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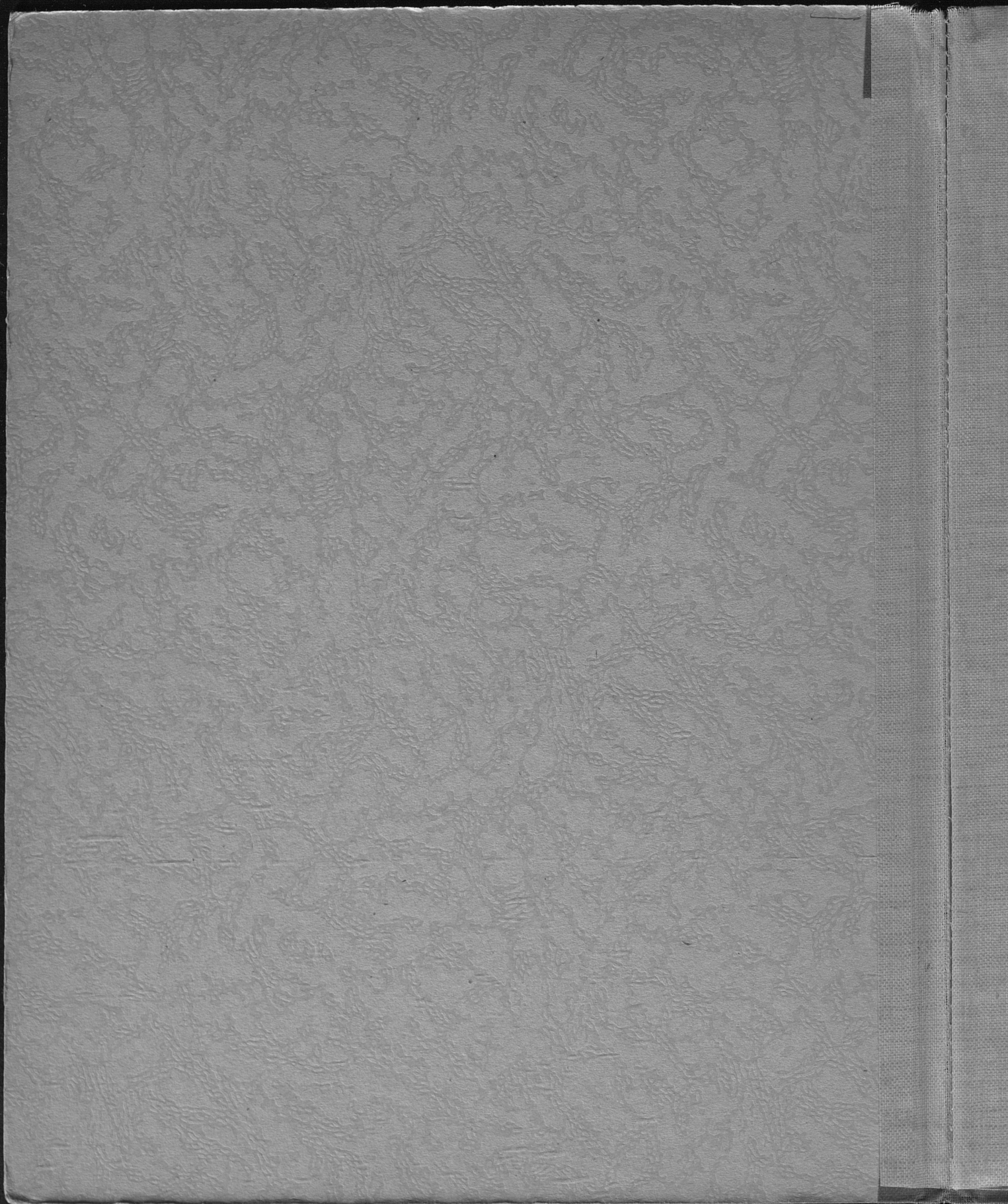


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MANUAL FOR FIELD WORKERS

HISTORICAL RECORDS SURVEY. KENTUCKY

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H575
1939



GAYLAMOUNT

MANUAL
For
FIELD WORKERS, HISTORICAL RECORDS SURVEY

Manual assigned to _____ County

INSTRUCTIONS FOR ABSTRACTING
FROM COUNTY RECORDS
MATERIAL TO BE USED IN WRITING COUNTY HISTORIES,
COUNTY GOVERNMENTAL ORGANIZATION
AND INDIVIDUAL OFFICE ESSAYS

Historical Records Survey. Kentucky.

