

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: