

A BRIEF GUIDE TO COUNTY GOVERNMENT DOCUMENTS

Cheryl B. Truesdell
Head, Government Documents & Document Delivery Service
Helmke Library
Indiana University Purdue University
at Fort Wayne

In 1988 I compiled and published A Current Guide to the Public Records of Allen County, Indiana for the IPFW Project for Political Education. The purpose of the guide was to inventory the records currently being used by Allen County government in its day-to-day operations and interactions with Allen County citizens. The records included were those that Allen County citizens could expect to find or could easily request to see. It was our belief that citizens and government officials alike could benefit from such a guide. This article will identify some of the most important and useful county government documents based upon the type located in Allen County Offices.

The Indiana Constitution provides for seven county officers

including the Clerk of the Circuit Court, Auditor, Recorder, Treasurer, Sheriff, Coroner, and Surveyor. Most of the documents included in this article are representative of the types of records kept by these county offices. The Board of County Commissioners is authorized to establish certain other offices. In addition the Indiana "home rule" law of 1980 granted counties power to create offices as needed as long as they did not try to regulate conduct regulated by a state agency unless expressly permitted by state law. The general pattern of county government is the same for most Indiana counties with the exceptions being the "unigov" systems of Marion and St. Joseph's Counties. This article may refer to documents kept by departments, boards, or commissions not estab-

lished in every county. However, the information included in these records may be documented in other records of a county.

While compiling A Current Guide to the Public Records of Allen County, Indiana I developed a form for collecting data on each document. The form included the title of the document, its physical format, description, arrangement, indexing, and how the information was recorded (handwritten, computer printout, typewritten, printed, drawn, blue-printed, etc.). The form also identified both the agency responsible for the information in the document and the office where the document was physically housed, which sometimes varied. I have edited the entries for this article to include only the description of the document and the name of the agency which produced the document. I have left out the specifics concerning the physical format of the document, the arrangement of the information in the document, indexing, and how the information was recorded.

In a few cases, Indiana state law mandates which records will be kept, what information will be recorded, and how it will be recorded

and indexed. This occurs primarily with the elective county offices. I found that Allen County officials create a whole host of other records from the day-to-day operation of government for which the law does not specify an organization, indexing scheme, or maintenance requirements. In the absence of standards for records management, inconsistencies occur among the offices in the detail present in the recorded information, the type of records kept, the organization of the records, and their general accessibility.

I also found during the survey of Allen County records that the physical format of the records varies from office to office. Indiana state law now permits records to be microfilmed, microfiched, or electronically stored in computer files, as well as the traditional methods of recording in bound volumes or filing in file cabinets. The law requires that microfilm or microfiche copies be filed in the office of origin in a way that they are accessible to and readable by the public, and that a duplicate be in a fireproof vault.

If a record is reduced to an electronic storage medium, the law requires that it be accessible during business hours, the document must

be retrievable using the same information as the written record, it must be printable from the computer file, the data must be secured with security access codes to protect it from alteration, and backup computer files must be stored in a secure location outside the office of the record.

Although Indiana law makes specific provisions concerning citizen access to county government records no matter in which format they are recorded, it is not clear if all county offices are adhering to these statutes. In addition there are questions that the law does not address such as quality control and preservation of the original or archival copy.

County Government documents are a valuable source of local information. They record the birth, marriage, and death of individual citizens, the economic growth and setbacks of a county, and the social and political development of the region. I hope that this brief, selected list of County records will lead to a better understanding and appreciation of the diversity of county government operation.

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VOTERS see ELECTIONS,
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 CANDIDATES
WEEDS
WILLS
ZONING
ZONING APPEALS, BOARD OF

Allen County Records Descriptive Listing by Subject

APPRENTICES

[APPRENTICESHIP CARDS].

Record of apprentice's work toward requirements for licensing. Shows name, address and telephone no. of apprentice; name of employer; education; no. of hours of experience; years applied for apprenticeship. BUILDING DEPARTMENT.

BIRTHS

BIRTH RECORD. Register of births in the County. Shows registry no.; date, time, and place of birth; name of attending physician; name, sex, and race of child; number in family; names, ages, occupations, and birthplaces of parents. PUBLIC HEALTH, BOARD OF.

DELAYED BIRTH CERTIFI-

CATE ORDER BOOK. Record of birth certificates issued to persons who have none. Shows date of certificate; name, birthdate, birthplace, and race of the applicant; name and birthplace of parents; name of attending physician.

CLERK (Clerk of the Circuit Court).

BOATS

DEPARTMENT OF NATURAL RESOURCES COUNTY WATERCRAFT REPORT. Record of boats registered in the County.

Shows boat registration no.; name and address of boat owner; make and model of boat; title no.; hull identification no.; description of boat; purpose of boat. **TREASURER.**

BONDS**CRIMINAL BOND RECORD.**

Record of bonds posted to ensure defendant's appearance in court. Shows date, amount, and condition of bond; names of defendant and surety; nature of the case. **CLERK** (Clerk of the Circuit Court).

MISCELLANEOUS BOND RECORD. Record of miscellaneous bonds filed in probate, civil, and criminal causes. Shows date of the bond; names of principals and sureties; amount, condition, and nature of the bond. **CLERK** (Clerk of the Circuit Court).

MISDEMEANOR AND TRAFFIC DIVISION RECOGNIZANCE

BONDS. Record of bonds posted for misdemeanor and traffic causes. Shows names of principals, surety, and agent; dates received, recorded,

and released; amount of bond; vol. and page reference to **JUDGMENT DOCKET**. Indexed alphabetically by name of defendant. **CLERK** (Clerk of the Circuit Court).

OFFICIAL BOND RECORD.

Record of bonds posted by county and township officials. Shows date, amount, and conditions of bond; names of official sureties. **RE-CORDER.**

BRIDGES

BRIDGE REINSPECTION REPORT. Record of inspections of bridges twenty feet or larger. Shows names of bridge and inspector; date of inspection; description of structure, condition, age, and appraisal of bridge; proposed improvements. **HIGHWAY DEPARTMENT.**

[BRIDGES]. Drawings, plans and profiles of bridges. Shows date of drawing; name, location, and description of project; details and specifications of construction. **SURVEYOR.**

BUILDINGS—PERMITS

[COMPLETED BUILDING PERMITS]. Master record of building permits issued and construction projects completed. Shows name

and address of owner; name of builder; lot no. and name of addition; permit applications; date and results of inspections. BUILDING DEPARTMENT.

