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**For the record : catalog of the public records, City of Sacramento 1849-1982,  
Sacramento County, 1848-1982**

Processed by Susan E. Searcy; supplementary encoding and revision supplied by Gabriela A. Montoya and Larry Bishop.

Made possible by grants from the National Historical Publications and Records Commission. Published by the Museum and History Division of the Department of Community Services, City of Sacramento, in cooperation with Sacramento County.

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Susan E. Searcy

Date Completed:

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### **Descriptive Summary**

**Title:** For the record : catalog of the public records, City of Sacramento 1849-1982, Sacramento County,

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**Creator:** Searcy, Susan E.

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Sacramento (Calif.). Museum and History Division.

### **Preface**

This catalogue is the culmination of two National Historical Publications and Records Commission grants awarded in 1979 and 1980 to the Sacramento Museum and History Division. The purpose of the initial grant was threefold: to survey the historical records in offices and departments of the City and County of Sacramento; to transfer significant, non-current

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historical records to the Museum and History Division; and to catalogue those records and make them accessible to the public.

The second grant allowed the Division to complete the transfer of non-current records, to compile retention manuals for records created by the city and county, to finish arranging and describing the public records in the Division archives, and to publish the catalogue describing those records.

The contracts for the work were awarded to Lawrence Hibpshman and Susan Searcy. During the last two years we transferred 2025 linear feet of records to the Division archives and arranged and described 2568 linear feet of records. The success of this project came as the result of the help we received from many people. The staff of the Division, and in particular, Kathryn Gaeddert, Curator of History, gave enormous support, both in practical advice and moral encouragement. Cheryl Lundstrum authored the procedures manual used to arrange and describe the records. Her careful attention to detail allowed us to follow a consistent format. Helpful too, were the department chiefs who opened the files and storerooms, and whenever possible allowed us to transfer their historical records.

A special note of appreciation must be extended to Dr. William N. Davis Jr., former Chief of Archives of the California State Archives, and to his staff. They were instrumental in the rescue of many important county records at the time when the former County Hall of Records was torn down. Over the years they provided finding aids for un-indexed records and kept them accessible to researchers. Dr. Davis' article "Research Uses of County Court Records, 1850-1879..." ( *California Historical Quarterly*, Fall and Winter, 1973) illustrates very well the use to which local records can be put.

Finally, acknowledgement must be given for the assistance extended to us by our archival volunteers from the Volunteer Bureau of Sacramento and student interns from the History Department of California State University, Sacramento. They worked without complaint, often at mundane tasks and with little reward other than "thanks" and the opportunity to "get their hands on history."

S.E.S.

March 1, 1982

### **Introduction**

Among western metropolitan areas, Sacramento may claim a unique heritage. The study of Sacramento history reveals a sequence of economic, social, cultural, and political developments that is duplicated nowhere else. This region has been a vital center of frontier settlement, pioneer growth, and western business enterprise since John Sutter, the Swiss adventurer and entrepreneur, began his efforts in 1839 to found an imperial fiefdom near the confluence of the American and Sacramento Rivers. During the gold rush era, Sacramento emerged as the leading commercial entrepot, financial hub, state capitol, and entertainment center for the Mother Lode mining region. From that time through the post-World War II boom years of the large scale expansion of state government and federal military installations, the Sacramento area has grown in ways which mirror the general patterns of western historical development, yet which remain distinctive in detail.

The discovery of gold at Coloma in 1848 catapulted California into the limelight of the nation and the world. It set in motion a world-wide migration, and a new frontier was born. Sacramento was the destination for overland migrations. It was the outfitting and embarking point to the gold fields. Here the gold seekers purchased their supplies which they carried with them into the gold fields. Here they returned to recuperate from the hardships of mining for gold and--for the lucky ones--to recoup their profits from the local banks.

The population of the Sacramento region in 1849 was about 150 people, but by 1850 it had exploded to an estimated 25,000. To accommodate the excitement of gold fever and the population explosion, the citizens of Sacramento were forced to improvise hasty solutions to the problems created by instantaneous growth. The Treaty of Guadalupe Hidalgo had established the Alcalde Court as the transitional government to protect the citizens of the western territory relinquished by the Mexican government to the United States. The Alcalde Court system endured less than two years before Sacramento's residents attempted to replace it with a system of government similar to what they had left behind when emigrating to the west. In anticipation of the gold rush, the City's residents wanted to establish a system of law and order which would be effective in the turbulent times ahead. They elected their first Board of Commissioners in the spring of 1849, but it was not until February 1850 that the City and County were granted their official charters by the California legislature, eight months before California was granted statehood.

The establishment of government was the citizenry's method for grappling with the chaotic times created by the discovery of gold. From local government's infancy, the men entrusted with its functions recorded the City's and County's affairs in the deed books kept by Henry Schoolcraft, in the documents of the Court of First Instance, in the maps and surveys platting the land, in the assessment rolls and map books kept by the Assessors for collecting taxes, and in the City Clerk's minute books which recorded the transactions of the first elected officials.

Through the decades, the functions of government steadily expanded and so did the volume of records. The records chronicle more than government's bureaucracy. They reflect the growth and development of a community. They portray

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the attitudes and experiences of the area's residents through time. They illustrate the events particular to Sacramento as well as the community's reactions to an involvement in regional, national, and international events. The City's and County's records document what has made this area distinctive in the western historical experience, epitomized by the gold rush beginnings, succeeded by the ensuing problem of water rights, control of the rivers, and land reclamation. The records document how this region's history illustrates the broader western experience; poignant examples of which are the first City Manager's firing of Ku Klux Klan members employed in the Police and Fire Departments in 1922; the registration of Japanese citizens during World War II as documented in the County Recorder's Official Records; and the urban and suburban sprawl which has steadily consumed the agricultural lands since 1912.

The history of the Sacramento City and County is a panorama of dramatic events, varied cultures, and daring enterprises. The public records in the archives of the Museum and History Division contain the raw data from which this history can be extrapolated. The wealth of historical information contained in the records is inexhaustible, bounded only by the regional provenance, inclusive dates, and imagination of the inquirers.

*Kathryn Gaeddert*  
*Curator of History*

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### **City of North Sacramento**

#### **Scope and Content Note**

The City of North Sacramento was developed from portions of the Rancho Del Paso Spanish Land Grant. Urban settlement was made by several real estate companies, chiefly Del Paso Land Company and the Sacramento Valley Colonization Company. In 1913 Del Paso Company set up the first power and water companies and provided rail transportation. Quick auto travel to North Sacramento came in 1934 when the 16th Street bridge was widened to four lanes. The city was incorporated June 18, 1924 as the Town of North Sacramento, a general law city, governed by the Government Code of the State of California. Officers included a five-member Board of Trustees (later called Council), Mayor, Clerk, Treasurer, Police Chief (volunteer), and Fire Chief. In 1937 the Police Department was increased to two members. In 1938 a Recreation Department was added. The city hired a Manager in 1952. Several annexations were made, beginning with 1939, and continuing in 1947, 1950, 1955, and 1962. On December 31, 1964 the City Council terminated the city's business and the Town of North Sacramento merged with the City of Sacramento.

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### **Assessor**

#### **ASSESSMENT ROLLS. 1924-1960.**

**Physical Description:** 36 vols. 7'11" linear.

#### **Scope and Content Note**

Records of annual tax assessments of real property, improvements, and other assets. Information recorded includes: property description, valuation, and total taxes due. Overall arrangement is chronological by year and within each year alphabetically by name of tax payer.

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### **City Clerk**

#### **BIDS. 1956-1964.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

#### **Scope and Content Note**

Records of specifications and bid proposals from private business to provide the city with goods and services. Arranged alphabetically by goods or services to be provided.

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**CITY COUNCIL ORDINANCES. Series "A" and "B". 1924-1949.**

**Physical Description:** 5 Hollinger boxes. 1'8" linear.

**Scope and Content Note**

Official copies of the laws passed by the City Council. Series A includes numbers 1-123 (June 18, 1924 - Sept. 28, 1936). Series B includes numbers 1-113 (Sept. 28, 1936 - Feb. 2, 1949). Arranged numerically by ordinance number.

**CITY COUNCIL RESOLUTIONS. 1924-1964.**

**Physical Description:** 44 Hollinger boxes. 15'5" linear.

**Scope and Content Note**

Copies of City Resolutions beginning with Resolution Number 1 (June 18, 1924) and ending with Resolution Number 3050 (Dec. 31, 1964). Arranged numerically by resolution number.

**CIVIL SUITS. CASE FILES. 1946-1951.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Records of litigation between the city & private individuals. Includes summons, affidavits, complaints, defaults & judgements. Unarranged.

**CONSOLIDATION-ANNEXATION RECORDS. 1947-1964.**

**Physical Description:** 6 Hollinger boxes. 2'6" linear.

**Scope and Content Note**

Records relating to the annexation of contiguous areas to the City of North Sacramento and consolidation of the City of North Sacramento with the larger governmental entity of the City of Sacramento. Consists of petitions requesting annexation or consolidation, petitions protesting, and litigation papers. Arranged chronologically.

**EASEMENTS. ca. 1924-1964.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Copies of transfers of real estate from private individuals and corporations to the City of North Sacramento. Includes #1 to 43, #47 to 217, and # 219 to 220. Arranged numerically by easement number.

**ELECTION PAPERS AND OATHS OF OFFICE. 1941-1962.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Documents filed by nominees for elective positions in the city government, and oaths of city employees of intent to faithfully carry out the duties of their offices. Includes nomination petitions, affidavits and campaign oaths of office.

**FINANCIAL RECORDS. 1961-1964.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Bank statements, deposit slips and accounting records, mostly for Water Department Collections.

**FIXED ASSETS. INDEX. ca. 1924-1964.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Record of subdivisions, real property and improvements which belong to the city. Information recorded includes type of asset, plain language description, file number, location, use and valuation. Some items include legal description, including date, or method of acquisition. Arranged alphabetically by asset type.

**OFFICE FILES. ca. 1923-1965.**

**Physical Description:** 9 Hollinger boxes. 3'9" linear.

**Scope and Content Note**

Records of the general business of the City of North Sacramento as recorded and administered by the city's chief administrative officer. Includes records to most administrative activities of the city government. Arranged alphabetically by subject title. For specific categories and contents of containers see the series description.

**OFFICIAL DOCUMENTS. ca. 1921-1964.**

**Physical Description:** 3 Hollinger boxes. 1'3" linear.

**Scope and Content Note**

Documents relating to the organization and administration of the city and its affairs. Includes seven series: Series "A", Agreements and Contracts; "B," Annexations; "C," Leases; "D", Vacation of Easements, Streets and Alleys; "E", Litigations and Related Documents; "F", Deed File; and "G", Bonds, Insurance Policies and Miscellaneous Records (includes Sacramento County Board of Supervisor's Act of Incorporation of the City of North Sacramento). Unarranged.

**ORDINANCE FILES. Series "A" "B" and "C". 1924-1964.**

**Physical Description:** 10 Hollinger boxes. 4'2" linear.

**Scope and Content Note**

Labeled folders which contain multiple versions of city ordinances. All three series are incomplete. Series "A" begins with #16 and concludes with #118 (Dec. 9, 1924-Feb. 17, 1936); series "B" includes #2-112 (Oct. 2, 1936-Nov. 22, 1948); series "C" includes #1-194 (April 1, 1949-Nov. 16, 1964). Arranged numerically by ordinance number.

**ORDINANCE REGISTER. Series "C". 1949-1964.**

**Physical Description:** 1 volume. 3" linear.

**Scope and Content Note**

Official typed transcripts of ordinance numbers 1 to 195, Series "C" (March 1, 1949-Dec. 14, 1964). Signed by the Mayor and the City Clerk. Arranged numerically.

**RETIREMENT CONTRACT WITH MUTUAL LIFE INSURANCE COMPANY OF NEW YORK.  
Official Document Number `A-105'. Feb. 1, 1957.**

**Physical Description:** 1 binder. ½" linear.

**Scope and Content Note**

Contract for group retirement insurance for city employees. Articles include: Definitions; Membership; Benefits & Contributions; Premiums; Annual Dividends; Termination of Membership; Termination or Amendment of Contract; General Provisions; & Supplementary Provisions. Also includes a rider: "Accident & Sickness Insurance Coverage."

**MINUTE RECORDS. 1952-1954, 1957 & 1963-1964.**

**Physical Description:** 6½ Hollinger boxes. 21'6" linear.

**Scope and Content Note**

Records generated by the City Council at its regular weekly meetings. Contents include agendas, bids, contracts, applications, invitations, protests, records of votes cast, & maps, plans & drawings. 1957 folder includes typed & multicopy minutes prepared by the City Clerk. Arranged chronologically in folders by meeting date. 1952-1954 folder unarranged & probably incomplete.

**OFFICIAL MINUTES. 1924-1964.**

**Physical Description:** 8 volumes. 1'3" linear.

**Scope and Content Note**

Transcript minutes of regular & special meeting proceedings of the City Council & its predecessor, the Board of Trustees of the Town of North Sacramento. Later volumes include reports of the City Manager. Arranged chronologically in bound volumes. For contents of specific volumes see the contents list.

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**Fire Department**

**FIRE PROTECTION MAP. Sept. 26, 1949.**

**Physical Description:** 1 sheet. Less than 1/16" linear.

**Scope and Content Note**

Map prepared by the Board of Fire Underwriters of the Pacific in April 1949. Key shows business district, major water mains, fire limits, & locations of hydrants, fire fighting equipment & fire stations. Fire Zones 1, 2 (residential), & 3 (industrial) established by ordinance #4, Series `C' (Sept. 26, 1949) were added in green crayon.

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**Park Commission**

**MINUTES. Aug. 10, 1954-April 10, 1956.**

**Physical Description:** 1 volume. ½" linear inch.

**Scope and Content Note**

Official transcript minutes of monthly proceedings of the commission. Format varies slightly but usually includes members present, members absent, written communications, old business, & new business. Also includes three protests against annexation of Hagginwood-Ben Ali Annexation Area, dated Feb. 1962, which are not bound into the book. Arranged chronologically by meeting date.

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**Police Department**

**INVESTIGATION PROCEEDINGS. Sealed January 10, 1955.**

**Physical Description:** 2 Manila folders. 2½" linear.

**Scope and Content Note**

Sealed by City Clerk Wilma C. Briggs on instructions of the City Council. Not open to the public.

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**Superintendent of Streets**

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**RECORDS. 1925-1928.**

**Physical Description:** 1 volume. 2" linear.

**Scope and Content Note**

Records of street improvements made & assessments to cover the cost of the work. Contents include City Engineer's Certification of Quality & Character of the Work Done; Contractor's Statement of Payments Received; Verification of Contractor's Statement of Payment; & Assessment Maps. Arranged by area of improvements.

**City of Sacramento**

**Scope and Content Note**

The area known as the City of Sacramento was first settled by John A. Sutter in 1839 and actually laid out by John A. Sutter Jr. in December, 1848. The city was incorporated by the State Legislature as a Charter City in 1850 and was governed by a mayor and city council (formerly known as the Common Council and Board of Trustees). Between 1857-1863 the city was incorporated with and governed by the Sacramento County Board of Supervisors. There have been five charters: 1850; 1863; 1894; 1911; and 1921. There have been five series of ordinances: pre-First Series (1850-1857), and First-Fourth Series, the Fourth still being current. Since the 1921 charter, the city manager form of government has been in effect.

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**Animal Control**

**MONTHLY ACTIVITY REPORTS. From 1979.**

**Scope and Content Note**

The monthly activity reports for the Department of Animal Control. Information recorded includes number of animals picked up, dead animals, animal bites, other field activities, and redemptions and sales revenues.

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**Ann Land Commission**

**ANN LAND MEMORIAL FUND SUPPLIES VOUCHERS. April, 1941-Feb., 1942.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Tickets issued to various private business firms and individuals and to the commissary directing them to deliver foodstuff and other commodities to needy members of the community. The tickets include date of issue, name of firm or agency, name and address of recipient, and in most cases, type and cost of commodity. The tickets are of three types. Yellow office copies are bound in books and arranged by serial number. Blue and white copies are arranged chronologically by date of issue.

**RECORD OF MEETINGS OF THE ANN LAND COMMISSION. Dec. 31, 1914-June 9, 1970.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Official records of the Ann Land Commission and the Ann Land-Bertha Henschel Commission meetings. Contains date of meetings, members present or absent, old business, new business, and financial statements. Before 1959 the Commission was known as the Ann Land Commission. After 1959 the Ann Land and the Bertha Henschel Commissions were combined. Bound volume arranged chronologically.

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## **Assessor**

### **Scope and Content Note**

The Assessor's office was established in 1850 by the City Charter of 1850. In 1858, the City of Sacramento and Sacramento County were consolidated and the Assessor became the ex-officio Tax Collector. In 1863, the City and County separated and the City Assessor became a separate office. In 1894, the office of Assessor became one of five separate offices in the Department of Finance. In 1921, the Assessor was combined with the Collector under the City Controller within the Department of Finance. In 1964, the office of Assessor-Collector was incorporated into the office of the County Assessor.

### **ASSESSMENT ROLLS AND MAP BOOKS. 1850-1955.**

**Physical Description:** 541 vol. 111'4" linear.

#### **Scope and Content Note**

These records contain the assessed real property values, taxes paid, names of land owners, and maps of the properties in the City of Sacramento and its annexed territories. Arranged chronologically with Old Boundaries, Annexed Territories, and Map Books for each year grouped together. Special assessments for streets, levees and others. See data sheet for more information and a list of missing volumes.

### **COMMERCIAL AND BUSINESS PROPERTY ASSESSMENTS. 1965.**

**Physical Description:** 12 vols. 3'linear.

#### **Scope and Content Note**

Consists of actual and assessed values for Sacramento business and commercial property. Lists inventories of money on hand, merchandise, office equipment and plant equipment, etc. Arranged alphabetically by name of business. Bound in metal volumes.

### **DELINQUENT TAX ROLLS. ca. 1863-1948.**

**Physical Description:** 93 vols. 10'linear.

#### **Scope and Content Note**

These are the Delinquent Tax Rolls for the City of Sacramento, Old City Boundaries (beginning 1863), and Annexed Territories (beginning 1926). Also contains tax sales records 1895-1908, in two volumes: A working copy, and an official copy. Arranged chronologically, in bound volumes. See Series description for more detail.

### **LIGHTING ACCOUNT. 1913-1925.**

**Physical Description:** 2 vols. 3½" linear.

#### **Scope and Content Note**

List of assessments for lighting districts. Contains district number, owner's name, assessment number, location, lot size, rate at which assessed, date, and amount paid. Also some loose and pasted-in sheets listing lots to be sold by the city for delinquency. Arranged roughly by district number in bound volumes.

### **PERSONAL PROPERTY ASSESSMENT ROLLS. 1894-1960.**

**Physical Description:** 166 volumes. 17½ linear feet.

#### **Scope and Content Note**

Contains alphabetical listing of taxpayers' names, their personal property, property's value, amount of tax, and date paid. Both Old Boundaries and Annexed territories of the City of Sacramento are included. Also included are indexes for the years 1925-1960, and one Delinquent Personal Property Roll for 1963. Arranged chronologically with the group of indexes following the Assessment Rolls. See Data sheet for more information.

**PUBLIC SERVICE CORPORATION ASSESSMENT ROLLS. 1911-1935.**

**Physical Description:** 24 vols. 1'5" linear.

**Scope and Content Note**

Taxable real and personal property records for private corporations which provide public services such as transportation and utilities. Also lists domestic corporations, 1917-1935. Buildings and loans, banks, finance corporations, insurance companies, mines and water and oil companies are sometimes listed alphabetically, personal and real property values, improvements, total value and amounts of 1st and 2nd installments with dates of payment. Each volume also includes length and value per mile of assessable rail trackage. Arranged chronologically.

**TAX SALES. 1850-1885.**

**Physical Description:** 11 vols. 10" linear.

**Scope and Content Note**

Contains general tax list and delinquent tax list. Headings are date of sale, to whom assessed, location, value, value assessed, to whom sold. Bound volumes. See inventory list.

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**Attorney**

**Scope and Content Note**

The office of City Attorney was established by the Charter of 1850 and continued by succeeding charters. The duties of the Attorney are to act as the legal advisor to City Council, city officers, boards, and departments in matters relating to official duties; to conduct and carry on suits, actions, and proceedings in behalf of or against the city; and to prepare ordinances, resolutions, contracts, opinions, and other legal documents.

**DEPOSITION OF JAMES EDWARD HENLEY. March 30, 1976.**

**Physical Description:** 1 box. 6" linear.

**Scope and Content Note**

Legal deposition of James E. Henley in the Superior Court case of Thomas Boylan, plaintiff vs. City of Sacramento, et al., defendants. Loosely bound sheets in plastic cover.

**NEW HELVETIA CEMETERY REMOVAL RECORDS. ca. 1955-1956.**

**Physical Description:** 2 Hollinger boxes. 1" linear.

**Scope and Content Note**

Records created in association with the removal of the New Helvetia Cemetery in 1955-56, at which time the graves were disinterred and remains reburied in the City Cemetery, East Lawn Cemetery, and others. Records include lists of bodies found and new burial sites, correspondence with heirs, legal agreements with the Sacramento City School District and others. City Ordinances, service orders for disinterment, and litigation documents. Loose documents arranged alphabetically by type of document. See series description for list of contents.

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**Auditor**

**WARRANT BOOKS. 1852-1892.**

**Physical Description:** 6 vols. 9" linear.

**Scope and Content Note**

Record of payments by city for such things as salaries, contingency funds, police funds, fireman, etc. May include date, amount, to whom allowed and for what purpose. Bound volumes arranged chronologically.

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### **Board of City Levee Commissioners**

#### **Scope and Content Note**

The Board of City Levee Commissioners was created by the State Legislature in April, 1862. Elected every four years, they and the Board of County Swamp Land Commissioners oversaw construction of the levee in Sacramento. They were also empowered to deepen, widen or straighten the American River for the City's protection and to assess taxes to pay for construction.

#### **LEVEE COMMISSION REPORT. 1862-1878.**

**Physical Description:** 6" linear.

#### **Scope and Content Note**

Contains a copy of the State Levee Law (1862), specifications for City levee construction, minutes from Commission meetings and financial records of the Commission.

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### **Board of Police Pension Fund Commissioners**

#### **MEETING MINUTES. 1902-1912.**

**Physical Description:** 1 vol. 1" linear.

#### **Scope and Content Note**

Contains minutes of the Police Pension Commission Board from its organization in 1902 to April, 1912. Includes petitions for disability pensions and widows' pensions, depositions, and documentation for these claims.

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### **Building Inspection**

#### **BUILDING AND PLUMBING PERMITS. April 1894 to April 1966.**

**Physical Description:** 14 vols. 2'2" linear.

#### **Scope and Content Note**

Registers of building, plumbing permits, and plumbing inspections issued by Building Department. Format varies, but may include addresses, owner or builder's names, dates, amount paid, and inspector's initials. Arranged chronologically in bound volumes by subject.

#### **PLUMBING DEPARTMENT EXAMINATION. [1947].**

**Physical Description:** 6 sheets. ¼" linear.

#### **Scope and Content Note**

Directions and blueprints used in plumbing examination to obtain plumbing license. Loose sheets.

