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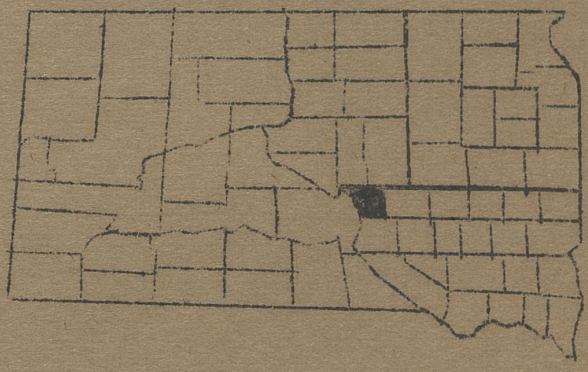


UNIVERSITY of KENTUCKY

INVENTORY OF  
THE COUNTY ARCHIVES  
of  
SOUTH DAKOTA  
NO. 8  
BUFFALO COUNTY  
(GANN VALLEY)

HISTORICAL RECORDS SURVEY

WORKS PROGRESS ADMINISTRATION



INVENTORY OF THE COUNTY ARCHIVES  
OF SOUTH DAKOTA

Prepared by

The Historical Records Survey  
Division of Women's and Professional Projects  
Works Progress Administration

No. 8. BUFFALO COUNTY (GANN VALLEY)

\* \* \* \* \*

Rapid City, South Dakota  
The Historical Records Survey  
December 1937

## PREFACE

The Historical Records Survey under the National Direction of Dr. Luther H. Evans was initiated as a nation-wide undertaking in January 1936, as a part of the Federal Writers' Project of the Works Progress Administration. In South Dakota the Survey opened in March 1936, under the administrative supervision of Lisle Reese, State Director of the Writers' Project and Esto Hatfield, Assistant State Supervisor. In the five district offices of the WPA the project was organized and operated by the district supervisors of the Writers' Project until November 1936, when the Survey became an independent part of the Federal Project No. 1. Since that date supervisors have been appointed from the Survey personnel.

The objective of the Survey in South Dakota has been the preparation of complete inventories of the records of the State and of each county, city and other local governmental unit. Although a condensed form of entry is used, information is given as to the limiting dates of all extant records, the contents of individual series, and the location of records in statehouse, county courthouse, or other depository. The records titles are arranged under office of origin and by subject; in the index they are arranged alphabetically but with cross references. Preceding the records entries for each office is a brief statement as to the history, functions, and records of the office.

The Inventory of the County Archives of South Dakota will, when completed, consist of a separate number of each county in the state. The units of the series are numbered according to the respective position of the county in an alphabetical list of the counties. Thus, the inventory herewith presented for Buffalo County is No. 8. The inventory of the state archives and of municipal and other local records will constitute separate publications.

In Buffalo County the project was opened July 15, 1936 and closed on November 1, 1936. The inventory was made by Miss Alma E. Larson, Field Supervisor and the historical data were compiled by Miss Audrey Ellyson of the state office. The final editing was completed in the editorial office under the direction of Miss Alice Flagstead, Assistant State Director.

The county inventories of South Dakota will be issued in mimeograph form and will be distributed to state and local officials and public libraries. Inquiries regarding the inventories should be addressed to Miss Esto Hatfield, State Director, Rapid City, South Dakota.

This office has received the finest cooperation from the Works Progress Administration officials in the state, and it is only fair that they be given due credit for their loyal support and assistance in carrying out the work in South Dakota. Also, acknowledgment is made for the courteous help rendered on the part of Mrs. Gertrude E. Flyte of Mitchell, in verifying the historical data. Although the Survey became a separate unit in Federal Project No. 1 late in 1936, we still feel that we owe much to the Federal Writers' Project and wish at this time to thank Mr. Reese and his staff members for their part in this book.

Luther H. Evans, National Director

Esto Hatfield, State Director  
THE HISTORICAL RECORDS SURVEY

December 1937.

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## BUFFALO COUNTY HISTORICAL SKETCH

Buffalo County was among the first counties to receive a name and place on the map of the old territory of Dakota (Sec. 6, Ch. 10, Laws of Dakota 1870-71), and was also at one time the largest county within the limits of the present state of South Dakota. The township lines, extending about six townships east from the Missouri River, were surveyed in 1838. At that time the county included a large area of unsurveyed and almost unexplored territory extending from the base line on a parallel with the present southern boundary of Brule and Minnehaha Counties, north to the second parallel, the present northern boundary of the county, and from the Missouri River on the west to the western boundary of Minnehaha County. It comprised an area of over 5,000 square miles and included the present counties of Buffalo, Jerauld, Aurora, Sanborn, Davison, Hanson, Brule, Miner, McCook and part of Lake County. Lewis and Clark mention this area, part of which is now included in Buffalo County, in their celebrated diary.

The early settlement of the county by whites dates back to 1862 when Fort Thompson was established at the present site of Crow Agency. The fort was a square, three hundred feet each way, and built of native cedar with gun holes for defense from hostile Indians. A saw mill was also located on the river at this place, and the heavy cottonwood timber which covered the Missouri River bottom at that time was sawed into lumber from which were erected two school houses, shops, stores and numerous buildings necessary for a fort and agency. The bottom thus cleared of its large timber has since grown into dense and beautiful box-elder groves.

On October 13, 1863, a regular legal election was held at Fort Thompson by two companies of Iowa Cavalry stationed there. This was probably the first election of any kind held within the present borders of the county.

The first actual settlement within the present organized county was made on September 16, 1882, by H. B. Farren. In the winter of 1882-83 a bill was passed in the territorial legislature (Sec. 1, Ch. 23, Laws of Dakota 1883) giving the southern tier of townships to Brule and the eastern tier to Aurora County. The three townships on the east, taken from Buffalo and the northern part of Aurora County, were made into Jerauld County.

Settlers poured in rapidly and land claims were filed at Mitchell, as the area was at that time included in the Mitchell Land District. In the northern part of the county, township subdivisions were not surveyed and filings were not received until the fall of 1883, although squatters had taken possession previous to that time.

The first postoffice was established at Eldorado, section 9, Township 106, range, 68, in December 1882, with John Mather as postmaster.

By the spring of 1884 the pioneers had laid claim to most of the land in Buffalo County and a movement for organization began. The first meeting was held at Duncan on April 1, 1884, and the second one on April 26. Petitions were circulated inaugurating the general agitation. "The American Home", Buffalo County's first newspaper, published by M. B. McNeil, succeeded in adding to the disquiet of the county and the situation, since it gave the frontier news with only a fair degree of accuracy. It held out until October 28, 1884, the same year of its origin, when its editor became discouraged over the delay of county organization and moved to Waterbury, South Dakota.

## Buffalo County Historical Sketch

On October 4, 1884, a meeting was held at Duncan to elect delegates to the Republican legislative convention at Mitchell, and a resolution was adopted requesting the governor to appoint county commissioners with the power to appoint county officers. Stillman Moulton and L. C. Longman were elected delegates and H. B. Farren and Joseph Donahue, alternates. Governor Pierce appointed John Tumcane, C. A. Osman and E. W. Cleveland as County commissioners. However, at the request of E. W. Cleveland, his brother, James P. Cleveland, was appointed in his place. The latter with Tumcane and Osman qualified on January 5, 1885, as the first county commissioners of Buffalo County.

The first commissioners' meeting was held at the residence of C. A. Osman on section 2, township 107, range 70, when the county officers were appointed. Duncan was designated as the temporary place of meeting for the county officers until a permanent county seat was located. Several proposals for the county seat were considered at a meeting held January 4, 1885, when a proposition submitted by A. L. Spencer and Herst Gann was accepted, locating the county seat on section 33, township 107, range 68. Spencer donated thirty acres of land and Gann a building for a courthouse. Five days later the county commissioners met at the new location and officially declared it the county seat of Buffalo County, to be known as Gann Valley. The county was divided into three commissioner districts and five school and road districts. It was composed of only five townships, the others still being included in the Crow Creek reservation. On February 27, 1885, President Arthur issued a proclamation, declaring the Crow Creek and Winnebago reservation east of the Missouri River open to actual settlement. Many had been waiting along the border of this reservation for the opportunity to secure a portion of the much coveted domain.

Another rush of immigration followed. Homestead shanties of sod and lumber dotted the prairies, and the expansion of territory under this act brought hope and joy to the county, which had been retarded in its development by the narrow limits of territory left it on the east, through a series of territorial legislative enactments, and also by the Indian Reservation on the west. The new hopes were of short life, however, for shortly afterwards Grover Cleveland became President and among his early official acts was a proclamation withdrawing this land from settlement and ordering the new home builders to abandon their homes at once. The order was enforced. Many of the settlers were afterwards partly reimbursed by the government for damages sustained by loss of time and money, but it poorly compensated them for the loss of their homes from which they had been driven.

In accordance with an act of Congress, approved March 2, 1889, President Harrison on February 10, 1890, issued a proclamation opening up a part of the Sioux reservation. The lands opened to settlement included a small part of Buffalo County. Settlers who had taken land under the proclamation of President Arthur were given ninety days prior right to secure their old claims.

The first regular election was held in the fall of 1886 and a county seat fight was added to the contest of county officers. The site proposed for a county seat was on section 1, township 107, range 69, and was known as Buffalo Center. The proposition for a removal was carried, and when the commissioners met at Gann Valley on November 27, 1886, a motion was made and carried to move to Buffalo Center, to canvass the vote, and transact the necessary business of the meeting. On the same day, the commissioners convened at the new location and notices were posted announcing Buffalo Center as the county seat. However,

## Buffalo County Historical Sketch

the question of location was not settled until April 1888 after a political battle between the residents of Gann Valley and those of Buffalo Center. On April 16, the commissioners met at Buffalo Center and awarded the contract for moving the county seat to E. W. Cleveland, whose bid to do the work was free of charge, and on April 28, the commissioners resumed business with Gann Valley as county seat, where it has since remained.

Another paper, "The Buffalo County Sentinel", published by Gann and Kyle at Gann Valley was established in April 1885, but like its predecessor, the "American Home", it failed to survive. On December 14, 1888, a newspaper, "The Dakota Chief", was finally established at Gann Valley, with Morton Alexander as publisher.

Church and Sunday school work received the early attention of the first settlers, Rev. F. W. Cooley, first in charge of the Congregational missionary work in this field, established the first Sunday School in Buffalo County, in the month of May, 1883. In June 1884, a sod church, 16 x 24, was begun on a site donated by S. Robb, which was intended to be known as the First Congregational Church of Duncan. The walls were erected but it was never completed.

Fort Randall was established in 1856, and named for Col. Daniel Randall. It was an important establishment during the Indian wars, 1862-66, but thereafter was quite remote from active operation. It was abandoned on July 22, 1892, and was dismantled, and the buildings were sold chiefly to settlers and removed. Subsistence for five companies for one year was kept on hand. It was also here that the first school was held in South Dakota in 1857.

The early schools conducted classes in sod shanties with dirt floors, little board shacks, or whatever vacant buildings could be obtained until school districts were organized and school houses could be built. A day school was established as early as 1863 at Fort Thompson by John Williamson.

Fort Hale was located on the west bank of the Missouri River, directly opposite the mouth of Crow Creek. It was a post including only one company, established in 1873 and abandoned ten years later.

The Trudeau House, built in the autumn of 1884 by Baptiste Trudeau, was covered by the first roof ever built by white man in South Dakota. It was located upon the northern bank of the Missouri River in section 22, township 95, range 65, opposite Fort Randall. It is also referred to as the "Pawnee House".

Fort Lookout was on the west side of the Missouri River at a point where the south line of the Lower Brule reservation touched the river. It was a post of the Columbia Fur Company and built in 1822. Near by was a small opposition post operated by a party of Frenchmen from St. Louis. Gen. Nathaniel Lyon built a new Fort Lookout, a military post, upon the same location in 1856. This post however, was soon abandoned in favor of Fort Randall.