[WORKING RECORD BUILDING PERMITS]. Record of all building permits sold. Shows type of permit and all permit applications. BUILDING DEPARTMENT.

BUILDING—PLANS [PROJECT FILES]. Drawings, plans and profiles of construction projects in the County. Shows name, location, description of project; details and specifications of construction; date of drawings; name of engineer; routing review documents from city and county offices. SURVEYOR.

[PROJECT LOG BOOKS]. Record of construction projects in the County. Shows names of project, developer, and engineer; legal description of property; description of plans and actions on project; dates of actions. SURVEYOR.

BUILDINGS—STANDARDS AND SPECIFICATIONS [COMMERCIAL COMPLIANCE PAPERS]. Plans and specifications

submitted for review before building permit is issued. Shows plans, profiles, and drawings; specifications of project; compliance with building codes. BUILDING DEPARTMENT.

[HEATING, PLUMBING, SUBSIDIARY COMPLIANCE PAPERS]. Plans and specifications submitted for review before permits are issued. Shows plans and drawings; specifications of project; compliance with heating, plumbing, and other construction codes. BUILDING DEPARTMENT.

[LAND IMPROVEMENT PERMITS]. Record of plans submitted to Plan Commission for land improvements. Shows plans, profiles, and drawings for land improvements. BUILDING DEPARTMENT.

BUSINESS LICENSE TO CONDUCT SALES. Record of applications for licenses to conduct sales. Shows names of applicant, business, and sale; dates of application and sale; reason for sale; time, location, and reason for damaged goods sale; type, quantity, and price of merchandise; date business established. CLERK (Clerk of the Circuit Court).

MISCELLANEOUS RECORD.

Transcripts of miscellaneous documents. Shows liens; articles of incorporation; leases; powers of attorney; bills of sale; contracts; affidavits; wills; assignment of mortgages; resolutions of organizations. **RECORDER.**

PARTNERSHIP AND FIRM

BOND RECORD. Record of businesses operating under names other than their own. Shows date of filing; name of firm or partnership; nature and location of business; names and addresses of members. **RECORDER.**

CEMETERIES**CEMETERY DEEDS.**

Transcripts of deeds to cemetery lots. Shows dates of deed and recording; names of grantor and grantee; amount paid for cemetery lot; description and location of lot; deed no. **RECORDER.**

**COMMISSIONERS,
BOARD OF COUNTY
COMMISSIONER'S RECORD.**

Record of meetings of the Board of Commissioners on all county business. Shows date of meeting; names of members present; nature of business discussed and action taken.

**COMMISSIONERS, BOARD OF
COUNTY.**

CONDOMINIUMS

CONDOMINIUM. Plats of condominiums. Shows date of survey; name of plat; name of surveyor; drawings and description of condominium. **RECORDER.**

CONTRACTORS

ALLEN COUNTY BUILDING DEPARTMENT DETAIL LISTING CONTRACTORS. Summary listing of contractors licensed to operate in the County. Shows name, address, and telephone no. of contractor; license no.; amount paid for license fee; name of license superintendent; date of application; type of license. **BUILDING DEPARTMENT.**

[CONTRACTORS NOT RE-NEWED]. Records of contractors' licenses not renewed. Shows name, address, and telephone no. of contractor; date license granted; names of officers and supervisor of company; license no.; years applications granted. **BUILDING DEPARTMENT.**

COUNTY COUNCIL
COUNTY COUNCIL RECORD.

Minutes of the meetings of the County Council. Shows date of meeting; names of members present; subjects of business discussed and action taken. **COUNCIL.**

COURTS—CIVIL CAUSES

EXECUTION DOCKET [CIRCUIT COURT]. Record of execution of court decrees to satisfy judgments. Shows dates of judgment and service; names of plaintiff, defendant, and judgment debtor; cause no.; amounts of claim, costs and judgment. **CIRCUIT COURT.**

EXECUTION DOCKET [SUPERIOR COURT]. Record of writs issued by court for execution by sheriff to satisfy judgments. Shows dates of writ and judgment; names of plaintiff, defendant, and judgment debtor; nature and number of writ; amounts of judgment and costs; sheriff's return. **SUPERIOR COURT.**

GENERAL INDEX [INDEX TO JUDGMENTS]. Index to documents filed in civil and criminal causes and **JUDGMENT DOCKETS.** Shows

cause and file box no.; names of plaintiff, defendant, and court of action; vol. and page reference to **JUDGMENT DOCKET.** **CLERK** (Clerk of the Circuit Court).

JUDGMENT DOCKETS [CIRCUIT COURT]. Record of judgments and decrees issued in civil and criminal causes. Shows dates of decree and recognizance bond; names of attorney, plaintiff, defendant, judgment debtor, and surety; amounts of judgment and costs. **CIRCUIT COURT.**

JUDGMENT DOCKETS [SUPERIOR COURT]. Record of judgments rendered in civil and criminal causes. Shows dates of judgment and satisfaction; names of plaintiff, defendant, attorneys, and judgment debtor; nature and amount of judgment and costs; receipt of satisfaction. **SUPERIOR COURT.**

ORDER BOOK [CIRCUIT COURT]. Record of actions and proceedings in civil and criminal causes. Shows dates of actions and proceedings; names of plaintiff, defendant, and attorneys; nature, number and disposition of cause. **CIRCUIT COURT.**

ORDER BOOK [SUPERIOR COURT]. Record of actions and proceedings in civil and criminal causes. Shows date of action; names of plaintiff, defendant, and attorneys; number and nature of cause; amounts of judgment and costs; disposition of cause. SUPERIOR COURT.

**COURTS—CRIMINAL CAUSES
CRIMINAL BOND RECORD.**

Record of bonds posted to ensure defendant's appearance in court. Shows date, amount, and condition of bond; names of defendant and surety; nature of the case. CLERK (Clerk of the Circuit Court).

CRIMINAL ORDER BOOK [SUPERIOR COURT]. Record of actions and proceedings in criminal causes. Shows names of plaintiff, defendant, attorney, judge, and jurors; dates of filing and proceedings; nature and number of cause; proceedings and disposition. SUPERIOR COURT.

EXECUTION DOCKET [CIRCUIT COURT]. Record of execution of court decrees to satisfy judgments. Shows dates of judgment and service; names of plaintiff, defendant, and judgment debtor; cause no.; amounts of claim, costs and judgment. CIRCUIT COURT.

EXECUTION DOCKET [SUPERIOR COURT]. Record of writs issued by court for execution by sheriff to satisfy judgments. Shows dates of writ and judgment; names of plaintiff, defendant, and judgment debtor; nature and number of writ; amounts of judgment and costs; sheriff's return. SUPERIOR COURT.

