

## **Project Information**

**Institution/Organization Name:** Licking County Records & Archives Center

**Project Title:** Licking County Cleaning and Rehousing Courthouse Records

**Project Director contact information:**

Sophia McGuire Jewell

740-670-5121

smcguire@lcounty.com

**Summary of Project Activities and Accomplishments:** Please see the following sections for the project summary and accomplishments

## **Narrative of Self-Assessment**

Overall, the Licking County Cleaning and Rehousing Courthouse Records project met its goal of cleaning, cataloging, and rehousing hundreds of historic Licking County records that were stored in the county courthouse attic for up to 140 years. As with any project, there were unexpected variables that played a role in how the work was carried out. Below is a general outline of the process, as well as some of the unexpected occurrences that took place.

The first step was to firm up our inventory and which records needed to be cleaned and transferred to the Records Center. Upon completing the inventory, we determined that certain records could be excluded from the cleaning process because they had met retention. These included primarily Clerk of Courts notary records and jury books, as well as Recorder's triplicate record copies. This meant that the total number of records that would be cleaned and transferred was reduced by about one third. When the records retention aspect of the project was complete, the staff settled on an order in which to clean the records that would be kept permanently.

The staff then set up a cleaning station in the same building that the records were being stored. This station included HEPA filter vacuums, N95 masks, gloves, and goggles for those who wanted to utilize them. Staff felt it was important to clean the records in the storage area because of the potential for contaminating existing records in the Records Center.

Beginning with the Auditor's records, the staff pulled each volume, sometimes weighing around 40-50 pounds, and carefully swept the cover, text block, and many pages of each book. Depending on the size and fragility of the books, each one took anywhere from ten to thirty minutes to completely clean. There were a total of 66 Auditor's volumes that were cleaned, ranging in date from 1834 to 1956. Two volumes were set aside for destruction despite their permanent retention period, as the team felt that these records were contaminated with too much bird or bat excrement to safely be used at the Records Center, regardless of whether they were cleaned with the HEPA filter vacuum. In all, the transferred Auditor's record series included property transfers, tax duplicates, and sub assessments.

The next office whose records were on the cleaning schedule was the Treasurer. These were primarily tax duplicates. Because both the County Auditor and Treasurer are to keep tax duplicates permanently,

it was imperative that these records be maintained. Following the Treasurer's records was the Clerk of Courts. The primary Clerk of Courts record series to be cleaned were bills of exception, partition records, dockets, and naturalization records.

As each set of records was cleaned, it was moved to the Records Center garage. Here a quick touch up clean would be done if needed (occasionally records with severe red rot would develop additional dust). Records were wrapped in Permalife archival paper and recorded in the department's catalog, were assigned a unique identifier, and subsequently shelved. The final step was to retrieve a list of each set of records from the catalog, which would be posted on the department's website for easier public access.

Near the end of the project, a very unusual event took place: a number of beetle carcasses were discovered in some of the last records to be cleaned. Initially there was not much concern because there were no live beetles found. However, after some deeper cleaning, live beetles were discovered and a new course of action had to be taken. The Records Manager coordinated with the County Coroner for the materials to be transferred to the Coroner's office for freezing. After each box was frozen for about a three day period, the boxes could then be retrieved, reexamined, and safely transferred for cataloging provided no additional live insects were found.

In all, the department was able to clean, catalog, and rehouse 210 county record books that are permanently valuable for historic and/or legal purposes. The dates span almost the entire history of Licking County and cross into many different aspects of human life and government operations. The department ran into some unusual hiccups in the process which required reevaluation of its plans, however the project was completed successfully.

## **Project Impact**

Although the project's impact has not yet been fully determined, the ripples may be felt for years to come. Despite the work that goes into a project like this, the reference requests that utilize these records may be few and far between. This isn't because they aren't useful, rather it is because our users' needs will change and develop over time.

Certain records have been chosen for digitization and microfilming. In particular, the department feels that the Treasurer's tax duplicates are a great candidate for digitization. Their use is minimal, however the space they take up is rather large. Additionally, the books are cumbersome and heavy and require two staff to move safely. Furthermore, there *was* once microfilm made of these records, which is likely the reason the books were stored in the courthouse attic, out of sight, out of mind. But after further examination, the film was found to be in poor condition and practically illegible. This film copy would not last through "permanency", which is the expectation of these records. Therefore, new film will be created and the records will be digitized and backed up. It is clear that this project is already having an impact internally within the county offices by ensuring that the county is not liable for improper records management practices.