Fort Thompson was started after the outbreak of the Indians in 1862, when it was resolved to send the Sioux of Minnesota to live on the Missouri, early in 1863. They were conveyed by steamboat to Usher's Landing on the Missouri River, and established there, June 1, on a reservation which the Santee Sioux divided with the Winnebago. The fort was named for Col. Clark W. Thompson, a



### Buffalo County Historical Sketch

leading citizen of Minnesota, who erected the fort and conducted the Indians to the Missouri.

In 1857, the Nobles Trail was built by Col. W. H. Nobles from Mendota, to the mouth of the Minnesota River, via Fort Ridgely, to the Missouri River; the route passing near Gann Valley, then turning southwest through an area near the mouth of White River. The trail was to be a wagon road from Saint Paul to the South Pass of the Rocky Mountains, with a view of making it ultimately a trans-continental railroad.

The present area of Buffalo County is 479 square miles and it has a population of 1,811. Gann Valley, the county seat, returned as part of Elvira township has a population of 242.

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Robinson, Doane, History of South Dakota, Vol. 1, 1904.

## GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

South Dakota is part of the territory acquired by the United States through the Louisiana Purchase. White settlement began in 1859, but because of the critical condition of national affairs, the territorial government was not organized until 1861.

South Dakota was admitted to statehood in 1889 and at the first general election held after its admission to the Union, an act was embodied in the state constitution creating all the county offices. (Art. 9, Sec. 5, State Constitution.)

A county is one of the civil divisions of a country for judicial and political purposes. The earliest reference to counties in South Dakota occurs in 1862, when Yankton County was created, with the town of Yankton as county seat and seat of justice, by the Territorial Legislature of Dakota (Sec. 1, 2, 3, Ch. 19, T. L. 1862).

In South Dakota, although constitutional stipulations limit the powers of the legislature in dealing with counties, and frequently also, limit the powers of the counties themselves, there are many functions of government that are left to the counties by the laws of the state. The following are some of these functions: The building and maintenance of county roads, bridges and highways; the care of the poor and the insane; the levying of taxes to support the activities of the county government; the equalization of taxes between individual taxpayers; the collection of taxes; the care and maintenance of the county jail, the detention of criminals, and the care of prisoners; the enforcement of the laws of the state and orders of the county government; the arrest and trial of offenders and criminals; the supervision of the common schools; the care and desposition of bodies of persons accidentally killed and of those murdered; the promotion of the health and welfare of the people and of the industries of the county; the recording of a large variety of documents, including deeds, mortgages, surveys of land plats, wills and court proceedings.

The board of county commissioners is in a limited sense the legislative body of the county government as it is either directly or indirectly connected with every department of the county organization. It levies taxes, appropriates funds and authorizes payment of claims against the county. The board is more closely connected with the offices of the county auditor and treasurer, as the auditor, who is the clerk of the board of county commissioners, keeps all accounts, issues warrants in payment of claims authorized by them, sets valuations of real estate and prepares the tax list, and the treasurer collects the taxes, receives and has custody of all county moneys and disburses this money on receipt of a warrant from the auditor (Sec. 5860-5909, 5925-5955, Rev. C. 1919).

Other elective officers of the county government are: the register of deeds, the clerk of courts, county judge, sheriff, superintendent of schools, state's attorney, assessor and coroner.

The clerk of courts and the register of deeds prepares and keeps records affecting the title of real estate. The register of deeds records deeds, mortgages, surveys of land plats and all instruments pertaining to land titles (Sec. 5010-5924, Rev. C. 1919), and the clerk of courts is the clerk of the county or probate and circuit courts (Sec. 6016-6025, Rev. C. 1919). The county judge is the judge of the county court (2118-2121, Rev. C. 1919). There are twelve judicial circuits in the state of South Dakota, Buffalo

Governmental Organization and Records System

County being in the fourth circuit (Ch. 194, S. L. 1917), and the terms of court are held annually and the term for Buffalo begins on the first Tuesday in May (Ch. 194, S. L. 1917). Since 1922 the circuit court judges have been elected every four years. There is one judge for each circuit, except in the second judicial circuit where there are two. (651 Rev. Pol. C.) These judges are paid an annual salary of two thousand five hundred dollars (Sec. 652, Rev. Pol. C.).

The sheriff is the executive officer of the county. His major duty is to preserve order, arrest offenders and in general, enforce the laws of the state (Sec. 5956-5967, Rev. C. 1919).

The duty of the superintendent of schools is the supervision and direction of the common schools of the county, keeping records of all his official acts, teachers employed and money appropriated (Sec. 7413-7425, Rev. C. 1919).

The state's attorney has as his duty the prosecution and defending of all civil and criminal cases in which the state or county is an interested party (Sec. 5997-6015, Rev. C. 1919).

The assessor is required to obtain an annual assessment of all real and personal property in the county (Sec. 5975-9584, Rev. C. 1919).

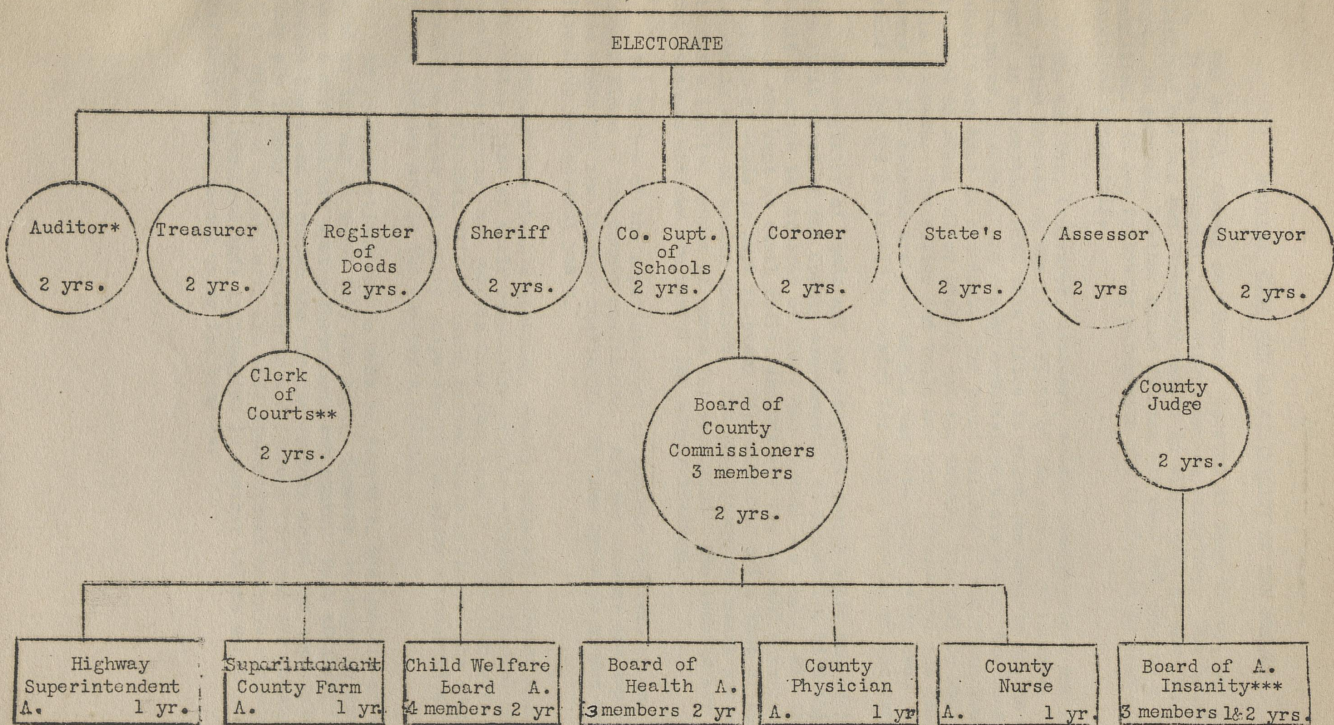
The coroner holds an inquest upon the bodies of all persons who have or may have died by unlawful means (Sec. 5968-5974, Rev. C. 1919).

Justices of the peace are primarily city and township officials, they are required to make a quarterly report of all their proceedings to actions or matters in which the county or state is a party, to the board of county commissioners on the first Monday of January, April, July and October of each year. (Sec. 1, Ch. 3, Jus. C.; 6184 C. L. ; Sec. 155, Rev. Jus. C.) These reports must contain the names of the parties to action or proceedings; a statement of all orders made by the justice; the judgment; if for imprisonment, the length of sentence and costs, amount of fine and costs paid and the disposition of the case; an itemized account of the fees of the justices and of all officers and witnesses giving the names of each. (Sec. 2, Ch. 3, Jus. C.; Sec. 6185, C. L.; Sec. 156, Rev. Jus. C.)

Many changes in duties and practices of the officers have been made during the period of years 1890-1937 at the sessions of the state legislature. These changes are embodied in the Session Laws and the South Dakota Code - Vol. 1-2 of 1919.

The offices mentioned above are treated more completely with citations following the duties and powers of the officers, in sections preceding the inventory.

CHART OF GOVERNMENT OF BUFFALO COUNTY-SOUTH DAKOTA



\* The Auditor is the Clerk of the Board of County Commissioners  
 \*\* The Clerk of Courts is the Clerk of both the Probate and Circuit Courts  
 \*\*\* One member appointed for 1 yr., one for 2 yrs.

○ --Elective offices established by constitution  
 A. --Appointive offices

## HOUSING, CARE AND ACCESSIBILITY OF THE RECORDS

The Buffalo County courthouse, located at Gann Valley, was built in 1915-16. It is a rectangular, two story, wooden structure. The building is not fireproof but has two fireproof vaults in which most of the county records are kept. In general, leather bound volumes are used and are, as a whole, in good condition. In the following paragraphs the facilities in each office are described separately.

The auditor, treasurer, assessor, county commissioners and sheriff share one office located on the first floor of the county courthouse. There is a vault in connection with this office in which the records of the auditor, treasurer, assessor, and county commissioners are kept. The records of the sheriff are kept in his desk. The bound volumes of the first four officers are kept on steel roller shelves and the unbound material is kept in steel file cabinets. The office and vault are very crowded and the facilities for users of the records are poor as all the desk space is in use. Twice as much space as is now available is needed for proper housing of the records.

The register of deeds and the clerk of courts share one office located on the first floor of the county courthouse. In connection with this office is a vault in which the records of these two bureaus are kept. All the bound volumes are kept on steel roller shelves and the unbound material of the register of deeds is kept in steel file cabinets while that of the clerk of courts is kept on wooden shelves. The facilities for users are poor and there is but a limited amount of space for expansion. The records are in good order but separate offices are needed for proper housing.

The office of the superintendent of schools consists of one room on the second floor of the county courthouse. All the records are kept in steel file cases and are in good condition. No more space is needed by the superintendent for several years.

Although the state's attorney, county judge and coroner maintain but one office, that of their respective private practice, located outside the county courthouse, any records that they have in connection with their duties as county officials will be found in the above offices. The records of the state's attorney and county judge are in the clerk of courts' office and those of the coroner are in the auditor's office.

No recommendations can be made in regard to the quality of the records used or the way in which they are kept. However, it might be desirable to have a more uniform system throughout the state. Each official buys his own record books and although the records contain about the same information they are in many cases written in a different form and are labeled differently. Also, within a county, officers have discontinued certain records from time to time and combined this information in another volume which makes it rather difficult for a person using the records.