GENERAL INDEX [INDEX TO JUDGMENTS]. Index to documents filed in civil and criminal causes and JUDGMENT DOCKETS. Shows cause and file box no.; names of plaintiff, defendant, and court of action; vol. and page reference to JUDGMENT DOCKET. CLERK (Clerk of the Circuit Court).

JUDGMENT DOCKETS [CIRCUIT COURT]. Record of judgments and decrees issued in civil and criminal causes. Shows dates of decree and recognizance bond; names of attorney, plaintiff, defendant, judgment debtor, and surety; amounts of judgment and costs. CIRCUIT COURT.

JUDGMENT DOCKETS [SUPERIOR COURT]. Record of judgments rendered in civil

and criminal causes. Shows dates of judgment and satisfaction; names of plaintiff, defendant, attorneys, and judgment debtor; nature and amount of judgment and costs; receipt of satisfaction. SUPERIOR COURT.

ORDER BOOK [CIRCUIT COURT]. Record of actions and proceedings in civil and criminal causes. Shows dates of actions and proceedings; names of plaintiff, defendant, and attorneys; nature, number, and disposition of cause. CIRCUIT COURT.

ORDER BOOK [SUPERIOR COURT]. Record of actions and proceedings in civil and criminal causes. Shows date of action; names of plaintiff, defendant, and attorneys; number and nature of cause; amounts of judgement and costs; disposition of cause. SUPERIOR COURT.

COURTS—TRAFFIC CAUSES MISDEMEANOR AND TRAFFIC DIVISION RECOGNIZANCE BONDS. Record of bonds posted for misdemeanor and traffic causes. Shows names of principals, surety, and agent; dates received, recorded,

and released; amount of bond; vol. and page reference to JUDGMENT DOCKET. CLERK (Clerk of the Circuit Court).

CRIMINALS

CRIMINAL ARREST REPORTS. Record of arrests made in the County. Shows name, address, Social Security Number, and physical description of person arrested; name of next of kin; date and place arrested; names of arresting officers. SHERIFF.

DEATHS

DEATH RECORD. Record of deaths in the County. Shows dates and places of death and burial; names of deceased, family members, physician, and mortician; cause of death; age, sex, and race of deceased; birthplaces of deceased and parents.

PUBLIC HEALTH, BOARD OF

RECORD OF CORONER'S INQUEST. Record of inquests of sudden and violent deaths. Shows name and address of victim; file no.; dates of injury and death; place of injury; age, sex, race, and marital status of victim; cause of death; ruling on death; location of autopsy; blood/alcohol level; remarks.

CORONER.

DEEDS

DEED BOOK. Transcripts of deeds to real property. Shows dates of deed and recording; names of grantor and grantee; amount paid for real property description and location of property. **RECORDER.**

DEEDS. Copies of deeds conveying titles to real property. Shows date of deed; names of grantor and grantee; description and location of property. **AUDITOR.**

GENERAL INDEX TO DEEDS.

General index to **DEED BOOK.** Shows date of deed and recording; name of property owner; nature of deed; reference to recording. **RECORDER.**

DRAINAGE

[ALLEN COUNTY DRAINAGE MAPS BY TOWNSHIP]. Drawings of open drain areas in the County. Shows general layout of drains, roads, and bridges. **SURVEYOR.**

CITY SEWER BOOK. Drawings of all sewer drains in the City. Shows locations of all manholes, catch basins, inlets, gravity sewers, force

mains, chambers, regulators, lift stations, overflows, headwalls, and bulkheads; date of map.

SURVEYOR.

DITCH SUBSIDIARY LEDGER—GENERAL DRAIN IMPROVEMENT FUND. Ledger of receipts and disbursements for ditch maintenance and improvement. Shows date and amount of receipt; amount of disbursement; nature of disbursement; balance in fund. **AUDITOR.**

[DITCHES]. Drawings of ditches. Shows names of township, ditch, and engineer; acreage benefitted; location of roads and ditches; flow of water. **SURVEYOR**

DRAINAGE RECORD. Record of assessments for construction, repair, and cleaning of ditches. Shows names of ditch and property owners; legal description of property; township; amount of assessment, length of allotment in feet; beginning and ending stake markers; notice posted to clean ditch. **SURVEYOR.**

[STORM DRAINS—SUBDIVISIONS]. Drawings of storm drains in the County subdivisions. Shows name of subdivision;

location of lots and storm drains; size and flow of storm drains. SURVEYOR.

DRAINAGE BOARD

DRAINAGE BOARD RECORD.

Minutes of the County Drainage Board. Shows time and place of meeting; names of members and others present; subject of business discussed and action taken. DRAINAGE BOARD.

ECONOMIC DEVELOPMENT COMMISSION

[ECONOMIC DEVELOPMENT COMMISSION MINUTES].

Minutes of the meetings of the Economic Development Commission. Shows date of meeting; names of members present; nature of business discussed, including economic development bonds; actions taken.

ECONOMIC DEVELOPMENT COMMISSION.

ELECTION BOARD

ELECTION BOARD MINUTES.

Minutes of the proceedings of the Election Board. Shows date of meeting; names of members present; nature of business discussed and actions taken, including division of county commissioner districts, lists

of supplies for bids, names of delegates to conventions, total no. of voters by precinct. ELECTION BOARD.

ELECTIONS

ABSENT VOTER RECORD.

Record of applications for and absentee ballots sent in elections.

Shows dates application received and ballot sent and returned; address of absentee voter; names of voter and precinct, township or ward of registration; place vote was cast. ELECTION BOARD.

CITY ELECTION RECORD.

Record of city elections. Shows date of election; name and political affiliation of candidate; number of votes cast for each candidate by precinct. ELECTION BOARD.

ELECTION BOARD MAPS.

Maps of local, state and federal election precincts and districts. Shows boundaries of precincts and state and federal senate and congressional districts; name and no. of precinct or district; date of map. ELECTION BOARD.

