings itemized by dates and (usually) costs, with reference to recording of each instrument. See also entry 278.

Recorded Instruments

229. WILLS AND TESTAMENTS, 1823--. Act of June 28, 1823; secs. 5198, 5477, C. G. L.

Recorded copies of wills which have been admitted to probate and of instruments immediately pertaining thereto. Types of instruments found should be listed on forms. Sometimes found in Executorship Records, entry 230.

230. EXECUTORSHIP RECORDS, 1823--. Act of June 28, 1823; secs. 5198, 5477, C. G. L.

Recorded copies of instruments peculiar to executorship of testate estates, such as applications for, and orders granting, letters of administration, the letters themselves, executors' oaths and bonds, various petitions, citations, orders, reports, notices, proofs of publication, etc. Types of instruments found should be listed on form. See also entries 229, 236, 237, 239, 240.

231. ADMINISTRATION RECORDS, 1823--. Act of June 28, 1823; secs. 5198, 5477, C. G. L.

Recorded copies of instruments peculiar to administration of intestate estates, such as petitions for, and orders granting, letters of administration, the letters themselves, administrators' oaths, various petitions, orders, citations, reports, notices, proofs of publication, etc. Types of instruments found should be listed on form. See also entries 232, 236, 237, 239, 240.

County Judge - Estates

(232-239)

232. ADMINISTRATION BOND RECORD, 1823--. Act of June 28, 1823;
sec. 5134, C. G. L.

Recorded copies of bonds posted by administrators of intestate estates. May be recorded in Administration Records, entry 231.

233. GUARDIANSHIP RECORDS, 1823--. Act of June 28, 1823; secs.
5198, 5477, C. G. L.

Recorded copies of instruments peculiar to guardianship of estates of minors or incompetents, such as petitions for, and orders granting, letters of guardianship, the letters themselves, guardians' oaths, various petitions, citations, orders, reports, notices, proofs of publication, etc. Types of instruments found should be listed on form. See also entries 234, 236, 237, 239, 240.

234. GUARDIANSHIP BOND RECORD, 1823--. Act of June 28, 1823;
secs. 5198, 5886, C. G. L.

Recorded copies of bonds posted by guardians. May be recorded in Guardianship Records, entry 233.

235. CURATOR RECORD, 1823--. Act of June 28, 1823; secs. 5198,
5571, C. G. L.

Recorded copies of instruments peculiar to temporary representation (curatorship) of estates, such as application for, and orders granting, letters of curatorship, the letters themselves, curator's bonds, inventories, reports, final accounting, etc.

236. APPRAISEMENTS OF ESTATES, 1823--. Act of June 28, 1823;
secs. 5198, 5592, C. G. L.

Recorded copies of instruments pertaining to appraisements of estates in probate, including county judge's warrant to proceed, appraisers' oaths of performance, and the appraisements themselves. May be found distributed among Executorship Records, entry 230, Administration Records, entry 231, and Guardianship Records, entry 233.

237. INVENTORIES AND ACCOUNTS, 1823--. Act of June 28, 1823;
secs. 5198, 5594, 5891, 5892, C. G. L.

Recorded copies of inventories and annual and final accounts of estates in probate. May be distributed among Executorship Records, entry 230, Administration Records, entry 231, and Guardianship Records, entry 233. Final accounts may be in Final Discharge Records, entry 240.

238. PROBATE ORDERS, 1823--. Act of June 28, 1823; sec. 5198,
C. G. L.

Recorded copies of miscellaneous orders of judge in probate cases. Includes orders for which special books have not been provided.

239. PROBATE REPORTS AND PETITIONS, 1823--. Act of June 28, 1823;
sec. 5198, C. G. L.

Copies of miscellaneous reports of representatives of estates, and of miscellaneous petitions presented to judge. May be recorded in Executorship Records, entry 230, Administration Record, entry 231, and Guardianship Records, entry 233.

County Judge - Civil Actions

(240-246)

240. FINAL DISCHARGE RECORD, 1823--. Act of June 28, 1823;
secs. 5198, 5555, C. G. L.

Copies of instruments pertaining to final discharge of representatives, such as applications for, and orders granting, letters of final discharge, the letters themselves, notices of applications and proof of publication thereof, final accounts, etc. Types of instruments found should be listed on form. May be distributed among Executorship Records, entry 230, Administration Records, entry 231, and Guardianship Records, entry 233. Final accounts may be recorded in Inventories and Accounts, entry 237.

Claims

241. CLAIMS AGAINST ESTATES, 1828--. Sec. 5597, 5598, C. G. L.
Record of claims filed against estates under probate. In counties where the Uniform Systems of Accounts for County Judges is used, as described in Record of Costs, entry 278, this record of claims should be kept on form 1-A of that system since 1935.

Inheritance taxes

242. REPORT OF TAXABLE ESTATES, 1931--. Sec. 1342(25), Supp.
C. G. L.

Monthly report by county judge to state comptroller of persons who died during month leaving property valued at \$2000 or more, with name and address of representative of estate, or of heirs at law.

243. INHERITANCE TAXES RECORDS, 1931--. Sec. 1342(26), Supp.
C. G. L.

Book record of settlement of inheritance taxes on each estate, together with copy of the state comptroller's receipt showing payment, or of his certificate showing no payment due.

Civil Actions

244. COURT FILES, CIVIL CASES, 1868--. Secs. 4856, 5183, C. G. L.
Original papers filed in civil cases, such as declarations, demurrers, motions, orders, summonses, praecipes, defaults, judgments, etc. All papers relative to a case are filed in jacket which usually shows case number, names of parties and attorneys, and cause of action.

245. CIVIL DOCKET, 1868--. Secs. 5183, 5203, C. G. L.
Record of civil cases tried in county judge's court. Progress of case and costs should be shown. See also entry 278.

246. JUDGMENT AND EXECUTION DOCKET, 1868--. Secs. 5183, 5203,
C. G. L.
Record of execution of judgments, showing names of parties, cause of ac-

County Judge - Criminal Actions;
Insanity Proceedings

(247-252)

tion, date judgment entered, amount of judgment and costs, date of execution, date delivered to executive officer, proceedings had, return made thereon, and remarks.

247. JURY PANELS, 1893--. Sec. 4467, C. G. L.

List of names drawn from jury box which contains names in Jury List, entry 118, selected for county judge's court, to be summoned for jury duty. This record will not be found in counties which have county courts or criminal courts of record during the time which such courts have functioned.

Criminal Actions
(See also entry 247)

248. COURT FILES, CRIMINAL CASES, 1868--. Secs. 4856, 5183,
C. G. L.

Original papers filed in criminal cases, such as warrants and affidavits thereto, informations, praecipes, summonses, subpoenas, pleas, motions, orders, verdicts, judgments, etc. All papers relative to a case should be filed in jacket which usually shows case number, names of defendant and of attorneys, and crime charged.

249. CRIMINAL DOCKET, 1868--. Secs. 5183, 5203, 8448, C. G. L.

Complete record of all criminal actions before county judge. Should include costs, record of payment of same, and lists of jurors and witnesses called. May include Insanity Docket, entry 251, Juvenile Costs, entry 254, and Inquest Costs, entry 258. See also entry 278.

Insanity Proceedings

250. INSANITY FILES, 1895--. Sec. 3657, C. G. L.

Original instruments filed in insanity proceedings, such as petitions for examination, appointments of examining committees, committees' reports, commitments, etc. All papers relative to a case filed in jacket which usually shows case number and name of person examined.

251. INSANITY DOCKET, 1895--. Sec. 3657, C. G. L.

Record of insanity cases, showing progress and costs. May be included in Criminal Docket, entry 249. See also entry 278.

252. INSANITY RECORDS, 1895--. Sec. 3657, C. G. L.

Recorded copies of instruments in insanity proceedings, such as petitions for examination, appointment of examining committee, report of committee, commitments, etc.

County Judge - Juvenile Cases; Inquests;
Licensing

(253-259)

Juvenile Cases
(See also entries 284-287)

253. JUVENILE CASE PAPERS, 1911--. Secs. 3686-3688, 3702, C. G. L.
Original papers filed in juvenile cases, such as petitions of probation officer, judge's citations to appear, witness subpoenas, orders, commitments, etc. All papers relative to a case are filed in jacket which usually shows case number, name of child, and date of hearing.

254. JUVENILE COSTS, 1911--. Sec. 3710, C. G. L.
Record of costs and fees in juvenile hearings. May be included in Criminal Docket, entry 249. See also entry 278.

255. JUVENILE RECORD, 1911--. Sec. 3685, C. G. L.
Recorded copies of instruments filed in juvenile cases, such as petitions of probation officer, judge's citations to appear, witness subpoenas, orders, commitments, etc.

256. BOARD OF VISITORS REPORTS, 1915--. Sec. 3747, C. G. L.
Annual report by board of visitors of the condition of children under commitment to various places, including statements of qualifications and management of the homes and institutions visited.

Inquests
(See also entry 129)

257. INQUEST RECORDS, 1903--. Ch. 5125, Acts 1903, secs. 8519, 8521-8530, C. G. L.
Original papers filed in inquests held by county judge, such as warrants for jury, charges to jury, testimony in writing, and jury's verdicts and reports. May include Inquest Pay Rolls, entry 281.

258. INQUEST COSTS, 1903--. Ch. 5125, Acts 1903; secs. 8534, 8536, C. G. L.
Record of costs charged in inquests held by county judge. May be included in Criminal Docket, entry 249. See also entry 278.

Licensing

Marriage

259. APPLICATIONS FOR MARRIAGE LICENSES, 1919--. Sec. 5850, C. G. L.
Original applications for marriage licenses, with affidavits of applicants' ages, or proof of parents' consent.

County Judge - Licensing

(260-265)

260. MARRIAGE LICENSES, 1822-1927. Act of Sept. 13, 1822; secs. 3295, 5854, C. G. L.

Original marriage licenses returned to county judge after performance of ceremony, with certificate of marriage added. 1927-- these licenses are sent to bureau of vital statistics and county judge keeps copies of them as described in Recorded Marriage Licenses, entry 261.

261. RECORDED MARRIAGE LICENSES, 1927-- . Sec. 5852, C. G. L.

Recorded copies of marriage licenses returned to county judge after performance of ceremony. Prior to 1927, original licenses were filed as described in Marriage Licenses, entry 260. In many counties recorded copies of licenses have always been kept to answer requirements described in Marriage Records, entry 263.

262. REPORT OF MARRIAGES, 1927-- . Secs. 3295, 3296, C. G. L.

Monthly report by county judge, to bureau of vital statistics, of marriage licenses issued and returned, fees collected, and amount remitted to bureau. If no licenses are issued during any month, county judge must report that fact to bureau.

263. MARRIAGE RECORDS, 1822-- . Act of Sept. 13, 1822; sec. 5855, C. G. L.

Lists of all marriage licenses issued, showing names of parties, date of issue, name of executor of rite, date of rite, and date license returned. In some counties Recorded Marriage Licenses, entry 261, has always been kept to answer these requirements.

Occupational (see also entry 272)

264. OCCUPATIONAL LICENSES, 1888-- . Ch. 3861, Acts 1887; sec. 1270, C. G. L.

Copies of all occupational licenses issued, filed with county judge by tax collector. 1869-87 such licenses issued by clerk of circuit court. See also entry 372.

For clerk's prior record, see entry 115.

265. LICENSE REPORTS, 1888-- . Ch. 3861, Acts 1887; secs. 1275, 1276, C. G. L.

- a. Monthly report to state comptroller, made by county judge and signed by him and tax collector, of money received for state and county licenses. This report should include (1) occupational licenses (including alcoholic licenses, 1888-1918), 1888--; (2) store licenses, 1931-35; (3) malt and vinous beverage licenses, 1933--; (4) liquor licenses, 1935--; and (5) slot machine licenses, 1935-37.
- b. Monthly report to board of county commissioners, similar to a but covering only money received for county licenses.
- c. Report made for each term of court to grand jury or clerk of circuit court of all state and county licenses issued.

For commissioners' copies of b, see entry 35; for clerk's prior reports, see entry 116; for grand jury's copies of c, see entry 150-c; for tax collector's records, see entry 367.

County Judge - Licensing

(266-269)

Game (see also entry 117)

266. APPLICATIONS FOR GAME LICENSES, 1913--. Ch. 6535, Acts 1913; ch. 8510, Acts 1921; ch. 10133, Acts 1925; sec. 1923, C. G. L.; sec. 1977(21), Supp. C. G. L.