## LIST OF ABBREVIATIONS, SYMBOLS AND EXPLANATORY NOTES

alph. . . . .	alphabetical, alphabetically
arr. . . . .	arranged, arrangement
art. . . . .	article
approx. . . . .	approximately
Aud. . . . .	Auditor
chron. . . . .	chronological, chronologically
Ch. . . . .	chapter
C. C. . . . .	County Courthouse
C. . . . .	Code
C. L. . . . .	Civil Laws
Cl. C. . . . .	Clerk of Courts
Const. . . . .	Constitution
Co. . . . .	County
Crim. . . . .	Criminal
dist. . . . .	district
Hdw. pr. f. . . . .	Handwritten on printed form
Jus. . . . .	Justice
no., nos. . . . .	number, numbers
num. . . . .	numerical, numerically
of. . . . .	office
p., pp. . . . .	page, pages
par. . . . .	paragraph
Pol. C. . . . .	Political Code
Prob. . . . .	Probate
Proc. . . . .	Proceedings
Reg. . . . .	Register
Reg. D. . . . .	Register of Deeds
rev. . . . .	revised
sec. . . . .	section, sections
sch. . . . .	school
S.D.S.L. . . . .	South Dakota Session Laws
S. L. . . . .	Session Laws
St. . . . .	State
Supt. Sch. . . . .	Superintendent of Schools
T. B. . . . .	tuberculosis
T. L. . . . .	Territorial Laws
Treas. . . . .	treasurer
twp. . . . .	township
va. . . . .	vault
vol., vols. . . . .	volume, volumes
— . . . . .	current
& . . . . .	and

If no statement is made regarding the indexing of a record it is to be assumed that there is no index. However, if an index appears as the first entry under an office or a subject heading, it is to be assumed that this is an index to all of the records to follow.

Except in the case of a record consisting of one volume or file box, if no labeling is indicated, the volumes are not numbered or lettered.

Volumes and file box sizes are given in inches.

All records are located in the courthouse, unless otherwise indicated.

## I. COUNTY COMMISSIONERS

The organized counties of South Dakota have a board of commissioners consisting of not less than three nor more than five members, each of whom is elected at the general election for a term of four years (Sec. 1-3, Ch. 96, S. L. 1901).

On January 5, 1885, Governor Pierce, territorial governor of Dakota, appointed three commissioners to organize Buffalo County. The county was divided into three districts with one commissioner for each.

The state legislature passed a law providing that in 1920 and every four years thereafter, county commissioners were to be elected in each of the even-numbered districts, and in 1922 and every four years thereafter, they were to be elected in the other districts in order that the regular term of all of the commissioners would not expire at the same time (Art. 1, Sec. 5860, p. 1394, Rev. C. 1919).

The county commissioners are required to meet on the first Tuesday of every month and the auditor has the power to call special sessions when the interest of the county demands it; however he must give notice in the official county papers of the time and reason for calling them together. The commissioners must have a county seal to be used by the county auditor (Sec. 578, p. 151, T. L. 1887). A chairman is elected at the first yearly meeting of the board to preside at the meetings (Sec. 5580, p. 152, T. L. 1887) and sign all warrants drawn on the county treasurer and attested by the auditor (Sec. 581, p. 152, T. L. 1887). Their duties and powers include: the levying of taxes (Sec. 592, p. 152, T. L. 1887 & Sec. 2 & 3, Ch. 171, S. L. 1909); floating loans through bond issues (Sec. 1, Ch. 52, S. L. 1891); equalizing of taxes in the county (Sec. 1, Ch. 52, S. L. 1901); allowing of claims against the county (Sec. 87, Ch. 112, T. L. 1893); determining the salary of county officials and other employees (Sec. 23, Ch. 171, S. L. 1909); supervision and direction of all county property including the courthouse, jail, work-house, poor-farm, hospitals and libraries; construction and repairing of county roads and bridges (Sec. 592, p. 153, T. L. 1887); construction of levies, drains and ditches (Sec. 2047, p. 450, T. L. 1884); purchasing of supplies and equipment for county buildings and institutions; marking out voting precincts and polling places, appointing election officials, distribution of ballots (Sec. 1, Ch. 53, T. L. 1885 and Sec. 821-23, Ch. 60, S. L. 1897); serving as a board to canvass election returns (Sec. 1-2, 18, Ch. 24, S. L. 1890); appointment and supervision of county officials and auditing their accounts and annual reports (Sec. 592, p. 153, T. L. 1887) and correcting errors and discrepancies, filing their reports with the county auditor, who is clerk of the board of commissioners and keeps their proceedings.

The county commissioners are required to keep a record of their proceedings relating to the construction, maintenance and discontinuance of roads and bridges (Sec. 585, p. 152, T. L. 1887); a record of their orders and decisions (Sec. 586, p. 153, T. L. 1887); a book for the entry of warrants issued on the county treasurer (Sec. 588, p. 153, T. L. 1887) and an account with the treasurer (Sec. 585, p. 152, T. L. 1887). They are required to determine the tax redemptions, from the examination of tax sale books (Sec. 616, p. 157, T. L. 1887), and have a right to examine the records, accounts and vouchers of the treasurer at any time (Sec. 80 & 91, Ch. 25, T. L. 1868-69).

## County Commissioners

(1-5)

## 1. COMMISSIONER'S RECORD, 1885--. 3 vols. (1-3).

Minutes and proceedings of county commissioners showing date, business transacted, monthly reports and special meetings. Chron. arr. Hdw. pr. f. Vols. aver. 480 pp. 18 x 12 x 2. Aud. of. va.

## 2. AUDITOR'S CLAIM REGISTER, 1885--. 2 vols., 22 file boxes.

Record of claims against the county showing number of claim, by whom presented, nature of claim, amount, amount allowed, date allowed. Alph. arr. by name of claimant. Hdw. pr. f. Vols. aver. 400 pp. 18 x 12 x 1; files, 12 x 5 x 14. 2 vols., 12 file boxes, Aud. of. va.; 10 file boxes, Treas. of. va.

## 3. ROAD AND BRIDGE RECORD, 1886-1914. 1 vol.

Contains plats of each township and range, name of road, by whom petitioned, location of road, date petition filed, name and appointment of road reviewers, expenses, date road established. Num. arr. by twp. and range. Hdw. pr. f. 400 pp. 16 x 12 x 2. Aud. of. va.

For subsequent records see entry 1.

## 4. WOLF BOUNTY, 1900--. Last entry 1909.

Record of wolf bounty applications showing application number, date application issued, to whom issued, kind and number of animals killed, where, amount of bounty paid. Num. arr. by number of application. Hdw. pr. f. 100 pp. 16 x 12 x  $\frac{1}{2}$ . Aud. of. va.

## 5. JUSTICE DOCKET, 1885--. 3 vols. (1-3). Last entry 1911.

Reports of proceedings and minutes of justices of the peace showing parties to action, city, township, costs, filings, attorneys. Alph. arr. by names of parties. Hdw. pr. f. Vols. aver. 280 pp. 14 x 10 x 1. Cl. C. of. va.

## 11. COUNTY AUDITOR

In 1890 at the time that South Dakota became a state, the constitution provided a county auditor for each county to be elected for a term of two years. No person is eligible for more than four years in succession. (Art. 9, Sec. 5, St. Const. 1890.)

He acts as clerk of the board of county commissioners and prepares the minutes of their proceedings, keeping a permanent record of them and sending copies to the official newspapers of the county to be published (Ch. 10, Sec. 4, T. L. 1887).

The county auditor is required to keep a record of all bills and claims allowed by the board of commissioners and of the warrants drawn on the county treasurer (Ch. 48, Sec. 1, S. L. 1889), and prepares a statement every three months, for publication, of the condition of the finances of the county government (Ch. 48, Sec. 1, S. L. 1889).

He is also required to examine the assessment roll of the county (Ch. 3, Sec. 6723, p. 1637, Rev. C. 1919). In this list, each person, firm or corporation owning property within the county is charged with the amount of tax to be paid and from this list he prepares the tax lists, a duplicate of which is given to the county treasurer for his use in the collection of taxes. (Ch. 28, Sec. 72 & 74, S. L. 1897.)



## County Auditor

(6-8)

It is the duty of the county auditor to keep an accurate account with the county treasurer of all money paid into the treasury. The receipts are filed by the auditor, and the treasurer is charged with the amount. (Ch. 10, Sec. 5, T. L. 1887; Sec. 650 p. 164.)

He issues the warrants for claims against the county which are allowed by the board of county commissioners (Sec. 7, Ch. 10, T. L. 1887; Sec. 652, p. 165).

In 1919 he was given the duty of attending to all matters pertaining to the state hail insurance tax for residents of his county as compiled by the county assessor together with other taxation. (Ch. 244, Sec. 10 & 11, p. 269, S. L. 1919.) This was repealed in 1933 (Ch. 116, p. 110, S. L. 1933).

He prepares the ballots and the instructions to voters and judges of elections (Sec. 63-66, Ch. 234, S. L. 1917). He is also required to obtain the election returns and keep the official ballots cast by the voters of the county until all election questions are settled (Sec. 90, Ch. 234, S. L. 1918). He then issues certificates of election to all persons elected to county and legislative offices (Sec. 1, Ch. 73, S. L. 1881; C. L. 645).

Before he enters office he is required to give a bond to the state of South Dakota with two or more sureties who are approved by the board of county commissioners (Sec. 3, Ch. 10, T. L. 1887; C. L. 648).

His salary is determined by the valuation of the respective counties as fixed by the state board of equalization. (Sec. 81, Ch. 95, S. L. 1901.)

## Taxation

(See also entry 27)

## 6. LEVIES, 1885--. 3 file boxes.

Originals of all types of levies of taxes by the different governmental units, giving name of unit, name of clerk of unit, date of meetings held to decide levy, purpose of levy, date of instrument, date filed, name of auditor. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Aud. of. va.

For duplicates see entry 85.

## 7. AUDITOR'S TAX LIST, 1885--. 37 vols., 9 file boxes. (dated).

Contains original tax lists showing name of owner, description of property, acres, number of school district, money and credits tax, total consolidated, road poll, school poll, dog tax, amount of tax, penalty and interest, total amount, number of receipt, date paid, by whom paid, year sold and not redeemed, taxes which are a lien on land. Num. arr. by section, township, range. Hdw. pr. f. Vols. aver. 150 pp. 18 x 14 x 1; files, 12 x 5 x 14. Aud. of. va.

For duplicates see entry 83.

## 8. TELEPHONE &amp; TELEGRAPH TAX LIST, 1911--. 2 vols.

Contains name of company, township, school district, town, range, assessed value per mile, number of miles, valuation, consolidated tax, levies, penalty and interest, back tax years, total amount, equalized value, township levy, delinquent taxes, number of tax receipt, by whom paid, date of payment. Chron. arr. Hdw. pr. f. Vols. aver. 100 pp. 14 x 8 x  $\frac{1}{2}$ . Aud. of. va.

For duplicates see entry 84.

County Auditor

(9-15)

## 9. UNCOLLECTIBLE TAXES, 1885--. 1 vol. Last entry 1924.

Contains name, address, description, valuation, territorial, county, school, bridge, sinking fund, special fund, road poll, total tax, number of school district, number of road district. Chron. arr. Hdw. pr. f. 300 pp. 16 x 12 x 1 $\frac{1}{2}$ . Aud. of. va.

For duplicates see entry 90.

## BONDS

## 10. BONDS, 1885--. 6 file boxes.

Original bonds and oaths of officers giving name of office and officer, date elected, amount of bond, sureties, names of witnesses, date sealed, name of notary, date of oath, date filed. Alph. arr. by name of officer. Hdw. pr. f. 12 x 5 x 14. Aud. of. va.

For duplicates see entry 91.

For record of bonds see entry 42.

## Receipts and Disbursements

(See also entry 2)

## 11. AUDITOR'S BANK LEDGER, 1915--. 2 vols. (1-2).

Record of bank accounts showing name of depository, date, item, deposits, checks, balance. Chron. arr. Hdw. pr. f. Vols. aver. 300 pp. 18 x 12 x 1. Aud. of. va.

For duplicates see entry 92.