GENERAL ELECTION

RECORD. Record of general elec-

tions. Shows date of election; name and political affiliation of candidate; number of votes cast for each candidate by precinct. **ELECTION BOARD.**

POLL BOOKS. Record of persons voting in each election. Shows date and nature of election; name, address, and signature of voter; party affiliation chosen in primary elections. **VOTER REGISTRATION BOARD.**

PRIMARY ELECTION

RECORD. Record of primary elections. Shows date of election; name of candidate and office sought; number of votes cast for each candidate by precinct. **ELECTION BOARD.**

RECORDS FORELECTIONBUDGETS. Record of all expenditures of the Election Board. Shows date of appropriation; nature and quantity of purchase; amounts of cost and payment. **ELECTION BOARD.**

VOTING PLACES. Record of location of each precinct. Shows location and description of precinct voting place; date of designation as precinct; specific instructions for voting. **ELECTION BOARD.**

ELECTIONS—REGISTRATION MASTER FILE OF VOTERS.

Master record of eligible voters. Shows name, birthdate, and birthplace of voter; Social Security no.; naturalization; elections voted; party affiliation; precinct no. **VOTER REGISTRATION BOARD.**

OBSOLETE FILE [VOTER REGISTRATION].

Record of inactive and deceased voters. Shows name, birthdate, and birthplace of voter; Social Security no.; naturalization; elections voted; party affiliation; precinct no. **VOTER REGISTRATION BOARD.**

VOTERS' REGISTRATION

BOOKS. Register of qualified voters in the County. Shows name, birthdate, and birthplace of voter; Social Security no.; naturalization; dates voted; party affiliation; primaries voted; precinct no. **VOTER REGISTRATION BOARD.**

EMERGENCY PLANNING EMERGENCY OPERATIONS

PLAN. Plan of policies, procedures, and resources for emergency operations. Typed in binders. Shows policies including guidelines for setting up an emergency center;

procedures, including very type of disaster and how to respond to it; resources, including availability of local governmental and nongovernmental resource groups. Arranged topically by policies, procedures, and resources. Indexed alphabetically by subject. EMERGENCY PREPAREDNESS. DEPARTMENT OF.

ESTATES

FINAL AND CURRENT REPORT OF ESTATES. Report by administrator or executor of administration and settlement of estates. Shows names of administrator, executor, and deceased; amounts of receipt and expenditure of estate monies; sale of estate property; final disposition of estate. CLERK (Clerk of the Circuit Court).

FINAL AND CURRENT REPORT OF TRUSTEE. Trustee's report of administration and settlement of estates and guardianships. Shows names of trustee and principals; amounts of receipt and expenditure of estate monies; sale of estate property; condition of wards; final disposition of the case. CLERK (Clerk of the Circuit Court).

GENERAL INDEX OF ESTATES. General index to actions and proceedings in estate causes. Shows cause no.; names of deceased and administrator or executor; reference to file box; reference to REPRESENTATIVE BOND, OATH, AND LETTERS. CLERK (Clerk of the Circuit Court).

INHERITANCE TAX RECORD.

Record of appraisements of estates to determine amount of inheritance tax due. Shows cause no.; dates of death and appraisal; names of deceased, appraiser, heirs, and administrator or executor; location, inventory, and appraised value of estate; amount of tax due from heirs; deductions for claims, expenses, bequests, and exemptions. CLERK (Clerk of the Circuit Court.)

INVENTORY OF ESTATES.

Record of executors' inventories and appraisal of property in estate causes. Shows names of deceased, appraisers, executor, and administrator; itemized list and appraised value of property; affidavits of appraiser and administrator. CLERK (Clerk of the Circuit Court).

OFFICIAL BOND INDEX

RECORD. Index to personal representative bond records. Shows names of surety and principals; date and amount of bond; nature of bond, including guardian, executor, administrator, and trustee; volume and page number to recording. **CLERK** (Clerk of the Circuit Court).

PROBATE ORDER BOOK [SUPERIOR COURT]. Record of orders and proceedings in litigation of estates. Shows dates of filing and trial; names of deceased, administrator, executor, and guardian; nature of proceedings; number and disposition of cause. **SUPERIOR COURT.**

REPRESENTATIVE BOND, OATH, AND LETTERS. Record of letters issued, bonds posted, and oaths administered. Shows dates of death, issuance of letters, bond, and oath; names of deceased, heirs, administrator, and surety; value of estate, amount and condition of bond. **CLERK** (Clerk of the Circuit Court).

EXEMPTIONS

ALLEN COUNTY MASTER FILE EXEMPTIONS. Record of all tax exemptions in the County.

Shows type of exemption; name of property owner; key no.; amount of exemption; total value of land and improvements; net value of property. **AUDITOR.**

FINANCE, BOARD OF

BOARD OF FINANCE. Record of the decisions, minutes, and correspondence of the Board of Finance. Shows date of meeting; names of members present; names of depositories and percentage of funds deposited in each. **FINANCE, BOARD OF.**

FOOD INSPECTION

FOOD ESTABLISHMENT INSPECTION REPORT. Record of inspections of food service establishments and retail food stores. Shows name, address, and type of establishment; date, time, and purpose of inspection; name of inspector; rating score; inspections of food, equipment, facilities, and personnel; recommendations for correction. **PUBLIC HEALTH, BOARD OF.**

GOVERNMENT PROPERTY—ASSESSMENTS

[LEASED GROUND AND GOVERNMENT PROPERTY]. Record of assessed value of leased property and government property. Shows key

no.; value of land and improvements; name and address of property owner; legal description of property; no. of acres; total acreage, parcels, and land value for each taxing unit. AUDITOR.

**GUARDIANSHIPS
FINAL AND CURRENT RE-
PORT OF GUARDIANSHIP.**

Report by guardian of administration and settlement of guardianship causes. Shows names of guardian, wards, and deceased; amounts of receipts and expenditure of estate monies; sale of estate property; condition of wards; final disposition of cause. CLERK (Clerk of the Circuit Court).

**FINAL AND CURRENT RE-
PORT OF TRUSTEE.** Trustee's report of administration and settlement of estates and guardianships. Shows names of trustee and principals; amounts of receipt and expenditure of estate monies; sale of estate property; condition of wards; final disposition of the case. CLERK (Clerk of the Circuit Court).

**GENERAL INDEX OF
GUARDIANSHIPS.** Index to actions and proceedings in guardianship causes. Shows cause no.; names

of wards and guardian; reference to file box; reference to RECORD OF APPLICATIONS, BONDS, OATHS, AND LETTERS OF GUARDIANSHIP. CLERK (Clerk of the Circuit Court).

GUARDIANSHIP INVENTORY. Record of guardians' inventories and appraisal of property in estate causes. Shows date of inventory; names of guardian, ward, and deceased; itemized list and appraised value of property; affidavit of guardian. CLERK (Clerk of the Circuit Court).