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## City Clerk

### Scope and Content Note

The forerunner of the office of City Clerk was established under the title "Secretary of the Common Council" in 1851, and was elected by the Council. His duties included: to keep the corporate seal, keep all documents and papers of the city, to attend and keep minutes of the meetings of the Council, to keep accurate account of all orders drawn on the Treasury, and to keep account of all licenses issued (the last two duties being that of Auditor). Between 1857-63 the name of the office was the Clerk of the Board of Supervisors, changing to Clerk of the Board of Trustees in 1863. The 1894 Charter changed the title to City Clerk and removed the duties of Auditor. Since then, the duties of the office have remained essentially the same.

### ABSTRACT OF TITLE. 1862-1911.

**Physical Description:** 2 Hollinger boxes. 7½" linear.

#### Scope and Content Note

Documents tracing ownership of particular parcels of city property. Format varies but usually includes location of property, list of owners, and dates. Loose documents arranged by street names.

### ABSTRACT OF TITLE TO PROPERTY CONVEYED BY JOHN A. SUTTER. 1848-1860.

**Physical Description:** 154 pages. 1" linear.

#### Scope and Content Note

A transcript copy of legal transactions by which John A. Sutter transferred ownership of lands to his son John A. Sutter Jr., and then to the City of Sacramento and to other individuals. The title page is missing. Arranged chronologically by date of conveyance. Indexed alphabetically by name of contracting parties.

### ANNEXATIONS. July 15, 1946-June 15, 1970.

**Physical Description:** 9 Hollinger boxes. 3'9" linear.

#### Scope and Content Note

Annexation of land into the city limits. Contains petitions, resolutions calling for election, various ordinances applying to annexations, maps, Secretary of State certifications, legal notices and affidavits of publication, payrolls of election officers, Planning Commission reports of proposed annexation areas, and final count sheets. Loose documents arranged chronologically and by area to be annexed.

### APPLICATIONS, U.S. AND STATE: WATER, POWER RESERVE. WESTERN PACIFIC R.R. FRANCHISE. ca 1921-1975.

**Physical Description:** 1 Hollinger box. 5" linear.

#### Scope and Content Note

City applications to Federal and State agencies about water rights; allowances, ordinances, and blueprints having to do with intake structures, outfall drains, dams, wharves, aqueducts, and municipal water supply; Federal permits and replies; some documents relative to Federal permits for City use of Sayles Flat area (Camp Sacramento); and the application by the City and Western Pacific Railroad to the Federal Power Commission for extension of the franchise by the railroad. Unarranged.

### CHARTER AMENDMENTS. PROPOSED. Nov. 6, 1956.

**Physical Description:** 8 pages. 1/16" linear.

#### Scope and Content Note

A printed copy of two amendment proposals presented to the voters in Consolidated General and Special Municipal election. Proposal A: "Transfer of City Health Department to Sacramento County." Proposal B: "Transit Authority."

**CITY COUNCIL MINUTE RECORDS INDEX. 1849-1956.**

**Physical Description:** 6 reels microfilm. 7" linear.

**Scope and Content Note**

Microfilm copies of a subject index to the minutes of the meetings of the City Council compiled by employees of the office of the City Clerk. Includes individual or subject identification, action taken, date of Council meeting, and volume and page number of Council Minute Books where the record may be found. Arranged alphabetically by name or subject and chronologically within subject headings.

**CITY SUBDIVISIONS LIST. March 1, 1959.**

**Physical Description:** 14 pages. ¾" linear.

**Scope and Content Note**

List of names and locations of subdivisions in the city limits. Arranged alphabetically by subdivision name.

**CONTRACTS AND BIDS. 1914-1957.**

**Physical Description:** 6 Hollinger boxes. 2'6" linear.

**Scope and Content Note**

Consists of bids and contracts to supply the City with specific goods and services. Each describes the goods to be supplied, drawings and blueprints (where appropriate), and bid price. Bound volumes and loose documents arranged chronologically by date. See series description for specific contents.

**CONTRACTS. 1923-1970.**

**Physical Description:** 51 Archive boxes. 57'1" linear.

**Scope and Content Note**

Official copies of approved contracts between the city and various private firms for goods and services. Includes specifications, bids, affidavits, official notices and financial agreements. Some also include pamphlets and blueprints. Arrangement is in two formats: Contracts for 1923-24 are alphabetical by name of contractor. Contracts for 1925-1970 are chronologically arranged in four numbered series. There is an index to contracts dated 1950-1970. Earlier contracts are listed in the series description. A few individual contracts are missing.

**CONTRACTS INDEX. 1950-1976.**

**Physical Description:** 1 card file. 2" linear.

**Scope and Content Note**

An index to contracts for goods and services provided to the city by private commercial firms. Includes contract file number, description of service provided, name of contractor, and date of contract. Arranged chronologically by file number.

**COUNCIL ELECTION RECORDS. 1920-1968.**

**Physical Description:** 10 Hollinger boxes. 4'2" linear.

**Scope and Content Note**

Documents relating to municipal elections, having to do with bonds, city officials, changes in the city charter, etc. May include petition, resolution, public notices of election, affidavits, sample ballots, pamphlets relating to matters to be voted on, list of voting precincts and election officers, and financial statements. Arranged chronologically and by subject matter.

**COUNCIL PROCEEDINGS. 1922-1939; Dec. 14, 1943-1971.**

**Physical Description:** 10 volumes. 1'5" linear.

**Scope and Content Note**

Synopsis of regular and special City Council meetings. Lists ordinances, resolutions, City Manager's reports, and street work discussed and action taken. Also lists miscellaneous matters discussed and items referred to the City Manager for action.

**DEEDS. 1850-1981.**

**Physical Description:** 150 Hollinger boxes. 62½'linear.

**Scope and Content Note**

Official deeds to city property and/or rights-of-way. Each document lists name of grantor, description of property, and date recorded by the County Recorder. Loose documents arranged chronologically by filing date.

**DEEDS INDEX. 1849-1958.**

**Physical Description:** 1 Hollinger box. 4" linear.

**Scope and Content Note**

Index to deeds of City of Sacramento property and rights-of-way. Lists file number, name of grantor, location, and date. Also contains card with subject information. Index cards arranged alphabetically.

**DEEDS, LIST OF. 1850-1917.**

**Physical Description:** 1 page.

**Scope and Content Note**

List of property deeded to the city for purposes of streets, alleys, by-ways, parks, fire stations, cemeteries, etc. One bound document arranged alphabetically by donor and purpose.

**DELINQUENT TAX DEEDS. 1927-1933.**

**Physical Description:** 9 pages. ¾" linear.

**Scope and Content Note**

List of delinquent tax deeds for property within the City of Sacramento. Each entry lists file number, name of owner, property location (by subdivision), and date. Loose sheets arranged alphabetically by subdivision.

**ELECTION RECORDS AND SUPPLIES. 1951-1968.**

**Physical Description:** 3 Hollinger boxes, 8 oversize boxes. 15'linear.

**Scope and Content Note**

Records created by the City Clerk's office in its capacity as City Administrator of Elections. Included are: declarations of candidacy, election accounting records; election supplies, and tall sheets. For details as to contents and arrangement of individual boxes see series description.

**EMERGENCY HOSPITAL TIMEBOOK. ca 1939-1941.**

**Physical Description:** 1 volume. 1½" linear.

**Scope and Content Note**

Timebook of employee hours, kept by the City Emergency Hospital. Records the names of employees, date, and hours worked.

**FILTRATION PLANT CONTRACTS AND REPORTS. ca 1898-1939.**

**Physical Description:** 13 Hollinger boxes. 5'5" linear.

**Scope and Content Note**

Reports prepared by the Water Department on the condition and sources of city drinking water and contracts to furnish supplies and parts for the city filtration plant. Loose documents and bound volumes arranged chronologically by date. See series description for specific contents.

**FUNDED INDEBTEDNESS LIQUIDATION BOND COUPON BOOKS. 1859-1904.**

**Physical Description:** 8 volumes. 2'8" linear.

**Scope and Content Note**

Redeemed mature city-county bond certificates and annual interest coupons issued January 1, 1859-January 1, 1862, and city bonds and coupons issued May 1, 1864. A few interest coupons for Special Fire Bonds (1872) and unidentified coupons (1882) are also included. Arranged serially by certificate number.

**FUNDED INDEBTEDNESS LIQUIDATION BOND RECORDS. 1858-1896.**

**Physical Description:** 5 volumes. 10" linear.

**Scope and Content Note**

Records pertaining to the issue and payment of bonds for the purpose of liquidating the city's debts acquired prior to Jan. 1, 1859. Individual volumes include: funded debt certificates of balance register, 1858; register of bonds, 1859-64; funded indebtedness bond receipts, 1859-67; coupon ledger, 1860-65; and annual coupon payment ledger, 1864-96. Information includes names of purchasers, number and amounts of bonds, rates of interest, and dates and amounts of payments.

**INDEX OF RECORD. 1894-1921.**

**Physical Description:** 38 volumes. 2'linear.

**Scope and Content Note**

This is an index to the Official Minute Books of the City Council. It lists subjects and individuals alphabetically and gives page number where the item may be found in the Minute Books. Bound volumes arranged chronologically.

**MAPS AND PLANS. ca 1904-1977.**

**Physical Description:** 6 map boxes. 2'linear.

**Scope and Content Note**

File copies of maps and plans for city buildings, parks, airports, Camp Sacramento, precincts, and election results. Each contains one or more sheets of plans, maps, and/or specifications. Loose sheets. See series description for titles and dates.

**MAPS INDEX. ca 1908-1976.**

**Physical Description:** 1 card file. 2" linear.

**Scope and Content Note**

Index to the City Clerk's collection of maps, plans, and drawings for city facilities and projects. Includes map file number and description of the map. Some entries also list map dates. Arranged alphabetically by map file number.

**MEDICAL RECORDS. ca 1918-59.**

**Physical Description:** 3 vols., 1 file folder. 6" linear.

**Scope and Content Note**

Consists of miscellaneous medical records for the City of Sacramento. Contains: one folder of visiting nurse notes (Oct. - Nov. 1918) and three bound volumes (1924-1932, 1937-1946, 1950-1959) of monthly reports on surgical and medical treatments, auto accidents, vaccinations, jail inspections, city employee examinations, and vacation and holiday time for individual nurses.

**MISCELLANEOUS BOND RECORDS. 1850-74.**

**Physical Description:** 9 volumes. 11" linear.

**Scope and Content Note**

Records of city bonds issued prior to the Funded Debt Act of April 24, 1858. Records include: registers of bonds issued, bonds outstanding, bonds presented for redemption, and coupons paid. Individual volumes include: "Bonds Issued," 1850-51 (also includes an inventory of stock of New Brunswick and California Mining Co., 1849); "City Record of Bonds Outstanding," 1851-55; "Record of City Bonds," 1851-55; "Funded Loan Bonds Payable in New York and in Sacramento," 1851-58; "Bonds Countersigned by the Secretary of the Council," 1852-53; "Bonds Countersigned by the Secretary of the Council," 1853-54; "Coupons Paid by Fund Commissioners," 1853-56; "Coupon Records," 1853-74; and "Redemption Register," 1858-72.

**MISCELLANEOUS EPHEMERA. 1868-1972.**

**Physical Description:** 3 folders. 2" linear.

**Scope and Content Note**

Miscellaneous documents and other material, some related to official city business, some not. Contents include: receipt for State and County taxes (1868), city resolution condemning the Citizen's Protective Assn. (1894), letter from Adolph Teichert to the Board of Trustees offering a bid of \$926 for construction of a sidewalk (1897), copy of an anti-bookmaking ordinance (1900), copy of an ordinance prohibiting the sale and distribution of comic valentines (1894), pamphlet "Standard Specifications for the Improvement of Streets and Alleys in the City of Sacramento" (1922), pamphlet issued by the Farmer's and Mechanic's Bank (n.d.), Christmas Seals (1938), and notice by the Sacramento Public Information Dept, "Bylines", urging citizen participation in that year's election (1972).

**NEW HELVETIA LAND GRANT CONFIRMATION PATENT. Nov. 28, 1866.**

**Physical Description:** 1 folder. 1" linear.

**Scope and Content Note**

Photostatic copy of a patent issued by the U.S. Government confirming the New Helvetia Land Grant originally made in 1841 by the Mexican authorities to John A. Sutter. Contents include confirmation of Sutter's title, a description of the land, and a report by the U.S. Surveyor General's Office.

**NUMBERED REPORTS. 1850-1972.**

**Physical Description:** 4 Hollinger boxes, 1 oversize box. 3'1" linear.

**Scope and Content Note**

Portions of the City Clerk's collection of reports, minutes, and other documents submitted by city departments and divisions and by specially appointed commissions, boards, councils, and committees. Individual items relate to subjects as diverse as annexations, cemeteries, charters, defense, equalization, incorporation and disincorporation, parks, planning, and redevelopment. Arranged numerically by Clerk's file number. Series does not include all items listed in the index to same. See series description and numbered reports index.



**NUMBERED REPORTS INDEX. 1850-1972.**

**Physical Description:** 1 card file. ½" linear.

**Scope and Content Note**

Index to numbered reports and other documents. Information includes Clerk's file number, description or title, and date. Arranged numerically by Clerk's file number. Those reports in the possession of the Museum and History Division archives are indicated by an asterisk in brackets [\*].

**OFFICIAL GAZETTE. 1914-21.**

**Physical Description:** 2 Hollinger boxes, 9 volumes. 1'10" linear.

**Scope and Content Note**

A weekly periodical which related the activities of the city government, especially the City Council, and provided transcripts of related legislation. In addition to the gazettes, this series includes printed copies of ordinances and two indexed to ordinances published in the gazette. Arranged serially by volume and number. Some issues are missing.

**ORDINANCE DISPOSITION WORKSHEETS. 1862-1959.**

**Physical Description:** 8 folders. 1¼" linear.

**Scope and Content Note**

Rough lists of city ordinances by number, title, and date. The ultimate fate of each ordinance, whether repealed, amended, or retained in its original form, is also recorded.

**ORDINANCE REGISTERS. 1851-1911.**

**Physical Description:** 4 volumes. 7½" linear.

**Scope and Content Note**

Official copies of city ordinances. Includes copies of ordinances 1-358 (May, 1851-July, 1856) and 530-988 (June, 1900-Sept. 1911). Also includes in the back of the first volume, contracts, leases, and agreements between the city and various individuals; and in the back of the second volume, an assessor's map of the City of Sacramento (ca 1855). Arranged chronologically.

**PERSONAL BONDS OF CITY OFFICERS. 1893-95.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Personal bonds of elected city officials guaranteeing good faith in carrying out their public duties. Includes names of principals, names of sureties, dates, amounts of bonds, and dates of elections and offices held. Arranged chronologically.

**PETITIONS TO HAVE THE NORTH-SOUTH FREEWAY ROUTED THROUGH YOLO COUNTY. ca 1961.**

**Physical Description:** 3 Hollinger boxes. 1'3" linear.

**Scope and Content Note**

Petitions regarding route of proposed Interstate Freeway 5. Individual documents include statement, printed names, and signatures, addresses, occupations, and date. Loose documents.

**PONY EXPRESS CENTENNIAL FIRST-DAY COMMEMORATIVE COVER  
COMMEMORATIVE ENVELOPES. July 19, 1960.**

**Physical Description:** 1 folder. 2½" linear.

**Scope and Content Note**

23 First-Day Covers for the Pony Express Centennial Commemorative stamp. Eleven of the envelopes have Sacramento postmarks, twelve were postmarked in St. Joseph, Missouri.

**PROMISSORY NOTE AND NEWSPAPER CLIPPINGS RELATED TO Z.L. GARWOOD. ca  
1850; 1898.**

**Physical Description:** 1 folder. ¾" linear.

**Scope and Content Note**

Promissory note for \$250 issued to Garwood by James Alexander and others, obituary notices, clippings from newspaper, and remedy for cholera. Loose sheets.

**REGISTER OF CITY CONTRACTS. 1894.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Copies of eight contracts for goods and services (office space, writing supplies, utility poles) to be provided to the city by several private firms. Bound volume.

**REPORTS. 1902-68.**

**Physical Description:** 7 Hollinger boxes. 3" linear.

**Scope and Content Note**

Portion of the Clerk's collection of unnumbered reports, minutes, and other documents submitted by City departments and by specially appointed commissions, boards, and committees. Individual items relate to such diverse subjects as the proposed city jail, levee improvements, economic aspects of a deep water ship canal, and the 1st. Annual Housing Authority report. Bound volumes and loose documents arranged chronologically by date. See series description for list of contents.

**RESOLUTIONS. 1917.**

**Physical Description:** 1 folder. 1" linear.

**Scope and Content Note**

Resolutions passed by the City Commissioners during 1917. Loose sheets arranged numerically.

**REVENUE BONDS STATEMENTS. 1951-56.**

**Physical Description:** 10 folders. 2" linear.

**Scope and Content Note**

Pamphlets, official statements, resolutions, and summaries concerning various bond issues. Also includes blank petitions for junk licenses. Bound volumes and loose documents.

**SACRAMENTO LABOR COUNCIL MEETING MINUTES. May 6, 1913-Aug. 10, 1915.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

**Scope and Content Note**

Transcript minutes of the meetings of a local union organization. Loose sheets arranged by volume and page number. Some pages are missing.

**SCRAPBOOKS. ca 1880-1919.**

**Physical Description:** 4 vols. 6" linear.

**Scope and Content Note**

Scrapbooks of resolutions, newspaper clippings of ordinances, budget information, Forester's articles, and other matters. Loosely bound scrapbooks.

**SPECIAL BOND COUPON BOOKS. 1872-97.**

**Physical Description:** 4 volumes. 9" linear.

**Scope and Content Note**

Mature redeemed bond certificates and annual interest coupons issued by the City of Sacramento for various special projects. Includes: waterworks, 1872; street improvement, 1891-96; levee, 1892-95; and sewer, 1896. Arranged chronologically by date of issue.

**SPECIAL BOND REGISTERS. 1872-1934.**

**Physical Description:** 5 volumes. 1'linear.

**Scope and Content Note**

Records of bond series issued to finance special projects subsequent to issuance of General Funded Indebtedness Liquidation Bonds, 1859-64. Information contained in individual volumes generally includes date of issue, name of issue, number and amount of bond, rate of interest and date of payment. Individual volumes include: "Paid Fire Dept. Register," 1872; "Misc. Special Bond Register," 1893-22 and 1923-34; "Water Main Bonds," 1903-05; and "Treasurer's Register of Street Improvement Bonds (Annexed Areas)," 1926-32.

**STATE FAIR TIME CAPSULE. ca 1926.**

**Physical Description:** 2 folders. ½" linear.

**Scope and Content Note**

Ephemera found buried in a time capsule under the bleachers at the old State Fair Grounds on Stockton Blvd. Includes a booklet "Souvenir, Calif. State Fireman's Assn. Convention, Issued by Sacramento Fire Dept," (1925); "Lee's Sacramento Guide" (July, 1926); and *Sacramento Union*, July 15, 1926.

**STREET NUMBERING GUIDE. n.d.**

**Physical Description:** 1 sheet.

**Scope and Content Note**

Diagram showing division of city blocks, with lot numbers and house numbers for each parcel. Single sheet.

**UNIFORM CODES. 1927-68.**

**Physical Description:** 4 Hollinger boxes. 3'1" linear.

**Scope and Content Note**

City, State, and Federal codes regulating construction and repair work. Bound volumes arranged alphabetically by type of code. See series description for complete list of contents.

**WILLS AND BEQUESTS. 1849-1972.**

**Physical Description:** 1 Hollinger box. 2½" linear.

**Scope and Content Note**

Legal records of property, money, and items conveyed to the City through wills and bequests of private citizens. Included are records dealing with the city library, William Land Park, Crocker Art Gallery, certain streets and alleys, and other public places. Loose documents arranged alphabetically by name of donor. See series description for list of contents.

**YEGGE-ZABALLOS, DEVELOPERS. "PARKING STRUCTURE AND HOTEL PROJECT".  
December, 1968.**

**Physical Description:** 1 binder. 1" linear.

**Scope and Content Note**

Proposal submitted by a private developer to the City of Sacramento. It calls for a hotel and 8 level parking garage to be build on the block bounded by K-L, 10-11th Sts. Sections include: synopsis, illustrations and layouts, proposal details, schedule, description of the subcontracting architectural and engineering firms, descriptions of the primary contracting firms, and a descriptive summary of the parking garage.

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**City Collector**

**CEMETERY RECORDS. 1857-1956.**

**Physical Description:** 2 vols. and 4 boxes of index cards. 1'linear.

**Scope and Content Note**

Includes a volume of cemetery lot leases (1857-58) arranged alphabetically by section; a day book recording chronologically the opening of graves, exhumations, permits, planting of evergreens, and erection of tents (1898-1900); and removal records of the New Helvetia Cemetery (1956), consisting of index cards listing alphabetically the names of deceased, date, and cause of death. Bound volumes and loose cards.

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**City Commissioner's Special Committee On Influenza**

**REPORTS. ca Oct. 1918-Feb. 1919.**

**Physical Description:** 1 Hollinger box. 3" linear.

**Scope and Content Note**

Contains itemized reports of the Special Committee to the City Commissioners. Included are county hospital itemized costs, payrolls for visiting nurses, and other financial records. Bound sheets.

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## **City Council**

### **Scope and Content Note**

Under the Charter of 1850 the governing authority of the city was vested in an elected Common Council of nine members and a Mayor. The Mayor was to preside over meetings of the Council but have no vote. Their duties included: to make by-laws and ordinances; to license and regulate amusements, trades, professions, businesses, and gambling houses; to establish and regulate public markets; to establish a Board of Health; to cause the streets and sidewalks to be constructed and maintained; to impose fines and penalties for breaches of city ordinances; to levy and collect taxes; to keep and repair the levee; to establish and regulate the police; to make appropriations for city expenditures; to erect and maintain poor houses and hospitals for indigent sick and insane; to erect and maintain wharves; to organize fire companies; and to create officers to carry out these functions.

From 1858-63 these functions were assumed by the County Board of Supervisors when the City and County of Sacramento merged into one government.

The Charter of 1863 re-established the governing body of the city as the Board of Trustees, consisting of three elected members and an elected Mayor with most of the above authorities. Additional charges were: to provide for public buildings, parks, and squares; to conduct elections; to provide for the arrest and compulsory working of vagrants; to control and maintain the city cemetery; to supply the city with water; to care for city prisoners; and to employ an attorney.

The Charters of 1891 and 1912 continued the above responsibilities, adding two additional board members and changing the name of the Board in 1912 to City Commissioners.

The current Charter as adopted in 1921 changed the name of the body to City Council, added four members (for a total of nine members, one of whom was to be elected mayor), and adopted the City Manager form of government. Under said plan, the City Manager is appointed by the Council to carry out the administration of city government, while the Council is to act through ordinance and resolution to set policy and act as the legal representative of the city.

## **CENTENNIAL COUNCIL MEETING TRANSCRIPTS AND RECORDINGS. February, 1950.**

**Physical Description:** 2 folders. 1" linear.

### **Scope and Content Note**

Includes the transcript and recording of the February 27, 1950 Special City Council Meeting commemorating the 100th anniversary of the incorporation of the City of Sacramento as presented on KFBK radio. It includes a dramatization of the meeting of incorporation in 1850 and messages from Mayor Geisreiter and the City Council members. Loosely bound sheets and two recordings.