## 12. AUDITOR'S CASH BOOK, 1885--. 18 vols., 11 file boxes. (dated).

Contains date of item, date paid, by whom paid, number of receipt, number of school district, amount of interest, road poll, school poll, special salary, county general fund, state poor fund, county school fund, county road fund, county institute fund, dog tax, total, penalty and interest, advertising, sheriff fees, amount paid, apportionment fund, treasurer's fees, amount paid, permanent school fund. Chron. arr. Hdw. pr. f. Vols. aver. 640 pp. 16 x 12 x 3; files, 12 x 5 x 14. Aud. of. va.

For duplicates see entry 93.

## 13. AUDITOR'S GENERAL LEDGER, 1885--. 6 vols. (1-6).

In account with, date, item, folio, amount balance. Chron. arr. Hdw. pr. f. Vols. aver. 400 pp. 16 x 14 x 2. Aud. of. va.

For duplicates see entry 94.

## 14. FINANCIAL STATEMENT RECORD, 1930--. 1 vol.

Contains financial reports showing township, town, city, date report filed, net bonded debt, outstanding warrants, total net indebtedness. Chron. arr. Hdw. pr. f. 75 pp. 18 x 8 x 1 $\frac{1}{2}$ . Aud. of. va.

## 15. REGISTER OF DISBURSEMENTS, 1889-1903. 1 vol.

Record of disbursements showing date, number of county order, name of claimant; purpose of expenditure: salary and compensation of county officers, mileage of county officers, justice court expenses, election expense, coroner's expenses, jurors and witnesses, books and stationery, printing and advertising, light, fuel, county poor, miscellaneous, county bridge: when received from treasurer for cancellation, amount cancelled, interest. Chron. arr. Hdw. pr. f. 200 pp. 18 x 14 x 1. Aud. of. va.

For prior and subsequent records see entry 16.

County Auditor

(16-21)

16. AUDITOR'S WARRANT REGISTER, 1885--. 7 vols. (labeling varies). Contains record of warrants issued showing date, warrant number, date warrant redeemed, to whom issued, amount of warrant, county commissioners and other county officer's per diem, mileage, expenses, etc., court, assessor, insane, Custer T. B. sanatorium, mother's pension, secondary roads, state road maintenance, county library, domestic animal, poor, board of health, county fair, vital statistics, special salary fund, bridge fund, principal, interest, endorsements. Num. arr. by number of warrant, Hdw. pr. f. Vols. aver. 480 pp. 18 x 14 x 2. Aud. of. va.

17. AUDITOR'S WARRANT BOOK, 1885--. 6 vols. (labeling varies), 26 file boxes.

Warrant book showing consecutive number of warrant, date paid, to whom paid, date of warrant; fund against which charged: county general, road, bridge, state road maintenance, county library, auto, Custer T. B. Sanatorium, mother's pension, district road, number of district, name of township, school apportionment orders, civil township, refunding orders, permanent school land fund, state treasurer, sinking fund, lease and sale of school lands, tax certificate, special salary, institute fund, poor, insane, game, total, ledger folio. Num. arr. by number of warrant. Hdw. pr. f. Vols. aver. 500 pp. 16 x 14 x 2; files, 12 x 5 x 14. Aud. of. va.

For duplicates see entry 98.

18. REGISTERED WARRANTS, 1923--. 1 vol.

Record of warrants registered because of lack of funds showing date of registration, warrant number, registration number, to whom issued, amount, interest, amount paid, date called, date of payment. Num. arr. by number of warrant. 300 pp. 16 x 10 x 1. Aud. of. va.

For duplicates see entry 99.

#### Loans

19. LOAN REGISTER, 1892--. 1 vol.

Contains record of county loans made showing name, address, loan number, amount, date of loan, when due, when paid, security, description of land, date filed for record, book, page, attorney fees, insured, name of company, date of expiration, farm sold to, date loan paid and credited to state account, date application received, number of interest coupon, rate of interest, amount of taxes which are a lien on land. Alph. arr. by name of party. Hdw. pr. f. Vols. aver. 180 pp. 16 x 12 x 1. Aud. of. va.

For duplicates see entry 101.

20. RURAL CREDIT, 1925--. 5 file boxes.

Papers regarding rural credit loans giving name of applicant, description of land, date of loan, amount, security, date paid. Hdw. pr. f. Chron. arr. 12 x 5 x 14. Aud. of. va.

For duplicates see entry 102.

#### Elections

21. NOTICES, 1886--. 6 file boxes.

Contains notices of elections, publication of notices showing date of notice, purpose of election, date filed. Chron. arr. 12 x 5 x 14. Aud. of. va.

For duplicates see entry 103.

County Auditor

(22-27)

22. ELECTION RECORD, 1885--. 1 vol., 5 file boxes.  
Volume contains name of office, name of candidate, precinct number, number of votes cast, total votes cast. For description of files see entry 104. Alph. arr. by name of candidate. Hdw. pr. f. 160 pp. 12 x 12 x 2; files, 12 x 5 x 14. Aud. of. va.

23. RECORD OF ABSENT VOTERS (Soldier's Record), 1917-19. 1 vol.  
Contains number of absent voter, name of soldier, military assignment, latest known address, precinct, year. Alph. arr. by name of voter. Hdw. pr. f. 200 pp. 14 x 8 x 1½. Aud. of. va.

## Miscellaneous

24. AUDITOR'S JURY LIST, 1920--. 2 vols.  
Record of jurors drawn showing name, address, age, year drawn according to townships and towns. Chron. arr. Hdw. pr. f. Vols. aver. 200 pp. 14 x 8 x ½. Aud. of. va.

25. CONTRACTS, 1885--. 4 file boxes.  
Contains contract for books, sewerage, gas, light, giving names of firm or party, amount of bid, term and agreements, dates of contracts, description or specifications, date of expiration. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Aud. of. va.

For duplicates see entry 106.

26. REPORTS, 1885--. 9 file boxes.  
Contains school district and township financial reports showing number of school district, township, date filed for record. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Aud. of. va.

For duplicates see entry 107.

27. ABSTRACT OF HAIL INSURANCE, 1920-33. 1 vol., 6 file boxes.  
Law repealed 1933.  
Contracts and abstracts of hail insurance giving name of property owner insured, address, description, assessor's acreage, acres insured, insurance per acre, premium tax, township, name of company, terms and agreements, date insured, number of policy, date expires, date sealed, date filed. Alph. arr. by name of party. Hdw. pr. f. 200 pp. 18 x 14 x 1; files, 12 x 5 x 14. Aud. of. va.

For duplicate files see entry 108.

See also entry 86.

## 111. REGISTER OF DEEDS

The register of deeds, under the Territorial Laws of Dakota, was directed by law to record all deeds, mortgages, chattel mortgages, bills of sale, powers of attorney and other instruments that affect the title of real property (Sec. 624, p. 158, T. L. 1887). He is also required to keep a numerical index to deeds, mortgages and other contracts (Sec. 626, p. 159, T. L. 1887), together with grantor's and grantee's indexes to the same (Sec. 629, p. 160, T. L. 1887). Every mortgage that is filed with him must be properly indexed (Sec. 4286, p. 776, T. L. 1887) and kept in orderly files until cancelled (Sec. 4385, p. 776, T. L. 1887).

In addition to the records affecting real property, the register of deeds is required to keep a record of all fees charged or received by him (Sec. 2-4, Ch. 134, S. L. 1891), these fees being turned into the county treasury at the end of each month (Sec. 1, Ch. 65, S. L. 1891); a record of persons holding diplomas for anatomy, physiology, chemistry, histology, gynecology, obstetrics and osteopathy (Sec. 1, Ch. 118, S. L. 1899); a plat book of unorganized counties where unorganized counties are attached to another county for judicial purposes (Sec. 1495, p. 259, Rev. C. 1903); a townsite record book for townsites on government lands (Sec. 1, Ch. 159, S. L. 1895); a record of transfers, a list of which is given to the county auditor on the first Monday of each year (Sec. 1, Ch. 47, S. L. 1909); an estray record (Sec. 8166, Ch. 12, Rev. C. 1919); a homestead record, giving the description of the homestead, certified and acknowledged by the owner (Sec. 3227, Ch. 29, Rev. C. 1903) a plat book showing the boundaries of the cities in the county (Sec. 1379, Art. 21, Pol. C. 1903).

When a deed is received by the register of deeds to be recorded, it is immediately stamped with the hour, minute and second of its presentation. After a deed has been recorded, the original deed may be lost or stolen and its loss will in no way affect the ownership of the property. Statutes have been enacted providing for short and convenient forms for recording deeds (Sec. 5910, p. 1407, Rev. C. 1919). The records thus made are preserved in fire proof vaults to prevent their destruction.

The state constitution provides that the register of deeds be elected for a term of two years by the voters of the county and he may be elected for a second term (Art. 1X, Sec. 5, St. Const. 1890).

All the records in this office are open to the inspection of the public and the register of deeds is required to help anyone find the information that he may desire.

#### Deeds

28. DEED RECORD, 1885--. 15 vols. (1-15).  
Contains record of deeds of land owners showing date, owner and description of land, consideration, residence address, acknowledgment, date filed. Chron. arr. For index see entries 29, 30 and 31. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12 x 3. Reg. D. of. va.
29. GRANTOR'S AND GRANTEE'S INDEX-DEEDS, 1885--. 4 vols. (1-4).  
Contains grantor, grantee, date of instrument, date of filing, character of instrument, when received, description, number of acres. Alph. arr. by name of grantor and grantee. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12 x 3. Reg. D. of. va.
30. NUMERICAL INDEX-DEEDS, 1885--. 2 vols. (1-2).  
Numerical index to deeds showing section, township, range, number of section, quarter section, part of section, volume, page. Num. arr. by section, township and range. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12 x 3. Reg. D. of. va.
31. NUMERICAL INDEX-TOWN LOTS, 1885--. 1 vol.  
Numerical index to town lots showing number of deed, block, lot, volume, page. Num. arr. by addition and lot. Hdw. pr. f. 600 pp. 16 x 12 x 2½. Reg. D. of. va.

## Register of Deeds

(32-40)

32. TRANSFER RECORD, 1927---. 1 vol.  
Record of transfers showing date, grantor, grantee, book, page and description.  
Alph. arr. by name of grantor and grantee. Hdw. pr. f. 100 loose-leaf pp.  
14 x 8 x 1. Reg. D. of. va.

33. PATENT RECORD, 1889---. 3 vols. (A-C).  
Record of homestead certificates showing owner of land in conformity to the  
Act of Congress 1882; date, name, description, date certified, date filed,  
patent number. Alph. arr. by name of owner. Hdw. pr. f. Vols. aver. 480 pp.  
18 x 12 x 2. Reg. D. of. va.

## Mortgages

34. MORTGAGE RECORD, 1884---. 21 vols. (1-21), 1 file box.  
Record of mortgages showing land or property of owner, date, mortgagor,  
mortgagee, residence, description, consideration, interest, acknowledgment,  
date filed, satisfaction, assignment, date due and date paid. Chron. arr.  
For index see entries 35 and 36. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12  
x 3; file, 14 x 12 x 24. Reg. D. of. va.

35. GRANTOR'S & GRANTEE INDEX-MORTGAGES, 1884---. 3 vols. (1-3).  
Contains grantor, grantee, date of instrument, date of filing, character of  
instrument, when recorded, description, number of acres. Alph. arr. by grantor  
and grantee. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12 x 3. Reg. D. of. va.

36. NUMERICAL INDEX-MORTGAGES, 1884---. 2 vols. (1-2).  
Numerical index to mortgages showing township, range, section, quarter section,  
part of section, volume, page. Num. arr. by township and range. Hdw. pr. f.  
Vols. aver. 480 pp. 18 x 12 x 2½. Reg. D. of. va.