Applications for hunting, 1913--, trapping, 1921--, and fishing, 1925--, licenses. There are five kinds of hunting and trapping licenses: (1) licenses issued residents of state of Florida to hunt or trap in county in which they reside; (2) licenses issued such residents to hunt or trap in any one county other than that in which they reside; (3) licenses issued such residents to hunt or trap in state at large; (4) licenses issued non-residents of state of Florida to hunt or trap in any one county of state; and (5) licenses issued non-residents of state to hunt or trap in state at large. Fishing licenses are similar except that (1) is not required.

267. GAME LICENSES, 1913--. Ch. 6535, Acts 1913; ch. 8510, Acts 1921; ch. 10133, Acts 1925; sec. 1922, C. G. L.; sec. 1977(20), Supp. C. G. L.

Copies of hunting, 1913--, trapping, 1921--, and fishing, 1925--, licenses issued by county judge.

268. RECORD OF GAME LICENSES, 1913-25. Ch. 6535, Acts 1913; ch. 10133, Acts 1925.

Record of hunting, 1913-25, and trapping, 1921-25, licenses issued by county judge, kept in a "book provided for that purpose". Not required after 1925.

269. GAME LICENSE REPORTS, 1913--.

- a. Monthly reports to state game and fish commissioner, by county judge, of number of hunting licenses issued and amount of money remitted to state treasurer, 1913-15. Ch. 6535, Acts 1913; ch. 6969, Acts 1915.
- b. Monthly reports to board of public instruction, by county judge, of number of hunting, 1915-25, and trapping, 1921-25, licenses issued and amount of money paid into county school fund, 1915-25. Ch. 6969, Acts 1915; ch. 8510, Acts 1921; ch. 10133, Acts 1925.
- c. Monthly reports to state game commissioner, 1925-33, to state board of conservation, 1933-35, and to commission of game and fresh-water fish, 1935--, by county judge, of hunting, fishing and trapping licenses issued, showing name and address of licensee, number and kind of license, and amount paid for license, 1925--. Ch. 10133, Acts 1925; sec. 1916, C. G. L.; sec. 1917(14), Supp. C. G. L.
For school board's copies of b, see entry 434.

County Judge - Collector's Returns;
Elections

(270-275)

Miscellaneous

270. STORE LICENSES, 1931-35. Secs. 4151(92), 4151(95-c), Supp. C. G. L.

Copies of store licenses issued, filed with county judge by tax collector. 1935-- such licenses handled exclusively by state comptroller. See also entry 272.

For applications for these licenses, see entry 373.

271. SLOT MACHINE LICENSES, 1935-37. Sec. 4151(399), 4151(405-a), Supp. C. G. L.

Copies of slots machine licenses issued, filed with county judge by tax collector. Slot machine illegal after 1937. See also entry 272.

For certificates permitting issue of such licenses, see entry 374.

Collector's Returns

272. TAX COLLECTOR'S RETURNS, 1873--. Ch. 1935, Acts 1873; ch. 1977, Acts 1874; sec. 947, C. G. L.

Monthly reports to county judges, by tax collector, of all tax collections made by tax collector. Should include collections of real property taxes, tangible and intangible, 1933--, property taxes, poll taxes, motor vehicle licenses, 1933--, occupational, store, 1931-35, slot machine, 1935-27, and alcohol, 1933--, licenses, and all other collections made by collector. In 1873, collector was required to make weekly reports during November and December, and monthly reports for rest of year. 1874-1904 he was required to make semi-monthly reports during November, December and January, and monthly reports for rest of year.

For tax collector's copies, see entry 347.

Elections

(See also entries 45-49, 399-413)

273. ABSENTEE BALLOTS, 1917--. Sec. 433, C. G. L.

Absentee ballots sealed in envelopes. Destroyed by authority of law after six months.

274. PRIMARY ELECTION RESULTS, 1913--. Sec. 406, C. G. L.

Tally books of primary elections, one for each precinct, certified by election, inspector and clerks.

For duplicates filed with supervisor of registration, see entry 407.

275. ELECTION RESULTS, 1868--. Ch. 1625, Acts 1868; ch. 3704, Acts 1887; sec. 342, C. G. L., sec. 337(135), Supp. C. G. L.

Duplicate certificates by election inspectors and clerks of general election results.

For duplicates filed with supervisor of registration, see entry 403.

County Judge - Financial

(276-281)

Financial

Costs and Fees

276. FEE BILLS, 1887--. Sec. 4677, C. G. L.
Schedule of costs permitted to be charged by county judge, furnished to him by attorney-general.

277. COUNTY JUDGE'S REGISTRY, 1933--. Ch. 15996, Acts 1933.
Record of money paid into county judge's court in any cause and deposited by county judge with state treasurer or in any depository designated by him.

278. RECORD OF COSTS, 1881--. Sec. 4674, C. G. L.
Record of all fees and costs charged for services of county judge. Should include those collected for probate, civil, criminal, insanity, juvenile, and inquest services. May be kept as part of the several dockets, entries 228, 245, 249, 251, 254, 258. In 1935 the state auditor issued a manual describing a Uniform System of Accounts for County Judges and Justices of Peace. This system was not required to be used, but in many counties it is used. Where found it should be inventoried as such, and the manual should be studied carefully before beginning. See also entry 241.

279. CRIMINAL COST BILLS, 1887--. Sec. 2834, 8482, C. G. L.
Bills presented (usually monthly) to board of county commissioners, by county judge, for criminal costs chargeable to county.

For commissioners' copies, see entry 10.

Deposits

280. DEPOSITORY RECEIPTS, 1897--. Sec. 810, G. S.; secs. 471, 2406, 4673, C. G. L.
Receipts for deposits of money in county and state depositories by county judge. Before 1917 these receipts were issued by the county treasurer, and by various state officials. 1917-- these receipts are issued by banks acting as county depositories and by various state officials. Copies are sent also to boards to whose credits money is deposited.

For commissioners' copies, see entry 8; for county treasurer's copies, see entry 380; for school board's copies, see entry 426.

Pay Rolls

281. INQUEST PAY ROLLS, 1903--. Ch. 5125, Acts 1903; sec. 8538, C. G. L.
Copies of pay rolls for witnesses and jurors in inquests held by county judge, copies of which are submitted to board of county commissioners for approval, showing name of witness or juror, number of days served,

Juvenile Court

(282-283)

number of miles travelled, amount due, and signature. May be filed in Inquest Records, entry 257.

For board's copies, see entry 12.

Reports

282. FINANCIAL REPORTS, 1915--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.

- a. Semi-annual reports to state comptroller, 1915--, by county judge, of fees and commissions collected, of source, character and amount of expenditures, and of net income.
- b. Report, similar to a, made to board of county commissioners, 1921--. Jan. 1921-Dec. 1921 reports made monthly by all county judges. 1922-27 reports made quarterly by only those county judge's whose net income amounted to \$5000 or more. 1927-- reports made semi-annually by all county judges. Since 1931 special laws have created the following exceptions to this last requirement:
 1. Monthly reports are required in counties with population:
 - a. 3,400-3,600 (1933--), sec. 2877(27), Supp. C. G. L.
 - b. 12,456-13,900 (1933--), sec. 2877(69), Supp. C. G. L.
 - c. 17,650-18,500 (1931--), sec. 2877(37), Supp. C. G. L.
 - d. 70,000-140,000 (1935--), sec. 2877(100), Supp. C. G. L.
 2. Quarterly reports are required in counties of population 45,000-50,000 (1935--), sec. 2877(13), Supp. C. G. L.
 3. Annual reports are required in counties of population:
 - a. 13,600-13,650 (1931--), sec. 2877(21), Supp. C. G. L.
 - b. 19,000-22,000 (1931--), sec. 2877(57), Supp. C. G. L.
 - c. more than 150,000 (1935--), sec. 2877(13), Supp. C. G. L.
 - d. more than 180,000 (1933--), sec. 2877(89), Supp. C. G. L.

From 1927 to dates given above, county judges in counties affected made regular semi-annual reports to commissioners.

For board's copies of b, see entry 27.

283. FINE AND FORFEITURE REPORTS, 1895--. Sec. 2827, C. G. L. Monthly report, by county judge, to board of county commissioners of amounts of fines imposed by county judge's court, of bonds forfeited and judgments rendered thereon, into whose hands paid or placed for collection, date of conviction, term of imprisonment, and name of officer to whom commitment delivered.

For commissioners' copies, see entry 29.

IX. JUVENILE COURT

Juvenile courts function as separate courts only in Brevard, Dade, Duval, Hillsborough, Monroe, Orange, and Pinellas counties. In other

Justices of Peace - Civil Actions; Criminal Actions

(280-294)

counties the four records below will be found as county judge's records. In the counties listed above, the records will be found as records of the county judge from 1911 to the creation of the separate court. See entries 253-256.

284. JUVENILE CASE PAPERS, 1911--. Secs. 3686-3688, 3702, C. G. L. Original papers filed in juvenile cases, such as petitions of probation officer, judge's citation to appear, witness subpoenas, orders, commitments, etc. All papers relative to a case should be filed in jacket which usually shows case number, name of child, and date of hearing.

285. JUVENILE BOOK, 1911--. Sec. 3685, C. G. L. Copies of instruments in juvenile cases, such as petitions for actions, warrants, reports, testimony, orders of commitment, adoption papers, etc.

286. JUVENILE COSTS, 1911--. Sec. 3710, C. G. L. Record of costs and fees in juvenile hearings.

287. BOARD OF VISITORS REPORTS, 1915--. Sec. 3747, C. G. L. Annual reports of board of visitors of the condition of children under commitment of the court to various homes and institutions and of qualifications and management of the homes and institutions.

X. JUSTICES OF PEACE

Civil Actions

288. CIVIL COURT FILES, 1918--. Sec. 8330, C. G. L. Original papers filed in civil cases, such as summonses, depositions, witness subpoenas, jury venires, pleas, motions, orders, verdicts, judgments, etc. All papers relative to a case should be filed in jacket which usually shows case number, names of parties and attorneys, and cause of action.

289. CIVIL DOCKET, 1875--. Sec. 5216, C. G. L. Record of civil cases, consisting of minutes of all proceedings, including service and return of process, appearance of parties, fact of trial, whether by court or jury, verdict of jury or finding by justice, judgment rendered, date and nature of execution, to whom issued, return thereon, and itemized costs. See also entry 296.

Criminal Actions

290. CRIMINAL CASE PAPERS, 1918--. Sec. 8330, C. G. L.; ch. 18003, Acts 1937.

Original papers filed in criminal cases, such as warrants and affidavits thereto, witness subpoenas, appearance bonds, depositions, pleas, motions, orders, verdicts, judgments, etc. All papers relative to a case filed in jacket which usually shows case number, date of trial, name of

Justices of Peace - Inquests; Estrayed
Livestock; Financial Records

(291-296)

defendant, names of attorneys, and crime charged. These are papers only in cases tried and settled by justice of peace, and will not be found since 1937 in counties having a population less than 50,000. Papers in cases where the justice binds the defendant over for trial by a higher court are turned over to the proper court.

291. CRIMINAL DOCKET, 1877--. Sec. 8448, C. G. L.
Record of criminal cases, including date and time first process issued, service and return thereof, all adjournments, time and manner of trial or other disposition of case, judgment or sentence, names of witnesses and jurors, itemized costs, time of issuing warrant of commitment, payment of all fines and costs which are paid to justice, all other proceedings, and signature of justice. May include Inquest Costs, entry 293. See also entry 296.

Inquests
(See also entry 129)

292. INQUEST RECORDS, 1870--. Ch. 1747, Acts 1870; secs. 8519, 8521-8530, C. G. L.
Original papers filed in inquests held by justices of peace, such as warrants for jury, charges to jury, testimony in writing, and jury's verdicts and reports. May include Inquest Pay Rolls, entry 299.

293. INQUEST COSTS, 1870--. Ch. 1747, Acts 1870; secs. 8534, 8536, C. G. L.
Record of costs charged in inquests held by justice of peace. May be included in Criminal Docket, entry 291. See also entry 296.

Estrayed Livestock

294. ESTRAY CERTIFICATES, 1837--. Sec. 5824, C. G. L.
Copies of certificates describing and appraising estrayed animals, as transmitted to clerk of circuit court.
For clerk's copies, see entry 87.

Financial Records

Costs and Fees

295. FEE BILLS, 1887--. Sec. 4677, C. G. L.
Schedule of costs and fees chargeable to persons transacting business with justice of peace, furnished to him by attorney-general.

296. RECORD OF COSTS, 1881--. Sec. 4674, C. G. L.
Itemized accounts of costs and fees charged by justices of peace. Likely found only in the various dockets, entries 289, 291, 293.