The records are also useful internally because they fill gaps within the existing records collections. The department can now share a more complete history of Licking County Government with researchers.

Externally, the impact has yet to be determined, however we are confident that it will be positive. Some records can be indexed to the file level so that researchers can find individual names, dates, and case numbers. In particular, the Bills of Exception, partition records, and naturalizations/declarations of intent are likely to be useful to our genealogical research population. These projects will form over time, but it is likely that the records will be on our minds and in view for some time to come.



## NEWS RELEASE

FOR IMMEDIATE RELEASE

Jan. 9, 2020

**Contact:** Corinne Johnson  
Records Manager  
740-670-5122  
cjohnson@lcounty.com

### **County Records Department completes historic record book cleaning project**

The Licking County Records & Archives Center has completed a project that involved cleaning over 200 historic County records books that were stored in the attic of the County Courthouse for the better part of a century. The project was supported in part by a grant from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

The cleaned records are now part of the department's permanent collection and are available to the public. They include Auditor and Treasurer tax duplicates, and Clerk of Courts court dockets, naturalizations, and partition records, among others. The earliest record in the project dates to 1834, just 26 years after Licking County was established.

The Records and Archives Center, whose patrons are largely genealogical researchers, feels that these items help to round out the County's historical records that are available for research purposes. Naturalization records, for example, help individuals trace ancestry to relatives who immigrated to the United States. The tax duplicates are of interest because of their ability to show each county property owner's land information, which is often sought by patrons of the department.

In July of 2018, the Records and Archives Center moved to its new facility, located at 61 East Main Street in downtown Newark. Later that year the Center was awarded the 2018 OHRAB Achievement Award for its efforts to build its collections of historic county records and increase public accessibility of those collections.

Anyone who would like to view these new additions to the Records and Archives Center's permanent collection can visit the Center from 8 a.m. to 4:30 p.m. Monday through Friday. To view a list of the Center's holdings, visit [www.lcounty.com](http://www.lcounty.com), or contact the Records and Archives staff via email at [archives@lcounty.com](mailto:archives@lcounty.com), or by phone at 740-670-5121. For extensive research, the Center suggests making an appointment with the Reference Archivist ahead of time.



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#### Licking County Records & Archives

January 10 at 10:39 AM · 🌐

The OHRAB Grant Project is officially complete! Kudos to Sophia, Monica, and Abby for all their hard work in cleaning, moving, cataloging, and wrapping over 200 historic volumes that were stored in the attic of the County Courthouse for the better part of a century. Our office is very excited to add these records from the Auditor, Treasurer, and Clerk of Courts to our permanent holdings for the public to peruse for generations to come. To view a list of available records from this project, visit our department's web page at [www.lcounty.com](http://www.lcounty.com).



👍 9

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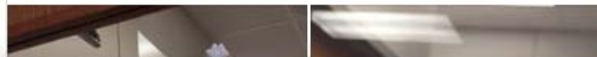
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📍 81 E. Main St. (0.12 mi)

Newark, Ohio 43055

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November 19, 2019 · 🌐

Grant Update!

The OHRAB grant awarded to the Licking County Records & Archives Department during the summer is nearing completion, and is scheduled to be fully complete at the end of 2019. The grant has allowed the department to clean many historic county records, a list of which is now on our website. To date, the department has been able to clean, catalog, and store records from the Auditor, Treasurer, and Clerk of Courts. These include tax records that show entries of property owners and assessed value on their homes, lands, and various possessions (such as horses and carriages!), and the taxes they paid to the County Treasury. Also included are Court Dockets that show entries of individuals who appeared in court. Overall, the records encompassed by the grant span over 150 years of county history, with the oldest record dating to 1834. A list of records cleaned and cataloged so far can be found on our website:

[https://lickingcounty.gov/de.../records\\_n\\_archives/default.htm](https://lickingcounty.gov/de.../records_n_archives/default.htm)

We are now in the process of cleaning Bills of Exception, Partition Records, and Naturalization documentation. Stay tuned for a full list at the end of the grant period. Here are some photos from a recent find in our Bills of Exception case files. This case included, believe it or not, horse bones!



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**Ohio Historical Records Advisory Board  
National Historical Records & Publications (NHPRC)  
State and National Archival Partnership (SNAP) Grants Regrant Program**

<b>Salaries and Wages</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Special Projects Coordinator wages - Sophia McGuire Jewell	\$0.00	\$2,975.00	\$2,975.00
Project Assistant wages - Abigail Holman	\$0.00	\$674.00	\$674.00
Project Assistant wages - Monica Smitley	\$0.00	\$900.70	\$900.70
<b>Subtotals: Salaries and Wages</b>	<b>\$0.00</b>	<b>\$4,549.70</b>	<b>\$4,549.70</b>
<b>Supplies</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Tyvek Suits (9 ct)	\$76.23	\$0.00	\$76.23
N95 Safety Masks (8 cartons)	\$120.00	\$0.00	\$120.00
Safety Goggles (5 pair)	\$43.88	\$0.00	\$43.88
Tape (24 rolls)	\$76.51	\$0.00	\$76.51
Permalife Archival Paper (3 100 ft rolls)	\$361.11	\$0.00	\$361.11
Paper cutter (for archival paper)	\$59.38	\$0.00	\$59.38
Nitrile Gloves	\$22.42	\$0.00	\$22.42
HEPA GM80 Vacuum replacement parts	\$450.95	\$0.00	\$450.95
Shipping (not otherwise included within the purchases)	\$14.95	\$0.00	\$14.95
<b>Subtotals: Supplies</b>	<b>\$1,225.43</b>	<b>\$0.00</b>	<b>\$1,225.43</b>
<b>Equipment</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Subtotals: Equipments</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Contracted Services</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Subtotals: Contracted Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Eligible Expenses</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Subtotals: Other Eligible Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Summary Budget</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Salaries and Wages</b>	<b>\$0.00</b>	<b>\$4,549.70</b>	<b>\$4,549.70</b>
<b>Supplies</b>	<b>\$1,225.43</b>	<b>\$0.00</b>	<b>\$1,225.43</b>
<b>Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Contracted Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Eligible Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Project Budget</b>	<b>\$1,225.43</b>	<b>\$4,549.70</b>	<b>\$5,775.13</b>

## Courthouse Attic Cleaning Project - Completed Records

Box Number	Accession	Department	Record Series	Description	Date
7410	2019-6-2	Auditor	Sub Assessment	Auditor's Tax List Personal Property for tax year 1915. Includes	1915
7411	2019-6-3	Auditor	Sub Assessment	Auditor's Tax List Real Property for Wards 1, 2, and 3 in Newark. Includes person's name, property owned, and taxes owed. For tax year 1915.	1915
7412	2019-6-4	Auditor	Tax Records	Auditor's Tax List Real Property (Lots) wards 1, 2, 3	1919
7413	2019-6-5	Auditor	Tax Records	Auditor's Tax List Real Property (Lots) wards 4, 5, 6	1919
7414	2019-6-6	Auditor	Sub Assessment	Auditor's Tax List Real Property (Lots) wards 4, 5, 6	1915
7415	2019-6-7	Auditor	Sub Assessment	No. 18 - 23 McKean, Madison, Mary Ann, Monroe, Newark, Newton	1916
7416	2019-6-8	Auditor	Sub Assessment	Auditor's Duplicate Tax List Real Property (Lands) No. 23-28 Newton, Perry, St. Albans, Union, Washinton, Utica Village	1918
7417	2019-6-9	Auditor	Sub Assessment	Auditor's Tax List Personal Property No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	1915
7418	2019-6-10	Auditor	Tax Records	Assessment Duplicate 1909 Traffick of Intoxicating Liquors: Includes property owner, description of premises, date of assessment, etc.	1909
7419	2019-6-11	Auditor	Tax Records	Auditor's Duplicate Tax List Real Property 1918 Wards 1, 2, 3 Includes the owner, description of property, and value of property	1918
7420	2019-6-12	Auditor	Tax Records	Auditor's Tax List Personal Property 1919 Hanover Harrison Hartford Hopewell Jersey Liberty Licking Lima Pataskala Villiage	1919
7421	2019-6-13	Auditor	Tax Records	Cigarette Traffic Tax Duplicate 1927-1929	1929
7422	2019-6-14	Auditor	Sub Assessment	Auditor's Tax List Personal Property	1914
7423	2019-6-15	Auditor	Sub Assessment	Auditor's Tax List Real Property No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	1914
7424	2019-6-16	Auditor	Tax Records	Auditor's Duplicate Tax List Personal Property	1918
7425	2019-6-17	Auditor	Tax Records	Auditor's Tax List Personal Property	1919
7426	2019-6-18	Auditor	Sub Assessment	No. 1 - Bennington No. 2 - Bowling Green No. 3 - Burlington No. 4 - Eden No. 5 - Etna No. 6 - Fallsbury No. 7 - Franklin No. 8 - Granville Township No. 9 - Granville Village	1917
7427	2019-6-19	Auditor	Sub Assessment	No. 1 - Bennington No. 2 - Bowling Green No. 3 - Burlington No. 4 -Eden No. 5 - Etna No. 6 - Fallsbury No. 7 - Franklin No. 8 - Granville Twp. No. 9 - Granville Village	1915