## **CHARTERS AND ORDINANCES. 1851-1976.**

**Physical Description:** 18 vols., 13 Hollinger boxes. 9'8" linear.

### **Scope and Content Note**

Copies of various charters of the City of Sacramento and the ordinances enacted under those charters. Includes published volumes of charter only, charters and ordinances together, and ordinances only. Charters which are included are: 1850, 1863, 1894, 1911, and 1920 as amended to 1976. Arranged chronologically, with charters and charters and ordinances filed together, preceeding ordinances only. For further details see series description.

**CITIZEN'S COMMITTEE FOR THE TEMPORARY RELOCATION OF CUBAN REFUGEES RECORDS. July 11, 1962.**

**Physical Description:** 1 folder. ¼" linear.

**Scope and Content Note**

Records of City Council committee formed to aid the relocation of refugees from Cuba in the Sacramento area. Included are: a resolution, meeting minutes, membership roster, and newspaper clippings. Loose documents.

**CITY CHARTER AND ORDINANCES [ZAMORANO PRESS]. 1849.**

**Physical Description:** 2 sheets. 1/8" linear.

**Scope and Content Note**

City Charter which was the subject of the election of Oct. 13, 1849 and the first three city ordinances (Dec. 3, 1849) which were printed on the Zamorano Press. Charter is in the form of a proclamation announcing the election, names of the charter commission members, and contents of the charter. Ordinances establish a graveyard, raise revenue for the city, and decree the clearing of public landings and streets. Loose documents.

**CITY CHARTER GALLEY PROOFS. ca 1920.**

**Physical Description:** 1 Hollinger box. 4" linear.

**Scope and Content Note**

Loose-leaf printer's approved copy of the 1921 City Charter and general code with pencil and ink notations and corrections. Also has stapled and taped addendums. Arranged in separate sections for charter and codes.

**COMMON COUNCIL CORRESPONDENCE. 1852-54.**

**Physical Description:** 1 Hollinger box, 1 oversize box. 3'linear.

**Scope and Content Note**

Miscellaneous records generated by the city's first legislative body. Includes letters, memos, judicial documents, accounts, ordinances, and architectural plans. Provides documentation about construction of the city's first city hall and waterworks building. Also contract bids, bonds, and other topics. For more detail see the series description.

**CORRESPONDENCE WITH LOCAL BUSINESSES. ca 1894-1934.**

**Physical Description:** 1 folder. 1" linear.

**Scope and Content Note**

Public relations material about Sacramento and the Sacramento region. Includes Chamber of Commerce pamphlets about climate, history, industry, maps, parks, port, recreation, and resorts. Also includes pamphlets about Pan American Trade Conference held in Sacramento in 1930 and four letters to the City of Sacramento about contracts and agreements.

**MINUTE BOOKS. 1849-1969.**

**Physical Description:** 110 volumes. 18'10" linear.

**Scope and Content Note**

Officially approved transcript minutes of the regular and other meetings held by the Council and its predecessors (Common Council, Board of Trustees, City Commission). Prepared by the City Clerk in his capacity of Clerk of the Council. Minutes include notations as to time and place of meetings, presiding officers, members present and absent, and time of adjournment; texts of resolutions and abstracts of ordinances passed; and abstracts of bids submitted. Also includes description of other topics considered, votes cast, and by whom cast. Arranged chronologically. Minutes for 1858-63 are part of County Board of Supervisors' records.

**MINUTE RECORDS. 1850-1969.**

**Physical Description:** 186 Hollinger boxes, 239 archive boxes. 404' linear.

**Scope and Content Note**

Source documents for the official Minute Books of the City Council. Included are minute notes, resolutions, contracts, ordinances, complaints, reports, licenses petitions, specifications, and other related correspondence and documents that were acted upon, created, or heard by the Council at its meetings. Arrangement in in two formats. Because of their original lack of organization, the series 1850-1921 is arranged by year, then by type of document (such as contract, ordinance, bid, etc). The series 1922-1969 is arranged chronologically by Council meeting date. See data sheet and container list for more details.

**MINUTE RECORDS. CORRESPONDENCE TO AUDITOR. 1912-1915.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Correspondence sent to the Auditor by the City Clerk advising the Auditor of Council business which would require him to take some action (such as paying of bills). Loose documents arranged chronologically.

**MINUTE RECORDS. LETTERHEADS. 1875-1919.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

**Scope and Content Note**

Collection of letterheads used by Sacramento County businesses who had dealings with the City Council. Originally part of a larger group of minute records. Arranged alphabetically by type of business. See series description for list of types.

**ORDINANCE REGISTERS OF THE CITY OF SACRAMENTO. 1894-1927.**

**Physical Description:** 5 volumes. 1'linear.

**Scope and Content Note**

Officially attested manuscript copies of statutes passed by the City Council and its forerunners. Some ordinances have notations as to amendment or repeal. Bound volumes arranged numerically by ordinance number.

**ORDINANCES 167, 1436, & 2113, 4TH SERIES, TRAILER CAMPS AND PUBLIC CAMPS. n.d.**

**Physical Description:** 5 pamphlets. ¼" linear.

**Scope and Content Note**

Reprint editions of city ordinances dealing with trailer camps and public camps. Each contains table of contents, pertinent articles and sections, and general rules and regulations. Bound pumphlets.

**PARKS RELATED CORRESPONDENCE. 1895-1916.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Records generated by the Council related to the planning, acquisition, and maintenance of city parks in Sacramento. Contents include correspondence, reports, resolutions, proposals, bids, petitions, blueprint plans/specification drawings, inventory lists, contracts/agreements, complaints, demands, insurance policies, newspaper clippings, bills, and affidavits. Loose documents arranged alphabetically by subject and chronologically within each subject.

**ROUGH MINUTES OF THE BOARD OF TRUSTEES. 1863.**

**Physical Description:** 1 volume. ¾" linear.

**Scope and Content Note**

Brief minute notes of the regular meetings of the Board. Includes transcripts of resolutions, lists of city expenses and disbursements, and tallies of votes cast. Bound volume.

**SPEECH: HISTORY OF THE CITY WATER WORKS. ca 1976.**

**Physical Description:** 1 folder. ½" linear.

**Scope and Content Note**

Speech given by Ed Fairbairn, City Manager, on the history of the city waterworks, city water rights, flood control, water conservation, and water meters. Loose sheets.

**STREET CLOSURES ORDINANCES AND RESOLUTIONS. 1921-1977.**

**Physical Description:** 4 folders. 1½" linear.

**Scope and Content Note**

Resolutions and ordinances related to official closings of streets and alleys. Each lists resolution or ordinance number, date, location of street or alley to be closed, and occasionally, reason for closure. Also included is a list of all streets and alleys closed (by date). Loose documents arranged chronologically.

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**City Expert**

**REPORT OF CITY EXPERT TO BOARD OF TRUSTEES. 1890.**

**Physical Description:** 1 volume. 1" linear.

**Scope and Content Note**

Official report on status of accounting books of various city offices. Each report discusses state of accounts, any problems encountered, and possible solutions. Bound volume arranged by office.

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**Community Services. Arts and Crafts Division**

**PAMPHLETS AND WORKBOOKS. ca 1940-80.**

**Physical Description:** 1 Hollinger box. 2½" linear.

**Scope and Content Note**

Miscellaneous published and typescript leaflets, circulars and instruction booklets. Subjects cover a wide variety of activities, including general leisure time activities sponsored by the city, specific facilities (such as Camp Sacramento and the Southside swimming pool), rules and regulations, activity calendar (1977-78), programs for special events, and activities workbooks (puppet making, Easter games).

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**Community Services. Zoo**

**ATTENDANCE REPORTS. 1965-72.**

**Physical Description:** 2 folders. 1" linear.

**Scope and Content Note**

Monthly attendance and revenue reports for the William Land Park Zoo. Format varies slightly but information recorded includes dates, children's tour groups, children's turnstile, senior citizen's pass gate, adult tour groups, adult turnstile, and admissions. Loose documents arranged chronologically.

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**REVENUE NOTES. ca 1968.**

**Physical Description:** 4 folders. 1" linear.

**Scope and Content Note**

Bonds issued by the City of Sacramento to raise revenue for zoo construction. Loose documents arranged numerically by serial number.

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**Convention Center**

**BOOKINGS AND RECEIPTS. 1961-74.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

List of dates and events at Memorial Auditorium. Broken down to a monthly account. Contains list of receipts from concessions and rentals (including attendance figures), breakdown of receipts, and rough notes on scheduled events. Arranged chronologically.

**CONVENTION CENTER OPENING. 1974.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Items dealing with opening of new Center. Contains promotional material, programs, invitations and tickets, and newspaper articles. Loose documents.

**EPHEMERA. 1960-74.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Programs of events held at the Convention Center. Not arranged.

**EVENTS FILES. 1963-72.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

**Scope and Content Note**

Items relating to events at Memorial Auditorium, including Gov. Reagan's inauguration, Order of Eastern Star, Rainbow for Girls, and misc. other conventions. May contain rental agreements, correspondence, advertising material, program maps of the auditorium, and contracts. Loose sheets arranged by event.

**STATISTICS AND DATA. 1960-74.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Information pertaining to the operation of Memorial Auditorium. Includes regulations, auditorium layout, information on hotels and restaurants, and statistics on attendance. Arranged by subject.

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**Corporation Yard**

**BOOK OF COMMON PRAYER. 1867.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Church of England Book of Common Prayer. Contains a calendar with the Table of Lessons, instructions, and prayers. Bound volume.

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## **Emergency Hospital**

### **DAILY REGISTER OF CASES. 1937-58.**

**Physical Description:** 30 vols. 5'9" linear.

#### **Scope and Content Note**

Registers of individuals received and treated at the City Emergency Hospital. Information recorded includes: date and time of admittance, name of patient, address, location from which transported, name of party who brought patient in, cause of injury, treatment, condition (sober, intoxicated, rational), disposition of case, and attending physician. Arranged chronologically in bound volumes.

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## **Engineering Department**

### **Scope and Content Note**

The office of City Engineer was established by the Charter of 1911. Appointed by the City Council, he was to be a civil engineer with five years experience and possessed the power to make surveys, plats, and certificates. His duties included: to be custodian of all maps, plans, profiles, field notes, and other records and memoranda of the city pertaining to his office and work, and to index same. The Charter of 1920 continued those duties and added the position of ex-officio Supt. of Streets, Supt. of Water Works, wharves, docks, and Electrical Inspector of city buildings.

### **"REPORT UPON POSSIBLE SOURCES OF WATER SUPPLY FOR THE CITY OF SACRAMENTO, CALIFORNIA." April 15, 1916.**

**Physical Description:** 5 vols. 9" linear.

#### **Scope and Content Note**

A six-part technical study of contemporary and future water needs and possible resources for meeting them. Vol. I, "Fundamental Considerations;" Vol. II, "Filtered Sacramento River Water;" Vol. III, "Ground Water;" Vol. IV, "Mountain Water;" and Vol. V, "Comparison of Sources," and Appendixes.

### **CONTRACT DOCUMENTS, SPECIFICATIONS, AND BIDS, #89, 96, AND 102. 1916-1919.**

**Physical Description:** 3 folders. 3½" linear.

#### **Scope and Content Note**

Records of specifications and negotiations for three contracts relating to the city's wharf and waterfront. Information recorded includes advertisement notices, proposals, contracts and specifications, and forms of bonds. Specific projects are: Sacramento By-Pass Weir (#89), shed-extension at the city wharf (#96), and elevators at the city wharf (#102). Arranged numerically by contract number.

### **CROCKER ART MUSEUM MASTER PLAN. 1975.**

**Physical Description:** 4 vols. 3" linear.

#### **Scope and Content Note**

Master plan for the rehabilitation and preservation of the Crocker Art Museum compiled by J.S. Barrish. Bound volumes (multiple copies of one report).

### **FIRE INSURANCE ALBUM. ca 1942.**

**Physical Description:** 1 binder. 2" linear.

#### **Scope and Content Note**

Scrapbook compiled by the city for the Pacific National Fire Insurance Co. of San Francisco to establish insurance eligibility. Contains photographs of city-owned buildings, maps of installations, plans of buildings, and schedules of insurance data.

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**TRANSCRIPTS OF SUPERIOR COURT SUIT #194230, CITY OF SACRAMENTO VS STATE OF CALIFORNIA. 1972.**

**Physical Description:** 8 vols. 7" linear.

**Scope and Content Note**

Transcripts of court suit brought by the City of Sacramento against the State of Calif. regarding the construction of Interstate Freeway 5 between K St. and Broadway. Bound volumes arranged chronologically.

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**Finance Department**

**Scope and Content Note**

The 1912 Charter of the City of Sacramento established the Department of Finance as one of five departments having the executive and administrative powers of the city. The department was headed by the Commissioner of Finance who had supervision and control of all financial matters of the city, except as otherwise provided for in the Charter. In 1921, the offices of Auditor, Assessor, Collector, and Purchasing Agent were combined in the Department of Finance. The department was headed by a Controller, appointed by the City Manager. In 1941, the department was reduced to two main functions, the Purchasing Agent and the Assessor-Collector. In 1961, the office of Billing and Tabulation was added. For records of pre-existing departments consult the individual office heading.

**ANNUAL FINANCIAL REPORT. 1975-76.**

**Physical Description:** 1 folder. 1" linear.

**Scope and Content Note**

Contains independent audit reports, statistical section, and annual reports of Community Center Authority and the Parking Authority.

**AUDITOR'S DELINQUENT PROPERTY TAX RECEIPT STUB BOOK. 1888-1929.**

**Physical Description:** 3 vols. 5" linear.

**Scope and Content Note**

Auditor's stub book of receipts issued to persons who paid delinquent tax assessments. Issued through the County District Attorney. Includes names of property owners, receipt number, date, and amount paid. Also includes some receipts for money forwarded by the County Treasurer and County District Attorney. Receipts for Sept. 1890-Aug. 1892 and July 1894-June 1903 are missing.

**AUDITOR'S JOURNAL. 1866-94.**

**Physical Description:** 8 vols. 1'6" linear.

**Scope and Content Note**

Weekly record of financial transactions. Includes an itemized list of demands against the city, apportionment of funds in the treasury, account of weekly receipts (arranged categorically), certified report of the Board of Trustees of weekly financial transactions and recapitulations of funds in the city treasury and of street funds. Arranged chronologically.

**BUDGETS. 1913-18.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

City budgets, estimates of probable expenditures, individual departmental budgets, and City Clerk's 1917 letters to the City Commissioner of Finance. Loose sheets arranged chronologically.

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**BUDGETS. 1935-77.**

**Physical Description:** 54 vols. 3'linear.

**Scope and Content Note**

Tentative and officially approved annual budgets of the city. A few of the tentative budgets bear stamped notations as to the dates they were filed by the City Clerk or approved by the City Council, or are simply stamped with the work "Original." Formats vary but usually include consolidated balance sheets, bonded indebtedness statements, assessed property valuations, revenue estimates, disbursement summaries, and departmental budgets. Arranged chronologically by date. See series description for dates and titles of individual volumes.

**COLLECTOR'S ASSESSMENT RECORDS. 1851-84.**

**Physical Description:** 8 vols. 1'linear.

**Scope and Content Note**

Records of the activities of the Collector and his predecessors in the collection of general and special property taxes and other tax assessments. Individual volumes include: General Tax List, 1851; Special 3/4% Tax List, 1852-53; Special 3/4% Delinquent Tax List, 1852-53; General Tax List, 1853; Index to "K" St. (n.d.) & Warrants Outstanding, 1857-58; Delinquent Levee Tax List, 1862; Collection Boltter, 1868; and Collector's Commissions to the District Attorney of Delinquent Street Assessments, 1866-84. Arranged chronologically by date of creation.

**COLLECTION REGISTERS. 1851-1922.**

**Physical Description:** 20 vols. 3'linear.

**Scope and Content Note**

Records pertaining to collections of business and other license fees and tax assessments by the Collector's office and its predecessors prior to incorporation into the Dept. of Finance in 1921. Also includes a few entries in 1922. Arranged chronologically. Selected volumes are indexed. See series description for specific volumes.

**"MUNICIPAL PROGRESS, 1935."**

**Physical Description:** 1 vol. 1/8" linear.

**Scope and Content Note**

A public relations pamphlet prepared by the city to illustrate Sacramento's development as a progressive and attractive modern city. Includes a historical section and sections dealing with traffic efficiency, the City Council, and each administrative department within the municipal government. Also includes photographs of officials, public buildings, parks and recreational facilities, equipment, and maps and drawings.

**SACRAMENTO CITY EMPLOYEE'S RETIREMENT SYSTEM. 1974-75.**

**Physical Description:** 1 vol. 1/2" linear.

**Scope and Content Note**

Financial report of city employees' retirement system, supplemental financial information (detailed listing of investments), and membership statistics. Bound volume.

**TIME BOOKS. 1878-80; 1940-46.**

**Physical Description:** 3 vols. 6" linear.

**Scope and Content Note**

Records of employees' work time. Each contains name, total time, wages and amount paid either weekly or monthly. Arranged chronologically in bound volumes.

## **Harbor Master**

### **Scope and Content Note**

The office of Harbor Master was initially an appointed position under the 1850 City Charter, and was officially created in 1907 by ordinance #779. The responsibilities were: to collect all wharf and harbor dues and pay them to the City Collector; and to supervise, care for, and attend the wharves and waterfronts owned or controlled by the City of Sacramento. In 1917, ordinance 779 was repealed and replaced by ordinance 254. This created the Harbor Department as part of the Department of Public Works. Currently, it is no longer a functioning body.

### **RECORDS. 1851-1902.**

**Physical Description:** 11 vols. 1'6" linear.

#### **Scope and Content Note**

Records of the arrivals and departures of sailing vessels, steamers, and barges at the Port of Sacramento City. Included are levee dues, names of vessels and masters, destination, cargo, and tonnage. Arranged chronologically. Content and format vary, all in bound volumes. Clipping regarding City Water Works in one of the volumes. See data sheet for details.

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## **Housing and Redevelopment Agency**

### **ANNUAL ADMINISTRATIVE BUDGET. 1980.**

**Physical Description:** 1 folder. ½" linear.

#### **Scope and Content Note**

Annual budget for the Agency. Information recorded includes budget summaries, comparison of 1979 and 1980 budgets, description of employee services, organizational charts, and proposed housing programs. Bound volume.

### **OLD SACRAMENTO BUILDING SURVEY. Oct. 1963.**

**Physical Description:** 1 binder. 2" linear.

#### **Scope and Content Note**

Collection of structural survey forms, rough notes and appraisers' sketches, prepared for the Agency by the architectural firm of Demars and Rey.

### **SACRAMENTO HISTORY CENTER ARCHITECTURAL PROPOSALS. 1977.**

**Physical Description:** 3 Hollinger boxes, 1 oversize box. 2'8" linear.

#### **Scope and Content Note**

Proposals for the design of the Sacramento History Center building in Old Sacramento which were submitted to the city by private firms. Items include: qualifications submissions, letters of reference, professional staff resumes, management and personnel organization charts, proposed allocations of responsibilities, photographs and plans of similar projects, and consultants and supportive services to be employed.

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## **Library**

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**NEWSPAPER INDEX. 1906-1937.**

**Physical Description:** 39 double cardfile drawers. 32'6" linear.

**Scope and Content Note**

Itemized subject index to articles published in the *Sacramento Bee* and *Union*. The index was prepared by the Works Progress Administration, ca late 1930s. Each card lists name of person, place or subject featured, name of newspaper, date, page where the article appears, and short description of content. Arranged alphabetically and cross referenced. Further arranged within each category by sub-category when applicable, and then in reverse chronological order of publication.

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**Manager**

**Scope and Content Note**

The position of City Manager was created by the City Charter of 1921. The Manager is appointed for an indefinite period by the City Council to be the administrative head of the municipal government. His powers and duties are: to see that all laws and ordinances are enforced; to appoint heads or directors of departments and subordinate employees of the city; to supervise and control all departments; to attend all Council meetings and its committees; to make recommendations to the Council; to make and execute on behalf of the city, all contracts of less than \$500; to prepare and submit to the Council the annual budget; to advise Council of its financial conditions and needs; and to perform such other duties as required by the Council.

**AFFIRMATIVE ACTION PLAN. Jan., 1981.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Official policy statement of the city on achieving equal employment opportunities among the employees of the city. Included is the City Council resolution adopting this action plan; a general policy statement; the method by which this plan will be administered; and procedures for complaint resolution. Bound volume.

**CORRESPONDENCE FILES. 1968-71.**

**Physical Description:** 44 Hollinger boxes. 18'6" linear.

**Scope and Content Note**

Correspondence to and from the City Manager concerning individual city departments and divisions and a variety of reports on aspects of city management. Arranged chronologically overall, and within each year alphabetically by city department and/or topic.

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**Mayor**

**APPOINTMENT CALENDAR. 1977.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Appointment calendar given to Mayor Isenberg by the Consul General of Korea in December, 1976. Contains photos and illustrations of Korea and its culture. Bound volume.

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**Museum and History Commission/Division****Scope and Content Note**

The Sacramento Historic Landmarks Commission was established by city ordinance 1807 (Fourth Series) on Dec. 17, 1953. Its powers were: to designate and promote historic landmarks within the City of Sacramento; recommend to the City Council that the city acquire ownership of selected sites and structures; accept gifts of historic value on behalf of the city; operate a museum or museums that might be established; and submit an annual report to the City Council. Before 1964 the Commission was purely advisory in nature and had no permanent office or staff. In 1964 an office was provided and a small professional staff was hired. Among other activities, the staff developed a small museum facility.

On November 29, 1972 the Sacramento County Board of Supervisors enacted resolution 72-1148 to operate the Historic Landmarks Commission as a joint agency with the City. The county resolution explicitly directed the new joint agency to develop a museum facility in Old Sacramento. The name of the Commission was changed to the Sacramento Museum and History Department. In 1979 the department became a division of Community Services. The Commission now acts as the overseer and advises the division's professional staff in the administration of the historic resources of the city and county.

**MUSEUM AND HISTORY COMMISSION****GOLDEN SPIKE CENTENNIAL CELEBRATION. June 21, 1968- Nov. 2, 1970.**

**Physical Description:** 3 folders. 6" linear.

**Scope and Content Note**

Records of the celebration commemorating the completion of the trans-continental railroad at Promontory, Utah. Three loosely bound folders: 2 of miscellaneous correspondence and one of newspaper clippings.

**RHODES SCHOOL REPORT. Feb. 1, 1976.**

**Physical Description:** 1 Hollinger box. 3" linear.

**Scope and Content Note**

Report prepared by Lucinda M. Woodward for the Museum and History Commission describing the history, architecture, and possible future uses of the one-room Rhodes Schoolhouse. Included are a written report and appendices of maps, photographs, petitions, handbills, pages from textbooks, diplomas, school supply advertisements, and rules of conduct. Bound volume.

**SACRAMENTO CITY EMPLOYEES' RETIREMENT SYSTEM ANNUAL REPORT. 1975-75; 1978-79.**

**Physical Description:** 2 vols. ½" linear.

**Scope and Content Note**

Annual report by the City Employees' Retirement Board. Contain accountant's report, statement of assets, and notes. Bound volume.

**SACRAMENTO HISTORIC LANDMARKS COMMISSION MEETING MINUTES. 1954-69.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Typed transcripts of official minutes of the Commission's regular meetings. Covers elections of officers, placement and text of historic markers, commemorative program activities, interactions with private firms and civic organizations, development of Old Sacramento, correspondence, and other subjects. Arranged chronologically by date of meeting.