Justices of Peace - Financial Records

(297-300)

297. CRIMINAL COST BILLS, 1887--. Secs. 2834, 2482, C. G. L.
Bills for costs in criminal cases which are chargeable to county, sent (usually monthly) to board of county commissioners for payment.
For board's copies, see entry 10.

Deposits

298. DEPOSITORY RECEIPTS, 1847--. Secs. 471, 4674, C. G. L.
Receipts for money deposited in county depositories by justices of peace. Before 1917 these receipts were issued by county treasurer. 1917-- these receipts issued by banks acting as county depositories. Board of county commissioners receives copy of each receipt.

For board's copies, see entry 8; for county treasurer's copies, see entry 380.

Pay Rolls

299. INQUEST PAY ROLLS, 1881--. Sec. 8538, C. G. L.
Copies of pay rolls for witnesses and jurors in inquests held by justices of peace, copies of which are submitted to board of county commissioners for approval, showing name of witness or juror, number of days served, number of miles travelled, amount due, and signature. May be filed in Inquest Records, entry 292.

For commissioners' copies, see entry 12.

Reports

300. FINANCIAL REPORTS, 1915--. Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.

- a. Semi-annual reports to state comptroller, 1915--, by justices of peace, of fees and commissions collected, of source, character and amount of expenditures, and of net income.
- b. Reports similar to a, made to board of county commissioners, 1921--.
Jan. 1921-Dec. 1921 reports made monthly by all justices of peace.
1922-27 reports made quarterly by only those justices of peace whose net income amounted to \$5000 or more. 1927-- reports made semi-annually by all justices of peace. Since 1931 special laws have created the following exceptions to this last requirement:
 1. Monthly reports are required in counties with population between 13,900 and 12,456, 1935--. Sec. 2877(69), Supp. C. G. L.
 2. Quarterly reports are required in counties with population between 45,000 and 50,000, 1935--. Sec. 2877(113), Supp. C. G. L.
 3. Annual reports are required in counties with population between 13,600 and 13,650, 1931--. Sec. 2877(21), Supp. C. G. L.

For commissioners' copies of b, see entry 27.

Sheriff - Financial

(301-305)

301. FINE AND FORFEITURE REPORTS, 1895--. Sec. 2827, C. G. L. Monthly reports to board of county commissioners, by each justice of peace, of amount of fines imposed, of bonds forfeited and judgments rendered thereon, into whose hands placed for collection, date of conviction, term of imprisonment, and to whom commitment delivered. For commissioners' copies, see entry 29.

XI. SHERIFF

Financial

Books of Account

302. BOOKS OF ACCOUNTS, 1903--. Sec. 475, C. G. L. Day by day records (ledgers, journals, cash books, etc.) of sheriff's finances. Prior to 1935 little uniformity existed in these records throughout the state. Effective Jan. 1935 a "Sheriff's Uniform System of Accounts" was prescribed by state auditor to be used by all sheriffs of the state. This system is described in a pamphlet, "Sheriff's Manual", issued in 1934 by state auditor. The system provides for a complete record of all costs and fees charged and collected by sheriff. Such records were usually kept prior to Jan. 1935 in the Civil Docket, the Criminal Docket, and similar records. See also entries 304-306. Study the "Sheriff's Manual" carefully before inventorying the system.

Costs and Fees

303. FEE BILLS, 1887--. Sec. 4677, C. G. L. Schedule of costs and fees chargeable to persons transacting business with sheriff, furnished to him by attorney-general.

304. EXECUTION DOCKET, 1828--. Act of Jan. 19, 1828; sec. 4575, C. G. L. List of all executions, orders and decrees directed to sheriff, with record of all moneys credited thereon and manner of collection and disposition. Jan. 1935-- this record is provided for by form 14 of the Sheriff's Uniform Accounting System, described in Books of Account, entry 302.

305. RECORD OF COSTS, 1881--. Sec. 4674, C. G. L. Record of fees and costs charged and collected by sheriff. Before 1935 this record will likely be found in various dockets, such as Civil Docket, Criminal Docket, Jail Register, etc. Jan. 1935-- the record is incorporated in the various divisions of the Sheriff's Uniform System of Accounts, described in Books of Account, entry 302.

Sheriff - Financial

(306-308)

306. CRIMINAL COST BILLS, 1887-- . Secs. 2834, 8482, C. G. L. Sheriff's bill for services in criminal cases which are chargeable to county, sent (usually monthly) to board of county commissioners for approval and payment. Since Jan. 1935, copies of forms 2-4, 6-12 of the Sheriff's Uniform Accounting System, Described in Books of Account, entry 302, are usually sent to commissioners as criminal cost bills.

For commissioners' copies, see entry 10.

Deposits

307. DEPOSITORY RECEIPTS, 1897-- . Sec. 810, G. S.; secs. 471, 2406, 2864, 4577, C. G. L.

Receipts for deposits, by sheriff, of money in county and state depositories. Before 1917 these receipts were issued by county treasurer and by various state officials. Jan. 1917-- these receipts issued by banks acting as county depositories and by various state officials. Each board for which money is deposited also receives copies of receipts.

For board's of county commissioners copies, see entry 8; for county treasurer's copies, see entry 380; for board's of public instruction copies, see entry 426.

Reports

308. FINANCIAL REPORTS, 1915-- . Sec. 1815, R. G. S.; ch. 8497, Acts 1921; secs. 472, 2867, C. G. L.; sec. 2877(1), Supp. C. G. L.

- a. Semi-annual reports to state comptroller, 1915-- , by sheriff, of fees and commissions collected, of source, character and amount of expenditures, and of net income.
- b. Reports, similar to a, made to board of county commissioners, 1921-- . Jan. 1921-Dec. 1921 reports made monthly by all sheriffs. 1922-27 reports made quarterly by only those sheriff's whose net income amounted to \$5000 or more. 1927-- reports made semi-annually by all sheriffs. Since 1931 special laws have created the following exceptions to this last requirement:

1. Monthly reports are required in counties of population:
 - a. 3,400-3,600, 1935-- . Sec. 2877(27), Supp. C. G. L.
 - b. 12,456-13,900, 1933-- . Sec. 2877(69), Supp. C. G. L.
 - c. 17,650-18,500, 1931-- . Sec. 2877(37), Supp. C. G. L.
 - d. 70,000-140,000, 1935-- . Sec. 2877(100), Supp. C. G. L.
2. Quarterly reports are required in counties of population 45,000-50,000, 1931-- . Sec. 2877(27), Supp. C. G. L.
3. Annual reports are required in counties of population:
 - a. 13,600-13,650, 1931-- . Sec. 2877(21), Supp. C. G. L.
 - b. 19,000-22,000, 1931-- . Sec. 2877(57), Supp. C. G. L.
 - c. more than 150,000, 1935-- . Sec. 2877(13), Supp. C. G. L.
 - d. more than 180,000, 1935-- . Sec. 2877(89), Supp. C. G. L.

Sheriff - Liquor Records;
Taxation and Licenses

(309-312)

From 1927 to dates given above, sheriffs in counties affected made regular semi-annual reports to commissioners.

For board's copies of b, see entry 27.

Liquor Records

309. LIQUOR SEIZURES, 1918--. Secs. 7629, C. G. L.

Inventory of alcoholic liquors and beverages, and all property used in violation of liquor laws, seized by sheriff and delivered to clerk of circuit court. Clerk returns certified copy of inventory to sheriff, upon which sheriff notes final disposition of objects held.

For clerk's copies, see entry 128.

310. REPORT OF LIQUOR SEIZURES, 1918--. Sec. 7629, C. G. L.

Quarterly report, by sheriff, to board of county commissioners, of all liquors, property and other things seized from violators of liquor laws.

For board's copies, see entry 39.

Taxation and Licenses

311. TAX ASSESSMENT ROLL, 1845-47, 1849-69. Ch. 10, Acts 1845;
ch. 150, Acts 1847; ch. 213, Acts 1849; ch. 354, Acts 1851;
ch. 1713, 1869.

Copies of tax assessment rolls for above dates. These were the rolls in which collection data were entered. 1845-47 sheriff was ex-officio tax collector. In 1848 the agencies of tax assessor and tax collector were combined into one agency. In 1849 the sheriff was made ex-officio tax assessor and collector in every county except Gadsden, Leon, Jefferson (functions combined in 1861), Monroe, Duval, Wakulla, Marion and Levy. In 1851 these functions were removed from the sheriff in Columbia, Hernando (combined again in 1863 and separated again in 1866), Madison and Hamilton counties; the functions were also removed from sheriff in Nassau, 1853, in Alachua, 1856, in Lafayette, 1856 (restored in 1859), in Taylor, 1856 (restored in 1859), in Suwannee, 1859 (restored, 1861), in Calhoun, 1859 (restored, 1862) in Sumter, 1861, and in Polk, 1861 (restored, 1866). In 1869 the three separate agencies of sheriff, tax assessor and tax collector were re-established.

For clerk's rolls, see entry 89; for collector's rolls, see entry 338.

312. LICENSE TAX RECEIPTS, 1849-69. Ch. 215, Acts 1848-49; ch. 1713, Acts 1869.

Copies of receipts for license tax money collected by sheriff. One copy was given to licensee and one filed with clerk of circuit court. 1869-87 license money collected by tax collector and copies of licenses filed with clerk.

For clerk's copies, see entry 115.

Constables

(313-319)

313. RECORD OF LICENSE TAXES COLLECTED, 1851-69. Ch. 362, Acts 1850-51; ch. 1713, Acts 1869.

Record of license tax money collected by sheriff, showing name of licensee, date of payment, purpose for which paid, duration of license, and amount paid. Sheriff collected license tax money and filed receipts therefor with clerk of circuit court. In 1869 issuance of licenses was assumed by clerk and tax collector.

314. REPORT OF LICENSE TAX MONEY, 1851-69. Ch. 362, Acts 1850-51; ch. 1713, Acts 1869.

Semi-annual report, by sheriff, to state comptroller of public accounts, copy of which was filed with board of county commissioners, of money collected for state and county licenses. After 1869 clerk of the circuit court and tax collector assumed all license duties.

For board's copies of this report, see entry 35; for similar concurrent and subsequent reports by clerk, see entry 116.

Miscellaneous

315. SURETY BONDS, 1901--. Secs. 8263, 8347, C. G. L.

Original surety bonds taken and approved by sheriff, such as bail, fine and cost, peace, claim and forthcoming bonds. Upon these bonds being forfeited, the sheriff is required to file them with court in which judgment was rendered (sec. 8427, C. G. L.).

316. JAIL REGISTER, 1897--. Sec. 2838, C. G. L.

Record of prisoners confined in county jail, showing information as to cause for imprisonment, length of term, names of arresting and committing officers, court of trial, final disposition of prisoner, etc. In most counties this record will not be superseded by Sheriff's Uniform Accounting System (see "Sheriff's Manual", p. 14).

317. FELON REGISTER, 1937--. Ch. 18107, Acts 1937.

Registration book of residents convicted of felonies involving moral turpitude. This record found only in counties with population of more than 150,000.

318. MOTOR VEHICLE STOLEN, 1823--. Sec. 3983, C. G. L.

Monthly report by state comptroller of stolen and recovered motor vehicles forwarded to sheriff's office.

XII. CONSTABLES

319. FEE BILLS, 1887--. Sec. 4677, C. G. L.

Schedule of fees chargeable against persons having business with constable, furnished to him by attorney-general.

Budget Commission

(320-324)

320. RECORD OF COSTS, 1881--. Sec. 4674, C. G. L.
Records of all costs and fees charged against persons having business with constables.

321. CRIMINAL COST BILLS, 1887--. Secs. 2834, 8482, C. G. L.
Copies of bills presented (usually monthly) by constables to board of county commissioners for criminal costs payable by county.
For commissioners' copies, see entry 10.

322. DEPOSITORY RECEIPTS, 1897--. Sec. 810, G. S.; secs. 471, 2406, 2864, 4577, C. G. L.
Receipts for deposits, by constables, of money into county and state depositories. Before 1917 these receipts were issued by county treasurer and by various state officials. Jan. 1917-- these receipts issued by banks acting as county depositories and by various state officials. Copies also filed with board of county commissioners.
For board's copies, see entry 8; for county treasurer's copies, see entry 380.

323. FINANCIAL REPORTS, 1915--.

- a. Semi-annual reports, by constables, to state comptroller of fees and commissions collected, of source, character and amount of expenditures, and of net income, 1915--. Sec. 472, C. G. L.
- b. Reports similar to a made to board of county commissioners, 1921--.
Reports were made monthly by all constables throughout 1921. They were made quarterly, Jan. 1922-27, by only those constables whose net income amounted to \$5,000 or more. They are made semi-annually, 1927--, by all constables, except in counties which according to federal census of 1930 had population of 12,456-12,900, where since 1933 constables must make monthly reports to commissioners.
For commissioners' copies of b, see entry 27.