PREPARED BY
STATE OFFICE, HISTORICAL RECORDS SURVEY
LOUISVILLE, KENTUCKY

1939

352.0769
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FIELD WORKERS' HISTORICAL RECORDS SURVEY

Manual assigned to _____ County

INSTRUCTIONS FOR ABSTRACTING
FROM COUNTY RECORDS
MATERIAL TO BE USED IN WRITING COUNTY HISTORIES
LIBRARY
UNIVERSITY OF KENTUCKY
AND INDIVIDUAL OFFICE ESSAYS

PREPARED BY
STATE OFFICE, HISTORICAL RECORDS SURVEY

Louisville, Kentucky

1929

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HISTORICAL RECORDS SURVEY
IN KENTUCKYLouisville, Kentucky
March 1, 1939

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TO: ALL FIELD WORKERS, Historical Records Survey

FROM: Walter M. Hoefelman, State Director, Historical Records Survey

RE: ABSTRACTING OF COUNTY RECORDS

We have prepared for use by the field workers a list of 108 questions concerning abstract material contained in county records. These questions are divided under the following courts and offices: fiscal court; county court; circuit court; quarterly court and juvenile court; sheriff, constables, jailer, and coroner; tax commissioner; county board of education; health; keeper of the poorhouse; county surveyor; county road system; county agricultural agent and home demonstration agent.

We have headed each court and office with a short essay, indicating where the information may most likely be found. In using this manual, it will be necessary that you carefully read all of the questions before starting abstracting.

Attached to the manual are a list of counties, showing the dates of creation and the county seats, so that you will know for what dates records may be found in your county; a form which you will use to answer each question; and a sample form that will apply to all counties, showing the method of filling in the form.

Under question 5 of the manual, please note that we mean for you to include all of the taxes paid in the county unit, as follows: school tax, county tax, and state tax rates.

In filling in this form, you will insert your name, the name of the county in which you are working, the date the form is prepared, the exact title

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- 2 -

All Field Workers

Re: Abstracting

March 1, 1939

of the record as shown on the HR form you have prepared for the record from which you are abstracting information, the identification number of this HR form (this information may be secured from your progress sheet, which you have been required to keep), the location of the record (that is, the office in which the record is kept), the volume number or letter of the record (this volume number or letter is to be written directly above the words "Volume number or letter" on the form, as shown in the attached sample), and the dates covered (meaning the beginning and ending dates of the volumes from which the abstract material is taken, as: 1797 to 1807. See the attached sample.).

Following "No. of Question," you will insert the number of the question in the manual which you are answering; then, copy the question exactly as it is given, using the remainder of the sheet and the reverse side, if necessary, to answer the question. If the space provided is not sufficient, use additional blank sheets, adding at the top of the page the number of the question, your name, and the name of the county in which you are working.

Extreme care must be exercised in the spelling of all proper names. The spelling must be exactly as it appears in the record from which you are abstracting.

After you have answered each question, forward Form Af-21 to the district office in the same manner in which you are forwarding other material from your county.

February 17, 1939

I. FISCAL COURT

Records concerning the fiscal court have a beginning date of 1892 in the majority of counties. The information regarding the questions asked under 1 to 12, inclusive, will generally be found in the fiscal court order and/or minute books. Quite often, it will be found that the fiscal court minute book and the fiscal court order book have been used interchangeably for the same type of record. To secure a complete picture concerning questions 1 to 12, inclusive, it will be also necessary to check through the county court order books for information prior to 1892, because records pertaining to administrative and fiscal affairs of the county were handled by the county court of claims and levy sessions until the establishment of the fiscal court.

1. How many justices or members does the present fiscal court have, excluding the county judge?
2. Do all the justices of the peace now hold justice court? If not, when did each discontinue his court?
3. How many magisterial districts were created in the county, upon its establishment?
4. How many magisterial districts are now in the county?
5. What was county tax rate in 1938?
6. Give the name of the first county treasurer and date of his appointment.
7. What is the present bonded indebtedness of the county?
8. Compare the present county debt with the figures of twenty-five years ago.
9. What rate of interest is paid on the latest issuance of bonds?
10. What was the cost of building the present courthouse?
11. What is the county's share of the gas tax refund?
12. When was the first livestock inspector appointed?