37. CHATTEL MORTGAGE CALENDAR, 1885---. 4 vols. (1-4), 1 file box.  
Contains number of mortgage, mortgagor, mortgagee, date of instrument, date of  
filing, when due, when satisfied, by whom and amount. Alph. arr. by name of  
mortgagor and mortgagee. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12 x 3; file,  
14 x 12 x 24. Reg. D. of. va.

38. FEE BOOK (Chattel Mortgage Record), 1889---. 8 vols. (1-8).  
Chattel mortgage record showing date received and filed, grantor or mortgagor,  
grantee or mortgagee, date recorded, nature of instrument and service, to whom  
delivered after recorded, date of delivery, amount of fee. Chron. arr. Hdw.  
pr. f. Vols. aver. 240 pp. 16 x 12 x 1. Reg. D. of. va.

39. FORECLOSURE RECORD, 1926---. 1 vol.  
Contains notice of sale, affidavit of publication, affidavit of sheriff,  
sheriff's certificate, acknowledgment of deputy sheriff, date recorded. Chron.  
arr. Hdw. pr. f. 640 pp. 18 x 12 x 3. Reg. D. of. va.

40. CONDITIONAL SALES RECORD, 1882---. 1 vol., 1 file box.  
Includes name of seller and buyer, date of contract, date filed, description,  
price named in contract, date cancelled. Alph. arr. by names of parties. Hdw.  
pr. f. 300 pp. 16 x 12 x 1; files, 14 x 12 x 24. Reg. D. of. va.

## Register of Deeds

(41-47)

41. MORTGAGE REGISTRY TAX BOOK, 1919--. 1 vol. Last entry 1923. Contains number of instrument, date filed for record, book, page, grantee or mortgagee, nature of instrument, tax collected. Num. arr. by number of instrument. Hdw. pr. f. 300 pp. 16 x 12 x 1 $\frac{1}{2}$ . Reg. D. of. va.

## Leases

42. LEASES, 1883--. 1 file box. Contains copies of leases giving name of tenant or landlord, date of instrument, date of filing, description of property, amount, when satisfied and by whom. Chron. arr. 14 x 12 x 24. Reg. D. of. va.

## Bonds

43. BOND AND OATH RECORD, 1885--. 2 vols. Record of official bonds and oaths of county officers showing date filed, name of officer and office, when elected and amount of bond. Alph. arr. by name of officer. Hdw. pr. f. Vols. aver. 300 pp. 16 x 12 x 1. Reg. D. of. va.  
See also entry 47.  
For original bonds see entry 10.

## Licenses and Certificates

44. STALLION RECORD, 1909-15, 1920--. 2 vols. Record of license certificates showing license and certificate number, grade, pedigree, owner, description of animal, breed, name, bred by, year foaled, certificate of transfer, date filed. Alph. arr. by name of owner. Hdw. pr. f. Vols. aver. 300 pp. 14 x 8 x 1. Reg. D. of. va.

## Miscellaneous

45. BILL OF SALE, 1882--. 1 file box. Contains bills of sale giving number of sale, names and addresses of grantee and grantor, date of instrument, amount of sale, description, date sealed, date filed. Chron. arr. Hdw. pr. f. 14 x 12 x 24. Reg. D. of. va.  
See also entry 47.

46. FINAL RECEIVER'S RECEIPTS, 1884-1911. 1 vol. Receipts of receivers on homesteads, preemptions and timber culture claims showing number of certificate, application number, name of homesteader, description of land, amount, date filed. Num. arr. by number of certificates. Hdw. pr. f. 540 pp. 18 x 12 x 2. Reg. D. of. va.

47. MISCELLANEOUS RECORD, 1887--. 6 vols. (1-6). Includes record of official bonds, county contracts and agreements, bills of sale, marriage certificates, lis pendens, power of attorney, estray, appointments. Alph. arr. by kind of instrument. Hdw. pr. f. Vols. aver. 540 pp. 18 x 12 x 3. Reg. D. of. va.

For officials bonds see also entry 43; contracts and agreements, see also entry 49; bills of sale, see also entry 45; marriage certificates, see also entry 63; lis pendens, see also entry 48; estrays, see also entry 50.

## 48. LIS PENDENS, 1926---. 1 vol.

Notices of real estate actions pending in court showing date, parties to action, amount of action, cause, attorney, date filed. Alph. arr. by names of parties. Hdw. pr. f. 300 pp. 18 x 12 x 1. Reg. D. of. va.

For prior records see entry 47.

## 49. CONTRACTS &amp; AGREEMENTS, 1882---. 1 file box.

Copies of contracts and agreements showing farm and school land leases, date of agreement, parties to action, names of witnesses, date, description of property, term of contract, amount, date of expiration, date of seal, date filed. Chron. arr. Hdw. 14 x 12 x 24. Reg. D. of. va.

See also entry 47.

## 50. ESTRAY RECORD, 1903-7. 1 vol.

Record of estray animals showing date, description of animal, number and kind, owner's name, date recorded, by whom taken. Alph. arr. by name of owner. Hdw. pr. f. 150 pp. 16 x 12 x  $\frac{1}{2}$ . Reg. D. of. va.

For prior and subsequent records see entry 47.

## 51. SOLDIER'S DISCHARGE RECORD, 1919---. 1 vol.

Record of certificates showing honorable discharge, enlistment record and date filed. Alph. arr. by name of soldier. Hdw. pr. f. 240 pp. 14 x 10 x 1. Reg. D. of. va.

## IV. CLERK OF COURTS

The Territorial Laws of Dakota provided that the judge of the district or circuit court had the power to appoint a clerk to keep the record of that court (Art. 3, Sec. 439, T. L. 1887). In 1890, when South Dakota was admitted into the Union, the office of the clerk of courts was created in each organized county. He is the clerk of the circuit and county courts and is required to perform all the duties ordered by these courts. (Sec. 2, Ch. 81, S. L. 1890.) He is elected for a term of two years and may hold office for as many terms as he may be elected (Art. 9, Sec. 5, St. Const. 1890).

The clerk of courts is required to keep a register of actions, entering the title, papers filed and proceedings in each case; a judgment book, entering the judgment in each proceeding or action; a judgment docket, docketing the name of the judgment debtor, the name of the party whom the judgment favors and the amount paid; a record of fines, forfeitures, penalties and costs in all criminal actions with the date and amount of each payment (Sec. 1, Ch. 60, T. L. 1889); a notarial record (Sec. 3, Ch. 62, T. L. 1862); a register of names of farms or ranches (Sec. 6023, Art. 10, Rev. C. 1919; Ch. 153, S. L. 1910); a partnership record (Art. 9, Sec. 1338, Rev. C. 1919); a marriage record, applications and licenses (Sec. 4, Ch. 109, S. L. 1890); a mechanic's lien record (Sec. 8, Ch. 263, S. L. 1913); a miner's lien record (Sec. 5, Ch. 41, T. L. 1879); a list of jurors (Sec. 4, Ch. 80, T. L. 1887).

The clerk of courts files or makes copies of papers relating to the county courts (Sec. 1, Ch. 5, S. L. 1905) and enters all claims against estates (Sec. 2, Ch. 207, S. L. 1913) and keeps all other records relating to estates (Sec. 3474-85, Rev. C. 1919). The records which he keeps for the county court have been listed separately in this inventory (p. 24).



## Clerk of Courts

(52-56)

He prepares the court calendar (Art. 1, Ch. 2, Sec. 2494, Rev. C. 1919) and supervises the drawing of the jurors (Art. 1, Ch. 229, S. L. 1911).

The law required that the clerk of courts keep a fee book in which he enters all fees and commissions for filing and making copies of legal papers (Art. 10, Sec. 6025, Rev. C. 1919) and that he make an annual report on the first of January to the county commissioners giving an itemized statement of the fees collected by him and the amount paid into the treasury (Art. 2, Sec. 60, T. L. 1889).

The clerk of courts must obtain a certificate from the auditor within ten days of his qualification to office, showing that he has been duly elected, that he has filed his oath and that his bond has been approved. This certificate is then filed with the secretary of state. (Sec. 117, S. L. 1907.)

The duties of his office may be found in detail in Art. 10, Sec. 6016-6025, pp. 1434-37 of the 1919 S. D. C., Vol. 2, which is compiled from Ch. 81, Sec. 1-12, S. L. of 1890.

## General Proceedings

## 52. COURT CALENDAR, 1905--. 1 vol.

Contains calendar number, case number, parties to action, attorneys, date of filing, date of hearing, judge's notes, term judge, civil or criminal. Num. arr. by calendar number. Hdw. pr. f. 480 pp. 18 x 12 x 2½. Cl. C. of. va.

## 53. JOURNAL-CIRCUIT COURT, 1884--. 2 vols., 54 file boxes.

Contains minutes and proceedings of circuit court showing orders of judge, jurors, term of court, divorce cases and trials by jury. Chron. arr. Hdw. pr. f. Vols. aver. 480 pp. 16 x 12 x 2; files, 14 x 12 x 24. Cl. C. of. va.

## 54. CIRCUIT COURT, 1890--. 2 file boxes. (216-527).

Includes papers filed showing summons, complaints, affidavits, extension agreements, return of attachment, inventory on attachment, notices of levy, judgments, sheriff's returns, return of services, satisfaction of judgment, answer to complaint, proceedings in court, notices of appeal, findings of facts and conclusions of law, transcripts, notices of trials, exhibits, official statements, special executions, demurrers, subpoenas giving names of parties to action, attorneys for each party, fees and costs, date of instrument, cause of action, papers filed, date filed and where recorded. Num. arr. Hdw. pr. f. 14 x 12 x 24. Cl. C. of. va.

## 55. JUDGMENT DOCKET, 1885--. 3 vols. (1, 1-2).

Shows judgment debtor and creditor, amount and date of judgment, date filed, when docketed, book, page, attorneys. Alph. arr. by names of parties to action. Hdw. pr. f. Vols. aver. 300 pp. 18 x 12 x 1. Cl. C. of. va.

## 56. REGISTER OF ACTIONS AND FEES-CIRCUIT COURT, 1889--. 4 vols. (1, 1-3).

Contains case number, title of cause, attorneys, date of filing, papers filed, fees itemized, amount. Alph. arr. by names of parties. Hdw. pr. f. Vols. aver. 150 pp. 18 x 12 x 2. Cl. C. of. va.

For fees see also entry 61.

## Clerk of Courts

(57-64)

57. JURY LIST, 1887---. 2 vols., 1 file box.

Jury list showing name, address, date drawn, for what term. Alph. arr. by name of juror. Hdw. Vols. aver. 250 pp. 12 x 8 x 1; files, 14 x 12 x 24. Cl. C. of. va.

58. FOREIGN COURT TRANSCRIPTS, 1884---. 1 file box.

Contains cases transferred from one circuit court to another circuit court showing nature of case, parties to action, date of trial, verdict of court. Chron. arr. Hdw. and typed. 12 x 5 x 14. Cl. C. of. va.

59. BANKS, 1884---. 1 file box.

Contains instruments pertaining to closed banks and cases appearing in circuit court showing name of bank, date filed, judgment rendered. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Cl. C. of. va.

## Naturalization

60. NATURALIZATION RECORD, 1885---. 8 vols. (labeling varies).

Record of petitions, declarations, oaths of allegiance, affidavits of witnesses, order of court admitting or rejecting. Alph. arr. by name of petitioner. Hdw. pr. f. Vols. aver. 480 pp. 18 x 12 x 2. Cl. C. of. va.

## Fees

61. CLERK'S FEE BOOK, 1894---. 2 vols. (1-2).

Clerk's record of fees showing date, name of court, case number, circuit court fees, county court fees, miscellaneous, services, total amount, date filed, plaintiff, defendant, instrument, by whom paid. Chron. arr. Hdw. pr. f. 150 pp. 16 x 10 x  $\frac{1}{2}$ . Cl. C. of. va.

See also entry 55.