**OFFICIAL BOND INDEX
RECORD.** Index to personal representative bond records. Shows names of surety and principals; date and amount of bond; nature of bond, including guardian, executor, administrator, and trustee; volume and page number to recording. CLERK (Clerk of the Circuit Court).

**RECORD OF APPLICATIONS,
BOND, OATHS, AND LETTERS
OF GUARDIANSHIP.** Record of letters issued, bonds posted, and oaths administered to guardians. Shows dates of letter, bond, and oath; names of wards, guardian, and

surety; amount and condition of bond; surety's affidavit of property owned. CLERK (Clerk of the Circuit Court).

**HAZARDOUS WASTE TAX
FUND ADVISORY
COMMITTEE**

**HAZARDOUS MATERIALS
AND HAZARDOUS WASTE
TAX FUND.** Records of the Allen County Advisory Committee on the Hazardous Waste Tax Fund. Typed in binders. Shows names of members; names of subcommittees and members; minutes of meetings; subcommittee reports; budget; correspondence; ordinances, laws, and regulations. **HAZARDOUS
WASTE TAX FUND ADVISORY
COMMITTEE.**

LIENS

MECHANICS LIEN. Record of liens on property to secure payment of costs for labor and materials. Shows dates of lien and recording; amount of lien; itemized statement of labor and materials; names of principals; notice of release of lien. **RE-
CORDER.**

**RECORD OF HOSPITAL AND
AMBULANCE LIENS.** Liens on property to secure payment of costs

for ambulance and hospital service. Shows date and time of recording; type of lien— hospital or ambulance; names of patient and those liable for costs; name and address of claimant; amount claimed; document nos. of filing and release; date of release. **RECORDER.**

U.S. TAX LIEN RECORD. Record of liens on property for nonpayment of internal revenue tax. Shows file no.; name of taxpayer; place of residence; date of filing; amount of tax, interest, and penalty; date of payment. **RECORDER.**

MARRIAGES

**GENERAL INDEX OF MAR-
RIAGES.** Index to **MARRIAGE
RECORD.** Shows names of bride and groom; volume and page reference to **MARRIAGE RECORD.** Arranged alphabetically by names of bride and groom. **CLERK (Clerk of
the Circuit Court).**

MARRIAGE RECORD. Record of marriage applications, licenses, and returns. Shows dates of application, license, and return; names, ages, addresses, family histories, previous marital status; dates and places of birth and occupations of bride and

groom; names of parents and witnesses. CLERK (Clerk of Circuit Court).

MILITARY SERVICE

INDEX OF DISCHARGES. Index to SERVICE DISCHARGE

RECORD. Shows dates of recording and discharge; name of military personnel; reference to SERVICE DISCHARGE RECORD. Arranged alphabetically by name of military personnel, then by date of posting. **RECORDER.**

SERVICE DISCHARGE

RECORD. Record of honorable discharges of military personnel. Shows dates of discharge and recording; name, occupation, physical description, age, and character of military personnel; vaccinations; type of discharge. **RECORDER.**

SOLDIER'S BURIAL RECORD.

Record of expenditures for burial of military personnel. Shows dates of discharge, death, and burial; name and age of military personnel; place of burial; amount of claim; name of funeral director. **COMMISSIONERS, BOARD OF COUNTY.**

MOBILE HOMES

CERTIFIED TO THE COURT

[PERSONAL PROPERTY AND MOBILE HOME]. Record of delinquent personal property taxes certified to court. Shows key, duplicate, and certificate nos.; year certified to court; name of property owner; mailing address; township; amount of delinquent tax. **TREASURER.**

[MOBILE HOMES]. Record of assessed value of mobile homes. Shows name of mobile homeowner; duplicate and key nos.; assessed value of property. **AUDITOR.**

PERSONAL PROPERTY TAX DUPLICATE—MOBILE HOME

REGULAR ACCOUNTS. Record of taxes assessed on mobile homes. Shows name of property owner; mailing address; duplicate and key nos.; assessed value; amounts of installments, penalty, fine, delinquent tax paid and due; assessed value; dates paid. **TREASURER.**

MORTGAGES

GENERAL INDEX TO MORTGAGES. General index to mortgages recorded in MORTGAGE RECORD. Shows date of recording; names of principals; location and description of property; reference to

recording. RECORDER.

MORTGAGE RECORD. Record of mortgages on real property. Shows dates of mortgage and recording; date notarized; names of principals; description and location of property; amounts of mortgage, interest and payments. RECORDER.

REGISTER OF CONGRESSIONAL SCHOOL FUND LOAN. Ledger of loans and payments made from school fund. Shows date of mortgage; reference to recording of mortgage in **MORTGAGE RECORD**; name and address of mortgagor; amounts of loan, principle, installments, and interest; amounts and dates paid. AUDITOR.

RELEASE OF MORTGAGES. Record of mortgages and liens released and satisfied. Shows dates of release and assignment; names of principals; nature and amount of lien or mortgage; certification of satisfaction; reference to recording of mortgage of lien. RECORDER.

SCHOOL FUND MORTGAGES. Transcripts of mortgages on real estate from school fund loans. Shows dates of mortgage and maturity; name of mortgagor; description and

location of property; amount and term of mortgage. RECORDER.

MORTGAGES—EXEMPTIONS ALLEN COUNTY MORTGAGE EXEMPTIONS [INDEX]. Index and summary of [MORTGAGE EXEMPTIONS]. Shows name of property owner; legal description of property; control and key nos.; volume, page, and document reference no. of mortgage exemption affidavit. AUDITOR.

[MORTGAGE EXEMPTIONS—BLIND OR DISABLED PERSONS]. Affidavits filed by blind or disabled persons to claim mortgage exemption. Shows name, age, and address of disabled person; amount of taxable income; assessed value; amount of exemption; date filed. AUDITOR.

[MORTGAGE EXEMPTIONS]. Affidavits of mortgage indebtedness for purpose of mortgage exemption. Shows name and address of property owner; date of mortgage; legal description of property; assessed value of property; current indebtedness; name of mortgage holder amount of exemption; signature of homeowner. AUDITOR.

[MORTGAGE EXEMPTIONS—PERSONS 65 YEARS OF AGE OR MORE].

Affidavits filed by persons 65 years of age or more for mortgage exemption. Shows name, age, and address of person over age 65; legal description of property; source and amount of income; assessed value of property.

AUDITOR.

[MORTGAGE EXEMPTIONS—VETERANS OR WIDOWS].

Affidavits filed by W.W.I veterans or their widows for mortgage exemption. Shows name, age, and address of veteran or widow; legal description of property; amount and type of exemption allowed; date of exemption. AUDITOR.