II. COUNTY COURT

Records of the county court will be found in the county court clerk's office and will, in most instances, contain the oldest records in the county. It is also necessary in some counties to check the county judge's office, particularly for dockets and witness records. The answers to questions 13 to 34, inclusive, will be found in the deed books, county court order and/or minute books, marriage records, and the motor vehicle register.

13. Copy the first deed registered.

County Court

- 2 -

14. How many deeds were registered in the county court clerk's office during the first year of the county's history?
15. How many deeds were registered in the county court clerk's office in 1938?
16. How many 1938 motor vehicle licenses were issued?
17. How many marriage licenses were issued in the earliest year for which records are available?
18. How many marriage licenses were issued in 1938?
19. Who were the first ministers in the county, as shown by the marriage records?
20. When and where did the first county court meet to organize the county? (Copy first entry)
21. Who were the members of the first county court? (Give names)
22. Who were the justices appointed to serve in the first quarter sessions court?
23. What was the first action taken by the county court?
24. Who were the first county officers - court clerks, sheriff, coroner, tax commissioner, etc.?
25. Who presented commissions from the governor, and then took oath of office before the court?
26. What were the first five important actions taken by the first county court? (Not appointment of officials)
27. What was the first (or earliest) tax, county or state, rate?
28. Who was the first county judge elected? (In 1851)
29. What was the first suit registered?
30. What was the first claim filed?
31. What were the first tavern rates?
32. When were courthouses built in your county? (The state office will try to give the approximate dates for your research. Full information is requested.)
33. Any indication that troops in the Civil War passed through the county or that battles were fought there? (Court Minutes, 1861-65, should be examined before you answer this question.)
34. When was the county seat established? (The early county court minutes should contain much interesting information.)

III. CIRCUIT COURT

The circuit court records will be found in the circuit court clerk's office and will have a beginning date of about 1802, or, in some cases, 1804. If the county was established prior to 1802 or 1804, the early records will be listed under the quarter-sessions court; in some counties, these records will be found in the county court clerk's office. Questions 35 to 48, inclusive, can be answered through information contained in the circuit court order and/or minute books and the docket books, located, as aforesaid, in the circuit court clerk's office:

35. Who were the three members of the first quarter-sessions court?
36. When was the circuit court first convened and organized? (Copy first entry)
37. When is the circuit court in regular session now?
38. Who was the first circuit judge? In the first ten years of circuit court minutes, did circuit judge issue rules and regulations for conduct of the court? If so, copy them verbatim.
39. Who was the first circuit court clerk?
40. Did the first circuit court clerk also serve as the county court clerk?
41. Did the circuit court clerk record deeds for the period 1802 through 1806?
42. Give numbers of judicial districts the county has been a part of. (Give dates).
43. What was the first case in circuit court - give type of case, parties, judgment, etc.?
44. How many civil cases did the circuit court hear last year?
45. How many criminal cases did the circuit court hear last year?
46. When was the first jury list drawn up in quarter sessions court in counties created before 1804 and circuit court in counties created thereafter. (Copy names of the first grand jury list).
47. How many grand jury inquisitions last year?
48. How many true bills returned last year by the grand jury?

IV. QUARTERLY COURT AND JUVENILE COURT

Records concerning the quarterly and juvenile courts are generally located in the county judge's office. Quarterly court records will have a beginning date of 1852; juvenile court records, in most instances, will not

Quarterly Court and Juvenile Court - 4 -
Sheriff, Constable, Jailer
and Coroner

begin until 1906. Answers to questions 49 to 55, inclusive, will be secured from information contained in the records in the county judge's office, and also in records stored in county court clerk's office.

49. What is the date of the first quarterly court meeting held in the county?
50. When was the first quarterly court case heard? Copy the petition.
51. How many cases were heard in the first year the quarterly court functioned?
52. How many quarterly court cases were heard in the last year? (1938)
53. How many quarterly court cases were appealed to a higher court? Examine rule or step docket for either quarterly or circuit courts.
54. How many cases were heard in the juvenile court by county judge during 1938?
55. How many commitments were ordered by the juvenile court in 1938?