XIII. BUDGET COMMISSION

Budget commissions exist only in counties having the following populations:

1. more than 150,000, 1931--. Sec. 2383(37), Supp. C. G. L.
2. 22,500-22,500, 1931--. Sec. 7383(54), Supp. C. G. L.
3. 43,000-51,000, 1933--. Sec. 2383(115), Supp. C. G. L.
4. 70,000-150,000, 1935--. Sec. 2383(81), Supp. C. G. L.

The clerk of the circuit court is ex-officio secretary of the budget commission, and as such is usually custodian of its records (sec. 2383(38), Supp. C. G. L.).

See also entries 2-5, 421-424.

324. BUDGET COMMISSION MINUTES, 1931--. Secs. 2383(39), 2383(56), 2383(83), 2383(118), Supp. C. G. L.
Record of proceedings of budget commission. Copied verbatim into the minutes are the estimates described in Budget Estimates, entry 325.

County Assessor of Taxes - Assessment Aids

(325-328)

and the completed budgets described in Budgets, entry 326.

325. BUDGET ESTIMATES, 1931--. Secs. 2383(40), 2383(42), 2383(56), 2383(57), 2382(59), 2383(83), 2383(84), 2383(118), 2383(119), 2382(121), Supp. C. G. L.

- a. Annual estimate, by clerk of circuit court, of all revenues and receipts reasonably to be expected during the coming year from sources other than ad valorem taxes to be levied.
- b. Annual estimates by board of county commissioners, board of public instruction, county welfare board, parental home board, and any other county boards, showing in detail amounts of expenditures to be anticipated, amounts of revenues and receipts to be anticipated from sources other than ad valorem taxation, amounts necessary to be raised by taxation, amounts appropriated and spent during preceding year, and balance on hand from preceding year.

All estimates are copied verbatim in Budget Commission Minutes, entry 324.

326. BUDGETS, 1931--. Sec. 2383(45), Supp. C. G. L.
Completed and adopted budgets of the various county boards. Full budgets for all boards required to be copied verbatim into Budget Commission Minutes, entry 324, and Board of County Commissioners Minutes, entry 1. Budgets of each individual board required to be copied into that board's minutes. See entry 414.

XIV. COUNTY ASSESSOR OF TAXES

Assessment Aids
(See also entry 93)

327. TAX RETURNS, 1822--. Act of Sept. 2, 1822; ch. 10, Acts 1845; ch. 1713, Acts 1869; sec. 917, C. G. L.

Returns made by owners of real and tangible personal property for assessment. Prior to 1869 these returns were made to various officials who performed the duties which have been exclusively those of the tax assessor since that date. Any such early returns found, however, should be classified as tax assessor's records. Railroad tax returns, certified by state comptroller, should be found since 1869. Returns of incorporated companies, banks, etc., should be found since 1891.

328. INTANGIBLE PERSONAL PROPERTY TAX RETURNS, 1932--. Sec. 1041(7), Supp. C. G. L.

Returns by individuals, firms and corporations of intangible personal property valuations for assessment. Tax assessor is required to destroy returns six months after payment of taxes, if they are not claimed by taxpayer. Not open to public inspection.

County Assessor of Taxes - Exemptions

(329-334)

329. ABSTRACTS OF CONVEYANCES, 1891-95. Ch. 4010, Acts 1891; ch. 4322, Acts 1895.

Abstracts of conveyances of real property as recorded, furnished annually to tax assessor by clerk of circuit court, showing names of grantor and grantee, their postoffice addresses, date of conveyance, and description of property. Although this requirement was omitted from revenue laws, 1895--, actually it has been found that in many counties clerk still furnishes tax assessor such abstracts.

330. LISTS OF TAXABLE LANDS FROM COMPTROLLER, 1889--. Ch. 3847, Acts 1889; sec. 916, C. G. L.

Lists, furnished annually to tax assessor by state comptroller, of lands for which patents were issued, sold or contracted to be sold by U. S. land office, railroad land grant companies, and other land grant companies, and of state lands sold or otherwise conveyed and made subject to taxation.

331. ESTIMATES OF SCHOOL EXPENSES, 1874-90. Ch. 2030, Acts 1874; ch. 4012, Acts 1891.

Annual estimates of anticipated school expenses, certified to tax assessor by board of public instruction. Since 1891 these estimates have been filed with board of county commissioners.

For commissioners' record, see entry 3; for school board's record, see entry 423.

332. SPECIAL TAX DISTRICT STATEMENTS, 1897--. Ch. 4515, Acts 1897; sec. 937, C. G. L.

Written statements, furnished tax assessor by board of county commissioners, of boundaries of special tax school districts, special tax road districts, and all other special tax districts.

333. TOWNSHIP PLATS, 1891. Ch. 4010, Acts 1891; sec. 921, C. G. L. Photolithographed maps of each township in county. Board of county commissioners required to furnish these maps since 1891 to clerk of circuit court and tax assessor. They are taken from U. S. government survey records.

For clerk's copies, see entry 75.

Exemptions

334. HOMESTEAD EXEMPTION APPLICATIONS, 1935--. Secs. 897(6), 897(7), Supp. C. G. L.

Applications, by property owners, for exemption from taxation of real property up to \$5000 valuation, showing description of property, names of all owners and statement of their proportionate interests, applicant's interest in property, applicant's relationship to owner or other joint owners, applicant's statement of residence and citizenship, notarization, and tax assessor's notation of approval.

County Assessor of Taxes - Drainage Taxes;
Financial Reports

(335-337)

335. HOMESTEAD EXEMPTION DISAPPROVAL NOTICE, 1935--. Sec. 897(9),
Supp. C. G. L.

Copies of tax assessor's notice of disapproval of applications for home-
stead tax exemption. Original is filed with board of county commission-
ers.

For commissioners' record, see entry 50.

Drainage Taxes

336. DRAINAGE TAX LANDS, 1915--. Sec. 1537, C. G. L.

List of lands included in Everglades and Napoleon B. Broward Drainage
Districts, and Okeechobee Flood Control Districts, certified to assess-
or for entry on tax polls.

For explanation of drainage records, see note following entry 110.

Financial Reports

337. FINANCIAL REPORTS, 1915--.

- a. Semi-annual report, by tax assessor, to state comptroller of commis-
sions collected, of source, character and amount of expenditures, and
of net income, 1915--. Sec. 472, C. G. L.
- b. Reports similar to a made to board of county commissioners, 1921--.
Reports were made quarterly, Jan. 1921-Dec. 1921, by all tax assess-
ors. They were made quarterly, Jan. 1922-27, by only those tax
assessors whose net income amounted to \$5000 or more. They are
made semi-annually, 1927--, by all tax assessors except in counties
noted below:
 1. Monthly reports are required in counties with population:
 - a. 3400-3600 (1933--). Sec. 2877(27), Supp. C. G. L.
 - b. 12456-13900 (1933--). Sec. 2877(69), Supp. C. G. L.
 - c. 70000-140000 (1935--). Sec. 2877(100), Supp. C. G. L.
 2. Quarterly reports are required in counties with population:
45000-50000 (1935--). Sec. 2877(113), Supp. C. G. L.
 3. Annual reports are required in counties with population:
 - a. 13600-13650 (1931--). Sec. 2877(21), Supp. C. G. L.
 - b. 19000-22000 (1931--). Sec. 2877(57), Supp. C. G. L.
 - c. more than 150,000 (1935--). Supp. 2877(13), Supp.
C. G. L.
 - d. more than 180,000 (1935--). Sec. 2877(89), Supp.
C. G. L.

From 1927 to the dates shown above, the regular semi-annual reports were
made by tax assessors in the counties affected.

For commissioners' copies of b, see entry 27.

XV. COUNTY TAX COLLECTOR

State and County Taxes

Assessments

338. TAX ASSESSMENT ROLL, 1822-1844, 1848--. Act of Sept. 2, 1822; ch. 10, Acts 1845; ch. 150, Acts 1847; ch. 1713, Acts 1869; sec. 936, C. G. L.

Copies of tax assessment rolls in which collection data is entered. Before 1870 forms of rolls were changed frequently. 1870-- the rolls required to contain: (1) real property assessments; (2) tangible personal property assessments; and (3) railroad, telegraph and telephone assessments. Realty roll should be indexed, 1889--, by name of owner. 1845-47 in all counties, and 1849-69 in many counties, sheriff was ex-officio tax collector. 1848-69 the offices of tax assessor and tax collector were consolidated. 1870-- assessor required to send original roll to clerk of circuit court, copy to state comptroller, and another copy (with his affidavit of correctness and warrant for collection attached) to tax collector. Warrant is also copied in Board of County Commissioners Minutes, entry 1.

For clerk's copies, see entry 89; for sheriff's copies, 1845-47, 1849-69, see entry 311.

339. ADDITIONAL ASSESSMENT ROLL, 1895--. Sec. 945, C. G. L. List of real and personal property assessments omitted or erroneously returned on tax assessor's original roll. Additional roll (with tax assessor's affidavit of correctness and warrant for collection attached) is distributed in the same manner as the original roll. Warrant is also copied into Board of County Commissioners Minutes, entry 1.

For clerk's copy, see entry 90.

340. INTANGIBLE PERSONAL PROPERTY TAX ASSESSMENT ROLL, 1932--. Secs. 1041(5), 1041(15), Supp. C. G. L.

Copy of intangible personal property tax assessment roll with tax assessor's affidavit of correctness and warrant for collection attached. Collector enters collection data in this roll as taxes are paid. Copy sent also to state comptroller and (since taxes are liens on property) usually a copy is sent to clerk of circuit court. Warrant is also copied in Board of County Commissioners' Minutes, entry 1.

For clerk's copy, see entry 91.

341. MOTOR VEHICLE ASSESSMENT ROLL, 1929-30. Sec. 936, C. G. L.; sec. 942(1), Supp. C. G. L.

Copy of motor vehicle tax assessment roll. Receipt number and date were entered by tax collector when taxes were paid. Tax assessor's warrant for collection is attached to roll for each year. Does not exist after 1930. Original copy, but without collection data or tax assessor's warrant, is kept by clerk of circuit court. Warrant was also copied into Board of County Commissioners' Minutes, entry 1.

For clerk's roll, see entry 92.

County Tax Collector - State and County
Taxes

(342-347)

Collections

342. TAX RECEIPT BOOK, 1869--. Ch. 1713, Acts 1869; sec. 947,
C. G. L.

Copies or stubs of receipts issued by tax collector for payments of state and county taxes on real and tangible personal property. Although the collector was not specifically required to receipt for taxes collected until 1869, it is likely that in many counties receipts will be found earlier than that year. Hence, tax receipts should be accounted for in each county from the date of the county's creation. In many counties receipts before 1869 may be found as sheriff's records. See entry 311. See also entry 353.

343. INTANGIBLE PERSONAL PROPERTY TAX RECEIPTS, 1932--. Sec.
1041(14), Supp. C. G. L.

Copies of receipts issued by tax collector for payment of intangible personal property taxes.

344. MOTOR VEHICLE TAX RECEIPTS, 1929-30. Sec. 947, C. G. L.;
sec. 942(4), Supp. C. G. L.

Copies of receipts issued by tax collector for payments of motor vehicle taxes. Law was repealed in 1930, but many payments were made later. Hence, receipts may be found for two or three years after 1930.

345. COLLECTION CERTIFICATES, 1891--. Ch. 4010, Acts 1891; sec.
937, C. G. L.

Certificates setting forth each tax collection in detail, as shown by depository receipts deposited in clerk's office, delivered to tax collector by clerk of circuit court.

346. MONTHLY COLLECTION REPORTS, 1893--. Ch. 4115, Acts 1893;
sec. 941, C. G. L.

Monthly reports to clerk of circuit court, by tax collector, of collections on tax assessment rolls and poll taxes.

For clerk's copies, see entry 94.

347. TAX COLLECTOR'S RETURNS, 1873--. Ch. 1935, Acts 1873; ch.
1977, Acts 1874; sec. 947, C. G. L.

Monthly reports, by tax collector, sent to state comptroller and county judge, of all collections made by tax collector. Should include collections of taxes, license taxes, motor vehicle licenses, poll taxes and all other collections made by collector. In 1873, the collector was required to make weekly reports during November and December, and during 1874-1907 he was required to make semi-monthly reports during November, December and January.

For county judge's copies, see entry 272.