REMOVALS [MORTGAGE EXEMPTIONS]. Record of affidavits of persons no longer eligible for mortgage exemptions. Shows name, age, and address of property owner; amount and type of exemption; reason for removal. AUDITOR.

**NOTARIES PUBLIC
NOTARIAL BOND RECORD.**

Record of bonds posted by notaries public. Shows date, amount, and condition of the bond; names of notary and surety. CLERK (Clerk of

the Circuit Court).

ORDINANCES

[ALLEN COUNTY—COUNTY CODE]. Record of county ordinances. Shows ordinance number; text of ordinance. COMMISSIONERS, BOARD OF COUNTY.

PERSONAL PROPERTY—ASSESSMENTS

ASSESSOR'S PERSONAL PROPERTY BOOK. Record of personal property tax. Shows duplicate and control nos.; name and address of property owner; type of assessment; assessed value; type of exemption; net value. AUDITOR.

INDIVIDUAL'S TANGIBLE PERSONAL PROPERTY ASSESSMENT RETURN. Report of ownership of personal property and assessments. Shows name of property owner; address; township and taxing unit; description and assessed value of vehicles other than automobiles, boats and boat equipment, and dogs; total assessed value; signature of property owner. ASSESSOR.

PERSONAL PROPERTY [ASSESSED VALUATION]. Record of assessed value of personal property.

Shows name of personal property owner; mailing address; duplicate and control nos.; assessed value of property; type of property.

TREASURER.

PERSONAL PROPERTY— MORTGAGES

UNIFORM COMMERCIAL CODE JOURNAL OF CASH

RECEIPTS. Record of fees for chattel mortgages and requests for information on debtors. Shows number of instrument; names of principals; date of instrument; amount of loan; description of property; date of release.

RECORDER.

PLAN COMMISSION

[**PLAN COMMISSION MINUTES**]. Minutes of the meetings of the Plan Commission. Shows date of meeting; names of members present; nature of business discussed, including amendments, rezoning petitions, zoning ordinances, fact findings, plats and development plans, report of expenditures; actions taken.

PLAN COMMISSION.

PLATS

CONDOMINIUM. Plats of condominiums. Shows date of survey; name of plat; name of surveyor;

drawings and description of condominium. RECORDER.

INDEX TO PLATS. Index to PLAT RECORD. Shows date of plat; name of property owner; description and location of property; reference to PLAT RECORD. Arranged alphabetically by name of plat. RECORDER.

PLAT BOOKS. Drawings of lands and lots in the County. Shows township, sections, parcels, landmarks, and boundary changes; legal description of property; names of current and past owners. AUDITOR.

PLAT RECORD. Plats of additions and subdivisions in the County. Shows dates of survey and recording; name and number of plat; names of owner and surveyor; description and location of plat. RECORDER.

POLITICAL CAMPAIGNS— FINANCE

CANDIDATES' ELECTION

FINANCIAL REPORTS. Record of contributions and expenditures of political candidates. Shows name, address, party affiliation, and office sought by candidate; name and address of persons contributing over

\$100; description of expenditures over \$100; description of loans and in kind contributions. ELECTION BOARD.

POLITICAL CANDIDATES FILING RECORDS OF CANDIDATES. Record of candidates filing to run for office. Shows date of filing; name and address of candidate; title of office sought; precinct of registration. ELECTION BOARD.

POOR RELIEF COUNTY AUDITOR'S REGISTER OF POOR RELIEF CLAIMS AND EXPENSE BY APPROPRIATIONS. Ledger of expenditures for poor relief. Shows trustee's claim no.; date of payment; warrant no.; name of claimant; nature of relief given; amount of claim. AUDITOR.

PROBATION ADULT FELONY PROBATION REPORT. Statistical summary of new and released probationers for felony charges. Shows names of county, court, judge, and preparer; dates covered and prepared; number of new probationers by type of probation; number of probationers released by type of disposition;

number of pre-sentence investigations. CIRCUIT COURT. Housed in Adult Probation Office.

ADULT MISDEMEANOR PROBATION REPORT. Statistical summary of new and released probationers for misdemeanor charges. Shows name of county, court, judge, and preparer; dates covered and prepared; number of new probationers by type of probation; number of probationers released by type of probation; number of presentence investigations. CIRCUIT COURT. Housed in Adult Probation Office.

MONTHLY PROBATION REPORTS. Statistical summary of probation activity. Shows date of report; number of persons on probation, placed, and released by sex; number of pre-sentence investigations by court. CIRCUIT COURT. Housed in Adult Probation Office.

PUBLIC HEALTH, BOARD OF BOARD OF PUBLIC HEALTH MINUTES. Minutes of the actions and proceedings of the Board of Public Health. Shows date of meeting; names of members present; nature of business discussed and actions taken, including reports of

births, deaths, and contagious diseases, inspections of public buildings, appropriations, appointment of health officials. PUBLIC HEALTH, BOARD OF.

REAL PROPERTY

QUIET TITLE RECORD. Transcripts of court proceedings involving titles to real property. Shows dates of proceedings and judgment; names of plaintiff and defendant; location and description of property; final ruling on the matter. RECORDER.

REAL PROPERTY—ASSESSMENTS

ALLEN COUNTY HOMESTEAD CREDIT CLAIMS. Record of assessed value of real property. Shows key no.; name of property owner; value of residential and nonresidential land and improvements. AUDITOR.

ASSESSOR'S REAL ESTATE BOOK. Record of assessed value of real property. Shows key and duplicate nos.; name and address of property owner; legal description of property; land value; improvement value; amount of exemptions; net value. AUDITOR.

[CLAIMS FOR HOMESTEAD PROPERTY TAX CREDIT].

Applications for homestead property tax credit. Shows name of property owner; legal description of property; assessed value of property; date of filing. AUDITOR.

PRESCRIBED INDIANA PROPERTY RECORD CARD. Record of assessment of real property in the County. Handwritten and typed on file cards. Shows key and card nos.; taxing unit; names of previous and current owners; legal description of property; mailing address; assessed value; complete description and drawings of land and buildings; improvements. ASSESSOR.

REAL ESTATE ALPHABETIC LIST FOR ALLEN COUNTY.

Record of real estate taxes and exemptions in the County. Shows key and duplicate nos.; name and address of property owner; legal description of property; value of land and improvements; type and amount of exemptions. AUDITOR.

