

## Evidence Explained: Citing History Sources from Artifacts to Cyberspace

ensures that you will always know where to turn for deeper research. In your First Reference Note, however, you do not have to cite the original record office, because you did not actually use the original records.

### CITY & COUNTY RECORDS

#### 8.17 Background

*See also* Chapter 9, Licenses, Registrations, Rolls & Vitals  
*and* Chapter 10, Property & Probates

Local courts, across time, have handled a wide variety of needs. In addition to the trial courts that hear criminal cases and civil complaints, you will be citing a wide variety of other actions taken by local governing boards. Within this framework, one finds certain basic materials:

- **Docket books**—a calendar of court cases, giving case numbers, case names, and the court sessions in which the case was to be heard.
- **Fee books**—a log of charges and/or payments for the per diem expenses and mileage of witnesses, printing costs, mileage paid to law enforcement personnel who delivered summons, etc.
- **Minute books**—registers, kept in chronological order, with brief notations as to what transpired in each case, each day of a court session. Minute books kept by supervisory bodies summarize decisions on the region's economic, educational, or social issues deliberated at each meeting.
- **Packets or files**—envelopes or bundles in which all loose papers relating to a case are maintained under the case label, docket number, or some similar system.
- **Record books or Final Record books**—registers kept in chronological order by court term, usually with detailed narratives summarizing past and final actions in a case.

Despite the wide variation in record types, most citations to them will fall within one of two basic types: you will cite a *bound volume* or you will cite *loose documents in a packet or file*.

#### 8.18 Basic Formats: Bound Volumes

*See* QuickCheck Models *for*

- ORIGINAL RECORDS: LOCAL RECORD BOOKS
- ORIGINAL RECORDS: LOCAL RECORD BOOKS, ARCHIVED OFF-SITE

The four models presented below illustrate four basic points:

- If you use only one book from a series and it carries a distinctive title (as with notes 1 and 3), then you would copy the title of the book exactly, putting it in quotation marks.
- If the series does not number the volumes individually and does not carry a date in its title, then you should add inclusive dates to assure that the correct volume can be relocated, as with note 4.
- If you are citing multiple volumes from a series, you may use a common, generic title (e.g., Will Books) and cite its volume number within the series, as with note 2.
- If you add those inclusive dates inside a quoted title, as in note 1, then you should place those dates in square editorial brackets.

**Source List Entry**

Kentucky. Marshall County. Board of Supervisors' Minutes, 1886–1908. County Court Clerk's Office, Benton.

Massachusetts. Hampshire County. Court of Common Pleas Record Books, 1783–1853. Superior Court Clerk's Office, Northampton.

Mississippi. Adams County. Circuit Court Record of Judgment Books, 1830–1831. Circuit Court Clerk's Office, Natchez.

New Mexico. Colfax County. District Court Civil Dockets, 1869–1900. History Library Museum of New Mexico, Santa Fe.

**First Reference Note**

1. Marshall County, Kentucky, "Board of Tax Supervisor's Minutes [1886–1908]," p. 73, for Bob Hamilton order, 11 January 1890; County Court Clerk's Office, Benton.
2. Hampshire County, Massachusetts, Court of Common Pleas Record Book U: 218, Benjamin Sibley v. Samuel Hemingway, 1794; Superior Court Clerk's Office, Northampton.
3. Adams County, Mississippi, "Circuit Court Record of Judgment, NN (May 1830–May 1831)," pp. 458–61, George Mulhollen v. Robert McCullough, slave suit for freedom; Circuit Court Clerk's Office, Natchez.
4. Colfax County, New Mexico, District Court Civil Docket, 1869–1882, unpaginated, April Term 1869, case 16, State v. Samuel Cawker; History Library Museum of New Mexico, Santa Fe.

**Subsequent Note**

11. Marshall Co., Ky., "Board of Tax Supervisor's Minutes [1886–1908]," 73.
12. Hampshire Co., Mass., Court of Common Pleas Record Book U:218.
13. Adams Co., Miss., "Circuit Court Record of Judgment, NN," 458–61.
14. Colfax Co., N. M., District Court Civil Docket, 1869–1882, April Term 1869, case 16.