7428	2019-6-20	Auditor	Tax Records	Auditor's Duplicate Tax List Personal Property - Newton, Perry, St. Albans, Union, Washington, Utica Village	1919
7429	2019-6-21	Auditor	Tax Records	Auditor's Tax List Real Property (Lands) - Bennington Bowling Green Burlington Eden Etna Fallsbury Franklin Granville Twp. Granville Village	1919
7430	2019-6-22	Auditor	Tax Records	Auditor's Tax List Personal Property in Wards 1-6 *Cover indicates 1919, however some dates show as early as 1918	1918-1919
7431	2019-6-23	Auditor	Sub Assessment	No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	1917
7432	2019-6-24	Auditor	Tax Records	Tax Record - 1918 City Personal	1918
7433	2019-6-25	Auditor	Tax Records	Auditor's Tax List Personal Property Bennington Bowling Green Burlington Eden Etna Fallsbury Franklin Granville Township Granville Village	1919
7434	2019-6-26	Auditor	Tax Records	Auditor's Tax List Real Property Newton Perry St. Albans Union Washington Utica Village	1919
7435	2019-6-27	Auditor	Sub Assessment	Auditor's Tax List Real Property (Lands) No. 1 Bennington No. 2 Bowling Green No. 3 Burlington No. 4 Eden No. 5 Etna No. 6 Fallsbury No. 7 Franklin No. 8 Granville Township No. 9 Granville Village	1915
7436	2019-6-28	Auditor	Sub Assessment	Auditor's Tax List Personal Property No. 1 Bennington No. 2 Bowling Green No. 3 Burlington No. 4 Eden No. 5 Etna No. 6 Fallsbury No. 7 Franklin No. 8 Granville Township No. 9 Granville Village	1917
7437	2019-6-29	Auditor	Sub Assessment	No. 18 McKean No. 19 Madison No. 20 Mary Ann No. 21 Monroe No. 22 Newark No. 23 Newton	1915
7438	2019-6-30	Auditor	Tax Records	Auditor's Tax List Real Property (Lands) 1919 McKean Madison Mary Ann Monroe Newark	1919
7439	2019-6-31	Auditor	Sub Assessment	Auditor's Tax List Real Property (Lands) 1915 No. 10 Hanover No. 11 Harrison No. 12 Hartford No. 13 Hopewell No. 14 Jersey No. 15 Liberty No. 16 Licking No. 17 Lima	1915
7440	2019-6-32	Auditor	Tax Records	Auditor's Tax List Real Property (Lands) No. 1 Bennington No. 2 Bowling Green No. 3 Burlington No. 4 Eden No. 5 Etna No. 6 Fallsbury No. 7 Franklin No. 8 Granville Township No. 9 Granville Village	1918
7441	2019-6-33	Auditor	Tax Records	Auditor's Tax List Real Property (Lands) No. 10 Hanover No. 11 Harrison No. 12 Hartford No. 13 Hopewell No. 14 Jersey No. 15 Liberty No. 16 Licking No. 17 Lima	1917