County Tax Collector - State and County
Taxes

(348-353)

348. ERRORS AND INSOLVENCIES, 1869--. Ch. 1713, Acts 1869; sec. 959, C. G. L.

Annual report, by tax collector, to board of county commissioners of errors, double assessments and insolvencies for which he is to be credited. For commissioners' copies, see entry 32.

349. FINAL REPORT AND SETTLEMENT, 1895--. Sec. 943, C. G. L.
Tax collector's final report and settlement with state comptroller and board of county commissioners for taxes collected on assessment rolls. For commissioners' record, see entry 31.

350. STATE RECEIPTS, 1869--. Ch. 1713, Acts 1869; secs. 471, 935, C. G. L.

Receipts from state comptroller and treasurer for state money remitted by tax collector. May include receipts for bond funds sent to state treasurer. See entry 351.

For receipts for county taxes, see entry 376.

351. ABSTRACTS OF BOND FUNDS REMITTED, 1930--. Sec. 2470(16), Supp. C. G. L.

Abstracts of tax moneys sent monthly by tax collector to state treasurer for payment of maturing principal and interest and sinking fund requirements of county road and bridge bonds by state board of administration. Copies usually filed with board of county commissioners. State treasurer's receipts for this money may be kept separate or may be in State Receipts, entry 350.

For commissioners' copies, see entry 22.

352. WITNESS AND JUROR PAY ROLLS, 1872-95. Ch. 1933, Acts 1872; ch. 4323, Acts 1895.

Copies of circuit court witness and juror pay rolls, presented to tax collector by clerk at end of each term of court, as collector's authority for acceptance of witness certificates in payment of taxes.

For clerk's copies, see entries 158, 161.

Poll Taxes

353. POLL TAX RECEIPT BOOK, 1889--. Ch. 3850, Acts 1889; secs. 372, 910, C. G. L.

Copies of receipts issued by tax collector for payment of poll taxes. The payment of a poll tax has been required continuously since 1866 (ch. 1501, Acts 1865-66), and receipts may be found that early, some in sheriff's office, 1866-69. See entry 311. 1879-88, provision was made for poll taxes on regular Tax Receipt Book, entry 342 (ch. 3099, Acts 1879). Although the payment of poll taxes is no longer required as a prerequisite to voting (ch. 18061, Acts 1937), the payment of poll taxes is still required. 1915-37 collector was required to file copies of receipts with supervisor of registration.

For supervisor's copies, see entry 409.

County Tax Collector - State and County
Taxes

(354-359)

354. POLL TAX REPORTS, 1889--. Ch. 3850, Acts 1889; ch. 4322, Acts 1895; ch. 4666, Acts 1899; secs. 304, 910, 911, C. G. L.
- a. Lists of persons who have paid their poll taxes, sent to supervisor of registration before every general, primary or special election.
 - b. Similar lists sent monthly to board of county commissioners, 1895-- , and to board of public instruction, 1899--.
- For commissioners' copies of b, see entry 33; for supervisor's copies of a, see entry 410; for school board's copies of b, see entry 433.

Delinquent Taxes

355. DELINQUENT TAX STATEMENTS, 1869-73. Ch. 1713, Acts 1869; ch. 1876, Acts 1874.
- Annual statement, by tax collector to county treasurer, of unpaid taxes on real and personal property. Treasurer was required to file certified copy with clerk of circuit court. Statement not required after 1873.
- For clerk's copies, see entry 96; for treasurer's copies, see entry 394; for later similar record, see entry 357.

356. ADVERTISEMENT TAX SALES, 1872--. Ch. 1887, Acts 1872; sec. 791, C. G. L.
- a. Copy of each newspaper in which an advertisement of sale of lands for unpaid taxes is published.
 - b. Original affidavits of publishers as to publication of such advertisement, 1872-97. 1898-- collector is required to attach affidavits to reports of sales.
- For similar record kept by clerk of circuit court, see entry 97; for record kept by county treasurer, 1872-73, see entry 395.

357. TAX SALES REPORT, 1872--. Ch. 1887, Acts 1872; sec. 976, C. G. L.
- List of lands sold by tax collector for unpaid taxes, copy of which is filed with clerk of circuit court, showing same information as in entry 98. 1869-71 sales and reports made by county treasurer.
- For treasurer's record, see entry 396; for earlier similar record, see entry 355.

358. ABSTRACTS OF DEEDS TO LAND BOUGHT FOR STATE, 1849-69. Ch. 214, Acts 1848-9; ch. 1713, Acts 1869.
- Abstracts of deeds to land bid in for state by tax collector at sales of lands for unpaid taxes, showing name of person assessed, year of assessment, and description of land. Abstracts were sent to register of public lands. In many counties may be found as record of sheriff. See entry 311.

359. DELINQUENT LAND LIST, 1933--. Sec. 1014(3), Supp. C. G. L.
- List of tax sale certificates owned by the state, certified annually to tax collector by state comptroller.

Drainage Taxes

360. DRAINAGE TAX BOOK, 1913. Sec. 1469, C. G. L.
List of lands upon which drainage taxes have been assessed. Should be found only for current year, as collector is required to return book to board of drainage commissioners after first Monday in April. At least one book is required for each drainage district in a county. Copy of each book is permanently filed with clerk of circuit court. Record is not found in counties where there is not, nor has been, any drainage districts.

For clerk's copies, see entry 110; for explanation of drainage records, see note following entry 110.

361. DRAINAGE BACK TAX BOOK, 1913. Sec. 1469, C. G. L.
List of unpaid drainage taxes. Should be found only for one or two years immediately preceding current year, as collector is required to return book to board of drainage commissioners for district as soon as taxes are collected. Not found in counties where there is not, nor has been, a drainage district.

For explanation of drainage records, see note following entry 110.

362. DRAINAGE TAX RECEIPTS, 1913--. Sec. 1539, C. G. L.
Copies of receipts issued by tax collector for payment of drainage taxes in Everglades and Napoleon B. Broward Drainage Districts. See note following entry 110.

363. ADVERTISEMENT DRAINAGE TAX SALES, 1913--. Sec. 1540, C. G. L.
Copies of newspapers containing advertisements of drainage tax sales. Copies also filed with clerk of circuit court.

For explanation of drainage records, see note following entry 110; for clerk's copies, see entry 111.

364. DRAINAGE TAX SALES, 1913--. Sec. 1545, C. G. L.
List of lands sold for unpaid drainage taxes, copy of which is filed with clerk of circuit court, showing date of sale, certificate number, name of owner, description of land, name of purchaser, amount of sale, and collector's certificate of legality of sale.

For explanation of sale, see note following entry 110; for clerk's list, see entry 112.

365. EVERGLADES DRAINAGE REPORTS, 1931--. Sec. 1530(55), Supp. C. G. L.
Monthly report to Everglades Drainage District of taxes collected for the district. Found only in counties which are included in the Everglades Drainage District.

For explanation of drainage records, see note following entry 110.

County Tax Collector - Licenses

(366-367)

Licenses

Motor Vehicle

366. MOTOR VEHICLE AGENCY DAILY REPORTS, 1934--. Sec. 1281, Supp. C. G. L.

Complete record of motor vehicle licenses delivered to collector and issued by him. Usually kept in form of daily report to state motor vehicle commissioner, covering delivery and sale of licenses, registration of title certificates, transfers of title certificates, etc. Other records may be found, such as reports to commissioner of licenses and certificates handled only by state officials, and commissioners' receipts for license fees remitted by tax collector.

From 1917-33 the state comptroller appointed the county distributing agent for license plates (sec. 1281, C. G. L.). This agent may or may not have been the tax collector. If he was the tax collector, entry 366 should be dated 1917--. In many counties the former agents turned over their records to tax collector. Such records would also be dated from 1917.

In DeSoto county since 1935 the county judge has been the motor vehicle agent (sec. 1281(1), Supp. C. G. L.). In Highlands county since 1935 the supervisor of registration has been the motor vehicle agent (sec. 1281(2), Supp. C. G. L.). In those counties, entry 366 will be found as records of those agencies.

Occupational

367. LICENSE REPORTS, 1869--. Ch. 1713, Acts 1869; ch. 1841, Acts 1871; ch. 1976, Acts 1874; ch. 3219, Acts 1881; ch. 3681, Acts 1887; sec. 1275, C. G. L.

1869-71 collector was required to make quarterly reports to state treasurer of licenses issued and money received therefor. 1871-74 same report was required to be sent both to state treasurer and to state comptroller. 1874-81 collector was required to make similar report monthly to state comptroller. In 1881 the provision requiring collector to make a direct report was repealed, and he was required only to sign report of clerk of circuit court as described in License Reports, entry 116. In 1887 the licensing duties were transferred from clerk to county judge and since that date collector has been required to sign reports of the county judge described in License Reports, entry 265.

There is no provision requiring the collector to keep copies of the reports from 1881--. However he obviously needs some such record to carry on the business of his office, and in most counties it has been found that he does keep copies of the reports.

The tax collector has never been required by law to keep copies of occupational licenses issued by him. The law expressly states that he must make the licenses in duplicate and file the duplicate with county judge, as shown in entry 264. Hence any such copies found in the

County Tax Collector - Licenses

(368-374)

collector's office should be definitely established as his record before being inventoried as such. It will frequently be found that part of the county judge's record has been placed in the collector's office.

368. DELINQUENT LICENSES, 1937--. Ch. 18011, Acts 1937. Monthly reports, by tax collector, to board of county commissioners of persons or firms who during that month have become ninety days delinquent in obtaining their occupational licenses.

For commissioners' copies, see entry 36.

Alcohol

369. MALT BEVERAGE LICENSE APPLICATIONS, 1933--. Secs. 4151(206), 4151(228), Supp. C. G. L. Original applications for licenses to sell malt and vinous beverages. After 1935 usually combined with Liquor License Applications, entry 371.

370. MALT BEVERAGE LICENSES, 1933--. Secs. 4151(206), 4151(228), Supp. C. G. L. Copies of licenses to sell malt and vinous beverages. After 1935 usually combines with Liquor Licenses, entry 372.

371. LIQUOR LICENSE APPLICATIONS, 1935--. Sec. 4151(228), Supp. C. G. L. Original applications for licenses to sell intoxicating liquors. Applications should contain approval of board of county commissioners and director of state beverage department. Usually combined with Malt Beverage License Applications, entry 369.

372. LIQUOR LICENSES, 1935--. Sec. 4151(228), Supp. C. G. L. Copies of liquor licenses issued by tax collector. Usually combined with Malt Beverage Licenses, entry 370.

Prior to 1918 licenses for sale of intoxicating drinks were issued in the same manner as other state and county taxes. Hence, prior to 1918, copies of such licenses would likely be found in entry 264. 1919-32 there were no such licenses issued.

Miscellaneous

373. APPLICATIONS FOR STORE LICENSES, 1931-35. Secs. 4151(83), 4151(95-c), Supp. C. G. L. Applications for store licenses filed with tax collector by persons, firms, corporations, etc., wishing to operate any store or group of stores in any county. 1935-- such licenses handled exclusively by state comptroller. For copies of store licenses, see entry 270.

374. SLOT MACHINE LICENSE CERTIFICATES, 1935-37. Sec. 4151(399); sec. 4151(405-a), Supp. C. G. L. Certificates from state comptroller to tax collector permitting issue

County Tax Collector - Financial Records

(375-377)

of slot machine licenses for which applications had been filed in comptroller's office. Unlawful to operate such machines after 1937.

For copies of slot machine licenses, see entry 271.

Financial Records

375. CASH BOOK FOR TAXES, 1881-83. Ch. 3219, Acts 1881; ch. 3413, Acts 1883.

Cash book, furnished to tax collector by state comptroller, in which collector entered each payment of state and county taxes, showing total amount paid, year of assessment, name of taxpayer, amount of poll tax, itemized state taxes, itemized county taxes, aggregate state taxes, aggregate county taxes, description of land, and signature of tax collector. Not required after 1883, but it has been found that many tax collectors keep such a record to this day.

376. DEPOSITORY RECEIPTS, 1887--. Ch. 3725, Acts 1887; sec. 2406, C. G. L.

Copies of receipts for deposits of money by tax collector to county funds. 1887-1916 these receipts issued by county treasurer. 1917-- they are issued by banks acting as county depositories. Copies are also filed with board which acts as custodian of funds.

For commissioners' copies, see entry 8; for receipts for state taxes, see entry 350; for county treasurer's copies, see entry 380; for school board's copies, see entry 426.