**MUSEUM AND HISTORY DIVISION**

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**BICENTENNIAL EPHEMERA. ca 1975-77.**

**Physical Description:** 2 folders. 2" linear.

**Scope and Content Note**

Promotional materials and items with a Bicentennial theme, sent to SMHD. Includes calendars, plastic luggage tags, and promotional product flyers. Also includes some non-Bicentennial advertising materials.

**CALENDARS. 1979 & 1980.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Daily calendars from the office of the Curator of History, Kathryn Gaeddert. Bound volumes.

**CALIFORNIA STATE RAILROAD MUSEUM. RECOMMENDATIONS FOR PLANNING AND DEVELOPMENT. INTERPRETIVE PROSPECTUS. 1972.**

**Physical Description:** 1 Hollinger box. 1" linear.

**Scope and Content Note**

Background information and recommendations for development of the Calif. State Railroad Museum, Old Sacramento Waterfront, and the Big Four/Dingley Spice Mill. Contains report, photos, maps, Old Sacramento Redevelopment Plan, and roster of rolling stock in the Pacific Coast Chapter Collection. Loosely bound typewritten sheets.

**CITY OF THE PLAINS MANUSCRIPT MATERIALS. 1976.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Manuscript materials for the book *City of the Plains: Sacramento in the Nineteenth Century* by V. Aubrey Neasham and James Henley. Includes press packet, rejected photographs, rough drafts, and text and captions. Loose sheets.

**CULTURAL RESOURCE SURVEY. 1980.**

**Physical Description:** 11 folders. 10" linear.

**Scope and Content Note**

Historical reports of five city blocks which were under consideration as potential sites for a county jail. Prepared for the County Environmental Impact Section, these studies report on the owners and occupants from 1850-1930 for the following blocks: F-G, 6-7; F-G, 7-8; F-G, 8-9; G-H, 6-7; and H-I, 6-7. Loose documents bound into folders and arranged by blocks. Includes both manuscript and finished copies.

**EDUCATIONAL PROGRAMS FOR THE SACRAMENTO HISTORY CENTER. 1976.**

**Physical Description:** 1 binder. ¼" linear.

**Scope and Content Note**

Report by Janice A. Fauber on proposed educational roles of the Sacramento History Center. Included are sections on various school, adult, and community programs; special events; publicity; and personnel. Bound volume.

**PURCHASE: ENGRAVING OF S.C. HASTINGS. /1860/.**

**Physical Description:** 1 sheet. 1/8" linear.

**Scope and Content Note**

Engraving of Serranus Clinton Hastings (1814-?), Chief Justice of Iowa and of California, by J.C. Buttre. Loose sheet.



**EXHIBITION DOCUMENTS, SACRAMENTO HISTORY CENTER. Nov. 1978.**

**Physical Description:** 2 Hollinger boxes. 1' linear.

**Scope and Content Note**

Contains general project description, exhibition document outline, exhibition document, report on the interpretive exhibition potential of present collection, collection survey report, list of necessary artifacts for exhibition, and exhibition concept paper. Loose documents.

**FOSTER-MENDONCA FAMILY PHOTO HISTORY AND FOOTNOTES. 1981.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Family history of the Foster and Mendonca families and photos of family members. Bound volumes.

**HISTORIC ENVIRONMENT CONSULTANTS. "CROCKER ANNEX DEMOLITION ENVIRONMENTAL IMPACT REPORT." DRAFT. Jan. 1978.**

**Physical Description:** 1 binder. 1" linear.

**Scope and Content Note**

Printed report prepared by the research firm of Historic Environment Consultants. It discusses the effects of demolishing the annex wing of the Crocker Art Gallery, constructed in 1860. Includes five sections: Environmental Setting and Impact; Analysis of Impacts and Their Disposition; and Resources. Illustrations and an appendix of four entries are also included.

**HISTORICAL DEVELOPMENT REPORTS. 1978-79.**

**Physical Description:** 5 binders, 14 card file drawers. 29'3" linear.

**Scope and Content Note**

Reports of the historical development of various blocks in the Central City portion of Sacramento. Reports consist of several parts: a card file of owners and occupants for every parcel for every year (1850-1920), and a formal report on owners, occupants, and general historical trends of development. Cards and reports arranged by city block, which include the following: H-I, 3-4; H-I, 4-5; H-I, 5-6; H-I, 10-11; I-J, 5-6; I-J, 6-7; I-J, 10-11; J-K, 4-5; J-K, 7-8; J-K, 11-12; L-M, 6-7; M-N, Front-2; M-N, 2-3; and O-P, 2-3.

**LARCHMONT NATOMAS DRAFT ENVIRONMENTAL IMPACT STATEMENT. 1977.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Draft EIS prepared prior to development of M.J. Brock & Sons, Inc. subdivision in Rancho Cordova. Contains description of project, probable environmental impacts, and alternatives to proposed action. Loose documents.

**LETTER, JOHN GUNNEL TO HIS BROTHERS AND SISTERS. Dec. 10, 1850.**

**Physical Description:** 4 sheets.

**Scope and Content Note**

Photostat and typescript of original letter written by Gunnel from Sacramento in 1850. Letter discusses his health, mining activities, cholera epidemic and names of those who died from it, work he did for wages, his advice to his former neighbors to not come to Calif., and price of goods in Sacramento.

**LIST OF COMMISSION MEMBERS AND DIVISION STAFF. 1978.**

**Physical Description:** 1 folder. 1/8" linear.

**Scope and Content Note**

Names, addresses and telephone numbers of members of SMH Commission and Division staff. Arranged alphabetically.

**OLD SACRAMENTO AND REDEVELOPMENT REPORTS. 1958-70.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

**Scope and Content Note**

Literature pertaining to Old Sacramento and redevelopment of downtown Sacramento. Consists of pamphlets and reports. Arranged under topics of Redevelopment, Old Sacramento, Preservation, and Chamber of Commerce.

**OLD SACRAMENTO WATERFRONT. SELECTION OF PROFESSIONAL CONSULTANTS. ca 1977.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Proposals submitted by professional design firms desiring selection as designers of the Old Sacramento Waterfront project. Included are brief proposals and qualifications submittals. Loose sheets and bound pamphlets.

**PROGRAM FOR DEDICATION OF PIONEER HALL AND OPENING OF SACRAMENTO CITY AND COUNTY MUSEUM. April 19, 1967.**

**Physical Description:** 1 folder. 1/8" linear.

**Scope and Content Note**

Five programs for the dedication of the Sacramento Society of California Pioneers' Hall as a City of Sacramento Historic Landmark and the opening of the Sacramento City and County Museum. Also includes a list of officials of the Sacramento County Board of Supervisors, Sacramento City Council, Sacramento Historic Landmarks Commission, Board of Directors of the Sacramento Pioneer Foundation and hostesses for dedication ceremonies.

**PROGRAM, "PRESENTING MINERVA, THE EAGLE AND THE BEAR: MYTH AND SYMBOL...." ca 1978.**

**Physical Description:** 1 sheet.

**Scope and Content Note**

Program to accompany slide show of same title. Lists chronology, persona, and glossary of material in show.

**RECORDS. 1956-75.**

**Physical Description:** 21 boxes. 21" linear.

**Scope and Content Note**

These are the working files of the Division and are divided into three subseries: administrative files, Old Sacramento files, and research files. Administrative files include correspondence, financial records, manuscripts and reports, minutes of Historic Landmarks Commissions, History Center materials, and files dealing with special events and organizations. Old Sacramento materials include project proposals and reports and files of individual buildings torn down during construction of Interstate Freeway 5. Research files include the following subjects: California, general topics and individual counties; Sacramento County, general; and City of Sacramento, people, business firms, business firms and sites, people, and transportation. Arranged by subseries and within each subseries by topic. See series description for complete listing and locations.

**REPORT, "THE FIRST FIFTY YEARS OF THE GOLDEN EAGLE HOTEL, SACRAMENTO, CALIF., 1895." 1980.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Consists of a history of the Golden Eagle Hotel, northwest corner of 7th and K Sts., from 1850-95. Contains physical description of the hotel, its development, financial history of long-time owner Daniel E. Callihan, and social significance of the hotel. Also discusses sewers, hotels in general, the Odd Fellows Bank and other commercial establishments located in the hotel building. Bound volume.

**REPORT, "HISTORICAL ARCHAEOLOGY AT THE GOLDEN EAGLE HOTEL SITE." 1980.**

**Physical Description:** 3 vols. 4½" linear.

**Scope and Content Note**

Draft and final reports of the archaeological investigation carried out at the Golden Eagle Hotel site, northwest corner of 7th and K Sts., Sacramento. Contains descriptions of the site and investigation, analysis of specific types of artifacts, illustrations, and tables. Bound volumes.

**REPORT, "SELECTED MANUFACTURERS AND MAKERS ON THE J-K, 6-7th STREET BLOCK." 1980.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

Report prepared in conjunction with an archaeological investigation of the Golden Eagle Hotel site, northwest corner of 7th and K Sts. Discusses blacksmiths, boot and shoe makers, sash manufacturers, marble works, and illustrations. Loose sheets arranged in report form.

**REPORTS AND PROPOSALS. 1974.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Misc. reports and proposals. Report to Museum and History Commission on the planning and development of the Sacramento History museum to be located in Old Sacramento. Loose sheets. Architect's proposals for history museum; artwork for Bicentennial report cover; artwork for "Christmas in Calif. Long Ago" booklet; text for "Old Sacramento 1849 Scene" report; and preliminary designs for reprint ed. of "Old Sacramento, A Reference Point in Time" book. Loose sheets.

**REQUEST FOR QUALIFICATIONS SUBMITTALS, OLD SACRAMENTO RIVERFRONT. 1977.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Statement of qualifications of the Fred. R. Harris, Inc. and D. Russell Associates to work on the Old Sacramento Riverfront project. Includes names and qualifications of principals, and lists of current and past projects of the firm. Loose sheets.

**RISK MANAGEMENT AND INSURANCE PROGRAM MANUAL. 1979.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

Reference manual which explains the city's self-insurance program and procedures for reporting loss of city property, monies, and securities. Loose documents.

**SACRAMENTO HISTORY CENTER PROPOSALS. 1972-77.**

**Physical Description:** 2 vols. 2½" linear.

**Scope and Content Note**

Contains "A Proposal for the Morse Building as Sacramento's Interim Historical Museum" (1972), "Sacramento History Center: Museum/Archives/Visitors' Center" (ca 1976), and post-Proposition 13 project alternatives. Bound volume and binder.

**SACRAMENTO PORTUGUESE-AMERICAN HISTORICAL COMMITTEE BULLETIN. July 1981-.**

**Physical Description:** 2 sheets.

**Scope and Content Note**

Bulletin of announcements of the Committee's activities. Current additions added as received. Loose sheets.

**SACRAMENTO WATERFRONT, 1848-1875. n.d.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Report prepared for the Housing and Redevelopment Agency and the Museum and History Div. by Joseph A. McGowan on the history of the Sacramento waterfront during the mid-nineteenth century. Contents include: importance of the Sacramento waterfront, the types and tonnage of ships that used the river, development of the levee, problems of navigation, and a history of the California Steam Navigation Company.

**SCHOOL DEPARTMENT DIRECTORY. 1915-16.**

**Physical Description:** 1 folder. 1/8" linear.

**Scope and Content Note**

Directory of principals and teachers of the School Dept. of the City of Sacramento. Also includes a list of members of the Board of Education, High School Department, Supervisors, those on leave of absence, special teachers, janitors, and substitutes. Arranged in sections by type of school or special job category.

**SPECIFICATIONS FOR CITY CONSTRUCTION PROJECTS. 1979-81.**

**Physical Description:** 4 folders. 1" linear.

**Scope and Content Note**

Documents notifying contractors of the specifications for city construction projects. Consists of "Program for Orangutan Exhibit, William Land Park Zoo;" "Program Elements, Fire Station #15, Truxel Rd. and Newborough Dr.;" "Renovation, Clunie Community Center and McKinley Library Building;" "Program and Preliminary Cost Estimates, Sacramento Municipal Auditorium Rehabilitation Program." Loose documents.

**SURVEY OF VICTORIAN HOMES IN THE CENTRAL CITY AREA OF SACRAMENTO. 1970.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

In-house survey of Victorian homes conducted by Mary Helmich, John Mitchell, and John Quierolo. Consists of survey sheets of each Central City block. Loose sheets.

**WALERGA ORAL HISTORY PROJECT FILES AND TAPES. ca 1942-1979.**

**Physical Description:** 1 Hollinger box, 69 tapes. 4'6" linear.

**Scope and Content Note**

Records generated and collected by the Walerga Oral History Project, directed by Heihachiro Takarabe, minister of the Parkview Presbyterian Church, for SMHD. The project name derives from the name of the Japanese Relocation camp, located on a portion of McClellan Air Force Base. Purpose of the project was to record oral histories of former Walerga internees and staff and to collect Walerga administrative records. Records generated consist of: list of Issei interviewed, summary reports and legal agreements (releases) of individual interviewees, articles about the Japanese in California by Henry Taketa, photographs, oral history tapes, and typed transcript of interview of Sumio Koga. Walerga materials (copies of originals) collected by the project consist of Minutes of /Camp/ Council meetings, copies of newspaper articles, copies of War Relocation Authority and U.S. Dept. of Justice Alien Registration publications, copy of Jerome Relocation Center (Denson, Ark.) magazine "Magnet", and copies of the camp manager's files (by subject). Loose documents. See series description for list of specific contents.

**WESTERN HERITAGE INC. OLD SACRAMENTO INVENTORY OF HISTORICAL BUILDINGS. HISTORICAL REPORT NO. 2. 1962.**

**Physical Description:** 1 Hollinger box. 1" linear.

**Scope and Content Note**

Report prepared for the Calif. State Dept. of Parks and Recreation which lists structural items recommended for salvage in the area between Capitol Ave. and I St., 2-3rd. Streets. Included are notes on buildings to be preserved, reconstructed elsewhere, or parts salvaged. Loose sheets.

**WOOLSEY FAMILY HISTORY. 1829-1914.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Report compiled by Jeff Caves contains Woolsey family history: diaries, letters from the family, Mesick party reports, census records, city directory information, Sandusky, Ohio records, family information, property records, and will and mortality records. Bound volume arranged by subject.

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**Parks Department**

**Scope and Content Note**

The Parks Department was established by the 1911 City Charter which created a Board of Parks Directors (comprised of the Commissioner of Education and four appointed members). Duties of the Board were to control and manage all land and water parks, parkways, squares, and public pleasure grounds; and all landscaping of city cemeteries. Other duties were to plan and regulate traffic in parks and parkways; and to plant and care for shade trees, shrubs, and plants on streets and public grounds and around city buildings. The 1920 Charter provided for a Supt. of Parks (appointed by the City Manager) to assume the above duties. Since 1920 there have been four superintendents: Fredrick Evans, William Carroll, William Chorley (1954-65), and Gene Robinson (1965 to present, 1981).

**ADMINISTRATIVE RECORDS. 1915-77.**

**Physical Description:** 1 Hollinger box, 1 oversize box. 2'8" linear.

**Scope and Content Note**

Records generated by the City Park Department in relation to selected special subjects and miscellaneous general subjects. Includes letters, memos, planting calendars, maps and plans, photographs, clippings, and ephemera. Also includes five oversize plans in mapcase. For more details see series description.

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**Personnel Department**

**ANNUAL REPORT OF CIVIL SERVICE ACTIVITIES. June 30, 1942.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Annual report lists names of Civil Service Commissioners and staff, body of report, tables of eligible registers abolished and established, number of employees, and expenditures. Bound volume.

**CIVIL SERVICE BOARD NOTIFICATIONS OF EMPLOYMENT. 1913-17.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

**Scope and Content Note**

Notifications of commencement or termination of city employment from the Civil Service Board to the City Auditor. Each document lists date, position, name of employee, and salary. Loose documents arranged chronologically.

**CORRESPONDENCE. 1948-65.**

**Physical Description:** 1 binder. 3" linear.

**Scope and Content Note**

Correspondence and memos sent to and from the Personnel Dept. Primarily legal rulings and guidelines, they also include tables for figuring vacation time, salary schedules, etc. Loose sheets in binder.

**ELIGIBLE REGISTERS. 1912-56.**

**Physical Description:** 6 vols. 10" linear.

**Scope and Content Note**

Registers containing lists of those people who took civil service examinations for employment with the City of Sacramento. Each lists name of position, qualifications, date of exam, applicants' names, scores, addresses, notices of whether hired, and remarks. Bound volumes.

**SCRAPBOOKS. 1937-70.**

**Physical Description:** 14 vols. 1'2" linear.

**Scope and Content Note**

Scrapbooks of newspaper clippings about city personnel or city activities. Clippings pasted into bound volumes arranged chronologically.

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**Planning Department**

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**ANNUAL REPORT. 1964-65.**

**Physical Description:** 1 folder. 1/8" linear.

**Scope and Content Note**

Annual report of the city Planning Commission for the fiscal year 1964-65. Included are discussions of the community plans, the general development plans, agricultural advisory commission, north area neighborhood analysis, annexations both completed or proposed, and zoning changes.

**CORE AREA PLAN FOR CIVIC CENTER. Dec. 1961.**

**Physical Description:** 1 folder. 1/8" linear.

**Scope and Content Note**

Report on the redevelopment plans and activities of the city and county for the Alkali Flat area. Included are diagrams and sketch showing proposed civic plaza, business district, and mall area.

**INTER-MODAL TRANSPORTATION CENTER. 1976.**

**Physical Description:** 7 vols., 2 loose pages. 3" linear.

**Scope and Content Note**

General resumes and prospectuses by eight firms interested in submitting proposals for the Southern Pacific Railroad Station Inter-Modal Transportation Center. Loosely bound typewritten sheets.

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**Police Court**

**JUDGMENT DOCKETS. May 19, 1914-April 13, 1917.**

**Physical Description:** 2 vols. 5" linear.

**Scope and Content Note**

Registers of verdicts handed down in the City Police Court. Each entry lists name of defendant, charge, verdict, and date. Bound volumes arranged chronologically.

**ORDINANCE LEDGER. Feb. 19, 1879-Feb. 19, 1880.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Miscellaneous collection of 54 ordinances between #48-175, gathered from other printed sources and glued into a ledger. Includes notations of amendment and repeal. Arranged numerically by ordinance number.

**POLICE COURT RECORDS. 1857-82.**

**Physical Description:** 6 vols. 1'6" linear.

**Scope and Content Note**

Records of daily operations of the Police Court and courts of Justices of the Peace. Includes list of expenditures, Constables' costs, interpreters' fees, judgments, fines imposed and dockets. Bound volumes arranged chronologically. See data sheet for list of holdings.

**RECORDS. Oct. 15, 1913-May 6, 1936.**

**Physical Description:** 6 vols. 1'3" linear.

**Scope and Content Note**

Registers of Police Court proceedings. Entries contain date, title of case, charge, and account of proceedings. Bound volumes arranged chronologically.

**TRANSCRIPT. 1912.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Record of trial of People vs R.J. Borlan, policeman charged with and convicted of assault with a deadly weapon. Bound volume.

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**Public Information Officer**

**BIOGRAPHIES OF RETIRED CITY OFFICIALS. 1965-73.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Consists of biographies of retired city officials. Most list name, positions, promotions, information on family, military record, education, hobbies, and membership in civic organizations. Also contains a list of mayors from 1849-1968. Arranged chronologically on loose sheets which are in a binder.

**"CITY SCENE" RADIO SHOW TAPES. April 3, 1979-Dec. 4, 1979.**

**Physical Description:** 26 tapes. 1'6" linear.

**Scope and Content Note**

Tapes of the "City Scene" radio broadcasts hosted by Ed Goldman, Public Information Officer for the City of Sacramento. Each contains recorded interviews of various city officials and department heads. 7" reel-to-reel tapes, arranged chronologically. See data sheet for list of interviews and dates.

**COMMUNITY CENTER RECORDS. 1962-74.**

**Physical Description:** 14 vols., 1 newspaper. 5" linear.

**Scope and Content Note**

Various reports pertaining to the Sacramento Community/Convention Center. Authored by private consultants and city departments, they include financial analysis, project proposals, official statements of bonds, planning reports, analysis of appropriate facilities, projected usage and revenues, and a special newspaper section celebrating the Center's grand opening. Bound volumes of individual reports and four newspaper sections.

**MISCELLANEOUS. 1974-80.**

**Physical Description:** 5 vols., 5 loose sheets. 2" linear.

**Scope and Content Note**

This group of reports and informational releases consists of the following: "Where We Are at a Glance," Budget for Years 1978-79 and 1979-80; Sacramento Area Bicycle Commuter Guide; City Council Agenda information; Environmental Impact Statement for Sutter Memorial Hospital Master Plan; City of Sacramento Preliminary Capital Improvements Program; and Final Report of the June 30, 1974 Actuarial Valuation of the Sacramento City Employees Retirement System. Bound volumes and loose sheets.

**PRESS CLIPPINGS. ca 1975-78.**

**Physical Description:** 3 vols. 7" linear.

**Scope and Content Note**

Consists of press clippings related to the City of Sacramento. Subjects include city officials and personnel, facilities, and events. Loose leaf binders arranged chronologically.

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**SACRAMENTO-MANILA FRIENDSHIP ASSOCIATION. 1961-63.**

**Physical Description:** 1 vol., 1 folder. 2" linear.

**Scope and Content Note**

Consists of a scrapbook of newspaper clippings and photographs, and a group of miscellaneous documents. The documents include a history of the association, minutes of meetings in 1961 and 1962, and correspondence. Scrapbook consists of loose newspaper clippings arranged chronologically and photographs.

**SACRAMENTO SOLONS BASEBALL TEAM EPHEMERA. 1958-59.**

**Physical Description:** 3 pages. ¼" linear.

**Scope and Content Note**

Consists of a stock certificate for one share in the Sacramento Solons Baseball team issued May 25, 1959 to Donald J. Foley, former Public Information Officer for the city, and two illustrations of the Solons team members, dated 1958 and 1959. Loose sheets.

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**Real Estate and Street Assessment Division**

**REAL ESTATE RECORDS. 1850.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Consists of a real and subdivision day book giving dimensions and value of lots block by block. Separate volume for index.

**STREET ASSESSMENT BOOKS. ca 1914-76.**

**Physical Description:** 12 vols. 4'6" linear.

**Scope and Content Note**

Registers of work done on city streets by private firms and empowerment to collect assessment monies. Authorized by the City Engineer and countersigned by the Supt. of Streets. Includes maps of areas where work was performed, statements of payments received, and assessment apportionment diagrams, including the following data: assessment number, owner, lot numbers, description of property, amount of benefits, and payments. Bound volumes. Some volumes subdivided by streets, alleys, and subdivisions.

**TAX DEEDED PROPERTY RECORDS. 1930-45.**

**Physical Description:** 4 Hollinger boxes. 1'8" linear.

**Scope and Content Note**

Record of transfer of property into city ownership because of original owner's non-payment of delinquent city property taxes. Each worksheet contains name of subdivision or street, name of last owners, how title was acquired, name of preparer of title report, years delinquent, and name of person who subsequently purchased the property from the city. Loose sheets arranged alphabetically by name of subdivision (or in the Old City, by block).

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## **Recreation Department**

### **Scope and Content Note**

This department was established as the Board of Playground Directors by the 1911 City Charter. Consisting of the Commissioner of Education and four appointed members, the Board's duties were to control and manage all children's playgrounds owned by the city; to equip, care, and improve the same; to employ a staff; and to establish rules and regulations for said playgrounds. The 1920 Charter provided for a Supt. of Recreation (appointed by the City Manager) to assume the above duties.