7442	2019-6-34	Auditor	Tax Records	Auditor's Tax List Real Property (Lots) No. 10 Hanover No. 11 Harrison No. 12 Hartford No. 13 Hopewell No. 14 Jersey No. 15 Liberty No. 16 Licking No. 17 Lima Pataskala	1918
7444	2019-6-35	Auditor	Sub Assessment	Auditor's Tax List Real Property (Lots) wards 1, 2, 3	1914
7445	2019-6-36	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in Townships	1898
7446	2019-6-37	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in townships	1902
7447	2019-6-38	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in townships	1897
7448	2019-6-39	Auditor	Sub Assessment	Auditor's Tax List Personal Property 1914	1914
7449	2019-6-40	Auditor	Sub Assessment	Auditor's Tax List Personal Property 1917 No. 18 - McKean No. 19 - Madison No. 20 - Mary Ann No. 21 - Monroe No. 22 - Newark No. 23 - Newton	1917
7450	2019-6-41	Auditor	Tax Records	Duplicate of Taxes Assessed on Personal Property in 1897	1897
7451	2019-6-42	Auditor	Tax Records	Auditor's Classified Tax List for 1944	1944
7452	2019-6-43	Auditor	Tax Records	Duplicate of Taxes Assessed	
7453	2019-6-44	Auditor	Tax Records	Collateral Inheritance Tax Vol. 1 1916-1923	1916-1923
7454	2019-6-45	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in 1898	1898
7455	2019-6-46	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in 1902	1902
7456	2019-6-47	Auditor	Tax Records	Duplicate of Taxes Assessed on Personal Property in 1909	1909
7457	2019-6-48	Auditor	Tax Records	Duplicate of Taxes Assessed on Town Lots in 1902	1902
7458	2019-6-49	Auditor	Tax Records	Auditor's Duplicate Vol. 2 1899	1899
7459	2019-6-50	Auditor	Tax Records	Auditor's Duplicate Vol. 3 1899	1899
7460	2019-6-51	Auditor	Sub Assessment	1917 Sub Assessment	1917
7461	2019-6-52	Auditor	Tax Records	Auditor's Classified Tax List	1945
7462	2019-6-53	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in townships Vol. 3 1900	1900
7463	2019-6-54	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in townships Vol. 2 1900	1900
7464	2019-6-55	Auditor	Tax Records	Duplicate of Taxes Assessed on Town Lots in 1898	1898
7465	2019-6-56	Auditor	Tax Records	Duplicate of Taxes Assessed on Lands in townships Vol. 1 1900	1900
7466	2019-6-57	Auditor	Tax Records	Auditor's General Tax List for 1945	1945
7467	2019-6-58	Auditor	Tax Records	Auditor's Classified and General Tax List for 1945	1945
7468	2019-6-59	Auditor	Tax Records	Real Estate Duplicate dated 1834, contains information on property owned and taxes paid - horses, carriages, and cattle owned; state and canal, school and courthouse taxes paid.	1834
7469	2019-6-60	Auditor	Tax Records	Duplicate of Taxes Assessed on Personal Property in townships 1897	1897
7470	2019-6-61	Auditor	Tax Records	Direct Inheritance Tax Vol. 2	1923-1927
7472	2019-6-62	Auditor	Tax Records	Interitance Tax Record 1954-1955-1956	1954-1956
7473	2019-6-63	Auditor	Property Transfers	Auditor's Transfer Record, documenting the transfers in ownership of real property, 1915	1915