377. FINANCIAL REPORTS, 1915--.

- a. Semi-annual report, by tax collector, to state comptroller of fees and commissions collected, of source, character and amount of expenditures, and of net income, 1915--. Sec. 472, C. G. L.
- b. Similar reports made to board of county commissioners, 1921--. Reports were made monthly, Jan. 1921-Dec. 1921, by all tax collectors. They were made quarterly, Jan. 1922-27, by only those tax collectors whose net income amounted to \$5000 or more. They are made semi-annually, 1927-- , by all tax collectors except in counties listed below:
 1. Monthly reports are required in counties of population:
 - a. 3,400-3,600, 1933--. Sec. 2877(27), Supp. C. G. L.
 - b. 12,456-12,900, 1935--. Sec. 2877(69), Supp. C. G. L.
 - c. 17,650-18,500, 1931--. Sec. 2877(37), Supp. C. G. L.
 - d. 80,000-140,000, 1935--. Sec. 2877(100), Supp. C. G. L.
 2. Quarterly reports are required in counties of population: 45,000-50,000, 1935--. Sec. 2877(113), Supp. C. G. L.
 3. Annual reports are required in counties of population:
 - a. 13,600-13,650, 1931--. Sec. 2877(19), Supp. C. G. L.
 - b. 19,000-22,000, 1931--. Sec. 2877(34), Supp. C. G. L.
 - c. 35,000-45,000, 1931--. Sec. 2877(17), Supp. C. G. L.
 - d. more than 150,000, 1931--. Sec. 2877(13), Supp. C. G. L.
 - e. more than 180,000, 1935--. Sec. 2877(89), Supp. C. G. L.

County Treasurer - County Finances

(378-381)

From 1927 to the dates given above, tax collectors in counties affected were required to make regular semi-annual reports to commissioners.
For commissioners copies of b, see entry 27.

XVI. COUNTY TREASURER

County Finances

(See also entries 2-23, 324-326)

Books of Account

378. BOOKS OF ACCOUNT, COUNTY FUNDS, 1872-1917. Ch. 1883, Acts 1872; secs. 810, 814, G. S.

Separate accounts of each county fund kept by county treasurer, showing in detail all receipts and expenditures. Books should be balanced quarterly, 1872-1903, and monthly, 1903-17. May include entry 379.

For reports based on these records, see entry 387.

379. BOOKS OF ACCOUNT, FINE AND FORFEITURE FUND, 1895-1917. Sec. 961, G. S.

Separate accounts for fine and forfeiture fund, showing in detail all receipts and expenditures. May be kept with Books of Account, County Funds, entry 378.

Receipts

380. RECEIPTS FOR COUNTY MONEY, 1887-1917. Ch. 3725, Acts 1887; secs. 781, 810, G. S.

1887-97 copies of receipts for money paid into county treasury by tax collector. 1897-1917 copies of receipts for money paid into county treasurer by all officials (including tax collector), showing fund credited, source derived from, date of receiving, on what account, amount in currency, amount in scrip, and total amount. 1897-1917 copy of each receipt required to be filed with board of county commissioners. See also entry 391.

For board's copies, see entry 8; for circuit court clerk's copies, see entry 121; for criminal court clerk's copies, see entry 176; for civil court clerk's copies, see entry 196; for county court clerk's copies, see entry 220; for county judge's copies, see entry 280; for justices of peace copies, see entry 298; for sheriff's copies, see entry 307; for constable's copies, see entry 322; for tax collector's copies, see entry 376.

Expenditures

381. COUNTY WARRANT LIST, 1877-1917. Sec. 781, G. S.

List of county warrants approved by board of county commissioners for

County Treasurer - County Finances

(382-388)

payment and presented every ten days to county treasurer.

For board's copies, 1877--, see entry 13.

382. WARRANT LIST, FINE AND FORFEITURE FUND, 1895-1917. Sec. 974, G. S.

List of warrants drawn on fine and forfeiture fund and paid and cancelled by county treasurer.

383. REGISTER OF UNPAID WARRANTS, 1883-1917. Ch. 3420, Acts 1883; secs. 784, 811, G. S.

List of warrants for which the treasurer has refused payment, showing description of warrant, date of presentation for payment, name of person by whom presented, and reason for not paying.

384. WITNESS PAY ROLLS, CIRCUIT COURT, 1895-1917. Sec. 966, G. S.

Copies of pay rolls for state witnesses in circuit court. One copy was filed with county treasurer; another copy filed with board of county commissioners.

For board's copies, see entry 11; for circuit court clerk's copies, see entry 158.

385. WITNESS PAY ROLLS, COUNTY AND CRIMINAL COURTS, 1895-1917. Sec. 967, G. S.

Copies of pay rolls for state witnesses in county and criminal courts. One copy filed with county treasurer; another copy filed with board of county commissioners.

For board's copies, see entry 11; for criminal court clerk's copies, see entry 177; for county court clerk's copies, see entry 221.

386. REGISTER OF UNPAID WITNESS CERTIFICATES, 1895-1917. Sec. 969, G. S.

List of witness certificates presented to county treasurer for payment and refused by him for lack of funds. Certificates were to be paid when funds obtained in order of their registration.

Reports

387. REPORT OF COUNTY FINANCES, 1872-1917. Ch. 1883, Acts 1872; sec. 816, G. S.

Quarterly, 1872-1903, and monthly, 1903-17, reports to board of county commissioners, by county treasurer, of receipts and disbursements, of county funds. 1872-1903 reports consisted of signed copies of county fund accounts as kept in Books of Account, County Funds, entry 378.

For board's copies, see entry 26.

388. FINE AND FORFEITURE REPORTS, 1895-1917. Sec. 963, G. S.

Monthly report, by county treasurer, to board of county commissioners of fine and forfeiture fund, showing in detail each receipt into and expenditure out of the fund.

For board's copies, see entry 30.

County Treasurer - School Finances;
Taxation

(389-395)

389. FINANCIAL REPORTS, 1915-17. Sec. 472, C. G. L.
Semi-annual report, by county treasurer, to state comptroller of fees and commissions collected, of character, source and amount of expenditures, and of net income.

School Finances
(See also entries 421-438)

390. BOOKS OF ACCOUNTS, SCHOOL FUNDS, 1877-1917. Ch. 1883, Acts 1872; secs. 810, 814, 819, G. S.
Separate accounts of each school fund kept by county treasurer, showing in detail all receipts and expenditures. Books should be balanced quarterly, 1877-1903, and monthly, 1903-17.

391. RECEIPTS FOR SCHOOL MONEY, 1887-1917. Ch. 3725, Acts 1887; secs. 781, 810, 819, G. S.
Copies of receipts for school moneys deposited with county treasurer by same officials and showing same information as in entry 380. Copies also filed, 1897-1917, with board of public instruction.
For school board's copies, see entry 426.

392. SCHOOL WARRANT LIST, 1877-1917. Secs. 781, 819, G. S.
List of school warrants approved by board of public instruction and presented every ten days to county treasurer.
For board's lists, see entry 429.

393. REPORT OF SCHOOL FUNDS, 1895-1917. Secs. 322, 816, G. S.
Monthly report, by county treasurer, to board of public instruction of receipts and expenditures of county school funds.
For school board's copies, see entry 444.

Taxation

394. DELINQUENT TAX STATEMENTS, 1869-73. Ch. 1713, Acts 1869; ch. 1976, Acts 1874.
Annual statement, by tax collector, to county treasurer of unpaid taxes on real and personal property, with collector's affidavit of correctness attached. Treasurer was required to file a certified copy with clerk of circuit court.
For clerk's copies, see entry 96; for tax collector's copies, see entry 355.

395. TAX SALE ADVERTISEMENT, 1872-73. Ch. 1887, Acts 1872; ch. 1976, Acts 1874.
Copy of each newspaper containing advertisements of sales of land for unpaid taxes.
For record of clerk of circuit court, see entry 97; for tax collector's record, see entry 356.

Supervisor of Registration - General
Elections

(396-400)

396. LANDS SOLD FOR TAXES, 1869-1873. Ch. 1713, Acts 1869; ch. 1887, Acts 1872; ch. 1976, Acts 1874.

Original list of lands sold for unpaid taxes, prepared by county treasurer, 1869-71, prepared by tax collector and filed with county treasurer, 1871-73, showing date of sale, certificate number, name of owner, description of land, name of purchaser and amount of sale. Space also was provided for redemption data to be entered as land was redeemed, such as date of redemption, name of redeemer, amount paid, name of person to whom deeded, and date of deed. Duplicate copy of sale information filed with clerk of circuit court.

For clerk's copies, see entry 98; for tax collector's copies, 1873--, see entry 357.

397. REDEMPTION AFFIDAVITS, 1869-74. Ch. 1713, Acts 1869; ch. 1976, Acts 1874.

Affidavits of ownership or other interest in lands sold for taxes, filed with county treasurer by person wishing to redeem land.

398. REDEMPTION RECEIPTS, 1869-74. Ch. 1713, Acts 1869; ch. 1976, Acts 1874.

Copies of receipts issued by county treasurer for payment of money in redemption of lands sold for taxes. 1875-- tax redemptions are handled by clerk of circuit court.

For clerk's record, see entry 103.

XVII. SUPERVISOR OF REGISTRATION

For other election records, see entries 45-49, 273-275.

General Elections

399. REGISTRATION BOOKS, GENERAL ELECTIONS, 1868--. Ch. 1625, Acts 1868; ch. 3021, Acts 1877; ch. 3704, Acts 1887; ch. 3879, Acts 1889; sec. 287, C. G. L.

Lists of voters registered for general elections. 1868-77 one book for office and one for each precinct, in which all voters in county were entered, were required. 1877-86 one book for office, in which all voters in county were entered, and one book for each precinct, in which only those voters residing in that precinct were entered, were required. 1887-88 two complete sets of books, one for use in office and one for use in precincts, were required. 1889-- three complete sets, one for use in office and two for use in precincts, are required. In all cases sets should be exact duplicates of each other. Each separate set should be inventoried on a separate form.

400. AFFIDAVITS OF NATURALIZATION, 1851-76. Ch. 385, Acts 1850-51; ch. 3021, Acts 1877.

Affidavits of voters that they have been naturalized or have declared their intention of becoming naturalized. Not required after 1877.

Supervisor of Registration - Primary
Elections

(401-405)

401. POLL LISTS, 1827--. Act of Jan. 16, 1827; ch. 38, Acts 1845 adj.; ch. 1625, Acts 1868; ch. 3704, Acts 1887; sec. 342, C. G. L.

Lists of persons who have actually voted in general elections, made at polls and filed with supervisor.

402. OATHS OF ELECTION INSPECTORS AND CLERKS, 1868--. Ch. 1625, Acts 1868; ch. 3704, Acts 1887; secs. 307, 372, C. G. L.

Oaths taken by inspectors and clerks at general elections that they will perform their duties according to law. Such oaths are filed in office of supervisor.

403. ELECTION RESULTS, 1845--. Ch. 38, Acts 1845 adj.; ch. 1625, Acts 1868; ch. 3704, Acts 1887; sec. 342, C. G. L.

Certificates of results of original count of ballots in general elections by inspectors and clerk in each precinct. One copy filed with supervisor, one with county judge. 1845-67 these certificates filed with judge of probate. Records for those dates may be found in the office of either the county judge or the clerk of circuit court. 1868-86 these certificates filed with clerk of circuit court and county judge. Hence, for those dates, certificates should be found in county judge's office, and perhaps in clerk's office, if clerk's haven't been transferred to supervisor's office.

For county judge's copies, see entry 275.

404. RECORD OF ELECTION RETURNS, 1845--. Ch. 38, Acts 1845 adj.; ch. 1625, Acts 1868; ch. 3704, Acts 1887; ch. 4040, Acts 1891; sec. 344, C. G. L.

Results of general elections as canvassed and certified by county canvassing board. 1845-67 these certificates filed with judge of probate. For those years they may be found either in county judge's office, or in office of clerk of circuit court. 1868-86 these certificates filed with clerk of circuit court and for those dates may be found in his office, if not located in supervisor's office.

Primary Elections

405. REGISTRATION BOOKS, PRIMARY ELECTIONS, 1913--. Sec. 373, C. G. L.

Lists of voters qualified to vote in primary elections. There should be two complete sets of such books, one titled General Registration Book and one titled Precinct Register.

After 1915 little uniformity will be found in registration books from county to county. In many counties separate books are not required for primary and general elections. In many counties, voters are required to register every two years; in other counties they are required to register but once. It is advisable to consult officials in each county to determine precisely what the requirements in that county may be.

Supervisor of Registration - Poll Tax
Records; Miscellaneous Records

(406-413)

406. APPLICATIONS FOR CHANGE OF PARTY AFFILIATION, 1913--.
Sec. 365, C. G. L.

Applications by voters in primary elections for change of affiliation from one political party to another.