REAL PROPERTY—SALES

CONTRACTS. Record of contract sales by taxing unit. Shows key no.; name and address of property owner;

legal description of property; value of property and improvements.

AUDITOR.

RECEIPTS AND DISBURSEMENTS—AUDITOR

APPROPRIATION AND DISBURSEMENT RECORD.

Ledger of receipts and disbursements from other than County General Fund.

Shows name of fund; fund no.; warrant no.; nature of receipt and disbursement; amounts of receipt and disbursement; balance. AUDITOR.

LEDGER OF APPROPRIATIONS, ENCUMBRANCES, DISBURSEMENTS AND BALANCES.

Record of receipts and disbursements from County General Fund. Shows name of fund; account no.; date of receipt and disbursement; warrant no.; amount of warrant; balance. AUDITOR.

STATEMENT OF EXPENDITURES, ENCUMBRANCES AND UNENCUMBERED APPROPRIATIONS.

Record of county funds appropriated, spent, and encumbered. Shows fund no. and name; amounts appropriated, spent, encumbered; name of payee.

AUDITOR.

RECEIPTS AND DISBURSEMENTS—TREASURER

LEDGER OF RECEIPTS, DISBURSEMENTS AND BALANCES.

Ledger of receipts and disbursements of county funds.

Shows date of entry; amounts of receipt and disbursement; warrant no.; name of fund; balance in fund.

TREASURER.

TREASURER'S DAILY BALANCE OF CASH AND DEPOSITORIES.

Ledger of county monies collected, deposited, and invested.

Shows amounts collected from taxes and other sources; total amounts of deposits and investments.

TREASURER.

REDEVELOPMENT COMMISSION

[REDEVELOPMENT COMMISSION MINUTES].

Minutes of the meetings of the Redevelopment Commission. Shows date of meeting; names of members present; nature of business discussed and actions taken.

REDEVELOPMENT COMMISSION.

REVIEW, BOARD OF RECORD [BOARD OF REVIEW].

Minutes of the meetings of

the Board of Review. Shows date of meeting; names of members and petitioners present; subject of business discussed and action taken.

REVIEW, BOARD OF.

ROADS

[MISCELLANEOUS ROADS, DRAINS, AND BRIDGES—SUPER LARGE MAPS]. Oversize drawings of roads, bridges, and drains. Shows date of drawing; name, location, and description of project; details and specifications of project. SURVEYOR. [PLANS]. Drawings of subdivisions, roads, and bridges. Shows date of plan; names of surveyor and engineer; location and description of road; details and specification of construction. HIGHWAY DEPARTMENT.

ROAD PETITIONS. Petitions for construction and maintenance of roads. Shows names of petitioners; description and location of proposed road. HIGHWAY DEPARTMENT.

[ROADS]. Drawings, plans, and profiles of roads. Shows date of drawing; name, location, and description of road; details and specifications of construction; name of engineer. SURVEYOR.

STATE HIGHWAY RIGHT-OF-WAY GRANTS. Record of lands granted by owners for construction or improvement of highways. Shows date of grant; name of property owner; legal description of property. RECORDER.

SURVEYS

CORNERSTONE BOOK. Record of location of all cornerstone markers in the County. Shows presence of cornerstone; cornerstone with Harrison Marker; Harrison Marker; concrete monument; copper-coated steel rod; commercial fence post. SURVEYOR.

FIELD BOOKS. Surveyor's field notes of ditches, roads, bridges, and miscellaneous surveys. Shows date of survey; location of land markings; level readings and distances; acreage; township section, and range nos. SURVEYOR.

GOVERNMENT SURVEY. Copy of original U.S. Government survey of the County. Shows names of survey and township; date of survey; location of land markings; acreage. SURVEYOR.

[MISCELLANEOUS RECORDS]. Miscellaneous surveys, plans, and

drawings, including flood plain information. Shows name, location, and description of drawing; details and specifications of project or survey. SURVEYOR.

SURVEYOR'S RECORD. Record of surveys made by Surveyor. Shows date of survey; names of property owner and surveyor; section; range; township nos.; stations; elevations; measurements. SURVEYOR.

TAXES—BUSINESS

BUSINESS TANGIBLE PERSONAL PROPERTY RETURN.

Report of ownership of business personal property and assessments. Shows name and type of business; mailing address; legal description of property; taxing district; total assessed value of tangible personal property; date of report; signature of reporting authority. ASSESSOR.

TAXES—DELINQUENT ALLEN COUNTY COMBINED LISTING OF DELINQUENT TAXES DUE.

Record of all delinquent personal property and real property taxes. Shows type of delinquent tax; duplicate and key nos.; name of property owner; mailing address; amount of taxes due. TREASURER.

CERTIFIED TO THE COURT [PERSONAL PROPERTY AND MOBILE HOME].

Record of delinquent personal property taxes certified to court. Shows key, duplicate, and certificate nos.; year certified to court; name of property owner; mailing address; township; amount of delinquent tax.

TREASURER.

DELINQUENT SEWERS AND WEED CUTTING.

Record of assessments for cutting weeds, sewer maintenance, and construction.

Shows name of property owner; mailing address; duplicate and key nos.; legal description of property; amount of delinquent tax; date paid and amount paid. TREASURER.

[DELINQUENT TAX].

Summary record of delinquent property taxes. Shows name of property owner and taxing unit; duplicate and key nos.; legal description of property; amounts of tax, penalty, and delinquent tax. AUDITOR.

EXECUTION DOCKET—TAX WARRANT.

Record of execution of court decrees in Indiana State Treasury causes. Shows dates of judgment and return on writ; names of

plaintiff, defendant, and judgment debtor; cause no.; amounts of claims, costs, and judgment. CLERK (Clerk of the Circuit Court).

JUDGMENT DOCKET—TAX WARRANT. Record of judgments and decrees issued in Indiana State Treasury causes. Shows names of attorney, plaintiff and defendant; amounts of judgment and cost; receipt or nonreceipt of payment. CLERK (Clerk of the Circuit Court).

REAL ESTATE TAX SALE. Record of tax sales for delinquent real property, drainage, and weed payments. Shows name of property owner; mailing address; legal description of property; key no.; amount of delinquent assessment; nature of delinquent assessment; amount paid by property owner or at tax sale. TREASURER.

TAX SALE RECORD. Record of real property sold for nonpayment of taxes. Shows name of property owner; legal description of property; key no.; amount of delinquent tax; amount of tax sale; dates of sale and redemption; name of purchaser and redeemer; bidder and certificate nos. AUDITOR.

