

Chief Justice's Law Clerks' Correspondence, 1927–38. Records of the Supreme Court, Record Group 267. National Archives, Washington, D.C.

Personnel and Payroll Records, 1844–1906. Records of the Coast and Geodetic Survey, Record Group 23. National Archives, College Park, Maryland.

2.50 Source List Arrangements: By Geographic Locale

Manuscript materials often have a natural geographic base. Censuses, church and cemetery records, and courthouse registers and files are prime examples. Many researchers prefer to arrange these types of sources by geographic area in their source lists.

For materials that are geographically based, the convention is to begin an entry with the largest unit of the location (country or state) and work down to the local jurisdiction. That largest unit can be positioned as a header, as in the manner below, or it can be repeated as the first word of each entry. Whichever method you choose, you should be consistent.

New Mexico:

Sandoval County. Naturalization Records, 1910–1926. Thirteenth Judicial District Court of New Mexico, Bernalillo.

Socorro County. Homestead Records, 1882–1906. Probate Clerk's Office, Socorro.

———. Mining & Milling Claims, 1884–1906. County Recorder's Office, Socorro.

New York:

Orange County. Surrogate Court Records, 1787–1850. Surrogate Office, Goshen.

Rensselaer County. Deed Records, 1791–1900. County Clerk's Office, Troy.

———. Van Rensselaer Manor Papers, ca. 1650–1880. Secretary of State's Office, Albany.

Oklahoma:

Canadian County. Tax Records, 1930–1950. Tax Assessor's Office, El Reno.

———. Permit Records, 1890–98. Oklahoma Historical Society, Oklahoma City.

Kingfisher County. Civil Appearance Dockets, 1901–1929. County Clerk's Office, Kingfisher.

USE OF 3-EM DASH

For the 3-em dash used in lieu of the author's name, see 2.65.