407. TALLY BOOKS, 1913--. Sec. 406, C. G. L.
Tallies of votes in primary elections as compiled and certified by primary election inspectors and clerks. One copy is filed with supervisor, one with county judge.

For county judge's copies, see entry 274.

408. RECORD OF PRIMARY ELECTION RETURNS, 1913--. Sec. 408, C. G. L.

Complete record of primary election returns as compiled from Tally Book, entry 407, and certified by board of county canvassers.

Poll Tax Records

409. POLL TAX RECEIPTS, 1915-36. Sec. 372, C. G. L.; sec. 248(1),
Supp. C. G. L.

Copies of poll tax receipts issued by tax collector were filed during above years with supervisor of registration.

For collector's copies, see entry 353.

410. PAID POLL TAXES, 1889-1937. Ch. 4666, Acts 1889; sec. 304,
C. G. L.; sec. 248(1), Supp. C. G. L.

Lists of persons who have paid poll taxes were sent by tax collector to supervisor of registration before any primary, general or special election.

For collector's copies, see entry 354.

Miscellaneous Records

411. DEATH LIST, 1931--. Sec. 302(1), Supp. C. G. L.

Lists of deaths of persons over 21 years of age are sent to the supervisor of registration by funeral directors.

412. FREEHOLDER'S LIST, 1931--. Sec. 457(7), Supp. C. G. L.

List of freeholders qualified to vote in bond elections.

413. IDENTIFICATION SLIPS, 1937--. Ch. 18407, Acts 1937.

Identification slips signed by each voter at the polls are retained and carefully preserved by supervisor of registration for period of at least one year. This record will be found only in those counties which use voting machines.

XVIII. COUNTY BOARD OF PUBLIC INSTRUCTION

Administration

Proceedings

414. BOARD OF PUBLIC INSTRUCTION MINUTES, 1869--. Ch. 1686, Acts 1869; sec. 561, C. G. L.

Record of proceedings of regular and special meetings of board of public instruction. Representative list of matters handled should be given in description. Many other records, reports, etc., are copied verbatim into minutes. For partial contents, see entries 326, 415-419, 421-424, 428, 429, 431-437, 443-445.

415. ORGANIZATION PROCEEDINGS, 1869-1939. Ch. 1686, Acts 1869; sec. 524, C. G. L.

Record of proceedings at biennial organization meetings of board of public instruction. Made out on printed forms, one copy filed with clerk of circuit court and another with state superintendent of public instruction. Although board not required to keep copy, it frequently does. Record also in Board of Public Instruction Minutes, entry 414. Not required after 1939 (see 1939 School Code).

For clerk's record, see entry 59.

Property

416. PROPERTY RECORDS, 1869--. Ch. 1686, Acts 1869; sec. 561, C. G. L.

Record of all property acquired or disposed of by board of public instruction. Form of this record not specified. Board also is required to keep a record of state and condition of each school and to report same to state superintendent when required. Notations of purchases and sales of property should be found in Board of Public Instruction Minutes, entry 414.

Reports

417. SUPERVISORS' MONTHLY REPORTS, 1889--. Ch. 3872, Acts 1889; sec. 584, C. G. L.

Monthly report to board of public instruction, by each school supervisor, of work and management of school. Where special tax school districts have been formed, since 1899 the trustees of each district supersede all supervisors within that district. May be copied in Board of Public Instruction Minutes, entry 414.

For supervisors' reports to superintendent, see entry 442.

418. REPORT OF ATTENDANCE OFFICER, 1919--. Ch. 7808, Acts 1919; sec. 694, C. G. L.

Annual report to board of public instruction, by school attendance officer, of notices served, cases prosecuted, fines imposed and other

County Board of Public Instruction -
Finances

(419-423)

services rendered. May be copied in Board of Public Instruction Minutes, entry 414.

Miscellaneous

419. SPECIAL TAX SCHOOL DISTRICT ELECTION RECORDS, 1899--. Ch. 4678, Acts 1899; sec. 705, C. G. L.

Records of elections for formation, alteration and abolishment of special tax school districts. Should contain: taxpayers' petitions for formation of district, board's notice of election, poll lists, oaths of inspectors and clerks of elections, tally books, and canvassed election returns. Records of such petitions and elections should be found in Board of Public Instruction Minutes, entry 414.

420. MOTHERS' PENSIONS, CASE HISTORIES, 1919-29. Sec. 3722, C. G. L.; sec. 3727(8), Supp. C. G. L.

Case histories for mothers with dependent children who have applied for aid. Histories were compiled by board of public instruction and copies sent to board of county commissioners and state bureau of child welfare. For commissioners' duplicate and subsequent records, see entry 43.

Finances

(See also entries 390-393, 439, 443, 444)

Budgets (see also entries 324-326)

421. CLERK'S ESTIMATE OF REVENUE, 1915--. Sec. 2302, C. G. L.

Annual estimate by clerk of circuit court of school revenue reasonably to be expected from sources other than ad valorem taxes to be levied. Likely to be copied in Board of Public Instruction Minutes, entry 414.

For estimate of county receipts filed with commissioners, see entry 2.

422. DISTRICT ESTIMATES, 1893-1936. Ch. 4194, Acts 1893; sec. 712, C. G. L.; ch. 18134, Acts 1937.

Annual itemized estimates by trustees of each special tax school district of amount of money necessary and likely to be raised in district to supplement county school funds appropriated for district. Copies filed with board of public instruction and board of county commissioners. May be copied in Board of Public Instruction Minutes, entry 414. Not required after 1936.

For commissioners' copies, see entry 3.

423. ESTIMATED EXPENSES, 1869--. Ch. 1686, Acts 1869; sec. 561, C. G. L.

Annual itemized estimates by school board of amount of money necessary to maintain schools for coming year, stating also amount in mills of taxable property in county. Although law states that estimate is to be

County Board of Public Instruction -
Finances

(424-427)

filed with tax assessor, since 1891 it has apparently been filed with board of county commissioners, which levies taxes. In counties which have budget commissioners, estimate is filed with them. Board's copy likely to be copied also in Board of Public Instruction Minutes, entry 414. In 1937 form of this record changed, and school board required to certify to county board only the millage rate necessary to be levied for each fund (ch. 18134, Acts 1937).

For county commissioners record, see entry 3; for tax assessor's record, see entry 331.

424. BUDGET, 1931--. Sec. 2363(45), Supp. C. G. L., ch. 18134, Acts 1937.

In counties which have budget commissions, school board should have annual budget certified by commission, 1931--. This budget is copied both in Board of County Commissioners Minutes, entry 1, and Board of Public Instruction Minutes, entry 414. In counties which do not have budget commissions, Estimated Expenses, entry 423, served before 1937 as school budget. However, 1937-- , all school boards required to have budgets. This budget copies also in Board of Public Instructions Minutes, entry 414.

Books of Account

425. BOOKS OF ACCOUNT, 1869--. Ch. 1686, Acts 1869; sec. 561, C. G. L.

Complete detailed financial records of school finances. 1889-1915 no prescribed uniformity existed in these records throughout state. 1915-33 state comptroller prescribed a system of records known as Report to Comptroller. 1933-38 a new system, titled School Finance System, was used. 1938-- still another system, the Florida Uniform School Accounting System, is prescribed by state superintendent. Each of these three systems should be inventoried separately. See also entry 429.

Depository Records

426. DEPOSITORY RECEIPTS, 1897--. Sec. 810, G. S.; sec. 2406, C. G. L.

Copies of receipts issued by depositories for deposits of school money. 1877-1916 receipts issued by county treasurer. 1917-- receipts issued by banks acting as depositories. Each depository official also received copies of receipts.

For clerk of circuit court copies, see entry 121; for county judge's copies, see entry 280; for sheriff's copies, see entry 307; for tax collector's copies, see entry 376; for county treasurer's copies, see entry 391.

427. BANK STATEMENTS, 1917--. Sec. 2410, C. G. L.
Monthly bank statements for each school fund, covering balances, deposits

County Board of Public Instruction -
Finances

(428-433)

and withdrawals. Frequently Cancelled Checks and Warrants, entry 430, are filed with the statements. When so filed they may be inventoried on the same form.

Bills and Warrants

428. BILLS, 1869--. Ch. 1686, Acts 1869; sec. 561, C. G. L. Bills and accounts presented to board of public instruction for payment, 1937-- these bills are required to be in voucher form, approved and initialed by county superintendent (ch. 18134, Acts 1937). Notations of payment of these bills should be found in Board of Public Instruction Minutes, entry 414. See also entry 449.

429. WARRANT LISTS, 1877--. Chs. 2085, 2086, Acts 1877; sec. 2409, C. G. L. Lists of warrants approved for payment by school board. 1877-1933 kept in Board of Public Instruction Minutes, entry 414. 1933-- kept as part of finance system described in Books of Account, entry 425.

For lists kept by county treasurer, 1877-1917, see entry 392.

430. CANCELLED WARRANTS, 1917--. Sec. 2410, C. G. L. Warrants issued by board of public instruction and paid and cancelled by depository. May be filed with Bank Statements, entry 427. When so filed, they may be inventoried on same form.

Bond Issues

431. SCHOOL BONDS, 1913--. Sec. 720, C. G. L. Although the board is empowered to issue bonds for special tax school districts, no specific records of them are required to be kept. However, the following records are usually found: (1) bond election records, including petitions and resolutions for, and returns of, bond elections; (2) bond register; (3) time warrants; (4) cancelled bonds and coupons. Complete records of all bond issues are also in the Board of Public Instruction Minutes, entry 414, and should be accounted for there.

432. REPORTS OF BONDS, 1913--. Sec. 737, C. G. L. Separate annual report, to be published, for each district of bonds issued, moneys received therefor, and disposition of money. May be copied into Board of Public Instruction Minutes, entry 414.

Reports

433. POLL TAX REPORT, 1899--. Sec. 911, C. G. L. Monthly list of persons who have paid their poll tax is furnished the board of public instruction by tax collector. May be copied in Board

County Superintendent of Public Instruction -
Supervision Records

(434-439)

of Public Instruction Minutes, entry 414. Copy also sent, 1895--, to board of county commissioners.

For commissioners' copies, see entry 33; for tax collector's copies, see entry 354-b.

434. REPORT OF GAME LICENSES, 1915-25. Ch. 6969, Acts 1915; ch. 8510, Acts 1921; ch. 10133, Acts 1925.

Monthly reports to board of public instruction, by county judge, of hunting, 1915-25, and trapping, 1921-25, licenses issued and amount of money paid into school fund. Not required after 1925. May have been copied in Board of Public Instruction Minutes, entry 414.

For county judge's copies, see entry 269-b.

435. BOARD'S MONTHLY DEPOSITORY REPORT, 1917--. Sec. 2410, C. G. L. Report published monthly by board of public instruction, showing condition of each fund in each depository and collateral given by depository. May be copied in Board of Public Instruction Minutes, entry 414.

436. STATEMENTS TO CLERK, 1895--. Ch. 4332, Acts 1895; sec. 561, C. G. L.

Itemized financial statement, filed monthly with clerk of circuit court by board of public instruction, showing all receipts during month, from whom received, from what source derived, all appropriations made during month, for what purpose, and all warrants drawn during month, in whose favor, on what account, date, number and amount of warrant. Board is required to publish this report. May be copied in Board of Public Instruction Minutes, entry 414.

For copy filed with clerk, see entry 126.

437. ANNUAL REPORT OF SCHOOL FINANCES, 1889--. Ch. 3872, Acts 1899, Sec. 561, C. G. L.

Annual itemized report, by board of public instruction, of all moneys by them received and disbursed. May be found in Board of Public Instruction Minutes, entry 414.

438. FINANCIAL STATEMENTS, 1915--. Secs. 2296, 2297, C. G. L.

Complete report to state comptroller, by board of public instruction, of all receipts, disbursements, unpaid warrants, other outstanding indebtedness, assets, liabilities, and property inventory. Comptroller specifies how often this report is to be made.

XIX. COUNTY SUPERINTENDENT OF PUBLIC INSTRUCTION

Supervision Records

439. REPORT TO STATE SUPERINTENDENT, 1921--. Sec. 582, C. G. L.

Annual report to state superintendent of public instruction, by county superintendent, of school operations in county. Report consists of

County Superintendent of Public Instruction -
Financial Records

(440-444)

statistical section giving lists of employees for each school, enrollment and attendance records, transportation data, salaries, etc.; and financial section giving itemized accounts of school funds and property. A similar, though less detailed, report was required, 1849-69. At that time, the judge of probate was county superintendent. This early report must be accounted for in counties created prior to 1869. See also entry 440.