### **ADMINISTRATIVE RECORDS. 1911-77.**

**Physical Description:** 3 Hollinger boxes. 1'3" linear.

#### **Scope and Content Note**

Office files covering various subjects including regulations and ordinances, reports, programs, and activities. For more information see series description.

### **MEMO BOOK. NEW HELVETIA CEMETERY. 1916-17.**

**Physical Description:** 1 vol. 1" linear.

#### **Scope and Content Note**

Memo book prepared by Alden W. Campbell to the Board of Park Directors listing owners of plots in New Helvetia Cemetery or their relatives, with notations as to whether living persons in question have signed a policy agreement with the Board.

### **MINUTES, BOARD OF PLAYGROUND DIRECTORS. 1912-21.**

**Physical Description:** 3 vols. 4" linear.

#### **Scope and Content Note**

Official meeting minutes of the city's recreation supervisory board. The records cover topics such as plans, activities, use of facilities, bills, and receipts. A few regulations and ordinances as well as items of correspondence are also included.

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## **Sacramento American Revolution Bicentennial Committee**

### **Scope and Content Note**

In July, 1973 the Sacramento Museum and History Commission was requested by the City and County of Sacramento to organize and develop a local program for the American Revolution Bicentennial celebration in 1976. The SARBC steering committee was appointed by the Commission and met monthly. Kathryn Teichroew was appointed executive director in 1974. Ralph Scurfield of the Commission was appointed chairman by Mayor Richard H. Marriott in July 1973. A 200-member committee was appointed to advise the steering committee and to serve as a liaison to groups and organizations throughout Sacramento County.

### **ARCHIVES. 1971-1977.**

**Physical Description:** 24 Hollinger boxes. 14' linear.

#### **Scope and Content Note**

Official records of the Committee. Included are administrative records, correspondence, financial records, projects and programs, records, publicity, resource information file, fund raising, promotional material, and material from the American Revolution Bicentennial Commission of California, the American Revolution Bicentennial Commission, and the American Revolution Bicentennial Administrations. Arranged by series. See series description for more detail.

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## **Sacramento Regional Area Planning Commission**

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**CITIZENS' COMMITTEE FOR THE COMMUNITY AND CROCKER CENTERS BOND ELECTION RECORDS. Nov. 12, 1962-Feb. 19, 1963.**

**Physical Description:** 1 Hollinger box. 2" linear.

**Scope and Content Note**

Papers promoting voters' acceptance of a bond issue to create a community/arts center for the City of Sacramento. Contents include clippings, reports, correspondence, promotional materials, minutes and agendas, inventory and contributor lists, plans and photos, and a handbook for the Speaker's Bureau.

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**Street Maintenance Division**

**ACCOUNTS BOOK. 1947-49.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Ledger which includes information about the following funds street improvement, rail removal, gas tax, street revolving fund, Stores D revolving fund, and street cleaning. Arranged chronologically.

**ASSIGNMENT JOURNALS. 1949-58.**

**Physical Description:** 11 vols. 1'2" linear.

**Scope and Content Note**

Handwritten assignment and "on call" daily work journals. Information includes worker's names, work location, assignments, damage done by workers or equipment to vehicles, amounts paid to vehicle owners, and accounting of budget funds for 1955-56 and 1958. Bound volumes arranged chronologically.

**BUDGETS. 1950-69.**

**Physical Description:** 1 Hollinger box. 4" linear.

**Scope and Content Note**

Ledger accounts of the city's street maintenance budgets for various years. Each transaction records the date, purpose, and amount of money. Loose documents arranged chronologically.

**DAILY JOURNAL. 1952-67.**

**Physical Description:** 14 vols. 2'3" linear.

**Scope and Content Note**

Journals of truck and load totals listed daily and weekly. Also includes some names of workers, and daily weather descriptions. Arranged chronologically in bound volumes.

**MISCELLANEOUS. ca 1900-64.**

**Physical Description:** 16 vols. 3'linear.

**Scope and Content Note**

Assorted booklets and ephemera collected and/or used by the department. Included are service pin designs, manual of account numbers, standard specifications for improvement of streets, alleys, and sewers, truck decals, lists of street repair projects, letters regarding the removal of street car rails, contract for resurfacing city streets, minutes of the City Foremen's conference, California Highway Magazines, Shell Progress Magazine, brochures for street graders, soil erosion control bulletin, civilian defence handbooks, 1942 edition of the City Charter, and the 1945-46 city budget. Bound volumes and loose sheets.

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**MONTHLY TIME BOOKS. 1947-57.**

**Physical Description:** 2 vols. 1½" linear.

**Scope and Content Note**

Information in these volumes includes workers' names, dates, rates of pay, daily hours worked, days due and days owned, dates terminated, vacation and sick time earned and taken. Also includes amounts pledged and paid in cash by workers for United Crusade Fund. Arranged chronologically overall, then alphabetically within.

**RECORDS. 1936-63.**

**Physical Description:** 2 Hollinger boxes and 2 card files. 1'5" linear.

**Scope and Content Note**

Records that were compiled or generated by this division. Includes work done, equipment, personnel (general subjects only), disaster preparedness, and misc. other subjects. Arranged by subject matter. For more information see series description.

**STREET CUT PERMIT BOOK. 1949-56.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Registers of work involving streets. Information includes: permit number, location, to whom issued, type service, and order number. Arranged chronologically.

**THOMPSON-DIGGS WHOLESALE HARDWARE CATALOG 36. n.d.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Hardware catalog from Thompson-Diggs Company, 3rd and R Sts. Contains description, price, and sketch of items sold by the company. Indexed. Bound volume.

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**Traffic Engineer**

**REPORTS. ca 1928-77.**

**Physical Description:** 9 Hollinger boxes. 3'4" linear.

**Scope and Content Note**

Misc. reports compiled by the department and private consultants on streets, highways, transportation systems, traffic signals, pedestrian matters, and parking (both on and off-street). Loose sheets and bound volumes. See series description for list of titles.

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**Treasurer**

**Scope and Content Note**

The office of City Treasurer was established by the City Charter of 1850. His duties were to receive all monies that came to the city, to pay same out on certificate of the President of the Common Council, to perform other acts prescribed by the Council, and to provide quarterly reports to the Mayor and newspapers. Those duties were continued by succeeding charters, with the added duty in 1920 of serving as an investment officer for the city.

**BONDS. ca 1875-1909.**

**Physical Description:** 114 sheets. 3" linear.

**Scope and Content Note**

Contains bonds issued by the city to raise funds for specific capital improvements and to retire city debts. Included are water works certificates to 1880; street improvement bonds, series 1-5 (due Sept. 1, 1891-95); levee bonds, 2nd and 3rd series (due Jan. 1, 1895-96); "N" St. improvement bonds, 1st series (issued Dec. 1909); and cancelled payment coupons for "J" & "N" St. improvement bonds. Loose documents arranged by type and date.

**OFFICIAL BONDS. 1876-1921.**

**Physical Description:** 2 vols. 4½" linear.

**Scope and Content Note**

Record of bonds posted for various city officers and road overseer, guaranteeing performance. Contains names of principals and office held, statement of surety, bond amount, and statement from notary public. Bound volumes.

**RECEIPT BOOKS. 1854-1913.**

**Physical Description:** 16 vols. 1'8" linear.

**Scope and Content Note**

Receipts for licenses, permits, taxes. Includes date, collector's name and office, payer's name, amount collected, and for what purpose collected. Bound volumes arranged chronologically. See inventory list for titles.

**REPORTS OF CITY TREASURER [TO COUNTY TREASURER]. 1857-58.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Final report of the Treasurer prior to the consolidation of the city and county governments. Monthly reports list income and expenditures, and give recapitulations. Bound volume of letterpress copies arranged chronologically.

**STATEMENT OF FUNDS. 1939-52.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Monthly accounts of receipts and disbursements of city funds. Receipts list date of transaction, city officer or source from which money was received, total amount and subtotals deposited in city accounts. Disbursements list date of transaction, reason for payment, total amount of payment, and subamounts transferred to the transaction. Monthly differences are also listed. Bound volumes.

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**Water and Sewer Division**

**ANNUAL REPORT. 1917.**

**Physical Description:** 1 folder. ½" linear.

**Scope and Content Note**

Consists of annual reports of the department and of the city water works. Water mains report contains data on new water lines installed and expenditures. Water works report lists statistics on gallons of water pumped, average daily consumption of water, and discussions on equipment. Bound sheets.

**FINANCIAL RECORDS. 1851-1914.**

**Physical Description:** 11 vols. 1'4" linear.

**Scope and Content Note**

Ledgers, cash books, and collection registers compiled during the daily operations of the Water Department. Formats vary but generally include date, type of transaction, and amount. Bound volumes. See data sheet for list of titles and dates.

**TAPPER'S RECORD BOOK. 1854-77.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of permits issued to plumbers, permitting them to connect private residences and businesses to the city water supply. The register was compiled by the City Tapper, the official responsible for regulating this activity. Information provided includes date and number of permit, name of owner or businessman, street location and side of street, purpose, name of plumber, size of pipe, and amount of fee. Arranged chronologically by date of issue.

**Sacramento County**

**Scope and Content Note**

Sacramento County was chartered by the California State Legislature on Feb. 18, 1850 as one of ten chartered counties. Its role was to carry out three major state programs: public assistance, public protection, and road construction and maintenance. The Charter of 1933 gave the county "home-rule" status, granting it a greater role in planning, municipal service, and coordinating functions of urbanized areas.

The county is governed by a five-member Board of Supervisors, elected from districts of equal population for four years. Duties and responsibilities include: to enact regulatory ordinances and resolutions, to determine county policies, to approve all formal contracts and agreements, to adopt an annual budget, to set tax rates, to approve personnel salaries, to approve all zoning matters, and to appoint various county officials. The Board relies on an appointed County Executive to administer the county.

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**Agricultural Commissioner and Sealer of Weights and Measures**

**ADMINISTRATIVE FILES. ca 1974-75.**

**Physical Description:** 6 folders. 1" linear.

**Scope and Content Note**

Newsletters, bulletins, resolutions, letters, and other such documents relating to the regular business of the department. Loose documents.

**CROP REPORTS. 1941-78.**

**Physical Description:** 1 Hollinger box, 1 oversize box. 1'10" linear.

**Scope and Content Note**

Annual statistical summaries of county livestock and vegetable crop production, unit value, and total value. Reports are submitted annually to the State Director of Agriculture. Report for 1969 is missing. Series also includes pamphlets, brochures, and maps of related interest. Arranged chronologically.

**DAILY RECORD. 1916-36.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Records of inspections of measuring instruments and containers. The volume is divided into two sections. Information listed in the 1916-24 section includes: date of inspection; certificate number; name of establishment visited; location; scales; weights; measures, linear and liquid; measuring pumps; milk bottles; and containers or packages. The 1935-36 section is a series of rough notes, mostly in pencil listing dates and names (possibly of persons inspected). Arranged chronologically.

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**Animal Control Officer**

**MONTHLY ACTIVITY REPORTS. 1972-June, 1979.**

**Physical Description:** 1 Hollinger box. 3" linear.

**Scope and Content Note**

Statistical reports which list types of animals received by the animal control center; numbers of each type; and numbers sold, redeemed, and disposed of. Loose sheets arranged chronologically.

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**Assessor**

**Scope and Content Note**

The office of County Assessor was created in 1850 by the California State Legislature. He was to be an elected official required to appraise all real and personal property in the county for tax purposes, except utility property. The appraisals are used to compile the secured and unsecured property tax assessment rolls and to determine the tax base from which tax rates are computed. In 1964 the duties of the City Assessor were absorbed by the County Assessor, which is now a part of the Administration and Finance Agency.

**ABSTRACT OF MORTGAGES. 1886-1911.**

**Physical Description:** 4 vols. 1" linear.

**Scope and Content Note**

Indexes to mortgages which include selected identifying data for each transaction listed. Composed of two sets of volumes. The first includes: city mortgages, 1886-99, and city mortgages, 1886-1908. Information includes mortgage number, volume and page where recorded, date, amount, mortgagor, mortgagee, and surveyor's description. Arranged numerically by mortgage number. Second set includes country mortgages, 1908-11, and city mortgages, 1908-10. Information includes township and range, and same information as above. Arranged alphabetically by mortgagor.

**ASSESSMENT LIST FOR RECLAMATION PURPOSES OF RECLAMATION DISTRICT # 1002. ca 1912.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of assessments on Reclamation District #1002. Each entry contains a description of the tract assessed, number of acres, name of owner of tract, amount, and date. Bound volume arranged numerically by tract number.

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**ASSESSMENT ROLLS, MAP BOOKS, AND INDEXES. 1850-1969.**

**Physical Description:** 482 vols. 97'4" linear.

**Scope and Content Note**

Registers of map books and assessment rolls of land in the City and County of Sacramento assessed for taxes. Format varies but assessment rolls generally include names of property owners, property description, value of land and improvements, and amount of tax paid. Map books contain maps of all city and county land with each parcel labeled as to owner. Series consists of one set of map books and a set of assessment rolls for each year; however, some years are missing either a map or an assessment roll or both. Also included are some personal property rolls, indexes to assessment rolls, school districts assessments, and delinquent rolls. Bound volumes arranged chronologically. See series description for specific dates.

**ASSESSMENT ROLLS OF PROPERTY ASSESSED BY THE STATE BOARD OF EQUALIZATION. 1935-53.**

**Physical Description:** 5 vols. 1'linear.

**Scope and Content Note**

Registers of public service corporations assessed for state taxes. Information recorded includes assessment number, code area and tax jurisdiction, name of taxed corporation, address, property description, corporation code number, valuation, assessment, amounts of installments, and dates of payment. Arranged chronologically in bound volumes: unnumbered vol., 1935-53; vol. 26, 1935; vol. 26, 1936; vol. 21, 1937; and vol. 21, 1940.

**ASSESSOR'S ACCOUNT AND MIGRATORY LIVESTOCK TAX REGISTER. 1874-80.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Summation of accounts kept by Assessor of county funds and record of taxes paid by and to other counties for movement of livestock across county boundaries. Bound volume. Summation accounts arranged chronologically. Migratory stock tax section arranged chronologically overall, then by name of county.

**COMMERCIAL PROPERTY STATEMENTS. 1958.**

**Physical Description:** 11 vols. 1'4" linear.

**Scope and Content Note**

These volumes contain valuations of personal property, merchandise on hand, inventory, machinery, equipment, fixtures, tools, furniture, and special equipment belonging to businesses within the county. Prepared for the purpose of tax evaluation. Vols. A-Gd and T-Z are missing.

**DELINQUENT TAX SALES AND REDEMPTIONS LIST. ca 1875-1897.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Lists of property sold for nonpayment of county taxes. Information listed includes certificate number, year, name of assessee or purchaser, surveyor's description, number of acres, date of sale and (occasionally) remarks. Arranged alphabetically by name.



**EXEMPTION OF CHURCH PROPERTY. 1927.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Certificates exempting church property from the payment of property taxes. Each certificate lists name of church; denomination; address; name of person applying for exemption date; and signatures of applicant, Assessor, and Deputy Assessor. Bound volume arranged chronologically.

**INDEX TO TOWNSHIP, RANGE, AND SUBDIVISION PROPERTY. 1913.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Assessor's index for identifying school districts within townships and ranges, and subdivisions within school districts. Bound volume divided into two sections: the first is arranged by township and range and lists names of school districts in same. The second section is arranged alphabetically by subdivision name and identifies it as to being either in the city or county and lists the school district in which the subdivision lies.

**MAPBOOKS FOR CITIES OTHER THAN THE CITY OF SACRAMENTO. 1855-83.**

**Physical Description:** 25 vols. 2" linear.

**Scope and Content Note**

Assessor's annual property ownership maps for communities of Folsom, Galt, Elk Grove, Isleton, Florin and Antelope and their general vicinities. Information recorded varies, but usually includes map of community, portion of community or township and range, showing property boundaries and owners. Arranged chronologically in bound volumes, however, the series is incomplete. For specific volumes and contents see the series description.

**MILITARY, POLL, AND CHINESE POLL TAX ROLLS. 1862-1914.**

**Physical Description:** 10 vols. 1'2" linear.

**Scope and Content Note**

Registers of Poll Tax Rolls listing men between the ages of 21-60 who were taxed by the State for the benefit of the State School Tax Fund; and Military Rolls of male citizens aged 18-45 who were subject to military duty. Each lists name of tax payer, address, and amount of tax. On Poll Tax Rolls, Chinese are sometimes listed, and if so, form a separate list arranged by city district number. Chinese are also listed in two separate volumes (1883 & 1887). Bound volumes arranged chronologically overall and alphabetically within each volume.

**PERSONAL PROPERTY ROLLS. 1893-1941.**

**Physical Description:** 130 vols. 21" linear.

**Scope and Content Note**

Personal property rolls for the county. Volumes contain various headings listing value of personal property, solvent credit, intangibles, total tax, and remarks. Some volumes alphabetically list corporations, Chinese and Japanese separately. Arranged chronologically in bound volumes.

**PERSONAL PROPERTY STATEMENTS. DISTRICT NUMBER 4, ANNEX, UNSECURED. 1925.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Record of personal property such as automobiles, horses, wagons, machinery, merchandise, musical instruments, and furniture which was taxed by the county. Information recorded includes name of tax payer, address, description of item (usually), amount of assessment amount of tax, date of payment, and receipt number.

**PERSONAL PROPERTY TAX RECEIPT BOOK. 1883-84.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Receipts for payment of personal property tax assessments. Information recorded includes page number (of corresponding register), date of payment, amount and signature of tax payer.

**RECLAMATION DISTRICT ASSESSMENTS. ca 1915-30.**

**Physical Description:** 4 vols. 9" linear.

**Scope and Content Note**

County assessments for the purpose of financing reclamation activities. Information recorded includes surveyor's description of assessed tract, owner's name, amount of assessment per tract, dates and amounts of payments, and tract assessment number. Arranged by district in bound volumes: Vol. 1, Sacramento City, ca 1915; Vol. 2, Sacramento City, ca 1915; Vol. 4, Sacramento City, ca 1915-30; "First Valuation Assessment List, Reclamation District No. 1601," 1926.

**SPECIAL ASSESSMENT DISTRICTS. ca 1897-1970.**

**Physical Description:** 33 vols. 4" linear.

**Scope and Content Note**

These are the assessment records of the special swamp land and water districts. Bound volumes, arranged by districts, they include Swamp Land Districts, Reclamation Districts, and Water Districts. See data sheet for inclusive dates.

**STATE AND COUNTY TAXES. 1903.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Registers of state and county tax assessment. Information recorded includes page and line number, date, tax payer, property valuation, state and county tax assessment, special school tax assessment, name of high school district, and total tax. Arranged in bound volumes, one for city property and one for county property.

**SUPPLEMENTAL ASSESSMENT ROLL. 1855.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

List of property owners within the county and taxes assessed to them. Format varies, but generally includes names of property owners, property descriptions, valuations of land and improvements, and value of personal property. Sometimes names of mortgagors are given. Property both within and outside Sacramento city limits is recorded. Records Sutterville property separately. A three-paragraph description of Cazadores Ranch is given under unknown owners.

**TAX SALES REGISTER. 1863.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of property sold for taxes. Entries include number of suit, court, subdivision, lot, block, date of payment, date of publication of summons, judgment, costs, date of sale, and name of purchaser. Bound volume.

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**Auditor**

**Scope and Content Note**

The office of County Auditor originated in 1850 when the County Recorder was made the ex officio Auditor. From 1858-1907 the Auditor's duties were assigned to the Clerk of the Board of Supervisors. In 1907 the Auditor became a separate, appointed position, changing to an elected position in 1933. Over the years, the Auditor's duties have included: to examine, settle, and pay on the Treasury all debts, demands, and accounts justly charged against the county; and to keep a record of all orders issued.

**ABSTRACT OF INDIGENTS. 1911-16.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Monthly reports to the Board of Supervisors listing persons who received county relief money. Information recorded includes application date, name of applicant, address, marital status, number of children, amount paid, reason for application, and summary totals. Arranged chronologically by reporting date.

**ACCOUNTING LEDGER. 1858-62.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

General accounting ledger. Information for credits includes date, source, reason, total amount, amounts apportioned to various county funds. Information recorded for debits includes date, claimant, reason, total amount paid, amounts drawn from various funds. Arranged chronologically.

**AUDITOR'S RECORDS. 1903-60.**

**Physical Description:** 4 Hollinger boxes. 1'9" linear.

**Scope and Content Note**

Miscellaneous records produced by County Auditors L.P. Williams and A.S. Rodda. Items include: Auditor's financial statements, 1903-46; county budgets, 1930-32; combined county budgets and financial reports, 1946-60; list of Reclamation Districts, 1930; and a scrapbook of newspaper clippings and memorabilia compiled by Williams and Rodda.

**CASHBOOKS, LEDGERS, JOURNALS, AND WARRANT REGISTERS. 1850-1947.**

**Physical Description:** 91 vols., 1 Hollinger box. 12'3" linear.

**Scope and Content Note**

General and special accounting registers of payments received and made by the Auditor. Formats vary but generally include type of transaction, amount received or paid out, to whom paid or from whom received, and date. Bound volumes and some loose sheets. See data sheets for specific dates and contents.

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**DELINQUENT ASSESSMENT LISTS. 1853-1938.**

**Physical Description:** 37 vols. 5'3" linear.

**Scope and Content Note**

Lists of property owners in Sacramento County who failed to pay taxes. Information recorded includes name of tax payer, property description, and amount of taxes. Bound volumes arranged chronologically overall, and alphabetically within each volume.

**ESTIMATE BOOK. 1903-27.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Records of projected financial needs and resources for the following fiscal year. Information includes: fiscal year considered, date of estimate meeting, funds necessary and sources, operative and non-operative rolls, and special taxes. Arranged chronologically by fiscal year.

**FERRY AND TOLL BRIDGE LICENSE REGISTER. 1855-67.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Record of licenses issued. Each entry lists type of license, name and/or location of ferry or bridge, amount of fee, and date. Bound volume arranged chronologically.

**FINANCIAL STATISTICS. 1925-36.**

**Physical Description:** 10 vols. 1'linear.

**Scope and Content Note**

Departmental segregation ledgers for projected county budgets during the coming fiscal year. Information recorded for each department or activity includes statutory salary amount, non-statutory salary account, capital account, maintenance-support account, and total expenses. Arranged chronologically in bound volumes. Each volume is divided by department or activity. For specific volumes see series description.

**LICENSE FORM RECEIPT BOOKS. 1885-1905.**

**Physical Description:** 3 vols. 3" linear.

**Scope and Content Note**

Records of receipt of license forms pads issued to the County License Collector by the Auditor. Each receipt is a signed statement by the Collector, indicating type, quantity, and date of receipt. Arranged chronologically in bound volumes by date of receipt.

**MONTHLY REPORT TO THE BOARD OF SUPERVISORS. 1907-1911.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Monthly reports showing county receipts and allotments of those monies to specific funds. Each dated entry lists type of fund, estimated receipts for fiscal year, amount of allowance to date, and total balance for year. Bound volume arranged chronologically.

**POLL TAX ROLLS. 1868-1913.**

**Physical Description:** 33 vols. 4'6" linear.

**Scope and Content Note**

Records of annual poll tax payments. Volumes list tax payers' names, payment dates, receipt numbers, and places of residence. Some also list places of employment. Volumes arranged chronologically overall, and alphabetically within each volume.