V. SHERIFF, CONSTABLE, JAILER AND CORONER

Answers to questions 56 to 65, inclusive, will be found in the county court order books, with the exception of questions 62, 63, 64, and 65. Answers to questions 62 and 63 will be found in the jailer's records, which are generally kept at his home or in his office at the county jail. Answers to questions 64 and 65 will be found in the circuit court clerk's office. The record of inquests may be made in the form of reports, and it may be possible to secure this information only through counting the actual number of reports made to the circuit court clerk of inquests held.

56. How much tax did the sheriff collect in the earliest year for which records are available?
57. How much tax did the sheriff collect in 1938?
58. How many poll taxes were paid last year?
59. Who is the largest single taxpayer, either person or corporation?
60. Who was the first sheriff?
61. How many Constables districts were created in the county, upon its establishment?
62. How much per day does the jailer receive for boarding a prisoner?
63. How many persons were committed to jail last year?
64. How many coroner's inquests were held in 1938?

Tax Commissioner; County Board of Education; Health. - 5 -

65. When was the last coroner's inquest held?

VI. TAX COMMISSIONER

Information for the answering of question 66 may be found in the Tax commissioner's office.

66. What was the assessed valuation of all county real and personal property in 1938? (See tax books)

VII. COUNTY BOARD OF EDUCATION

The records concerning the county board of education will be found in the county school superintendent's office, probably in his reports; also, in the county court order and/or minute books and the fiscal court order and/or minute books. Answers to questions 67 to 75, inclusive, may be found in these records.

67. How many pupils in county school system last year, ending June 30?

68. How many teachers are employed?

69. Average salary of teachers?

70. Any new school buildings recently erected or improvements made?

71. What were the school receipts and expenditures for the last fiscal year?

72. How many school buildings does the county maintain?

73. How much money was spent by the county for education at a very early date?

74. Was land granted for school purposes; give deed volume and page?

75. When was the first school established in the county? Give court order for erection of the first school in county.

VIII. HEALTH

Answers to questions 76 to 81, inclusive, may be found in the fiscal court order and/or minute books and in the records in the office of the health department.

76. Is there a full-time health officer?

77. When was the health department organized, if there is a department?

78. Who are the members of the present board of health?

Keeper of the Poorhouse;
County Surveyor

- 79. How many deaths were recorded for 1938?
- 80. How many births were recorded for 1938?
- 81. What was the amount appropriated for the health department last year?

IX. KEEPER OF THE POORHOUSE

Answers to questions 82 to 87, inclusive, will be found in the county court order and/or minute books and in the fiscal court order and/or minute books.

- 82. What was the first method of caring for paupers? Show all subsequent changes in the method.
- 83. Did the court ever "farm out" paupers to various justices and substantial citizens at an annual rate? If so, during what years?
- 84. When was the first county poorhouse purchased or built? How many county poorhouses have been purchased or built? Give citations.
- 85. Does the county have a poorhouse today? How many paupers are in the institution?
- 86. Are there other paupers, not in the poorhouse, who are cared for at county expense? If so, how is the care given?
- 87. Has the county ever had poor commissioners? If so, what were (or are) their duties and during what years did they function?

X. COUNTY SURVEYOR

Answers to questions 88 to 91, inclusive, may be found in the deed books and in the plat books. These plats may be in the deed books or in separate volumes maintained for the recording of land surveys.

- 88. Who was the first surveyor?
- 89. Did the first surveyor copy plats into the deed books, or keep his plats in a separate plat book, or do both? Do the county's plat books go back to the year the county was established?
- 90. How many plats are recorded for the first year of the county's existence? Does county now have any unappropriated land? If so, where, and how much (approximate acreage)?
- 91. Is there a surveyor at the present time?

XI. COUNTY ROAD SYSTEM

Answers to questions 92 to 98, inclusive, may be found in the county court order and/or minute books and the fiscal court order and/or minute books.

92. How many miles of roads are there in the county - paved and otherwise?
93. Show something of road construction activities at a very early date; give names of first surveyors of highways and number of road precincts created.
94. Name and locate the early roads in the county.
95. When did the county discontinue the practice of "warning in" road hands (that is, requiring able-bodied men to do unpaid work on the roads)?
96. What were receipts and disbursements for road purposes last year?
97. Is any major road construction under way at the present time?
98. Who was the first county road engineer?