7474	2019-6-64	Auditor	Property Transfers	Auditor's Transfer Record, documenting the transfers in ownership of real property, vol. 3	1916
7475	2019-6-65	Auditor	Property Transfers	Auditor's Transfer Record, documenting the transfers in ownership of real property, vol. 4	1917
7476	2019-6-66	Auditor	Property Transfers	Auditor's Transfer Record, documenting the transfers in ownership of real property, vol. 1	1914
7477	2019-6-67	Auditor	Property Transfers	Auditor's Transfer Record, 1949-1950	1940-1950
7507	2019-20-1	Clerk of Courts	Court Docket	Court Docket January Term 1870	1870
7508	2019-20-2	Clerk of Courts	Court Docket	Court Docket September Term 1870	1870
7509	2019-20-3	Clerk of Courts	Court Docket	Court Docket September Term 1871	1871
7510	2019-20-4	Clerk of Courts	Court Docket	Court Docket October Term 1878	1878
7511	2019-20-5	Clerk of Courts	Court Docket	Court Docket September Term 1882	1882
7512	2019-20-6	Clerk of Courts	Court Docket	Court Docket January Term 1888	1888
7513	2019-20-7	Clerk of Courts	Court Docket	Court Docket January Term 1888 - Book 2	1888
7514	2019-20-8	Clerk of Courts	Court Docket	Court Docket January Term 1889	1889
7515	2019-20-9	Clerk of Courts	Court Docket	Court Docket April Term 1889	1889
7516	2019-20-10	Clerk of Courts	Court Docket	Court Docket September Term 1889	1889
7517	2019-20-11	Clerk of Courts	Court Docket	Court Docket January Term 1890	1890
7518	2019-20-12	Clerk of Courts	Court Docket	Court Docket April Term 1890	1890
7519	2019-20-13	Clerk of Courts	Court Docket	Court Docket September Term 1890	1890
7520	2019-20-14	Clerk of Courts	Court Docket	Court Docket January Term 1891	1891
7521	2019-20-15	Clerk of Courts	Court Docket	Court Docket April Term 1891	1891
7522	2019-20-16	Clerk of Courts	Court Docket	Court Docket September Term 1891	1891
7523	2019-20-17	Clerk of Courts	Court Docket	Court Docket January Term 1892	1892
7524	2019-20-18	Clerk of Courts	Court Docket	Court Docket September Term 1892	1892
7525	2019-20-19	Clerk of Courts	Court Docket	Court Docket January Term 1893	1893
7526	2019-20-20	Clerk of Courts	Court Docket	Court Docket April Term 1893	1893
7527	2019-20-21	Clerk of Courts	Court Docket	Court Docket September Term 1893	1893
7529	2019-20-22	Clerk of Courts	Court Docket	Court Docket January Term 1894	1894
7533	2019-21-01	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 50000 thru 50999,	1964-1965
7534	2019-21-02	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 51000 thru 51999,	1965-1966
7535	2019-21-03	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 52000 thru 52999,	1966-1967
7536	2019-21-04	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 53000 thru 53999,	1967-1968
7537	2019-21-05	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 54000 thru 54999,	1968-1969
7538	2019-21-06	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 55000 thru 55999,	1969-1970
7539	2019-21-07	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 56000 thru 56999,	1970-1971
7540	2019-21-08	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 57000 thru 57999,	1970-1971
7541	2019-21-09	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 58000 thru 58999,	1972-1973

7542	2019-21-10	Clerk of Courts	Court Docket	Civil Court Docket entries for cases 59000 thru 59999,	1972-1973
7544	2019-18-01	Treasurer	Tax Records	General Personal Tax Duplicate for the years 1964 and 1965	1964-1965
7545	2019-18-02	Treasurer	Tax Records	Personal Tax Duplicate General and Classified 1962 and 1963. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1962-1963
7546	2019-18-03	Treasurer	Tax Records	General Personal Tax Duplicate for 1966, 1967, and 1968. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1966-1968
7547	2019-18-04	Treasurer	Tax Records	Personal Tax Duplicate for 1951, 1952, 1953. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1951-1953
7548	2019-18-05	Treasurer	Tax Records	Personal Tax General and Classified record for 1969 and 1970. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1969-1970
7549	2019-18-06	Treasurer	Tax Records	Classified Duplicate Tax List for 1936. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1936
7550	2019-18-07	Treasurer	Tax Records	Classified Duplicate Tax List for 1945, 1946, 1947. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1945-1947
7551	2019-18-08	Treasurer	Tax Records	Personal Tax Sub Division 1947 through 1957. Also titled "Personal Tax Sub Addition". Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in	1947-1957
7552	2019-18-09	Treasurer	Tax Records	Personal Tax Sub Addition for 1946. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1946
7553	2019-18-10	Treasurer	Tax Records	General and Classified Personal Tax (Sub Add) for 1957 thru 1967. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1957-1967
7554	2019-18-11	Treasurer	Personal Tax	Personal Tax 1957, 1958, and 1959. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1957-1959
7555	2019-18-12	Treasurer	Tax Records	General and Classified Personal Tax 1954, 1955, 1956. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1954-1956
7556	2019-18-13	Treasurer	Tax Records	General and Classified Tax Duplicates 1941 through 1944. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1941-1944
7557	2019-18-14	Treasurer	Tax Records	General and Classified Duplicates 1937 through 1940. Currently unshelved; sitting near row 60-61 on garage side. Tentatively scheduled to be scanned in 2020.	1937-1940
7558	2019-21-11	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 60000 thru 60999,	1973-1974
7559	2019-21-12	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 47000 thru 47999,	1961-1962
7560	2019-21-13	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 44000 thru 44999,	1957-1958
7561	2019-21-14	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 48000 thru 48999,	1962-1963