**REGISTERS OF SPECIAL BONDS AND FUNDED DEBTS. 1853-1911.**

**Physical Description:** 3 vols. 3" linear.

**Scope and Content Note**

Registers of Court House bonds, Jail Funds, Funded Debts, bonds, and funded debts. Format varies but generally consists of name of fund or bond, type and amount of transaction, and running total balance. Bound volumes divided by type of fund but chronological within each type of fund.

**ROAD BOOKS. 1855-90.**

**Physical Description:** 10 vols., 2 archive boxes. 3'1" linear.

**Scope and Content Note**

Account registers of funds received and payments made by road districts and road overseers. Formats vary but generally include record of receipts, expenditures, and dates. See data sheets for specific volumes and dates.

**SWAMP AND OVERFLOWED LANDS RECEIPT BOOKS. 1860-61; 1868-71.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Registers of receipts for register and survey of Swamp and Overflowed lands. Entries list name, amount and purpose of fee, and location of land. Bound volumes arranged chronologically by date of payment.

**SWAMP AND OVERFLOWED, STATE AND LOCAL SCHOOL LANDS LEDGER. 1855-63.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Account ledger of monies received for the following funds: Swamp and Overflowed Land, School Lands, Agriculture tax, State Register, County School Lands, Land Office fees, Charitable and Fire Dept. funds, Water Works funds, State Capitol tax, City Cemetery, Estray funds, and Yolo County funds. Bound volume arranged by type of fund.

**TAX APPORTIONMENT REGISTER. 1927.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Record of distribution of tax revenues among county funds. Information includes valuations, taxes, penalties, totals for city and county, and apportionment figures.

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**Board of Education**

**COUNTY TEACHERS' INSTITUTE LETTERBOOK. 1892-94.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Letterpress copies of correspondence of Teachers' Institute, primarily that sent by the County Supt. of Schools, P.F. [or R.H.] Howard. Bound volume arranged chronologically.

**COUNTY TEACHERS' INSTITUTE MINUTES. 1870-77.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Records of meetings of Sacramento Teachers' Institute which generally met annually in accordance with State law. Minutes include date, business discussed, lists of committee members appointed, summary of key note speakers, often a list of those attending, and descriptions of the entertainment. Beginning with the 1873 meeting, newspaper accounts of the meetings are attached to the appropriate pages. Bound volume arranged chronologically.

**DAILY JOURNAL. 1887.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Journal which appears to be a teachers' certificate record book and journal of school personnel. Contains newspaper accounts and daily entries of activities. Bound volume.

**EXAMINATION OF TEACHERS. 1865-72.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Copies of examinations to qualify teachers, given by the State Board of Examination. Each gives general instructions, then actual questions in the subjects of arithmetic, grammar, history, geography, algebra, natural philosophy, physiology, and others. Bound volume.

**MINUTES. Jan. 6, 1883-June 30, 1890.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Records of meetings of the Board. Each entry contains date of meeting, members present, business discussed, teachers' certificates issued or refused, and occasionally, names of students graduating from public schools. Bound volume arranged chronologically.

**PUBLIC SCHOOL REGISTER, LINCOLN SCHOOL. 1895-1897.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Record of attendance and monthly summary of the 3rd grade class of Ada J. Flynn at Lincoln Primary School. Also included is information about each pupil: age, name of parent, address, dates of entrance and leaving, and remarks (usually state or country of birth). Grades given to each student in various subjects are listed at the back of the register. Bound volume.

**RECOMMENDATION FOR DOCUMENTS. 1911.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Stubs of recommendations for teaching credentials. Only one document was issued: to Charlotte A. Shellard on July 17, 1911 for a Normal School Diploma from San Juan State Normal School.

**QUARTERLY REPORTS OF THE COUNTY SUPERINTENDENT OF SCHOOLS TO THE PUBLIC SCHOOL RETIREMENT FUND BOARD. 1914-18.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Lists of teachers in Sacramento County which were sent to the Retirement Fund Board by the County Supt. of Schools. Bound volume arranged chronologically overall, and alphabetically within each report.

**SCHOOL LEDGERS. 1857-70.**

**Physical Description:** 4 vols. 5" linear.

**Scope and Content Note**

Account ledgers of school funds collected. Format varies but usually includes date, name of fund, and amount. Bound volumes arranged chronologically overall and within each volume by either general school fund or by name of school district.

**TEACHER RETIREMENT FUND RECEIPT BOOK. 1924.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Receipt book for money paid from teachers' salaries into the Public Schools Teachers' Permanent [Retirement] Fund. Each receipt lists date, teacher's name, school district, amount, period covered, and signatures of the County Superintendent of Schools and his deputy. Bound volume arranged alphabetically by name of teacher.

**TEXTBOOK INVENTORY, SCHOOL CENSUS, AND MEMO OF VISITS TO COMMON SCHOOLS. ca 1874.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register listing textbooks used in each of the county's school districts. Also includes census of county schools (p. 280) and memorandum of visits made to common schools (including teachers' names, p. 300). Bound volume arranged alphabetically by school district name.

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**Board of Equalization**

**MEETING MINUTES. 1866-94.**

**Physical Description:** 3 vols. 3" linear.

**Scope and Content Note**

Rough minutes of regular meetings of the Board. Includes meeting date, members present, and actions taken. Arranged chronologically in bound volumes.

**MINUTES. 1861-1903.**

**Physical Description:** 6 vols. 9" linear.

**Scope and Content Note**

Minutes of the Board of Supervisors sitting as the Board of Equalization which recorded all changes, corrections, and orders made by the Board on assessment lists. Each entry lists petition of tax payer for change in assessment, date, and ruling of the Board. Bound volumes arranged chronologically.

**PETITION ACTION REGISTERS. 1872-88.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Registers of actions taken by the Board on applications for tax assessment adjustments. Information recorded includes date of meeting, members present, application number, owner's name, property description, assessment amount, amount added or deducted, time of appearance, amount equalized. and Board's action. Arranged chronologically.

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**Board of Supervisors**

**APPLICATIONS FOR RELIEF. 1899.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Individual applications to receive county relief funds. Each contains name of applicant, address, names of spouse and children, reason for application, property of applicant, and notation as to whether granted or not. Bound volume arranged chronologically. Some restrictions as to use exist: see archivist.

**BUDGETS. 1948-51.**

**Physical Description:** 2 vols. ½" linear.

**Scope and Content Note**

Published county budget as approved by the Board. Each contains budget summary and analysis; funds requested and/or approved for specific offices; and general information for taxpayers. Bound volumes.

**CALENDAR. ca 1856-61.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Schedule of hearings brought before the Board acting as a trial board for the Court of Sessions. Each entry lists issue to be heard (including name of plaintiff and defendant when given), action taken, and date. Bound volume arranged chronologically

**INDEX TO RECORD "F". ca 1855.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

An index to the Board's activities. Includes name of person, activity or transaction, and page of corresponding volume where more information may be found. Arranged alphabetically.

**MEETING MINUTES, ROUGH. 1888-89; 1940-41.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Rough minutes of board meetings. Includes meeting date, members present, matters considered, and votes taken. Some related documents are pasted into some of the volumes.

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**MINUTES INDEX. 1855-1960.**

**Physical Description:** 31 vols. 3'6" linear.

**Scope and Content Note**

Indexes to matters, individuals, and ordinances mentioned in official minutes of the county legislative body. Information recorded includes subject or name of person and page number of corresponding volume of minutes. Arranged chronologically overall in several formats. See data sheets for specific volumes, dates, and format.

**MINUTES OF MEETINGS FOR CONDEMNATION OF LAND FOR THE STATE CAPITOL.  
Oct. 28, 1872-Feb. 3, 1873.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Record of meetings of Commissioners charged with condemning land for the new State Capitol. Each entry lists date; names of individuals who put forth claims for reimbursement because of loss of property; location of property; name of attorney; record of decisions; and at close of book, final list of owners, property, and values. Bound volume.

**OFFICIAL MINUTES. 1852-1979.**

**Physical Description:** 68 vols., 81 rolls microfilm. 27'6" linear.

**Scope and Content Note**

Transcript minutes of the proceedings of the county legislative meetings, and microfilm copies of additional transcript copies (which are not in the holdings of SMHD). Also includes Board of Equalization, Court of Sessions, and special meetings minutes. Arranged chronologically by date of meeting. Minutes arranged chronologically in bound volumes from 1852-1961 and chronologically on rolls of microfilm from 1962-79.

**OFFICIAL RECORD OF ACCOUNTS ALLOWED BY THE BOARD OF SUPERVISORS.  
1855-58.**

**Physical Description:** 1 vol. 1½" linear.

**Scope and Content Note**

Register of accounts allowed and paid by the Board. Each entry lists warrant number, name of person presenting demand, description of service rendered, and amount of payment. Bound volume arranged chronologically.

**ORDINANCES. 1863-1955; 1971.**

**Physical Description:** 4 vols., 4 rolls microfilm. 1'3" linear.

**Scope and Content Note**

Transcript, manuscript, and microfilm copies of laws passed by the county legislative body. Each includes number, abstract, text, date of meeting at which passed, supervisors' voting record, name of chairman who signed, and names of attestees. Arranged numerically in bound, indexed volumes and on microfilm.

**ORPHANS, HALF ORPHANS, ETC. ON STATE AID. 1904-1910.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Record of children for whom monetary aid was requested by the county from the State. Entries include name of child, information about parents, amount of aid requested, name of applicant, and dates paid. Bound volume arranged chronologically by date of application. Index in front of volume.

**RECLAMATION DISTRICTS #213 & 556 ELECTIONS. 1886-1910.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Records of official elections of trustees of Reclamation Districts #213 & 556. Included are petitions of owners of the district to the Board of Supervisors to hold elections, appointments of election officials, results of elections, and oaths of office of elected trustees. Loose sheets arranged chronologically.

**RECORD OF EXPENDITURES AUTHORIZED. 1855-58.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Account book listing warrant number, name of creditor, service rendered, and cost to the county. Bound volume.

**RECORDED DOCUMENTS. 1946-61.**

**Physical Description:** 18 vols. 6'6" linear.

**Scope and Content Note**

Officially recorded documents relating to resolutions passed by the Board which usually dealt with property transfers to and from county ownership. Contents include resolutions, grant deeds, and easements. Arranged chronologically by date of resolution. Bound volumes.

**RESOLUTIONS. 1895-1979.**

**Physical Description:** 25 vols., 137 rolls of microfilm. 21'2".

**Scope and Content Note**

Official copies and microfilm of official copies of resolutions passed by the Board of Supervisors. Arranged numerically in bound volumes and on microfilm.

**ROAD BOOKS. 1850-85.**

**Physical Description:** 3 vols. 3" linear.

**Scope and Content Note**

Registers of proceedings of the Board relating to road districts, including laying out of streets, alterations, and opening of roads. Format varies but includes description of work, location of road, and date. Bound volumes arranged chronologically.

**ROLL OF MEMBERS ATTENDING AND MINUTES OF STATE CONVENTION OF SUPERVISORS, HELD IN SACTO. CITY. Feb. 15 & 16, 1899.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of attendees and proceedings of State convention held in Sacramento in 1899 at the Elks Hall, corner of 9th and J Sts. Roll consists of list of representatives from individual counties. Minutes consist of newspaper accounts of proceedings. Also included is an invitation to the meeting, and program of the 1900 convention held in Fresno. Bound volume.

**SANITATION DISTRICT NO. 1 MEETING MINUTES. March 24, 1948-July 11, 1951.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Official record of meetings of the Board of Directors of the District. Included are a brief statement of the history of the Board and synopsis of meetings. Bound volume.

**SCHEDULES FOR PROPOSALS FOR FURNISHING SUPPLIES TO THE COUNTY OF SACRAMENTO. 1910-11.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Forms to be used by bidders who wished to furnish supplies to the county. Consisting of 14 schedules for various classes of goods, each lists general class type, lists of specific goods, quantity, proposed price, total price, and instructions to the bidders. Bound volume.

**SCRAPBOOK. ca 1905-11.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Scrapbook of newspaper articles dealing with various aspects of Sacramento's agriculture and industry. Bound volume. Most clippings pasted in chronological order by date with group of loose clippings at back of book. Also included are three loose copies of Article V of the Calif. State Political Code, Section 4234 (salaries of county officers).

**SPECIAL COMMITTEE ON CITY SURVEYOR'S REPORT, LETTER TO THE BOARD OF SUPERVISORS. Dec. 5, 1854.**

**Physical Description:** 1 sheet.

**Scope and Content Note**

A note reporting on the recommendation of the City Surveyor that the Common Council adopt a survey map (probably that of Capt. W.H. Warner) as the official map of the City of Sacramento. Loose sheet.

**"STATEMENT, REPORT, ESTIMATE, ETC., BOARD OF TRUSTEES, RECLAMATION DISTRICT 341." Aug. 10, 1894.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

A report prepared for the Board of Trustees of the newly formed Sherman Island Reclamation District. Describes conditions and facilities within the district and includes one blueprint map and two hand-drawn maps on glazed linen.

**STATEMENTS OF THE VOTE. 1950-58.**

**Physical Description:** 3 vols. 8" linear.

**Scope and Content Note**

Official tabulations of election results. Information recorded includes date and type of election, party for which tabulation was made, district and precinct, total votes per precinct, and distribution of vote for each candidate. Arranged chronologically in bound volumes by election date. Individual elections divided by party.

**WELFARE REGISTERS AND DISBURSEMENTS OF COUNTY CHARITIES. 1905-25.**

**Physical Description:** 11 vols. 1'6" linear.

**Scope and Content Note**

Record of welfare cases. Entries vary but generally list names, statement of need, and type and amount of aid given by the county. Index in front of each volume. Bound volumes arranged chronologically overall. Some restrictions exist as to use: consult archivist for more information.

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Clerk of The Board of Supervisors

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**CLERK'S ROUGH MINUTES OF THE BOARD OF SUPERVISORS. Jan. 7, 1860-Jan. 6, 1904.**

**Physical Description:** 14 vols. 1'5" linear.

**Scope and Content Note**

Rough minutes of meetings of the Board of Supervisors kept by the Clerk. Each entry contains rough notes of meetings, including election results, roll calls, and adjustments to property assessments. Bound volumes arranged chronologically. The minutes of 1860-63 also cover the period of City-County consolidation.

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**Consumer Protection Bureau**

**CONSUMER INFORMATION PAMPHLETS. 1972-79.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Public service pamphlets containing useful information about prescription drugs, credit, life insurance, mobile homes, tenants' rights, and unit pricing. Individual pamphlets.

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**Cooperative Agricultural Extension Service**

**Scope and Content Note**

The Cooperative Agricultural Extension Service has existed since the passage of the Smith-Lever Act on May 8, 1914. Although a nation-wide service, it is administered through State Universities. It provides agricultural information and assistance as well as advice on nutrition, health, and 4-H Clubs. Funding is provided by County, State, and Federal governments.

**ADMINISTRATIVE RECORDS. ca 1918-78.**

**Physical Description:** 13 archive boxes. 5'6" linear.

**Scope and Content Note**

These are the administrative records produced by the Extension Service in the course of its regular day-to-day operations. They include crop trial reports and projects, individual advisors' weekly or monthly reports (1921-75), the department's annual reports (1939-59, 1965-67) and misc. letters, maps, and student papers concerning the Cooperative Agricultural Extension Service. See container list for order of arrangement and more detail.

**FOUR-H CLUB PUBLICATIONS. 1954-69.**

**Physical Description:** 1 Hollinger box. 4" linear.

**Scope and Content Note**

Misc. periodicals and one-time publications produced by county 4-H Club Leaders to keep club members abreast of events and items of interest. Also includes one copy of the California 4-H Club Leader's manual. Information includes calendars of events, descriptions of activities, and names of prize winners and leaders. Manual gives general instructions for running a 4-H Club. Arranged chronologically. For more detail see container list.

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**Coroner**

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**DEATH CERTIFICATES. 1901; 1916.**

**Physical Description:** 12 sheets. ¼" linear.

**Scope and Content Note**

Certificates attesting to the death of individuals in Sacramento. Each lists name of deceased, age and location of death, sex, race, occupation, location and length of residence in Sacramento, cause of death, physician, and undertaker. Names include: Amos Paker [Raker?], Oscar Dutton, Thomas Consolation, John Cannon, Roberto T. Gonzales, Freda Byran, Effie Home, Jack Leung [Lung?], Fong Sue Sing, Margaret Home, Dora Home, and Charles LaBane. Loose sheets.

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**County Clerk**

**Scope and Content Note**

The County Clerk as provided for by the 1850 California State Statutes was the ex officio Clerk of the District Court, County Court, Court of Sessions, Probate Court, and Board of Supervisors and was responsible for the recording and care of all books, papers, and records generated by each. He was empowered to administer oaths, receive bonds, and issue all writs and processes required by the court. From 1857-69 he was also the ex officio Recorder. A separate Clerk of the Board of Supervisors was appointed in 1858. With the adoption of the 1880 State Constitution the older courts all became part of the Superior Court, with a corresponding change in the title of the Clerk's records but with no change in duties.

**ARTICLES OF INCORPORATION INDEX. 1853-1910.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Index to Incorporation Registers. Each entry lists name of corporation, filing date, and location. Bound volume arranged alphabetically, then chronologically within each letter of the alphabet.

**ARTICLES OF INCORPORATION REGISTERS. 1852-1924.**

**Physical Description:** 3 vols. 4" linear.

**Scope and Content Note**

Records of incorporation filed in Sacramento County. Vol. "A" (1852-71) consists of copies of incorporation documents of business concerns and lists name of firm, purpose, members and/or officers, sometimes location of first meeting, and date. Volumes "1" & "2" consist only of name of corporation, filing date, and location of firm. Bound volumes arranged alphabetically overall, then chronologically within each letter division.

**ATTORNEY'S ORDERS. April, 1852-Oct. 1857.**

**Physical Description:** 3 vols. 2" linear.

**Scope and Content Note**

List of documents loaned to attorneys by the Clerk (1852) and registers of judge's order to Clerk (1853-57). List of documents (in front of 1st. Order Book) includes date, name of suit, papers removed from file, name of attorney, and date returned. Orders include name of suit, judge's orders, date, and notation as to whether order was carried out, and includes courts of Court of Sessions, District Court, and County Court. Bound volumes.

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**BOND INTEREST RECORD. 1917-32.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

A register of apportionment of interest from county bonds. Information recorded includes name or purpose of bond, month and year issued, year of interest, fund to which money was applied and amount applied per month. Arranged chronologically by month and year of issue.

**CANDIDATES' STATEMENT OF EXPENSES INDEX. n.d.**

**Physical Description:** 2 vols. 1" linear.

**Scope and Content Note**

Index to Candidates' Statements of Expenses Record Book. Lists name of candidate and page number of record book. Bound volume arranged alphabetically. See data sheet for more information.

**CASH JOURNAL. 1852-54.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

General ledger of credits and debits. Information recorded includes date, name of creditor or payee, and amount. Bound volume.

**CERTIFIED COPIES OF COMPLIED STATEMENTS OF DOMESTIC CORPORATIONS WHOSE CHARTERS HAVE BEEN SUSPENDED AND FOREIGN CORPORATIONS WHOSE RIGHT TO DO INTERSTATE BUSINESS HAS BEEN FORFEITED. 1920-22.**

**Physical Description:** 4 vols. 1" linear.

**Scope and Content Note**

Furnished by the Secretary of State to County Clerks, this was the official annual listing of domestic and foreign businesses forfeiting corporate status by failing to pay for annual license fees. Arranged alphabetically by type of business.

**CONSTABLES' DOCKETS. 1923-31.**

**Physical Description:** 1'6" linear.

**Scope and Content Note**

These volumes contain the financial records of Superior Court proceedings and the fees, mileage, and commissions charged for summons and subpoenas served, writs of execution, attachment and/or garnishments levied, and notices of sales of property written and posted within and outside the Township of Sacramento by the Constable. Bound volumes arranged chronologically.

**CORPORATION FILES. 1850-1978.**

**Physical Description:** 19, 644 individual files. 122'linear.

**Scope and Content Note**

Official corporation files of private companies, charitable, fraternal, and nonprofit organizations wishing to conduct business in Sacramento County as a corporation. Each lists name of company or organization, purpose of corporation, county of principal office, amount and owners of capital stock, names and signatures of directors, date, and California Secretary of State's certification and seal. Loose papers arranged chronologically by filing number (1-19, 644). Later additions to original papers such as amendments, mergers, and dissolutions are generally filed under the original filing number. Companies filing after 1978 did so directly with the Secretary of State.

**CORPORATION FILES INDEX. 1850-June 30, 1947.**

**Physical Description:** 1 vol. 2½" linear.

**Scope and Content Note**

An index to the Articles of Incorporation filed by commercial and nonprofit organizations with the County Clerk during the county's first 97 years. Information listed includes file number; name of corporation; place of operation; and dates of initial filing, change in capital stock, number of directors, or corporate status. Arranged alphabetically by name of organizations, and thereunder by date of initial filing.

**CORPORATION FILES INDEX. 1947-78.**

**Physical Description:** 4 cardfile drawers. 8'linear.

**Scope and Content Note**

Continuation of the above index in card format. Information includes name of organization, location, directors' names, dates of filings, and corporation file number. Arranged alphabetically by exact name of corporation.

**EXECUTION DOCKET INDEX. ca 1866-76.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Execution docket index lists defendants, plaintiffs, filing date and method of discharge. Bound volume arranged alphabetically.

**FEE BOOKS AND FEE BOOK INDEXEX. 1850-84.**

**Physical Description:** 23 vols. 2'6 " linear.

**Scope and Content Note**

Registers of court costs assigned to individual cases in the Court of Sessions, County Court, District Court, and Probate Court. Format varies but each entry usually includes suit or case number, name of individual, issue, itemized list of documents filed, and fees for doing so. Bound volumes. Some indexes bound into front of fee book, other kept as separate volumes. See series descriptions for lists of specific courts and volumes.

**GRAND ARMY OF THE REPUBLIC ACCOUNTING LEDGER. 1868-1881.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Indexed accounts of dues and other payments made. Information recorded includes date, reason for payment, and amount. Arranged by name of member.

**GREAT REGISTERS. 1866-1914.**

**Physical Description:** 89 vols. 25'6" linear.

**Scope and Content Note**

Official lists of registered voters. Format varies, but usually includes application number, name, occupation, age, height, country (or state) of nativity, district, precinct, address, date of naturalization, and date of registration. Some volumes list weight, hair and eye color, distinguishing marks, postal address, whether head of household, and date of cancellation. Arranged chronologically in bound volumes. Usually covers even numbered years only, although some supplemental rolls are for odd numbered years. Later years are divided into several volumes each, arranged alphabetically by name of voter.

**HENRY, W.A. PERSONAL NOTARIAL RECORD. April 15, 1893-May 28, 1900.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Register kept by Notary Public W.A. Henry of his notarial activities. Information recorded includes date of acknowledgement, party who executed the document, party addressed. charge, nature of instrument, and date of instrument. Chronologically arranged by date of acknowledgement..

**"HOW TO USE YOUR NEW RATION BOOK." 1943.**

**Physical Description:** 1 sheet.

**Scope and Content Note**

Instructions for use of World War II ration coupons and books. Loose sheet.

**INDIAN INDENTURES. 1861 & 1862.**

**Physical Description:** 3 documents.

**Scope and Content Note**

Formal petitions to allow the apprenticeship (indenturehood) of Indian boys to certain individuals. Documents list name of Indian, name of petitioner, date, and statement. Loose documents arranged chronologically by date.