XII. COUNTY AGRICULTURAL AGENT
AND HOME DEMONSTRATION AGENT

Answers to questions 99 to 108, inclusive, may be found in the fiscal court order and/or minute books.

99. When was the county agricultural agent first appointed?
100. Show all lapses in and re-creations of, the office of county agricultural agent.
101. How much was appropriated for the county agricultural agent last year?
102. Outline the county agricultural agent's duties.
103. What are the county's chief crops?
104. Are dairy and cattle interests very prominent?
105. When was a home demonstration agent first appointed?
106. If there have been any lapses in office of home demonstration agent, show them.
107. How much is appropriated for the home demonstration agent?
108. Outline the duties of the home demonstration agent.

KENTUCKY COUNTIES, DATE OF CREATION AND COUNTY SEATS

COUNTY	DATE CREATED	COUNTY SEAT	COUNTY	DATE CREATED	COUNTY SEAT
ADAIR	(1801)	COLUMBIA	KNOX	(1799)	BARBOURVILLE
ALLEN	(1815)	SCOTTSVILLE	LARUE	(1843)	HODGENVILLE
ANDERSON	(1827)	LAWRENCEBURG	LAUREL	(1825)	LONDON
BALLARD	(1842)	WICKLIFFE	LAWRENCE	(1821)	LOUISA
BARREN	(1798)	GLASGOW	LEE	(1870)	BEATTYVILLE
BATH	(1811)	OWINGSVILLE	LESLIE	(1878)	HYDEN
BELL	(1867)	PINEVILLE	LETCHER	(1842)	WHITESBURG
BOONE	(1798)	BURLINGTON	LEWIS	(1806)	VANCEBURG
BOURBON	(1785)	PARIS	LINCOLN	(1780)	STANFORD
BOYD	(1860)	CATLETTSBURG	LIVINGSTON	(1798)	SMITHLAND
BOYLE	(1842)	DANVILLE	LOGAN	(1792)	RUSSELLVILLE
BRACKEN	(1796)	BROOKSVILLE	LYON	(1854)	EDDYVILLE
BREATHITT	(1839)	JACKSON	MCCRACKEN	(1824)	PADUCAH
BRECKINRIDGE	(1799)	HARDINSBURG	MCCRARY	(1912)	WHITLEY CITY
BULLITT	(1796)	SHEPHERDSVILLE	MCLEAN	(1859)	CALHOUN
BUTLER	(1810)	MORGANTOWN	MADISON	(1785)	RICHMOND
CALDWELL	(1809)	PRINCETON	MAGOFFIN	(1860)	SALYERSVILLE
CALLOWAY	(1822)	MURRAY	MARION	(1834)	LEBANON
CAMPBELL	(1794)	ALEXANDRIA	MARSHALL	(1842)	BENTON
CARLISLE	(1886)	BARDWELL	MARTIN	(1870)	EBEN
CARROLL	(1838)	CARROLLTON			(P.O. INEZ)
CARTER	(1838)	GRAYSON	MASON	(1788)	MAYSVILLE
CASEY	(1806)	LIBERTY	MEADE	(1823)	BRANDENBURG
CHRISTIAN	(1796)	HOPKINSVILLE	MENIFEE	(1869)	FRENCHBURG
CLARK	(1792)	WINCHESTER	MERCER	(1785)	HARRODSBURG
CLAY	(1806)	MANCHESTER	METCALFE	(1860)	EDMONTON
CLINTON	(1835)	ALBANY	MONROE	(1820)	TOMPKINSVILLE
CRITTENDEN	(1842)	MARION	MONTGOMERY	(1796)	MT. STERLING
CUMBERLAND	(1798)	BURKESVILLE	MORGAN	(1822)	WEST LIBERTY
DAVIES	(1815)	OWENSBORO	MUHLENBERG	(1798)	GREENVILLE
DEMONSON	(1825)	BROWNSVILLE	NELSON	(1784)	BARDSTOWN
ELLIOTT	(1869)	MARTINSBURG	NICHOLAS	(1799)	CARLISLE
		(P.O. SANDY HOOK)	OHIO	(1798)	HARTFORD
ESTILL	(1808)	IRVINE	OLDHAM	(1823)	LAGRANGE
FAYETTE	(1780)	LEXINGTON	OWEN	(1819)	OWENTON
FLEMING	(1798)	FLEMINGSBURG	OWSLEY	(1843)	BOONEVILLE
FLOYD	(1799)	PRESTONSBURG	PENDLETON	(1798)	FALMOUTH
FRANKLIN	(1794)	FRANKFORT	PERRY	(1820)	HAZARD
FULTON	(1845)	HICKMAN	PIKE	(1821)	PIKEVILLE
GALLATIN	(1798)	WARSAW	POWELL	(1852)	STANTON
GARRARD	(1796)	LANCASTER	PULASKI	(1798)	SOMERSET
GRANT	(1820)	WILLIAMSTOWN	ROBERTSON	(1867)	MT. OLIVET
GRAVES	(1823)	MAYFIELD	ROCKCASTLE	(1810)	MT. VERNON
GRAYSON	(1810)	LEITCHFIELD	ROWAN	(1856)	MOREHEAD
GREEN	(1792)	GREENSBURG	RUSSELL	(1825)	JAMESTOWN
GREENUP	(1803)	GREENUP	SCOTT	(1792)	GEORGETOWN
HANCOCK	(1829)	HAWESVILLE	SHELBY	(1792)	SHELBYVILLE
HARDIN	(1792)	ELIZABETHTOWN	SIMPSON	(1819)	FRANKLIN
HARLAN	(1819)	HARLAN	SPENCER	(1824)	TAYLORSVILLE
HARRISON	(1793)	CYNTHIANA	TAYLOR	(1848)	CAMPBELLSVILLE
HART	(1819)	MUNFORDVILLE	TODD	(1819)	ELKTON
HENDERSON	(1798)	HENDERSON	TRIGG	(1820)	CADIZ
HENRY	(1798)	NEW CASTLE	TRIMBLE	(1836)	BEDFORD
HICKMAN	(1821)	CLINTON	UNION	(1811)	MORGANFIELD
HOPKINS	(1806)	MADISONVILLE	WARREN	(1796)	BOWLING GREEN
JACKSON	(1858)	MCKEE	WASHINGTON	(1792)	SPRINGFIELD
JEFFERSON	(1780)	LOUISVILLE	WAYNE	(1800)	MONTICELLO
JESSAMINE	(1798)	NICHOLASVILLE	WEBSTER	(1860)	DIXON
JOHNSON	(1843)	PAINTSVILLE	WHITLEY	(1818)	WILLIAMSBURG
KENTON	(1843)	INDEPENDENCE	WOLFE	(1860)	CAMPTON
KNOTT	(1884)	HINDMAN	WOODFORD	(1788)	VERSAILLES