7562	2019-21-15	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 45000 thru 45999,	1958-1959
7563	2019-21-16	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 43000 thru 43999,	1956-1957
7564	2019-21-17	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 42000 thru 42999,	1955-1956
7565	2019-21-18	Clerk of Courts	Civil Court Docket	Civil Court Docket entries for cases 46000 thru 46999,	1959-1960
7566	2019-22-01	Clerk of Courts	Journal	Court of Appeals Journal number 13, dates cover approximately	1995
7567	2019-22-02	Clerk of Courts	Journal	Court of Appeals Journal number 14, dates cover approximately	1995
7568	2019-22-03	Clerk of Courts	Journal	Court of Appeals Journal number 9, dates cover approximately	1992
7569	2019-22-04	Clerk of Courts	Journal	Court of Appeals Journal number 18, dates cover approximately	1999
7570	2019-22-05	Clerk of Courts	Journal	Court of Appeals Journal number 12, dates cover approximately	1995
7571	2019-22-06	Clerk of Courts	Journal	Court of Appeals Journal number 8, dates cover approximately	1991
7572	2019-22-07	Clerk of Courts	Journal	Court of Appeals Journal number 10, dates cover approximately	1993
7573	2019-22-08	Clerk of Courts	Journal	Court of Appeals Journal number 7, dates cover approximately	1990-1991
7574	2019-22-09	Clerk of Courts	Journal	Court of Appeals Journal number 11, dates cover approximately	1994
7575	2019-22-10	Clerk of Courts	Journal	Court of Appeals Journal number 6, dates cover approximately	1989-1990
7577	2019-23-01	Clerk of Courts	Criminal Docket	Criminal Docket September Term 1898	1898
7578	2019-23-02	Clerk of Courts	Criminal Docket	Criminal Docket January Term 1899	1899
7579	2019-23-04	Clerk of Courts	Alimony Docket	Vol. 10 includes case number, case style, address of defendant, Journal citation for court order, person to be paid, address of person to be paid, date of payment, name of person from whom payment was received, person(s) being supported (often "child" or "children" is indicated), amount of payment, initials of clerk and associated Cash Book volume number often some of these categories are not completed transferred from the courthouse attic in 2018-2019	
7580	2019-23-05	Clerk of Courts	Alimony Docket	Vol. 11 includes case number, case style, address of defendant, Journal citation for court order, person to be paid, address of person to be paid, date of payment, name of person from whom payment was received, person(s) being supported (often "child" or "children" is indicated), amount of payment, initials of clerk and associated Cash Book volume number often some of these categories are not completed transferred from the courthouse attic in 2018-2019	
7581	2019-23-06	Clerk of Courts	Alimony Docket	Vol. 12 includes case number, case style, address of defendant, Journal citation for court order, person to be paid, address of person to be paid, date of payment, name of person from whom payment was received, person(s) being supported (often "child" or "children" is indicated), amount of payment, initials of clerk and associated Cash Book volume number often some of these categories are not completed transferred from the courthouse attic in 2018-2019	
7582	2019-23-03	Clerk of Courts	Traffic Docket	Habitual Traffic Offenders Docket No. 1	1958-1963
7583	2019-24-01	Clerk of Courts	Partition Record	Order of Sale in Partition No. 1	1919-1930