## Liens

62. MECHANIC'S LIEN RECORD, 1885---. 1 vol., 1 file box.

Record of mechanic's liens showing number of lien, date of filing, name of lienor, against whom, amount, description, satisfaction. Alph. arr. by name of lienor. Hdw. pr. f. 500 pp. 18 x 12 x 2; files, 14 x 12 x 24. Cl. C. of. va.

## Vital Statistics

63. MARRIAGE RECORD, 1887---. 6 vols. (1, A-D, 2 C's).

Record of marriage certificates showing name of applicant, license number, date of return and witnesses. Alph. arr. by names of parties. Hdw. pr. f. Vols. aver. 300 pp. 18 x 12 x  $\frac{1}{2}$ . Cl. C. of. va.

See also entry 47.

64. AFFIDAVIT OF MARRIAGE, 1891-1909. 1 vol.

Record of affidavits for applications of marriage giving names of parties, date, age, witnesses. Alph. arr. by names of parties. Hdw. pr. f. 200 pp. 12 x 8 x 1. Cl. C. of. va.

For prior and subsequent records see entry 63.

## 65. BIRTH RECORD, 1905--. 1 vol.

Record of births showing date of entry, number, name of child, sex, date and place of birth, residence, mother's maiden name, number of previous children. Alph. arr. by name of child. Hdw. pr. f. 300 pp. 18 x 12 x 1. Cl. C. of. va.

## 66. DEATH RECORD, 1905--. 1 vol.

Record of deaths showing date of entry, number, name of deceased, address, age, color, nativity, sex, period of residence in state, cause and date of death, died where, duration of illness, attending physician. Alph. arr. by name of deceased. Hdw. pr. f. 150 pp. 18 x 12 x 1. Cl. C. of. va.

## Commissions

## 67. RECORD OF NOTARIES, 1884--. 1 vol.

Record of certificates of appointments and commissioning of notaries public by state governor. Alph. arr. by name of notary. Hdw. pr. f. 400 pp. 14 x 12 x 2. Cl. C. of. va.

## V. COUNTY COURT

The county courts in South Dakota are courts of record (Sec. 5650, C. L.; Sec. 1, Rev. Prob. C.). They have the power to issue writs in order to carry their judgments, decrees and orders into effect (Sec. 9, Ch. 78, St. Const. 1890).

They have the power to receive wills, testaments and foreign wills and admit them to probate, to grant letters testamentary, letters of administration and guardianship, and appoint appraisers, to demand that the executors, administrators and guardians record their accounts, to order sale of property belonging to minors, to demand that debts due from estates be paid, to regulate the distribution of estate property, to correct any order or judgment and reopen estates, to appoint or remove guardians for minors or insane persons, to demand payment of money due their wards and settle accounts. (Ch. 121, Rev. C. 1903; Ch. 63, S. L. 1909.)

There is no distinction between the powers of the county court and the county judge (Sec. 6, Prob. C.; Sec. 5655, C. L.; Sec. 30, Rev. Prob. C.). The judge is elected on a non-partisan ballot for a term of two years and may hold office as many times as he is reelected (Sec. 2, Ch. 78, St. Const. 1890).

Whenever the county court or county judge demands that a paper be filed or a copy be made, the clerk of the circuit court, who is also clerk of the county court, is required to perform this duty. He is also required to perform all duties in regard to the county court that are prescribed by law. (Sec. 435, Rev. Prob. C.; Sec. 1, Ch. 85, S. L. 1905.)

For record of fees, see entry 61.

## 68. MISCELLANEOUS INDEX RECORD, 1926--. 1 vol.

Index to probate court records showing case number, page, remarks. Alph. arr. by names of parties to action. Hdw. pr. f. 285 pp. 18 x 12 x 1 $\frac{1}{2}$ . Cl. C. of. va.

## County Court

(69-76)

## 69. PROBATE RECORD, 1884--. 7 vols. (1-7), 51 file boxes.

Contains proceedings of probate court regarding estates, minors, incompetents, guardians, administrators, executors. Chron. arr. 1884-1925, no index; for index 1926--, see entry 68. Hdw. and typed. Vols. aver. 560 pp. 18 x 12 x 2½; files, 14 x 12 x 24. Cl. C. of. va.

## 70. PROBATE COURT RECORD, 1916--. 1 vol.

In the matter of estates of deceased persons giving name of deceased, administrator, attorney, when filed, papers filed, where filed. Alph. arr. by name of deceased. 1916-25, no index; for index 1926--, see entry 68. Hdw. pr. f. 180 pp. 16 x 12 x 1. Cl. C. of. va.

For prior records see entry 69.

## 71. PROBATE DOCKET, 1885--. 1 vol.

Docket of estates showing name of deceased, kind of papers filed, date filed, book, page, amount, general memorandum, register of claims allowed, date of death, proof of will, names of sureties. Alph. arr. by name of deceased. 1885-1925, no index; for index 1926--, see entry 68. Hdw. pr. f. 640 pp. 18 x 12 x 3. Cl. C. of. va.

## 72. MISCELLANEOUS RECORD, 1886-1921. 1 vol.

Contains minutes and proceedings and orders regarding estates in probate court showing date, name of deceased, administrator, attorney. Chron. arr. No index. Hdw. 200 pp. 18 x 12 x 1. Cl. C. of. va.

For subsequent records see entry 69.

## 73. REGISTER OF ACTIONS-COUNTY COURT, 1931--. 1 vol. No prior records found.

Register of actions showing number of case, title of cause, parties to action, attorney, date of filing, papers filed, when recorded, amount. Alph. arr. by names of parties. For index see entry 68. Hdw. pr. f. 150 pp. 14 x 12 x 1. Cl. C. of. va.

## 74. JUDGMENT RECORD, 1889--. 3 vols. (1-3).

Contains judgments issued and rendered in probate court showing date of trial, judgment debtor and creditor, amount and costs, when filed, when docketed, attorneys, execution issued and returned. Alph. arr. by names of parties. 1889-1925, no index; for index 1926--, see entry 68. Hdw. pr. f. Vols. aver. 640 pp. 18 x 12 x 3. Cl. C. of. va.

## 75. JOURNAL-COUNTY COURT, 1890-95. Discontinued.

Contains minutes and proceedings of county court showing date, names of parties, orders of judge, title of cause, verdict. Chron. arr. No index. Hdw. 480 pp. 18 x 12 x 2. Cl. C. of. va.

## 76. REPORTS, 1884--. 1 file box.

Reports of cases tried in probate court showing date of trial, parties to action, type of case, attorneys, verdict. Num. arr. 1884-1925, no index; for index 1926--, see entry 68.

## VI. SHERIFF

(77-79)

The state constitution provides that a sheriff should be elected in each organized county in the state for a term of two years, no person being eligible for more than four successive years (Art. 9, Sec. 5, St. Const. 1890).

He is the executive officer of the county and his main duty is to preserve peace and order. He is required to comply with all orders of the state sheriff and see that the laws of the state are enforced (Art. 5, Sec. 5957, Rev. C. 1919), and in the accomplishment of this he may call upon as many persons as he may deem necessary (Sec. 68, Ch. 27, 1874-75).

He is required to keep a jail register of the name, date and history of each prisoner (Sec. 7792, p. 1241, T. L. 1887) and make an annual jail report on the first Monday in November, filing a copy with the clerk of courts, one copy with the county auditor for the use of the county commissioners and one copy with the secretary of state (Sec. 7794, p. 1241, T. L. 1887).

He is the official servant of the county and executes all subpoenas, warrants and summons issued by it and attends the sessions of the circuit court, the law sessions of the county court and the meetings of the board of county commissioners when they require it (Art. 5, Sec. 5956, Rev. C. 1919). He is also required to post all notices of general and special elections (Sec. 662, p. 166, T. L. 1887) and assist the county auditor to conduct elections.

When taxes are not voluntarily paid, he assists the treasurer in their collection (Sec. 6, Ch. 296, S. L. 1915; Sec. 7, Ch. 296, S. L. 1915). He arranges for the sale of mortgaged property and conducts the sales (Ch. 84, S. L. 1891). He assists the clerk of courts and the auditor in the drawing of jurors (Sec. 5, Ch. 72, T. L. 1883) and serves notices upon the jurors as ordered by the court.

He is in charge of the county jail and supervises the care of all prisoners (Sec. 724, Rev. Crim. Proc.). He is not paid a stipulated salary but receives regular scheduled fees for his official acts (Sec. 1, Ch. 190, S. L. 1917).

## 77. SHERIFF'S FEE BOOK, 1920--. 2 vols.

Record of fees collected by the sheriff showing plaintiff, defendant, attorney, date received and from whom received, date of service, court, by whom served, kind of process, fees collected, mileage, total. Alph. arr. by names of parties. Hdw. pr. f. Vols. aver. 150 pp. 16 x 14 x 1. Cl. C. of. va.

## 78. SHERIFF'S FEES, 1890--. 2 file boxes.

Contains statements of sheriff's fees giving number of statement, amount of fees, date of instrument, for what service rendered, mileage, name of sheriff, date allowed. Chron. arr. Hdw. 12 x 5 x 14. Aud. of. va.

## 79. JAIL REGISTER, 1890--. 2 vols.

Contains name of prisoner, date committed, history of prisoner. Chron. arr. Hdw. pr. f. Vols. aver. 150 pp. 16 x 14 x 1. Sheriff's office.

## VII. CORONER

A coroner is elected in each organized county of South Dakota for a term of two years and is not eligible for more than four successive years (Art. 9, Sec. 5, St. Const. 1890).

The coroner is required to hold an inquest on the bodies of all persons who may have died an unnatural death and to deliver same to relatives. If there are no relatives or legal representatives, he is required to see that the body is properly buried at the expense of the county, unless the deceased possesses enough property to cover burial. (Sec. 103, Ch. 27, T. L. 1374-75.)

The coroner must issue a statement in writing to the board of county commissioners stating the amount of money or property found upon the deceased, before they will allow the bill for burial (Sec. 98, Ch. 21, Pol. C.).

In case the deceased possesses property that is not claimed by relatives or legal representatives, the coroner must turn this property over to the county treasurer within thirty days of the inquest (Sec. 84, Ch. 21, Pol. C.), to be sold at public auction, crediting the money to the county (Sec. 85, Ch. 21, Pol. C.).

In organized counties where there is no sheriff, the coroner is required to perform the duties of this office until the vacancy is filled. If the sheriff should be committed to jail or sued, the coroner is required to serve the papers on him and he is entitled to the same fees as the sheriff. (Sec. 88, Ch. 27, T. L. 1874-75.)

## 80. CORONER'S REPORTS, 1890--. 1 file box.

Reports made by the coroner to the board of county commissioners regarding inquests of deceased persons stating cause of death, amount of property found on the deceased. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Aud. of. va.

## VIII. STATE'S ATTORNEY

A state's attorney is elected in each organized county in South Dakota for a term of two years and is eligible for four successive years (Art. 9, Sec. 5, St. Const. 1890. He is required to give a bond as provided by law and must be a licensed attorney (Sec. 927 $\frac{1}{2}$ , Rev. Pol. C).

He is required by law to appear on behalf of the state and his county in all criminal and civil actions in which either is the interested party (Sec. 1, Ch. 115, S. L. 1897; Sec. 3, Ch. 43, T. L. 1883), and to bring civil action against any county official, on behalf of the county, for any misconduct or misappropriation of public funds (Sec. 1, Ch. 116, S. L. 1897).

He is also required to examine witnesses before the grand jury when the jury demands it. He advises the jury on legal matters and issues subpoenas when the attendance of witnesses is required. (Sec. 11, Ch. 43, T. L. 1883.)

The state's attorney must keep a record of fines, forfeitures, penalties and costs of criminal actions (Sec. 1, Ch. 60, T. L. 1869), and issue a receipt for all money received, a duplicate of which is filed with the county treasurer (Sec. 3, Ch. 43, T. L. 1883).