**INSANE PERSONS CASE FILES. 1858.**

**Physical Description:** 4 documents.

**Scope and Content Note**

Documents relating to insanity commitments of Horace Hyler (Jan. 4, 1858) and Austina Levy (Jan. 20, 1858). Each contains physician's statement of insanity and commitment paper. Loose documents.

**JUDGMENT DOCKET OF TAX MATTERS. 1860.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Register of delinquent tax cases heard before the District Court. Entries list name of property owner, case number, actions, judgment, and amount of taxes in question. Bound volumes arranged chronologically with alphabetical index in front of each volume.

**JUDGMENTS. ca 1850-1929.**

**Physical Description:** 4 vols. 9" linear.

**Scope and Content Note**

Transcripts of judgments decided on in the District and Superior Courts of Sacramento County. Each lists plaintiff, defendant, judge, court decision, date, and clerk's verification of accuracy. Bound volumes arranged chronologically. See data sheet for list of holdings.

**JUDGMENTS, TRANSCRIPTS OF. INDEX. 1850-1929.**

**Physical Description:** 4 vols. 5" linear.

**Scope and Content Note**

Index to Transcripts of Judgments record books. Each lists debtors, creditors, amount of judgment, where recovered, date of filing and of recovery, and page of record book. Series arranged chronologically: each volume arranged alphabetically by name of judgment debtor. Bound volumes. See data sheet for information on holdings.



**JUSTICE DOCKETS, CIVIL. 1896-1906.**

**Physical Description:** 15 vols. 1'5" linear.

**Scope and Content Note**

Proceedings of civil cases tried before Justices of the Peace. Under each action the following are listed by date of action: filing of complaints and affidavits; writs of attachment; summons; defaults; judgments; costs, & dismissals. Names of plaintiffs, defendants, and attorneys are also listed for each case. Arranged chronologically with index to plaintiffs.

**JUSTICE DOCKETS, CRIMINAL. 1898-1903.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Proceedings of criminal actions brought before the Justice of the Peace. Under each action are listed some or all of the following by date of actions: complaint on oath; issue of arrest warrant; arraignment; plea; dismissal or date set for trial. Indexed alphabetically by name of defendant.

**JUSTIFICATION OF BAIL. 1923-47.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Register of people released on bail. Contains action number, bail affidavit number, date, name of surety or bail bond company, amount of bail, name of defendant, and name of court. Bound volume arranged alphabetically by name of surety or bail bond company.

**LEASE. 1874.**

**Physical Description:** 1 document.

**Scope and Content Note**

Lease agreement between Joseph W. Houston and Alfred Merritt for the "Houston Blacksmith and Wagon Makers Shop" in Natomas Township. Includes names of parties, property description, and terms of lease.

**LETTERBOOK OF ALVAIS BRANDT. ca 1870-71.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Letterbook of hide and tallow business of Alvais Brandt. Consists of copies of letters sent to the firm's clients detailing sales, shipments, payments received, and amounts due. Bound volume arranged chronologically.

**LETTERBOOKS OF McFARLAND AND FARR CO. ca 1878-81.**

**Physical Description:** 5 vols. 1'linear.

**Scope and Content Note**

Consists of letters received by McFarland and Farr, land agents, dealing with land cases and mining claims. Loose documents bound chronologically into volumes.

**MARRIAGE AFFIDAVITS. 1893-1906.**

**Physical Description:** 4 vols. 8" linear.

**Scope and Content Note**

These volumes are registers of affidavits submitted in application for a marriage license. Information includes names, ages, and residency of the applicants. Bound volumes arranged chronologically. Indexed by SMHD staff.

**MARRIAGE LICENSE AND CONSENTS STUB BOOK. 1877-79.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Stub book for licenses to marry, issued by the County Clerk, and "Consent to Marry" authorizations for minors. Each lists date and names of bride and groom. Bound volume.

**NATURALIZATION CERTIFICATES [BLANK]. 18\_\_.**

**Physical Description:** 5 sheets. ¼" linear.

**Scope and Content Note**

Blank certificates issued by the County Clerk to newly naturalized citizens. Loose sheets.

**NOTARY RECORDS. ca 1864-1936.**

**Physical Description:** 6 vols. 6" linear.

**Scope and Content Note**

Fee books and registers of notary publics. Each lists fees collected, from whom collected, and date. Bound volumes arranged chronologically.

**NOTICES OF ACTIONS. ca 1851-1929.**

**Physical Description:** 8 vols. 1'6" linear.

**Scope and Content Note**

Contains true copies of Notices of Actions by one party to recover property from another. Each lists plaintiff, defendant, description and location of property, date and statement by Notary Public. Bound volumes arranged chronologically. See data sheet for more information.

**NOTICES OF ACTIONS INDEXES. ca 1851-1929.**

**Physical Description:** 10 vols. 1'6" linear.

**Scope and Content Note**

Indexes to Notices of Actions records. Contains names of parties to actions, date recorded, and page number where recorded. Bound volumes arranged chronologically.

**OFFICIAL BONDS, VOLS. A-C. 1853-72.**

**Physical Description:** 3 vols. 6" linear.

**Scope and Content Note**

Registers of bonds posted by county officials in order to hold office. Each entry lists name of official, amount of bond, title of office, date, signature, and statement binding officer to faithfully perform his duties. Bound volumes arranged chronologically.

**PARTNERSHIPS AND FICTITIOUS NAMES INDEX. ca 1967-75.**

**Physical Description:** 1 cardfile. 1'5" linear.

**Scope and Content Note**

Cardfile index of businesses registered within the county which are or were carried out as co-partnerships or under firm names other than those of the owner or owners. Information listed on each card varies but generally includes name of business, street location, corporation file number, name of owner, and dates papers were filed. Arranged alphabetically by name of firm.

**PARTNERSHIPS AND FICTITIOUS NAMES RECORDS. 1874-1970.**

**Physical Description:** 4½ archive boxes. 4½'linear.

**Scope and Content Note**

These records are the County Clerk's official collection of documents relating to the formation of co-partnerships and of businesses under names other than those of the owner or owners. Individual documents include: certificates of formation of co-partnerships; dissolutions of co-partnerships; certificates of fictitious names; and affidavits of publication of fictitious names or co-partnerships. Arranged alphabetically by name of firm.

**PARTNERSHIPS AND FICTITIOUS NAMES RECORDS. 1874-1930.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

An abstract register of firms operated as co-partnerships or under a name other than that of the owner. Volumes list firm names, names of partners, some addresses of partners, some business locations and dates of filing information with the County Clerk. Arranged alphabetically by firm name.

**PARTNERSHIP REGISTERS. 1874-1894.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Record of partnerships filed in Sacramento. Each entry lists name of firm, names of partners, type of business, place of business, and date of filing. Bound volumes arranged alphabetically overall, and chronologically within each letter of the alphabet. Note: both volumes are "Vol. A" and entries appear to be the same with slightly differing order of listing.

**PRIVATE BUSINESS LEDGERS. 1850-1934.**

**Physical Description:** 20 vols. 2'10" linear.

**Scope and Content Note**

Ledgers and account books for private business firms, most of which are identified. Bound volumes arranged chronologically. See data sheet for list of firms and dates.

**RECORD BOOK. 1902-04.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Collection of letterpress copies of a variety of legal and business records kept by the Clerk. Included are requests to allow Chinese to enter the U.S.; probate records; leases; transcripts of legal testimony; notary public certifications; court decrees; and others. Bound volume with name index in front section of book, otherwise, no apparent order of arrangement.

**REGISTERS OF ACTIONS. 1880-Mar. 1905.**

**Physical Description:** 9 vols. 2'linear.

**Scope and Content Note**

Registers listing all proceedings and filings for individual cases brought before the Superior Court. Each entry lists case number, name(s) of principal in case, dates, list of all documents filed, fees for same, and payment received. Bound volumes arranged by case number.

**REGISTER OF ACTIONS. CRIMINAL. 1959-60.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Official records of cases of the Superior Court. Each consists of name of defendant, nature of crime, when bail was posted, amount of bail, when arraignment took place, plea, date of trial, verdict, if probation was granted, and sentence. Bound volume arranged chronologically. Alphabetical index in front of book.

**REGISTER OF ADMINISTRATORS. 1859-60.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Official records of administrators of estates. Lists name of estate, name of executor or administrator, title of court, date, and remarks. Bound volume arranged chronologically.

**REGISTERS OF MEDICAL CERTIFICATES. 1874-1962.**

**Physical Description:** 11 vols. 2" linear.

**Scope and Content Note**

Records of medical licenses, dental certificates, pharmacists' certificates, and veterinary certificates issued by appropriate State licensing boards. Also includes certificates of suspension, forfeiture, revocation, and restoration. Bound volumes arranged by type of license and chronologically within each volume. See data sheet for list of license types and dates.

**RIVERBOART CARGOES. 1894-98.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

A list compiled by an unknown organization identifying cargo consignments. Information listed includes notation as to whether the cargo was booked or paid, quantity, description, consignor, consignee, and price. Volume is arranged by date.

**STATEMENTS OF CANDIDATES. ca 1894-1926.**

**Physical Description:** 6 vols. 1'4" linear.

**Scope and Content Note**

Political candidates' statements of receipts and expenditures. Included are name, office, source and amount of receipts, to whom paid, for what services, by whom performed, voucher number, amount, date of election, and Clerk's statement. Alphabetical index in front of each volume lists name of candidates, office, date filed, book number, and page number. Bound volumes arranged chronologically. See data sheet for more information.

**STATEMENTS OF COMMITTEES. ca 1894-1912.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Political parties' committees' statements of receipts and expenditures. Each lists name of political party, date of election, receipts, expenditures, names of committee members and Notary Public's statements. Bound volumes arranged with index in front, statements in chronological order. See data sheet for more information.

**TELEPHONE DIRECTORY. 1942.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Telephone directory for Sacramento, Butte, El Dorado, Nevada, Placer, Sutter, Yolo, and Yuba counties. Includes yellow pages listing businesses by type, and alphabetical listing of individual subscribers. Bound volume.

**WELFARE DEPARTMENT APPOINTMENT REGISTER. 1944-47.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Certificates granting authority to case workers in the County Welfare Dept. to take oaths in connection with Old Age Security, Aid to Needy Children, and Blind Aid. Each lists name of clerk, name of case worker, and date. Bound volume arranged chronologically.

**WILLS RECORDS. 1857-1927.**

**Physical Description:** 19 vols. 1'11" linear.

**Scope and Content Note**

These volumes contain copies of the last wills and testaments of deceased from Sacramento County. Includes copies of original wills, codicils, and certificates of proof of wills. Bound volumes arranged chronologically.

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**County Court**

**Scope and Content Note**

The State Legislature established the County Court on March 30, 1850 and appointed the County Clerk as ex officio Court Clerk. The court held four sessions per year to hear appeals from Justice Courts and cases pending. Probate cases were heard the first Monday of each month. The County Court could issue writs of habeas corpus, injunctions, mandamus, attachments, and all other writs and processes. The General Law of 1851 transferred probate cases to the jurisdiction of the Probate Court. In 1863 the Court of Sessions was abolished and its criminal jurisdiction was transferred to the County Court. The Constitution of 1879 abolished the County Court and transferred its functions to the newly created Superior Court.

**CALENDAR. CRIMINAL. VOL. A. April 7, 1878-Oct. 19, 1879.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register listing criminal cases to be heard before the County Court. Entries list case number, title of case, charge, plea, date of trial, and remarks. Bound volume arranged numerically by case number.

**CIVIL CASE FILES. #1-3666. 1850-1879.**

**Physical Description:** 9 drawers. 22" linear.

**Scope and Content Note**

Individual case files (also known as judgment rolls) for civil suits brought before the County Court. Types of documents which may be found in each case vary but include complaint, summons, affidavit or proof of service, judgment, and any orders relating to a change of the parties. Loose documents arranged numerically by judgment number. Separate index of plaintiffs and defendants available.

**CRIMINAL CASE FILES. #1-1814. 1863-1879.**

**Physical Description:** 3 drawers. 13'linear.

**Scope and Content Note**

Individual case files (also known as judgment rolls) for criminal suits filed in the County Court. Types of documents include indictment, challenges by the defendant to the Grand Jury, minutes of the plea or demurrer, minutes of challenges to the jury, minutes of the trial, bill of exceptions, charges, instructions to the jury, and judgment. Loose documents arranged numerically by judgment number.

**JUDGMENTS, CIVIL. April 24, 1856-Dec. 1879.**

**Physical Description:** 3 vols. 6" linear.

**Scope and Content Note**

Registers of verdicts issued in civil cases. Entries include date, title of suit, suit number, verdict, and date. Bound volumes arranged chronologically by date of verdict.

**JUDGMENTS, CRIMINAL. VOL. A. May 1878-Dec. 1879.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of verdicts issued in criminal cases. Entries include date, name of presiding judge, title of suit, and verdict. Bound volume arranged chronologically by date of verdict.

**JURY BOOKS. April, 1870-Oct. 1879.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Registers listing jurors who served on the County Court or on the Grand Jury. Entries include name of juror, type of court term (trial, grand, or special), dates served, amount paid, and remarks. Bound volumes arranged by court term. Volume for May 1860-Feb. 1870 also includes Court of Sessions jurors.

**MINUTES, CIVIL AND CRIMINAL. July 15, 1850-Dec. 31, 1879.**

**Physical Description:** 12 vols. 2'linear.

**Scope and Content Note**

Registers of proceedings (both Civil and Criminal) heard in the County Court. Format varies but generally includes date, title of case, suit number, synopsis of proceedings, and verdict. Bound volumes arranged chronologically by date of hearing. Includes both "Criminal Minutes" (Mar. 2, 1874-Dec. 1, 1879) and "Civil & Criminal Minutes," Vols. A-G (July 15, 1850-Dec. 31, 1879).

**NATURALIZATION CASE FILES. 1848-1868.**

**Physical Description:** 20 folders. 6" linear.

**Scope and Content Note**

Individual petitions and certificates of naturalizations issued by the County Court. Loose documents arranged chronologically by filing date. Index in "Naturalizations Index."

**NATURALIZATION RECORDS. Vols. A-C. 1871-1879.**

**Physical Description:** 3 vols. 6" linear.

**Scope and Content Note**

Registers of citizens naturalized between May 22, 1871-Aug. 3, 1879. Includes County Court actions only. For citizens naturalized during the same time period in the District Court see entry for Naturalization Records listed under District Court. Information recorded includes court term, date of action, presiding judge, name of petitioner, native country, supporting documents presented, names of witnesses, years of residence in the U.S., sovereign and/or power renounced, and signature of judge. Arranged chronologically in bound volumes.

**REGISTER OF ACTIONS, CRIMINAL. Vol. A. Nov. 7, 1851-July 28, 1859.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

List of criminal cases to be heard before the Court. Entries list title of case, charge, actions taken and fees, and dates. Bound volume arranged numerically.

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**County Hospital**

**DAYBOOK. 1936-37.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Handwritten register of names of single men, probably an admittance ledger. Information recorded includes name of individual, residence, and age. Arranged chronologically. Pages 1-17 are missing.

**PAYROLL REGISTER. 1921-26.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Registers of payments of salaries to staff of the Sacramento Hospital (County Hospital). Each entry lists name of employee, payroll period, rate of pay, amount of pay, and signature of employee. Bound volume arranged chronologically.

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**County Recorder**

**Scope and Content Note**

The County Recorder as provided for by the California State Government Code is responsible for the recording of publicly registered documents. As a division of the Law and Justice Agency, the Recorder is responsible for receiving, verifying, dating, indexing, recording, and returning documents regarding land ownership, vital statistics, and various public matters.

**ABANDONMENT OF HOMESTEADS. 1861-75.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Individual certificates of abandonments of homestead. Each document lists name(s) of homesteader, description and location of property, statement of abandonment, date, and certification of notary public. Loose documents arranged chronologically. See series description for list of names.

**ABANDONMENT OF HOMESTEADS. ca 1860-1936.**

**Physical Description:** 2 vols. 5" linear.

**Scope and Content Note**

Official copies of statements of homesteaders renouncing their claims to the described homesteads. Each lists name, date and statement of Notary Public certifying the abandonment. Volume 1 also contains a loose sheet from an index which consists of names beginning with "C".

**ABANDONMENT OF HOMESTEAD INDEXES. 1860-1931.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Index to Abandonment of Homesteads record books. Each lists name of parties abandoning, when recorded, and page number of record book. Series arranged chronologically in bound volumes.

**AGREEMENTS TO SELL REAL ESTATE. ca 1900-09.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Official records of terms of sale of real estate. Each entry lists names of buyer and seller, price paid, how money is to be paid, date, and Notary Public's statement. Bound volume chronologically.

**ASSIGNMENTS OF MORTGAGES. ca 1857-1930.**

**Physical Description:** 11 vols. 2'4" linear.

**Scope and Content Note**

True copies of Assignments of Mortgages which record transfers of Indentures of Mortgages. Each lists names of parties involved in transaction, names on mortgage, price of transfer, Mortgage Book number, page number, date mortgage was due, date, and Notary Public's statement. Some also carry notations of Order of Cancellation by the District Court. Bound volumes arranged chronologically. See data sheet for more information.

**ASSIGNMENTS OF MORTGAGES AND LEASES INDEXES. ca 1850-1930.**

**Physical Description:** 21 vols. 1'8" linear.

**Scope and Content Note**

Indexes to Assignments of Mortgages and Leases record book. Each contains names of assignee and assignor, instruments, date of assignments, and when and where recorded. Series arranged chronologically overall, and within each volume alphabetically by either name of assignee or assignor. Bound volumes.

**ATTACHMENTS INDEX. ca 1850-1920.**

**Physical Description:** 8 vols. 7" linear.

**Scope and Content Note**

Index to Attachments record book. Each volume lists parties against whom attachments were issued, parties issuing attachments, date and time, page number of record book, and when attachment was discharged. Series arranged chronologically overall and within each volume alphabetically by parties attached. Bound volumes.



**ATTACHMENTS RECORD BOOK. ca 1850-1925.**

**Physical Description:** 7 vols. 1'3" linear.

**Scope and Content Note**

Attachments registers containing true copies of attachments of property for recovery of debt. Each lists names of people whose property is being attached, name of claimant, description of property, and date. Bound volumes arranged chronologically. See data sheet for more information.

**BIRTHS INDEX. ca 1912-1935.**

**Physical Description:** 4 vols. 4" linear.

**Scope and Content Note**

Affidavits of Births Index (1912-35) lists names of parents, date of record, page number of record book, and name of child. Index to Births Record Books (1912-35) lists child's name, date of birth, record book number, and page number. Series arranged chronologically overall and within each volume alphabetically. Bound volumes.

**CANDIDATES' STATEMENT OF EXPENSES INDEX. n.d.**

**Physical Description:** 2 vols. ½" linear.

**Scope and Content Note**

Index to Candidates' Statement of Expenses record book. Lists name of candidate and page number of record book. Bound volumes arranged alphabetically.

**CEMETERY DEEDS INDEX. ca 1892-1904 and two vols. with no dates.**

**Physical Description:** 3 vols. 2" linear.

**Scope and Content Note**

Index to Cemetery Deeds record books. Lists grantees of deeds, grantors, date, and page number of record book. Bound volumes arranged chronologically overall and within each volume alphabetically.

**CERTIFICATE OF POSTPONEMENT OF SALE. 1927-51.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Certificates authorizing the postponement of sale of property because of delinquent taxes. Each certificate lists name of assessed owner, description of property, school district, dates delinquent, amount of taxes, and whether paid or not. Loose sheets bound by year.

**CERTIFICATES OF PURCHASE. 1860-77.**

**Physical Description:** 2 Hollinger boxes. 1'6" linear.

**Scope and Content Note**

Individual documents certifying the sale of property by order of the District Court. Each lists owner of property; person to whom money was due; amount due; description of property; date; and amount of sale. Loose documents arranged chronologically.

**CERTIFICATES OF PURCHASE. ca 1867-97.**

**Physical Description:** 4 vols. 1'linear.

**Scope and Content Note**

Official record books of Certificates of Purchase of land sold at auction by the County Sheriff for delinquent taxes. Each certificate describes the land sold, price, buyer, and date. Bound volumes arranged chronologically. See data sheet for more information.

**CERTIFICATES OF SALE INDEX. ca 1864-1936.**

**Physical Description:** 16 vols. 2'linear.

**Scope and Content Note**

Index to Certificates of Sale record books. Each volume lists purchasers, defendants, plaintiffs, dates of sales, and page number. Series arranged chronologically and each volume arranged alphabetically. Cross-referenced set of three volumes for each volume of record book: by plaintiff, defendant, and by purchaser. Bound volumes.

**CERTIFICATES OF TAX SALES. ca 1866-1936.**

**Physical Description:** 8 vols. 1'6" linear.

**Scope and Content Note**

Official records of property sold to satisfy judgments against the owner of that property. Each lists names of parties involved, amount of judgment, description of property, name of purchaser, amount paid, and date. Bound volumes arranged chronologically. See data sheet for more information.

**CERTIFICATES OF TAX SALES INDEX. ca 1895-1901.**

**Physical Description:** 10 vols. 5" linear.

**Scope and Content Note**

Index to Certificates of Tax Sales record books. Each volume lists name, date of sale, volume and page number of record book, subsequent disposal of property, and date of sale. Bound volumes arranged chronologically overall and alphabetically within each each volume.

**DAILY RECORDER. 1912, 1922, 1923-40, and 1943-54.**

**Physical Description:** 31 vols. and 6 loose documents. 7'5" linear.

**Scope and Content Note**

Daily newspaper which listed legal and legislative information within the county. Information covered includes Superior Court proceedings, lists of deeds of trust filed, suits, bankruptcy notices, filings of probate actions, estates, fictitious names statements, summons, resolutions, notices of hearings, sales of property, and creditors. Arranged chronologically in bound volumes and loose sheets (for 1922).

**DEED BOOK INDEXES. 1849-1910.**

**Physical Description:** 585 vols. 52'linear.

**Scope and Content Note**

Indexes to Deed Books which recorded the transfer of land title. Each volume lists name of grantor and grantee, date, and page number of corresponding record book of deeds. Cross-referenced series is arranged chronologically overall beginning with a lettered series and continuing with a numbered series (which begins with #27). Each letter or number consists of two volumes: one alphabetically arranged by name of grantor, and one by name of grantee. Bound volumes.

**DEED BOOKS. 1849-1925.**

**Physical Description:** 532 vols. 133'linear.

**Scope and Content Note**

True copies of deeds. Each gives names of seller and buyer (grantor and grantee), price, description of property, date of sale and filing, and statement of Notary Public. Bound volumes arranged chronologically. Indexed. See series description for listing of available volumes.

**DEEDS [INDIVIDUAL]. 1852-78, 1881, 1901.**

**Physical Description:** 2 Hollinger boxes. 10" linear.

**Scope and Content Note**

Individual, official deed certificates issued upon the transfer of property. Each lists seller, purchaser, location of property, amount of sale, conditions of sale, date, and signature and/or seal of Recorder. Loose documents arranged chronologically.

**DELAYED BIRTHS INDEX. ca 1890-1960.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

A register of names of infants born within the county whose births were not immediately recorded, but were later reported to the Recorder. Information recorded includes family name, date of birth, and given name. Arranged alphabetically by name of family.