440. REPORT OF INSTRUCTION IN EVILS OF ALCOHOL AND NARCOTICS,
1915--. Sec. 602, C. G. L.

Report to state superintendent, made annually or oftener when required, by county superintendent, of method of instruction and time devoted to teaching of evils of alcoholic beverages and narcotics. May included, 1921--, in Report to State Superintendent, entry 439.

441. SCHOOL RECORD, 1869--. Ch. 1686, Acts 1869; sec. 581, C.
G. L.

Superintendent of public instruction is required "to keep a record by number, name and description of the locality of each school established, of the expenses incurred for, and of his visits of inspection to, the several schools."

442. SUPERVISORS' REPORTS, 1889--. Ch. 3872, Acts 1889; sec. 561,
C. G. L.

Monthly report to county superintendent, by each school supervisor, of observations and supervision of school. Where special tax school districts have been formed, since 1899 trustees of each district supersedes all school supervisors in district.

For supervisors' reports to school board, see entry 417.

Financial Records
(See also entries 421-439)

443. MONTHLY FINANCIAL SUMMARY, 1937--. Ch. 18134, Acts 1937.

Monthly summary of financial accounts, prepared by county superintendent, copy of which is sent to state superintendent. Summary is made on forms prescribed by state board of education. May be copied in Board of Public Instruction Minutes, entry 414.

444. TREASURER'S REPORT OF SCHOOL FUNDS, 1895-1917. Ch. 4332,
Acts 1895; sec. 322, G. S.; sec. 2403, C. G. L.

Monthly report to superintendent of public instruction, by county treasurer, of all money received and disbursed for school funds. Likely copied in Board of Public Instruction Minutes, entry 414.

For treasurer's copies, see entry 393.

County Superintendent of Public Instruction -
Teachers; Pupils

(445-450)

Teachers

445. TEACHERS' CONTRACTS, 1849--. Ch. 229, Acts 1848-49; ch. 1686, Acts 1869; sec. 561, C. G. L.

Original contracts with teachers serving in county schools. Lists of teachers to whom contracts have been awarded should be found in Board of Public Instruction Minutes, entry 414.

446. TEACHERS' MONTHLY REPORTS, 1901--. Ch. 4992, Acts 1901; sec. 675, C. G. L.

Monthly report, by each teacher, to county superintendent, of enrollment, attendance, progress and grades of pupils, of teaching programs, of transportation data, etc.

447. TEACHERS' REPORT OF ABSENCES, 1915-19. Ch. 6831, Acts 1915; ch. 7808, Acts 1919.

Teachers' weekly report of absences of pupils, sent to superintendent and attendance officer. 1920-- sent only to attendance officer.

448. GRADE SHEETS FOR TEACHERS' EXAMINATIONS, 1893-1916. Ch. 4192, Acts 1893; ch. 7372, Acts 1917.

List of teachers who have taken examinations for teaching certificate, showing number, name and rank of each teacher, and grade made in each branch of examination. 1917-- all examination papers sent to state superintendent.

449. TEACHERS' ACCOUNTS, 1853-69. Ch. 510, Acts 1852-53; ch. 1686, Acts 1869.

Teachers' sworn accounts for salary, presented to superintendent at end of teaching period, showing amount due, names of children taught, and length of time each taught. Method of payment changed in 1869. Teachers' pay rolls after that date should be found in Bills, entry 428.

Pupils

450. SCHOOL CENSUS REPORTS, 1853--. Ch. 510, Acts 1852-53; ch. 2008, Acts 1874; ch. 3872, Acts 1889; ch. 4679, Acts 1899; ch. 6831, Acts 1915; sec. 689, C. G. L.

The following reports of censuses of school children have been required:

- a. Tax assessor made annual report, 1853-75, and one report every four years, 1876-90.
- b. Each school supervisor made census report for his district, once every four years, 1892-96 (two reports).
- c. Superintendent of public instruction took census every ten years, 1900-10 (two censuses).
- d. School attendance officer makes annual report of census, 1915--.

All these reports required to be filed in superintendent's office.

County Superintendent of Public Instruction -
Pupils

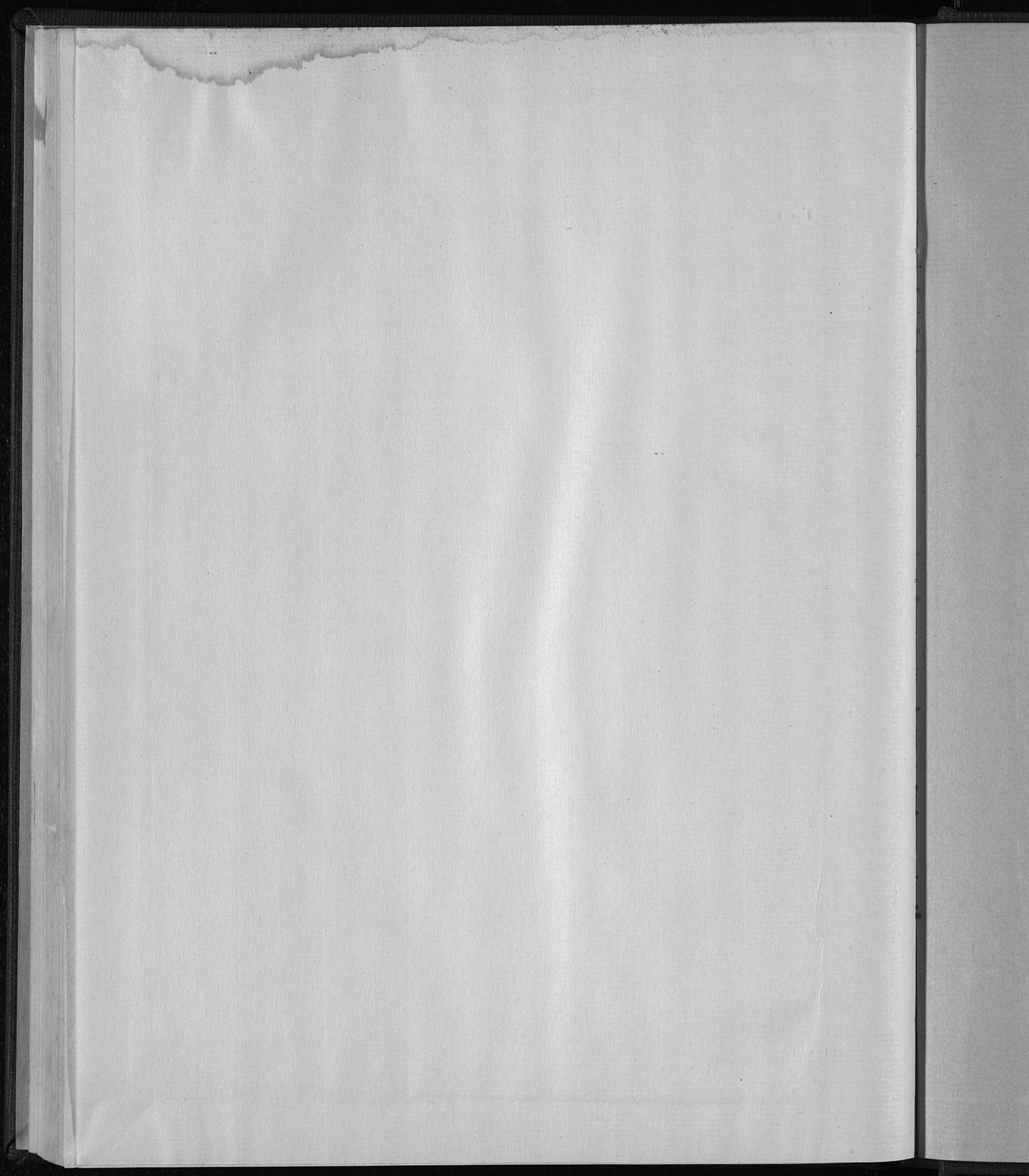
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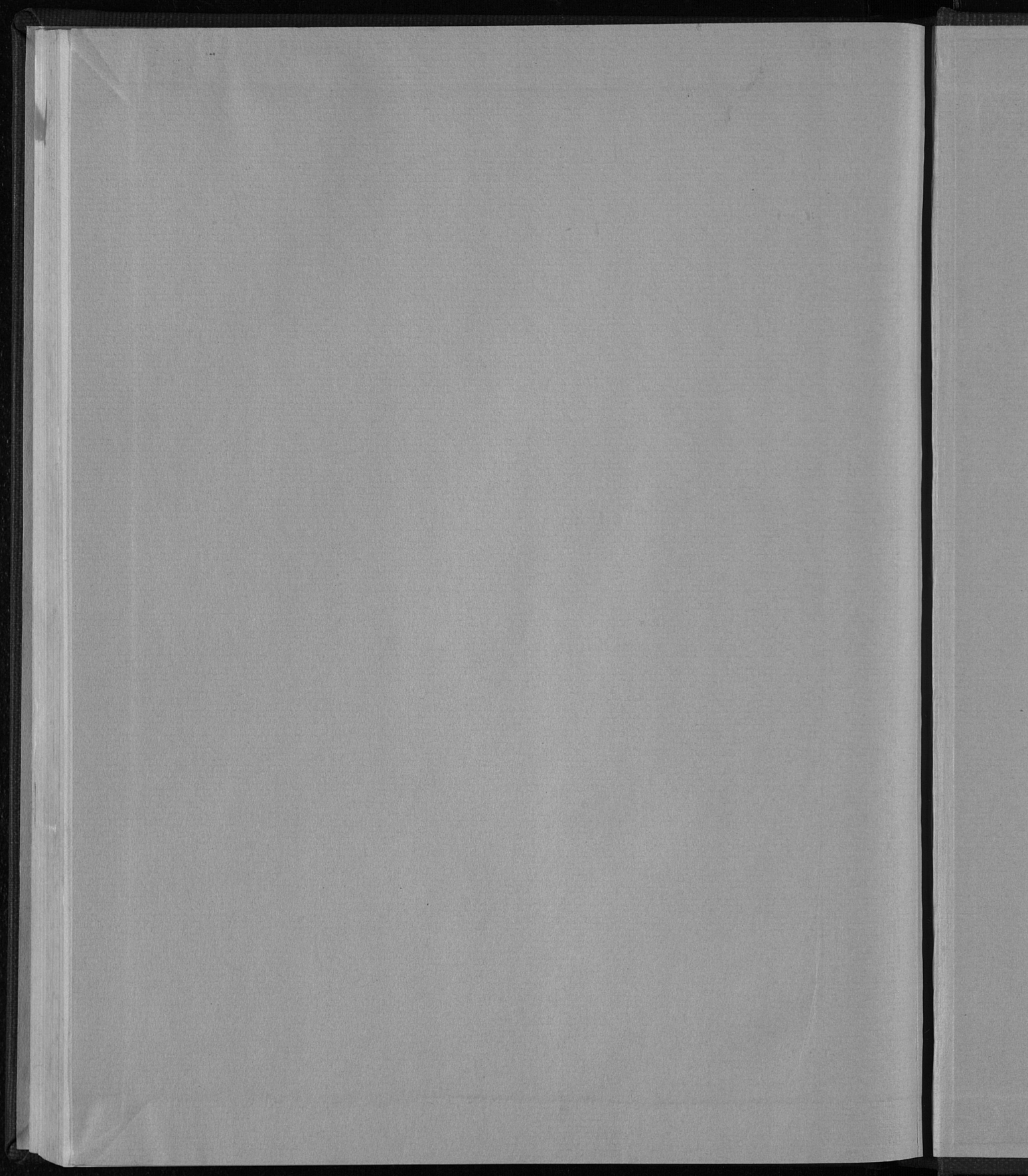
451. FREE TEXTBOOKS, 1926-- . Secs. 874, 879, C. G. L.; ch.
18133, Acts 1937.

Records relating to distribution of free textbooks. 1926-36 the following records were required: (1) principals' requisitions of books needed, (2) principals receipts for books delivered, and (3) inventories of books on hand. 1937-- the following records should be found: (1) county superintendent's annual inventory of all books on hand, (2) county superintendent's annual requisition from state superintendent of new books needed, (3) county superintendent's annual report of money received from pupils or parents for lost books, (4) publishers' invoices of books sent to county, (5) principals receipts for books received from county superintendent, and (6) county superintendent's receipts for books returned to him by principals.

452. STUDENT EMPLOYMENT RECORDS, 1907-- . Sec. 5946, C. G. L.
Papers relating to issuance of employment certificates to school children. Contains (1) school record of child, (2) a passport or transcript of birth certificate for the child or (3) affidavit of parent or guardian of child, (4) superintendents' statement as to fitness of child and (sometimes) (5) copy of certificate issued.

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