81. STATE'S ATTORNEY DOCKET, 1890--. 1 vol.  
Contains parties to action, attorneys, date of action, proceedings listed, fines and costs. Alph. arr. by names of parties. Hdw. pr. f. 300 pp. 14 x 10 x 1. Cl. C. of. va.

#### IX. COUNTY ASSESSOR

All assessors are required to make a yearly assessment of the real and personal property and the acreage of timber within their districts, and the county and township assessor is required, thirty days after the return of his assessment, to submit statistics obtained in order that they may be compiled. (Sec. 1, Ch. 137 & 142, T. L. 1885.)

The assessment must be taken during the months of May and June of each year. The assessor is required to submit an accurate valuation of each tract or lot of real property listed for taxation and the value of all improvements or buildings on the property. He must make an alphabetical list of the persons having personal property, and with the name must be the postoffice address of the person assessed. (Sec. 30, Ch. 28, S. L. 1897.)

Each assessor is required to file a bond with the county auditor with at least two sureties to the State of South Dakota (Sec. 29, Ch. 28, S. L. 1897).

In case of a vacancy or a failure to appear, the county commissioners may appoint a successor who must qualify in the same manner as the assessor elected (Sec. 4, Ch. 63, S. L. 1905).

If the assessed person is either sick or absent when the assessor calls he is required to make out a list or statement of his property to be left at a designated place and this must be noted in the assessor's book (Art. 3, Sec. 6710, Rev. C. 1919).

82. ASSESSMENT BOOKS, 1885--. 561 vols. (dated).  
Contains name of owner, school and road district number, acreage, agricultural land, assessor's value, review board's value, county board's value, state board's value, township, year, recapitulation sheets in back of each book. Num. arr. by year. Hdw. pr. f. Vols. aver. 150 pp. 18 x 11 x 1. Aud. of. va.

#### X. COUNTY TREASURER

The South Dakota state constitution of 1890 provided that a treasurer was to be elected in each organized county for a period of two years and that no person could hold office for more than four successive years (Art. 9, Sec. 5, St. Cont. 1890).

The county treasurer receives all money collected for taxes and other legal fees paid to the state and county governments (Sec. 93, Ch. 21, Rev. C. 1903). He is in charge of all money belonging to the county and is required to issue receipts for the amount received, making an account of it to the board of county commissioners (Sec. 5925, p. 1411, Rev. C. 1919).

In order to disburse the money he has received, he must have a warrant issued by the county auditor and approved by the county commissioners, the cancelled warrant being the treasurer's receipt of payment (Sec. 7, Ch. 10, T. L. 1887).

The treasurer is required to keep a cash book and ledger (Sec. 1604, p. 356, T. L. 1887), which are compared each month with those of the county auditor; a warrant book in which are recorded numerically the vouchers of all disbursements made by him (Sec. 97, Ch. 28, S. L. 1897); an account book of all amounts received by him and all disbursements made (Sec. 92, Ch. 28, S. L. 1897); a bond register of bonds sold (Sec. 6, Ch. 32, S. L. 1891); a record of hunters' licenses (Sec. 14, Ch. 90, S. L. 1899); a record of licenses to sell liquor (Sec. 3, Ch. 72, S. L. 1897); and a fee book of fees received by him (Sec. 1, Ch. 1, T. L. 1887).

All money belonging to the county is under the control of the board of county commissioners and they designate banks as depositories for those funds. The county treasurer is required to deposit the county funds in the banks designated by the commissioners. (Sec. 876, p. 156, Rev. C. 1903.)

The treasurer is required to keep an accurate account of all funds received and disbursed by him, showing when, from whom and on what account each is received and disbursed, in records that are approved by the executive accountant. These records are open to the inspection of any state, county, municipal or school officer at any time he desires to see them. (Sec. 90, Ch. 28, S. L. 1897.)

The duties of the county treasurer may be found in detail in the Revised Code of 1919, Vol. 2, Art. 3.

#### Taxation (See also entry 108)

83. TREASURER'S TAX LIST, 1885--. 37 vols., 8 file boxes, (dated) Duplicates of auditor's tax list. For description see entry 7. Hdw. pr. f. Vols. aver. 150 pp. 16 x 14 x 1; files, 12 x 5 x 14. Treas. of. va.

84. TELEPHONE & TELEGRAPH TAX LIST, 1911--. 2 vols. Duplicate of auditor's telephone and telegraph tax list. For description see entry 8. Hdw. pr. f. Vols. aver. 100 pp. 14 x 8 x  $\frac{1}{2}$ . Treas. of. va.

85. LEVIES, 1885--. 3 file boxes. Duplicates of auditor's files. For description see entry 6. Hdw. pr. f. Chron. arr. 12 x 5 x 14. Treas. of. va.

86. TREASURER'S TAX ACCOUNT, 1888--. 3 vols. Tax account showing consolidated tax, state tax, school moneys and credits, county moneys and credits, civil township, district road tax, road poll, bee tax and dog tax, state moneys and credits, state hail, state telephone, county telephone, interest and penalty, total tax, page, book. Chron. arr. Hdw. pr. f. Vols. aver. 200 pp. 16 x 14 x 1. 2 vols., 1888-1929, Aud. of. va.; 1 vol., 1930--. Treas. of. va.

#### Delinquent Tax

87. CONTRACT LEDGER-DELINQUENT TAXES, 1931--. 1 vol. Delinquent tax ledger showing name of taxpayer, contract number, city, town, township, address, description of land, school district, total taxes paid, installments. Alph. arr. by name of taxpayer. Hdw. pr. f. 300 pp. 18 x 10 x  $\frac{1}{2}$ . Treas. of. va.

For prior records see entry 89.



## County Treasurer

## 88. DELINQUENT PERSONAL TAX RECORD, 1895--. 1 vol.

Delinquent personal tax record showing name of taxpayer, amount, year. Alph. arr. by name of taxpayer. Hdw. pr. f. 250 pp. 16 x 14 x 1. Treas. of. va.

## 89. TREASURER'S TAX SALES RECORD, 1885--. 2 vols.

Record of tax sales showing number of certificate, date of sale, part of section or lot, acres, part tax paid on, name of purchaser, to whom assigned, amount sold for, subsequent taxes paid, taxes for year, what part redeemed, amount of interest, total amount of redemption, by whom redeemed, date redeemed, number of receipt, date of deed. Chron. arr. Hdw. pr. f. Vols. aver. 260 pp. 16 x 10 x 1. Treas. of. va.

## 90. UNCOLLECTIBLE TAXES, 1885--. 1 vol. Last entry 1924.

Duplicate of auditor's uncollectible taxes. For description see entry 9. Hdw. pr. f. 300 pp. 16 x 12 x 1½. Treas. of. va.

## Bonds

## 91. BONDS, 1885--. 6 file boxes.

Duplicates of auditor's files. For description see entry 10. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

## Receipts and Disbursements

## 92. TREASURER'S BANK LEDGER, 1915--. 2 vols. (1-2).

Duplicates of auditor's bank ledger. For description see entry 11. Hdw. pr. f. Vols. aver. 300 pp. 18 x 12 x 1. Treas. of. va.

## 93. TREASURER'S CASH BOOK, 1885--. 18 vols., 11 file boxes. (dated).

Duplicates of auditor's cash book and files. For description see entry 12. Hdw. pr. f. Vols. aver. 640 pp. 16 x 12 x 3; files, 12 x 5 x 14. Treas. of. va.

## 94. TREASURER'S GENERAL LEDGER, 1885--. 6 vols. (1-6).

Duplicates of auditor's general ledger. For description see entry 13. Hdw. pr. f. Vols. aver. 400 pp. 16 x 14 x 2. Treas. of. va.

## 95. TREASURER'S DAILY BALANCE BOOK, 1885--. 6 vols. (1-6), 15 file boxes.

Daily balance book showing year, month, total on hand, items, warrant paid, money deposited, balance, deposits, checks. Chron. arr. Hdw. pr. f. Vols. aver. 300 pp. 14 x 12 x 1; files, 12 x 5 x 14. Treas. of. va.

## 96. TREASURER'S ACCOUNT BOOK, 1885--. 1 vol., 10 file boxes.

Account book of all receipts and disbursements showing in account with whom, date, item, amount. Chron. arr. Hdw. pr. f. 300 pp. 18 x 12 x 1; files, 11 x 5 x 14. Treas. of. va.

## 97. TREASURER'S FEE BOOK, 1889--. 1 vol.

Contains date, items, cash book, year, page, amount of tax collected, amount of fees. Chron. arr. Hdw. pr. f. 200 pp. 14 x 12 x 1. Treas. of. va.

## 98. TREASURER'S WARRANT BOOK, 1885--. 6 vols. (labeling varies), 26 file boxes.

Duplicates of auditor's warrant books. For description see entry 17. Hdw. pr. f. Vols. aver. 500 pp. 16 x 14 x 2; files, 12 x 5 x 14. Treas. of. va.

County Treasurer

(99-107)

## 99. REGISTERED WARRANTS, 1923--. 1 vol.

Duplicate of auditor's registered warrants. For description see entry 18.  
Hdw. pr. f. 300 pp. 16 x 10 x 1. Treas. of. va.

## 100. TAX RECEIPTS, 1886--. Approx. 605 vols. (dated by year, 11 vols. each year).

Contains duplicate copies of tax receipts showing year paid, description, acres, number of school district, valuation, money and credits, state tax for state purposes, consolidated tax, road poll, school poll, dog tax, total, interest, advertising, sale certificates, sheriff's costs, personal property. Num. arr. by number of receipt. Hdw. pr. f. Vols. aver. 200 pp. 16 x 12 x  $\frac{1}{2}$ . Treas. of. va.

## Loans

## 101. LOAN REGISTER, 1892--. 1 vol.

Duplicate of auditor's loan register. For description see entry 19. Hdw. pr. f. 180 pp. 16 x 12 x 1. Treas. of. va.

## 102. RURAL CREDIT, 1885--. 5 file boxes.

Duplicates of auditor's files. For description see entry 20. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

## Election

## 103. NOTICES, 1886--. 6 file boxes.

Duplicates of auditor's files. For description see entry 21. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

## 104. ELECTION, 1885--. 5 file boxes.

Includes election receipts and disbursements giving name of person elected, names of candidates, amount of receipts, to whom paid, nature of service rendered, oath and date of seal, by whom notarized, date filed; abstract of votes cast, names of parties, office, number of votes, date of election; nominating petitions giving names of nominees, names of signers to petition, judge's and clerk's names, certificate issued to party elected. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

For duplicate files see entry 22.

## Licenses

## 105. MOTOR VEHICLE REGISTER, 1923--. 1 vol.

Register of motor vehicles showing date, license number, name of owner, address, make of car, weight, horse power, cylinders, engine number, factory number, fee. Alph. arr. by make of car. Hdw. pr. f. 300 pp. 18 x 12 x 1. Treas. of. va.

## Miscellaneous

## 106. CONTRACTS, 1885--. 4 file boxes.

Duplicate of auditor's files. For description see entry 25. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

## 107. REPORTS, 1885--. 9 file boxes.

Duplicate of auditor's files. For description see entry 26. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

## 108. ABSTRACT OF HAIL INSURANCE, 1920-33. 6 file boxes.

Contains contracts and abstracts of hail insurance giving name of owner of property insured, address, description, share, assessor's acreage, acres insured, insurance per acre, premium tax, township, name of company, terms and agreements, date insured, number of policy, date expires, date sealed, date filed. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Treas. of. va.

For duplicate files see entry 27.

See also entry 86.