TREASURER'S RECORD OF DELINQUENT PERSONAL PROPERTY TAX AND JUDGMENT DOCKET. Record of delinquent personal property taxes certified to court. Shows name and address of property owner; name of taxing unit; duplicate no.; date of delinquent tax; amounts of tax, penalty, and cost; date received by clerk as judgment; date and amount of delinquent tax paid. TREASURER.

TAXES—DRAINAGE DITCH DUPLICATE FOR RECONSTRUCTION ASSESSMENT. Record of assessments on real property for ditch and drain reconstructions. Shows name and address of property owner; name and no. of ditch; key and duplicate nos.; legal description of property; amounts of installments, interest, penalty, and total assessments paid and due; dates paid. TREASURER.

DITCH TAX DUPLICATE FOR MAINTENANCE ASSESSMENT. Record of assessments for maintenance of ditches. Shows name and address of property owner; duplicate and key nos.; legal description of property; amounts of installments,

penalty, delinquent assessment paid and due; total acres and acres benefitted; dates paid; drain no. and name. **TREASURER.**

TAX DUPLICATE—SURPLUS ACCOUNTS. Record of personal property, real property, and ditch tax overpayments. Shows name of property owner; mailing address; key and duplicate nos.; amounts of installment, gross tax, penalties, fines, surplus and delinquent taxes paid and due; assessed value; replacement credit; date paid. **TREASURER.**

TAXES—EXCISE COUNTY AUDITOR'S RECORD OF ANNUAL LICENSE EXCISE TAX. Ledger or receipts and disbursements of excise, surtax, and wheel tax. Shows amounts of receipt and disbursement; date of entry; balance of fund. **AUDITOR.**

TAXES—FEDERAL [FEDERAL TAX LIEN INDEX AND RECORD]. Record of notices to secure property for nonpayment of internal revenue tax. Shows dates of filing and release; name and address of taxpayer; nature and amount of tax; amount of accrued interest and

penalty; collector's serial no. **RECORDER.**

TAXES—INHERITANCE INHERITANCE TAX RECORD.

Record of appraisements of estates to determine amount of inheritance tax due. Shows cause no.; dates of death and appraisal; names of deceased, appraiser, heirs, administrator or executor; location, inventory, and appraised value of estate; amount of tax due from heirs; deductions for claims, expenses, bequests and exemptions. **CLERK (Clerk of the Circuit Court).**

TAXES—PERSONAL PROPERTY

PERSONAL PROPERTY TAX DUPLICATE. Record of taxes assessed on personal property. Shows name of personal property owner; mailing address; duplicate and control nos.; assessed value; amounts of installments, penalty, fine, delinquent tax paid and due; dates paid. **TREASURER.**

TAX DUPLICATE—SURPLUS ACCOUNTS. Record of personal property, real property, and ditch tax overpayments. Shows name of property owner; mailing address; key

and duplicate nos.; amounts of installments, gross tax, penalties, fines, surplus and delinquent taxes paid and due; assessed value; replacement credit; date paid.

TREASURER.

**TAXES—REAL PROPERTY
REAL PROPERTY TAX DUPLI-**

CATE. Record of taxes assessed on real property. Shows name of property owner; mailing address; duplicate and key nos.; legal description of property; mortgage holder; amounts of installments, penalty, delinquent tax paid and due; assessed value; exemptions; dates paid.

TREASURER.

**REGISTER OF REAL ESTATE
CERTIFICATE OF ERROR.**

Record of overpayment of taxes. Shows duplicate no.; date of payment; name of taxpayer; amount of error; reason for error; amount of credit and tax. AUDITOR.

**TAX DUPLICATE—SURPLUS
ACCOUNTS.** Record of personal property, real property, and ditch tax overpayments. Shows name of property owner; mailing address; key and duplicate nos.; amounts of installments, gross tax, penalties, fines, surplus, and delinquent taxes

paid and due; assessed value; replacement credit; date paid.

TREASURER.

TAXES—SALES

[COMMISSIONERS' SALES].

Record of Commissioners' sales of real property for nonpayment of taxes. Shows newspaper notices; lists of property to be sold; buyer registration sheets; receipts of sales; claims for newspaper advertising.

AUDITOR.

LIS PENDENS RECORD. Record of Sheriff's notice of attachment of property to satisfy court judgments. Shows date of notice; names of plaintiff, defendant, attorney, and court; legal description of property; nature of levy. CLERK (Clerk of the Circuit Court).

REAL ESTATE TAX SALE.

Record of tax sales for delinquent real property, drainage, and weed payments. Shows name of property owner; mailing address; legal description of property; key no.; amount of delinquent assessment; nature of delinquent assessment; amount paid by property owner or at tax sale. TREASURER.

TAX SALE RECORD. Record of real property sold for nonpayment of taxes. Shows name of property owner; legal description of property; key no.; amount of delinquent tax; amount of tax sale; dates of sale and redemption; name of purchaser and redeemer; bidder and certificate nos. **AUDITOR.**

VENUE, CHANGE OF AUDITOR'S VENUE RECORD. Receipts and disbursements for court cases venued to and from counties. Shows date certified to clerk; cause no.; title of cause; date of warrant; warrant no.; amount of warrant; amount and date paid. **AUDITOR.**

CHANGE OF VENUE RECORD. Summary of transactions in court cases venued from other counties. Shows date of venue; names of plaintiff, defendant, county, and court; nature of the case, itemized statement of costs; vol. and page reference to **ORDER BOOK** and **FEE BOOK**. **CLERK** (Clerk of the Circuit Court).

WEEDS DELINQUENT SEWERS AND WEED CUTTING. Record of assessments for cutting weeds, sewer

maintenance, and construction. Shows names of property owner; mailing address; duplicate and key nos.; legal description of property; amount of delinquent tax; date paid and amount paid. **TREASURER.**

WILLS WILL RECORD. Transcripts of wills and testaments filed for probate. Shows dates of instrument and filing; names of deceased and heirs; amounts of bequests; names of witnesses; certification of clerk. **CLERK** (Clerk of the Circuit Court).

ZONING STAFF COMMENTS. Record of zoning appeals filed with the Board of Zoning Appeals. Shows requests for special exemptions, including beauty salons, child care, and animal hospitals; requests for variances to change zone; requests for contingencies, including notice of public hearing; map and location of request; staff comments. **ZONING APPEALS, BOARD OF.**

ZONING APPEALS, BOARD OF [BOARD OF ZONING APPEALS MINUTES]. Minutes of the meetings of the Board of Zoning Appeals. Shows date of meeting; names of