7584	2019-24-02	Clerk of Courts	Partition Record	Partition Record G	1869
7585	2019-24-03	Clerk of Courts	Partition Record	Partition Record H	1870
7586	2019-24-04	Clerk of Courts	Partition Record	Partition Record J	1882-1885
7593	2019-25-01	Clerk of Courts	Index	Common Pleas Court Index 1993	1993
7594	2019-25-02	Clerk of Courts	Index	Common Pleas Court Index 1994	1994
7595	2019-25-03	Clerk of Courts	Index	Common Pleas Court Index 1995	1995
7596	2019-25-04	Clerk of Courts	Index	Common Pleas Court Index 1996	1996
7597	2019-25-05	Clerk of Courts	Index	Common Pleas Court Index 1997	1997
7598	2019-25-06	Clerk of Courts	Index	Common Pleas Court Index 1998	1998
7599	2019-25-07	Clerk of Courts	Index	Common Pleas Court Index 1999	1999
7600	2019-23-07	Clerk of Courts	Subpoena Docket	Common Pleas Court subpoena docket 1932-1940	1932-1940
7608	2019-26-01	Clerk of Courts	Bills of Exception	This box contains nine small books of individual Clerk of Courts cases titled Bills of Exception. Dates cover approximately 1894 to 1913. The Bills of Exceptions documents often include trial transcripts, exhibits, and other court documents.	1894-1913
7609	2019-26-02	Clerk of Courts	Bills of Exception	This box contains nine small books of individual Clerk of Courts cases titled Bills of Exception. Dates cover approximately 1894 to 1913. The Bills of Exceptions documents often include trial transcripts, exhibits, and other court documents.	1894-1913
7610	2019-26-03	Clerk of Courts	Bills of Exception	This box contains nine small books of individual Clerk of Courts cases titled Bills of Exception. Dates cover approximately 1894 to 1913. The Bills of Exceptions documents often include trial transcripts, exhibits, and other court documents.	1894-1913
7611	2019-26-04	Clerk of Courts	Bills of Exception	This box contains nine small books of individual Clerk of Courts cases titled Bills of Exception. Dates cover approximately 1894 to 1913. The Bills of Exceptions documents often include trial transcripts, exhibits, and other court documents.	1894-1913
7612	2019-26-05	Clerk of Courts	Bills of Exception	This box contains nine small books of individual Clerk of Courts cases titled Bills of Exception. Dates cover approximately 1894 to 1913. The Bills of Exceptions documents often include trial transcripts, exhibits, and other court documents.	1894-1913
7613	2019-26-06	Clerk of Courts	Bills of Exception	This box contains ten small books of individual Clerk of Courts cases titled Bills of Exception. Dates cover approximately 1894 to 1913. The Bills of Exceptions documents often include trial transcripts, exhibits, and other court documents.	1894-1913

7614	2019-26-07	Clerk of Courts	Bills of Exception	This box contains a Clerk of Courts case within the "Bills of Exception" record series, involving a case in which one man's horse attacked another man's horse. An exhibit in the case includes a partial bone of a horse's leg.	
7615	2019-24-05	Clerk of Courts	Partition Record	Partition Record B	1831-1842
7616	2019-24-06	Clerk of Courts	Partition Record	Partition Record - unknown volume number, dates cover August 1844 to July 1851. May be volume C based on dates and exist gaps in the record series.	1844-1851
7617	2019-27-01	Clerk of Courts	Declarations of Intention/Petitions for Naturalization	Declarations of Intention and Petitions for Naturalization for individuals who arrived to the united states between approximately 1877 and 1931. The official forms are undated with the exception of a note on specific versions, which states that the form was developed on or after January 5, 1916.	1887-1931
7618	2019-24-07	Clerk of Courts	Partition Record	Partition Record E	1861-1864
7619	2019-24-08	Clerk of Courts	Partition Record	Partition Record F	1865-1869
7620	2019-24-09	Clerk of Courts	Partition Record	Partition Record I	1877-1881