## XI. COUNTY SUPERINTENDENT OF SCHOOLS

The main duty of the county superintendent of schools is the general supervision of the common schools of his county (Sec. 31, Ch. 135, S. L. 1907). The state constitution of 1890 provided that the superintendent be elected for a term of two years, no person being eligible for more than four successive years (Art. 9, Sec. 5, St. Const. 1890; amended in Ch. 122, Sec. 5, p. 149, S. L. 1937). He now runs on a non-partisan ballot and is eligible for as many terms as he may be elected (Art. 9, Sec. 5, St. Const. 1937).

He is required to be qualified to teach in the common schools (Sec. 1, Ch. 99, S. L. 1909). He must visit every school in the county, except the independent school districts over which he has only general supervision, at least once each year. If he fails to do so he must forfeit ten dollars for each school he has failed to visit. (Sec. 28, Ch. 135, S. L. 1907.)

The county superintendent of schools holds examinations for all persons wishing to obtain certificates to teach and conducts the examinations of the common schools (Sec. 13, Ch. 181, S. L. 1907). He must assist officers in the selection of teachers and in the making of their official reports and examine their reports and accounts at least once each year (Sec. 131, Ch. 135, S. L. 1907).

He is required to keep a record of his official accounts (Ch. 135, Art. 2, Sec. 33, S. L. 1907), a record of the name, age and postoffice address of each candidate for a certificate to teach, standing in each study, and the grade, date of issue and expiration of each certificate granted, together with a file of the papers of applicants for second and third grade certificates (Ch. 135, Art. 2, Sec. 34, S. L. 1907). He is also required to keep a register of the teachers employed in the county (Art. 2, Sec. 36, S. L. 1907).

He keeps a record of all apportionment of the state and county school funds (Ch. 135, Art. 2, Sec. 36, S. L. 1907), makes the school census (Sec. 100, Ch. 135, S. L. 1907) and an annual report to the state superintendent of public instruction of the condition of the county schools (Ch. 135, Art. 2, Sec. 51, S. L. 1907).

He acts as chairman of the county text book committee that meets every five years to select the books to be used in the common schools (Sec. 225, Ch. 135, S. L. 1907), and is a member of the board of appraisers, which acts to estimate the value of the school lands in the county (Sec. 14, Ch. 136, S. L. 1890).

## Proceedings and Reports

## 109. COUNTY SUPERINTENDENT OF SCHOOLS, 1885--. 1 vol.

Record of the superintendent of schools showing name of school township, table of teachers employed, certificates issued, record of examinations, plats of each township, school election notes, seventh and eighth grade examinations, diaries of the superintendents, list of prize winners in county school contests, teacher's institute, clippings of school interests. Chron. arr. Hdw. pr. f. 500 pp. 16 x 12 x 1. Supt's. of. va.

## 110. BUFFALO COUNTY COUNCIL, 1929--. 1 vol.

Contains minutes and proceedings of the Buffalo County Council of South Dakota Congress of parents and teachers. Chron. arr. Hdw. pr. f. 150 pp. 12 x 8 x  $\frac{1}{2}$ .

## Library and Text Books

## 111. PERPETUAL TEXT BOOK STOCK RECORD, 1936--. 1 vol.

Contains date received, date delivered, balance on hand, date, quantity. Chron. arr. Hdw. pr. f. 50 pp. 13 x 10 x  $\frac{1}{2}$ . Supt's. of.

## 112. RECORD OF LIBRARIES, 1901--. 1 vol. Last entry 1930.

Library record showing date, catalog number, title of book, cost, school district number, name of district. Alph. arr. by name of book. Hdw. pr. f. 300 pp. 14 x 8 x 1. Supt's. of.

## School Officers

## 113. RECORD OF SCHOOL OFFICERS, 1885--. 1 vol., 9 file boxes.

Record of school officers showing name of officer and office, address, term begins, term ends, district number and name. Chron. arr. Hdw. pr. f. 150 pp. 12 x 8 x  $\frac{1}{2}$ ; files, 12 x 5 x 14. Supt's. of.

## Funds

## 114. RECORD OF ACCOUNTS, 1927--. 1 vol.

Record showing name and address, folio number, cost, date filed. Chron. arr. Hdw. pr. f. 150 pp. 14 x 8 x  $\frac{1}{2}$ . Supt's. of.

## 115. RECORD OF APPORTIONMENTS, 1885--. 1 vol., 6 file boxes.

Contains money apportioned, total pupils in county, apportionment for each pupil, superintendent, name and number of district, name of treasurer and address, number of pupils, amount apportioned, apportionment order number. Chron. arr. Hdw. pr. f. 150 pp. 14 x 8 x  $\frac{1}{2}$ ; files, 12 x 5 x 14. Supt's. of.

## Teachers and Pupils

## 116. RECORD OF TEACHER'S WORK, 1927--. 1 vol.

Contains name of teacher, number of district, where employed, date of opening and closing of term, salary, grade of certificate, date of superintendent's visits. Chron. arr. Hdw. pr. f. 200 pp. 14 x 8 x  $\frac{1}{2}$ . Supt's. of.

## 117. TEACHERS' CERTIFICATE REGISTER, 1885--. 1 vol., 3 file boxes.

Contains name of teacher, address, age, kind of certificate, number, date issued, date of expiration, date of recording, year. Alph. arr. by name of teacher. Hdw. pr. f. 150 pp. 18 x 12 x  $\frac{1}{2}$ ; files, 12 x 5 x 14. Supt's. of.

## County Board of Health

(118-119)

118. RECORD OF SEVENTH & EIGHTH GRADE EXAMINATIONS, 1884---. 1 vol.,  
13 file boxes.

Contains name of pupil, address, name of district, number of district, name of teacher, date of examination, standings, rank in class. Chron. arr. Hdw. pr. f. 150 pp. 18 x 12 x  $\frac{1}{2}$ ; files, 12 x 5 x 14. Supt's. of.

119. YOUNG CITIZENS LEAGUE, 1925---. 2 file boxes.

Includes certificates of membership, list of members, correspondence relating to league, bulletins, programs, pledges, reports. Chron. arr. Hdw. 12 x 5 x 14. Supt's. of.

## XII. COUNTY BOARD OF HEALTH

The county board of health is appointed by the state board of health and is composed of the state's attorney, who is the president, and two physicians of the county. One of these physicians is called the superintendent and the other the vice president. They serve on this board for a term of two years. (Sec. 8, Ch. 96, S. L. 1895.)

In case of a vacancy, the superintendent may appoint a qualified person to take his place (Sec. 9, Ch. 96, S. L. 1895).

The president of the board is required to keep a record of the proceedings of the board and his official acts, making a monthly report in writing to the superintendent of public health (Sec. 9, Ch. 63, T. L. 1885).

No records of the board were found.

## XIII. COUNTY PHYSICIAN

A county physician is appointed annually by the board of commissioners to care for the county poor. He is allowed a reasonable salary for his services. (Sec. 2164, T. L. 1887).

No records of the physician were found.

## XIV. COUNTY NURSE

The county board of health may recommend to the board of county commissioners that a county nurse be employed when it believes that one is required for the protection and preservation of the health of the county. The board must file an application for her employment with the county auditor together with a statement of the health condition of the county and a recommendation as to the length of employment and the amount of salary to be paid. (Ch. 149, Rev. C. 1919.)

No records of the nurse were found.

## XV. COUNTY BOARD OF INSANITY

The county board of insanity consists of the county judge, who is the chairman, and two other members appointed by the board of county commissioners. One member must be a practicing physician and the other a licensed attorney, one being appointed for one year and the other for two years. (Sec. 16, Ch. 23, T. L. 1879.)

## County Board of Insanity

(120)

The chairman is required to sign notices, appointments, warrants, subpoenas and file all papers in regard to the inquest and keep a record of the proceedings of the board (Sec. 18, Ch. 23, T. L. 1879).

The board is required to hear the testimony for and against the person who is thought to be insane (Sec. 21, Ch. 23, T. L. 1879), and if they find him to be so, make provisions for him. A warrant is issued to the superintendent of the hospital, in writing, giving him the authority to take said person into custody. (Sec. 20 & 22, Ch. 23, T. L. 1879.)

If the accommodations of the asylum are limited, relatives may care for the insane person, with the consent of the board of insanity, or if he is a county charge the board may order that the county commissioners care for him. (Sec. 26, Ch. 23, T. L. 1879.)

## 120. INSANITY, 1890--. 1 file box.

Contains information of insanity, warrants of arrest, findings and certificate of physician, finding of county commissioners, bills of employed attendant of hospital for transportation of insane patient giving name of person considered insane, name of person making complaint, facts and information, when and by whom taken into custody, name of judge and physician's return giving patient's history, social education, economic environment, mental and nervous diseases, amount of costs, order and adjustment, date of examination, date sealed and witnessed, date admitted to institution for insane, date filed. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Cl. C. of. va.

## XVI. COUNTY CHILD WELFARE BOARD

The county child welfare board is appointed by the state welfare commission to hold office for a term of two years. The county superintendent of schools, county superintendent of health, the county judge and two other persons, one of whom is a woman, constitute this board. They serve without salary unless some compensation is agreed upon by the board of county commissioners. (Sec. 1, Ch. 142, S. L. 1921.)

The county child welfare board may appoint a secretary and any other necessary assistants, who, with the approval of the commissioners, shall receive a salary from the county. This board must make all visitations and reports required by the state child welfare commission. (Sec. 2, Ch. 142, S. L. 1921.)

In counties where there are cities that wish to establish a local welfare board or another social agency, arrangements may be made with the county commissioners to consolidate the work under the authority and supervision of the county child welfare board. The county commissioners are authorized to make provisions for the expenses as seem advisable to them. (Sec. 3, Ch. 142, S. L. 1921.)

No records of the board were found.

## XVII. SUPERINTENDENT OF COUNTY POOR FARM

The superintendent of the county poor farm is appointed by the board of county commissioners. He has the care and custody of all poor persons who are county charges. He is required to superintend their employment and support, and perform any other duties that the commissioner may demand. (Sec. 2162, Ch. 22, p. 480, T. L. 1887.)

County Surveyor

(121)

He is required to make a detailed report in writing to the board of county commissioners concerning the time of admission of each person to the county farm, health condition, fitness for labor and expense to the county.

In order to insure faithful service, the county superintendent of the poor farm is required to give a bond in the amount of five hundred dollars. (Sec. 2162, Ch. 480, T. L. 1887.)

121. REPORTS, 1890-- 1 file box.

Reports made by the superintendent of county poor farm to the board of county commissioners regarding the admission of county charges to county farm showing name of person, date of admission, health condition and total expense. Chron. arr. Hdw. pr. f. 12 x 5 x 14. Aud. of. va.

#### XVIII. COUNTY SURVEYOR

There may be, in each organized county of South Dakota, a county surveyor who is elected for a term of two years and is eligible for four successive years (Sec. 3, Ch. 33, T. L. 1883). There is no surveyor in Buffalo County at the present time. He is required to have, at the time of his election, a diploma or certificate that he is a licensed surveyor and when he enters office this must be filed with the county auditor (Sec. 1 & 14, Ch. 157, S. L. 1893).

The county surveyor is required to make the surveys of all lands, tracts or lots owned by the county when so ordered by the board of county commissioners or the probate and circuit courts (Art. 16, Sec. 689, T. L. 1887), and if the commissioners decide that it is necessary, he must transcribe his field notes and plats into record books that are furnished by the county (Art. 16, Sec. 690 T. L. 1887). He is also required to inspect the drainage ditches of the county (Sec. 8, Ch. 43, T. L. 1887).

He receives a salary for the days actually worked plus mileage and fees for transcribing and recording plats (Sec. 16, Ch. 157, S. L. 1893).

No records of the surveyor were found.

#### XIX. COUNTY HIGHWAY SUPERINTENDENT

A county highway superintendent is appointed annually by the board of county commissioners to superintend the construction and the maintenance of the roads in the county, subject to their approval. He is required to submit a report to the county auditor of the work done on the highways, bridges and culverts as each piece of work is completed. (Sec. 15, Ch. 119, S. L. 1933.)

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