Af-21

Worker's Name: _____ County: _____

Date: _____

Exact Title as Listed on HR Form: _____ Iden. No. _____

Location of Record _____ Volume No. or Letter Covers Dates: _____ to _____

Page _____ Date of Entry Cited _____

No. of Question: _____ Question (Copy): _____

Answer: _____

SAMPLE LIBRARY UNIVERSITY OF KENTUCKY

Af-21

Worker's Name: JOHN DOE County: ANY COUNTY

Date: FEBRUARY 27, 1939

Exact Title as Listed on HR Form: COUNTY COURT ORDER BOOK Iden. No. 10

Location of Record: COUNTY COURT CLERK'S OFFICE Volume No. or Letter Covers Dates: 1797 to 1807

Page 1-3 Date of Entry Cited MARCH 27, 1797

No. of Question: 20 Question (Copy): WHEN AND WHERE DID THE FIRST COUNTY COURT MEET TO

ORGANIZE THE COUNTY?

Answer: ACCORDING TO AN ACT OF THE GENERAL ASSEMBLY CREATING (GIVE NAME) COUNTY FROM (GIVE NAMES OF) COUNTIES IN (GIVE DATE) THE FOLLOWING (GIVE NAMES) JUSTICES OF THE PEACE HAVING RECEIVED COMMISSIONS FROM (GIVE NAME) GOVERNOR, MET AT THE HOME OF (GIVE NAME) IN (GIVE NAME) VILLAGE AND ELECTED (GIVE NAME) COUNTY COURT CLERK.

GAYLAMOUNT

10-21

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Syracuse, N. Y.
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Historical records survey.

AUTHOR

Kentucky

TITLE

Manual for field workers...

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