**DOCKED HORSES REGISTER. ca 1903-13.**

**Physical Description:** 1 vol. 1½" linear.

**Scope and Content Note**

Official list of horses whose tails were cropped. Information recorded includes registration number, name of horse, residence, description, age, and size and use. Arranged numerically by registration number.

**FEE BOOKS. 1868-1946.**

**Physical Description:** 53 vols. 12'3" linear.

**Scope and Content Note**

Records of fees received by the Recorder for filing documents. Format varies but information includes date, filing number, by whom document was made, to whom document was made, character of instrument, time of filing, price, when delivered, and to whom delivered. Bound volumes arranged chronologically. See series description for list of dates.

**FOLSOM MAP BOOK. ca 1850.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Lot maps of Folsom city blocks showing names of owners. The volume also includes a property ownership list that records name of owner, surveyor's description and number of acres. Probably as assessment record. Maps are unarranged. Property list is arranged alphabetically by name of owner.

**GRANTEE-GRANTOR MISCELLANEOUS INDEXES. ca 1872-1925, 1959-62, n.d.**

**Physical Description:** 50 vols. 4'linear.

**Scope and Content Note**

Indexes to special Deed Books. Includes School Contracts, Miscellaneous Water Rights, and Miscellaneous. Information recorded includes names of grantees and grantors, description of transaction, date, and page number of corresponding register. See data sheet for list of volumes and dates.

**HOMESTEAD DECLARATIONS. 1860-78.**

**Physical Description:** 3 Hollinger boxes. 1'3" linear.

**Scope and Content Note**

Individual certificates of homestead declarations. Each document lists name(s) of homesteader (if filer was a married woman, her husband's name is also given), description of property, statement of declaration, date, and certification of Notary Public. Loose documents arranged chronologically. See series description for list of names and dates.

**HOMESTEAD DECLARATIONS OF MARRIED PERSONS. 1860-1929.**

**Physical Description:** 11 vols. 2'9" linear.

**Scope and Content Note**

A register of official declarations of married persons (either husbands, wives, or widows) claiming the property on which their families reside as homesteaders under the provisions of California State law. Format varies but declarations usually include name of declarant, surveyor's description or town lot location, and statement that the family resided on the property. Individual volumes arranged chronologically by declaration date. Volume 8 lists husbands only, volume 9 wives only.

**HOMESTEAD DECLARATIONS OF MARRIED PERSONS INDEX. ca 1860-64.**

**Physical Description:** 1 vol. 1/8" linear.

**Scope and Content Note**

Index to Volume 1 of the Homestead Declarations of Married Persons. Includes names of declarants, date of record, and page number where the declaration can be found in the register. Arranged alphabetically by name of declarant and thereunder chronologically.

**HOMESTEAD INDEX. ca 1860-1925.**

**Physical Description:** 9 vols. 1' linear.

**Scope and Content Note**

Index to Homestead Claims record books. Each contains names of parties claiming, when recorded, and page number of register. Bound volumes arranged chronologically overall and alphabetically within each volume.

**HOMESTEAD REGISTER OF SINGLE PERSONS. 1860-87.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Transcript register of unmarried people who petitioned the County Superior Court and other courts to declare that their property was a homestead in accordance with California State law. Includes petitions, appraisement, and decrees. Bound volume arranged chronologically.

**HONOR ROLL FOR WORLD WAR II. ca 1941-46.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

A register compiled by the *Sacramento Union* listing Sacramento area residents inducted into the Armed Forces and Nursing Service during World War II. Filed with the County Recorder in 1946. Information includes name of service, person, address, branch of service, and name of person signing the register. Bound volume.

**INDEX AND ABSTRACT OF TAX SOLD AND TAX DEEDED PROPERTY. GALT. 1929-53.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Registers of corrections made to the Galt Sanitary District assessment rolls because of property sold to pay delinquent taxes. Each entry lists name of assessed owner, property description, dates delinquent, assessed value, and taxes due. Bound volumes arranged by subdivision and lot.

**INVENTORY OF ASSETS AND LIABILITIES OF THE ODD FELLOWS SAVINGS AND COMMERCIAL BANK. ca 1878.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

List of assets and liabilities filed at the time of bankruptcy proceedings against the Odd Fellows Savings and Commercial Bank in 1878. Assets list names, residences, amount due, nature of debt, and form and value of security. Liabilities list savings deposits, including: creditor, residence, amount, nature, consideration, and where it arose. Assets and liabilities listed separately.

**J.B. STARR COMPANY ACCOUNTING LEDGER. ca 1850-51.**

**Physical Description:** 1 vol. 4" linear.

**Scope and Content Note**

A financial transactions register created by a private merchandise business. Information includes date, commodity, quantity, and price. Arranged by name of customer, vessel, or purpose. Bound volume.

**JOURNAL OF INSTRUMENTS FILED FOR THE RECORD. 1861-1868.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

A register of legal documents filed with the Recorder. Information recorded includes date of filing, party filing, party making instrument, party to whom addressed, type of instrument, time filed, and price. Arranged chronologically.

**LESSEE-LESSOR INDEX. ca 1871-1924.**

**Physical Description:** 38 vols. 2'6" linear.

**Scope and Content Note**

Index to records of leases. Information listed includes names of lessee and lessor, date of lease and page number of register. Bound volumes arranged chronologically overall and alphabetically within each volume.

**LETTERBOOKS, MCFARLAND AND FARR. 1879-80.**

**Physical Description:** 3 vols. 10" linear.

**Scope and Content Note**

Correspondence sent to the firm of McFarland and Farr, U.S. Land Office, from various mining companies and federal officials. Includes letters from the following dates: April 7 to June 17, 1879; March 2 to April 27, 1880; and July 12 to Sept. 3, 1880. Bound volumes.

**MAPS (SURVEY, PARCEL, SUBDIVISION). ca 1850-1979.**

**Physical Description:** 21 rolls of microfilm. 3'linear.

**Scope and Content Note**

Official maps of land in Sacramento County which form the legal basis for property record descriptions. Formats vary but generally include a drawn map, title, names of owners, date, map book and individual map numbers, and surveyor's attestation. Originals (in Recorder's Office) are in several formats: individual sheets pasted onto cardboard, individual sheets in bound volumes, and individual sheets loosely bound. SMHD has microfilm of originals.

**MAPS INDEX. 1851-1962.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Indexes to official county maps. Information for individual maps includes title of map, owner, map book number, map number, and date of filing. Both volumes are substantially identical through entries for 1926. One volume lists 1851-1926 plus two entries for November 1962. The other volume lists maps dated 1851-1949. Bound volumes arranged alphabetically.

**MARKS AND BRANDS REGISTER. VOL. A. 1850-33.**

**Physical Description:** 1 vol. 3/4" linear.

**Scope and Content Note**

Records of livestock brands and earmarks adopted by residents of Sacramento County. Includes name of claimant, description, notary public's certification, and date of registration. Some claims include drawings of brand or mark. Also includes one Amador County certification.

**MARRIAGE CERTIFICATE INDEX. ca 1850-1916.**

**Physical Description:** 85 vols. 6'linear.

**Scope and Content Note**

Name index to Marriage Certificates. Cross-referenced series contains names of men, women, address to which certificates were mailed, and page number of register. Series arranged chronologically overall beginning with a lettered series and followed by a numbered series (which begins with #27). Each index consists of two volumes: one indexed by men's names and one by women's names. See data sheet for holdings.

**MARRIAGE LICENSE STUB BOOK. 1882-83.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Stubs of marriage license certificates. Information includes certificate number, date, name and age of groom, and name and age of bride. Also contains one letter of consent from a father of the bride. Arranged by certificate number.

**MARRIAGE REGISTER AND INDEX. 1850-56.**

**Physical Description:** 2 vols. 3/4" linear.

**Scope and Content Note**

These records consist of volume A of Marriage Registers and an unidentified index to marriages arranged by women's names. The register corresponds to volume A of the Marriage Certificate Indexes, ca 1850-1916, but is missing about 60 pages. Information listed includes names of bride and groom, statement by officiating party as to when and where the wedding took place, date recorded, and signature of recording official. Bound volumes. The index is arranged alphabetically and includes names of women and page of the register where the marriage is recorded. The register is unarranged.

**MECHANICS' LIENS. ca 1853-1925.**

**Physical Description:** 6 vols. 1'7" linear.

**Scope and Content Note**

Official records of mechanics' liens filed by creditors against property of a builder for non-payment of construction related expenses. Each lists names of parties, amount of lien, description of property to which lien is attached, itemized bill, date and notation as to when satisfied. Bound volumes arranged chronologically. See data sheet for holdings.

**MECHANICS' LIENS. 1870-1900.**

**Physical Description:** 3 Hollinger boxes. 1'linear.

**Scope and Content Note**

Individual liens filed by a contractor on the property of the purchaser for non-payment of goods and services. Each lists contractor, owner, description of services, amount due, date, certification of notary public, and occasionally, an indication of release and discharge of lien. Also included are approximately 300 liens filed by Chinese workers for unpaid wages for work done on land in Swamp and Overflow District #205. Loose documents arranged chronologically. See series description for names and dates.

**MECHANICS' LIENS INDEX. 1851-1925.**

**Physical Description:** 7 vols. 8" linear.

**Scope and Content Note**

Indexes to Mechanics' Liens registers. Each lists parties against, parties claiming, date recorded, page number of register, and whether lien was satisfied. Series arranged chronologically overall and within each volume alphabetically by parties against. Bound volumes.

**MISCELLANEOUS CONTRACTS INDEX. 1961-62.**

**Physical Description:** 1 vol. 1/2" linear.

**Scope and Content Note**

Index to contracts between private firms for goods and services. Also lists a few contracts between private firms and county school districts. Information recorded varies but usually includes name of party receiving the contract, name of party granting contract, file date, contract number, and description. Bound volume and loose sheets arranged alphabetically by name of party receiving the contract.

**MORTGAGE BOOKS. 1849-1925.**

**Physical Description:** 219 vols. 53"linear.

**Scope and Content Note**

Official registers of true copies of mortgages filed in Sacramento County. Each mortgage lists mortgagee, mortgagor, description of property, terms of mortgage, date made, and date due. Some also contain notations as to when satisfied. Bound volumes arranged chronologically beginning with a lettered series and continuing with a numbered series that begins with #27. See data sheet for list of volumes.

**MORTGAGE INDEXES. 1849-1929.**

**Physical Description:** 307 vols. 24'2" linear.

**Scope and Content Note**

Indexes to Mortgage Books. Cross-referenced series lists names of mortgagees and mortgagors, date, page number of register, and date satisfied. Some of earlier volumes also contain indexes to Deed Books. Series is arranged chronologically beginning with a lettered series and continuing with a numbered series which begins with #27. Each letter or number consists of two volumes: one arranged alphabetically by name of mortgagor, and one by name of mortgagee. See data sheet for more information.

**MORTGAGES. 1852-1893.**

**Physical Description:** 1 Hollinger box. 6" linear.

**Scope and Content Note**

Individual certificates of mortgages of property. Each lists mortgagee, mortgagor, description of property, terms of payment, and date. Loose documents arranged chronologically.

**MORTGAGES, INDEX TO UNSATISFIED. 1855-75.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Index to register of mortgages not yet satisfied. Information recorded includes date of mortgage, name of mortgagor, name of mortgagee, volume and page number where transcript may be found, and date satisfied. Arranged alphabetically by name of mortgagee.

**NOTICE OF LIS PENDENS. 1850-90.**

**Physical Description:** 1 Hollinger box. 6" linear.

**Scope and Content Note**

Individual documents giving official notice that legal action has been instituted. Each lists names of plaintiff and defendant, amount of money or property at issue, and date. Loose documents arranged chronologically.

**OFFICIAL BONDS. ca 1851-1907.**

**Physical Description:** 7 vols. 1'6" linear.

**Scope and Content Note**

Official records of bonds posted by individuals in public office, certifying that they will faithfully perform their duties. Each lists individual's name, names of persons acting as sureties, amount of bond, office, date, and loyalty oath. Bound volumes arranged chronologically. See data sheet for list of holdings.



**OFFICIAL BONDS INDEX. ca 1888-1927.**

**Physical Description:** 5 vols. 6" linear.

**Scope and Content Note**

Index to Official Bonds registers. Index lists name of official, title, amount of bond, and page number of register. Bound volumes arranged chronologically overall and alphabetically within each volume. See data sheet for list of holdings.

**OFFICIAL RECORDS. ca 1927-47.**

**Physical Description:** 39 vols. 8'6" linear.

**Scope and Content Note**

Registers of miscellaneous documents. Examples of some of the records recorded are: notices of completion, notices of intended sale, notices of receivership, loyalty oaths, and military discharge papers. Bound volumes arranged chronologically. See data sheet for contents of each volume.

**PATENTS. Books 1-4. 1859-70 plus unknown.**

**Physical Description:** 1 vol. and 2 rolls microfilm. 6" linear.

**Scope and Content Note**

Transcript register of patents to real property granted by the Federal and California State Governments to individuals in accordance with applicable public laws. Each transcript includes warrant number, relevant federal and state legislation, name of patentee, surveyor's description and name of granting official. Some patents also have notations as to other records where the grant is recorded. Included are reconfirmations of the original Mexican government land grants in Sacramento County. Six maps originally glued into the volume have been removed and stored separately. Bound volume and microfilm of original volumes (still in County Recorder's Office) arranged chronologically by grant date.

**PATENTS. 1868-77.**

**Physical Description:** 1 Hollinger box. 2" linear.

**Scope and Content Note**

Individual patents granting land to individuals by the President of the United States. Each lists name of grantee, description and location of property, page upon which recorded in Book of Patents, name of President, date, and signature of Recorder of General Land Office. Loose documents arranged chronologically. See series description for names and dates.

**POWERS OF ATTORNEY. ca 1850-1931.**

**Physical Description:** 11 vols. 2'linear.

**Scope and Content Note**

Contains true copies of Powers of Attorney granted by one person to another. Contains name of person granting power, to whom granted, description and purpose of power granted, date, and statement of notary public. Bound volume volumes arranged chronologically. See data sheet for more information.

**POWERS OF ATTORNEY. 1890-98.**

**Physical Description:** 1 Hollinger box. 4" linear.

**Scope and Content Note**

Individual documents directed at the Recorder acting as Auditor, granting authority to a third party to receive money owned to individuals for services rendered to the County of Sacramento. Loose documents.

**POWERS OF ATTORNEY INDEX. ca 1849-1930.**

**Physical Description:** 10 vols. 10" linear.

**Scope and Content Note**

Indexes to Powers of Attorney registers. Each lists parties executing powers, to whom powers were executed, date, and page number of register. Volume A also contains indexes to Powers of Attorney listed in Deed Books. Each of these lists parties executing, to whom executed, page number of Deed Book, volume of Deed Books, and date. Series arranged chronologically overall and within each volume alphabetically by name of parties executing powers. Bound volumes.

**PREEMPTION CLAIMS INDEX. 1849-60.**

**Physical Description:** 10 vols. 7" linear.

**Scope and Content Note**

Indexes to Preemption Claims registers. Each volume lists claimants' notices when received, date of notice, and page number of the corresponding register where the claim may be found. Bound volumes arranged alphabetically by name of claimant. See data sheet for description of individual volumes.

**PREEMPTION CLAIMS REGISTERS. 1852-83.**

**Physical Description:** 3 vols. 9" linear.

**Scope and Content Note**

Registers of lands in public domain claimed by private individuals in accordance with state law. Includes claims for school lands, swamp and overflowed lands, and others. Each transcript records name of claimant, date of claim, claim number, amount of payment to state, location of property, and governing statute. Bound volumes arranged chronologically.

**PROBATE COURT ESTATES. 1857-78.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Individual documents concerned with the disposal of real estate because of Probate Court rulings. Each lists name of estate, description of property, decision of Probate Court, date, and certification of the Probate Court Clerk. Loose documents arranged chronologically. See series description for list of names and dates.

**PROPERTY SOLD TO THE STATE FOR TAXES. 1897.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of property sold for delinquent taxes. Information recorded includes date of certificate, certificate number, book number, name of taxpayer, amount of assessment, amount of tax levied, amount of special tax levied, description of city property, description of non-city property, amount of installments and special taxes, date when property was to be deeded to the state, and remarks. Bound volume.

**RECLAMATION OF SWAMP LANDS. ca 1868-1929.**

**Physical Description:** 2 vols. and 1 Hollinger box. 7" linear.

**Scope and Content Note**

Official transcripts of requests to form and organize reclamation districts out of swamp lands in Sacramento County. Each petition gives the location of the land, how it will be reclaimed, name of owner, transcript of notice of public hearing, notice of approval by the County Board of Supervisors, and by-laws of the district. Volume inclusive dates are 1868-1914 and 1917-29. Also includes 28 photostatic copies of transcripts from an unidentified volume comprising District No. 102 (April 21, 1881), and No. 114 (Oct. 10, 1884). Arranged chronologically.

**RECLAMATION OF SWAMP LANDS INDEX. ca 1917-24.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Index to Swamp Lands Reclamation registers. Each entry lists names of peitioners and owners, character of instrument, date, and page number of register. Bound volume arranged alphabetically.

**RECORD OF BOND AND SURETIES COMPANIES. VOL. 1. 1914-45.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of companies within the county which deal in bonds and securities. Information recorded included name of corporation, where organized, date of original license, date of surrender, revocation, cancellation, annulment or suspension, date of new authority within California, and remarks. Arranged alphabetically by company name.

**RECORD OF STALLION REGISTRATION. 1912-15.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

County register of State of California Stallion Registration Board. Numbered registrations list names of horse and owner, vital statistics of horse, and date. Bound volume in six sections: index (by owner's name), pure-bred, grade, crossbred, nonstandard, and mongrel. Chronologically arranged within each section.

**RECORD OF STRAYS. ca 1852-1938.**

**Physical Description:** 2 vols. 2½" linear.

**Scope and Content Note**

Official record of notices of finding stray animals. Each notice as certified by a notary public lists name of finder, location, date, description of animal, value, and future disposal. Bound volumes arranged chronologically.

**REGISTER OF DIVORCES AND INDEX. ca 1859-1906.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Register of Divorces consists of two sections. The first was copied from an earlier register and lists names, dates, residence, name of applicant, grounds, date of record, and date filed for registry (ca 1859-64). The second (1895-1906) consists of true copies of divorce decrees and lists plaintiffs, defendants, grounds, resolution, and date. The index refers to the first section of the register and lists names and page number of register. Bound volumes arranged chronologically.

**RELEASES OF MORTGAGES. ca 1850-1926.**

**Physical Description:** 21 vols. 3'6" linear.

**Scope and Content Note**

Official registers containing true copies of Releases of Mortgages. Each lists mortgagor, mortgagee, location of mortgaged property, register and page number, date, and Notary Public's statement. Bound volumes arranged chronologically. See data sheet for more information.

**RELEASES OF MORTGAGES INDEX. ca 1850-1926.**

**Physical Description:** 39 vols. 2'6" linear.

**Scope and Content Note**

Index to Releases of Mortgages registers. Cross-referenced series lists parties releasing, parties released, date of releases, location, original date of mortgage, and location of original recording. Series arranged chronologically overall and alphabetically within each volume. Each volume number consists of two volumes of indexes: one by name of parties releasing and one by name of parties released. Bound volumes.

**RETURN OF DEATHS IN SACRAMENTO TO THE STATE BOARD OF HEALTH. 1878-88.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Monthly abstracts of deaths recorded in Sacramento County and sent to the State Board of Health. Each lists name of deceased, color or race, age, sex, marital status, nativity, cause of death, and physician or coroner. Loose documents arranged chronologically.

**ROAD DEEDS. 1883-1924.**

**Physical Description:** 1 vol. 4" linear.

**Scope and Content Note**

Official transcripts of transfers of property by private individuals and firms to the county government for the purpose of building roads and highways. Individual documents include a statement by the grantor that he relinquishes claim and giving a surveyor's description; and an attesting statement by a notary public or Clerk of the Superior Court. A few later deeds include blueprint maps of the property.

**SCHOOL CONTRACTS INDEX. 1960-62.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Index to contracts for services (mostly construction of buildings or grounds) made between county schools or school districts and private contractors. Information includes school or school district, contractor, contract date, description, and file number. Also includes one loose page with substantially the same data. Arranged alphabetically by name of school district.

**SEPARATE PROPERTY OF MARRIED WOMEN AND SOLE TRADERS. ca 1856-1930.**

**Physical Description:** 7 vols. 8" linear.

**Scope and Content Note**

Indexes and records of separately owned property of married women. Each entry lists woman's name, instrument (legal means of acquisition), date recorded, and location recorded. Registers list inventory of the property plus the above information. Bound volumes arranged chronologically. Indexes arranged chronologically overall and alphabetically within each volume.

**STATEMENT OF BANKING ASSETS. 1876-1909.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Official registers of statements of conditions and values of assets of Sacramento banks. Each lists assets, values of real estate holdings by county, liabilities, names of president and cashier of each bank, date, and notary public's statement. Bound volume arranged chronologically.

**SURVEYS RECORD BOOK AND INDEXES. ca 1892-1940.**

**Physical Description:** 3 vols. 3" linear.

**Scope and Content Note**

Indexes to Surveys registers list names of owners, name of surveyor of each property, name of grant, name of city or town, subdivision, volume, and page number of register. Bound volumes arranged chronologically overall and within each volume alphabetically.

**SUTTERSVILLE OFFICIAL RECORD BOOK AND CITY OF SACRAMENTO 1850 ASSESSMENT ROLL. 1849-50.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Official record book for Suttersville containing misc. documents. Contains powers of attorney, marriage certificates, and deeds. The deeds are especially important, being transactions which took place during a period of competition between Suttersville and the City of Sacramento for the site of settlement of Sacramento. Arranged chronologically. The reverse of the register consists of the 1850 Assessment Roll for the City of Sacramento. It lists names of owners, location of property, value of property, and amount of taxes. Bound volume arranged alphabetically.

**SWAMPLAND SURVEYS INDEX. BOOK 1. ca 1850.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

Index to Swampland Survey register. Information recorded includes name of owner and page number of corresponding register. Bound volume arranged alphabetically.

**TAX COLLECTOR'S CERTIFICATES OF SALES OF REAL ESTATE FOR NON-PAYMENT OF TAXES. 1899-1901.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Official certificates filed by the Tax Collector with the Recorder identifying property sold to recover delinquent taxes. Information recorded includes certificate number, amount of assessment, delinquent's name, amount of tax, county tax portion, state tax portion, late charges, property description, Collector's signature, signature of witness, and file date. Arranged chronologically by date of filing.

**TAX SALES REGISTER. 1864-94.**

**Physical Description:** 2 vols. 1'9" linear.

**Scope and Content Note**

An official register of property sold for taxes. Information recorded includes date of sale, certificate number, title of case, name of purchaser, amount paid, location, and remarks. Arranged chronologically by date of sale. Many pages are missing. See data sheet for list.

**WATER RIGHTS REGISTER. ca 1900-28.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Contains true copies of water companies' Notices of Appropriation of Water Rights. Each lists name of company, quantity and source of water claimed, intended use of the water, proposed methods of conveyance, date, and notary public's statement. Bound volumes arranged chronologically with alphabetical index in front of volume.

### **Court of First Instance**

#### **Scope and Content Note**

The Courts of First Instance were the local judicial bodies of pre-statehood California after U.S. annexation. On June 3, 1849, General Riley, the Military Governor, issued a proclamation calling for a special election to be held on Aug. 1, 1849 to elect delegates to a general convention, judges of the Superior Court (not the same as the present Superior Court), prefects, subprefects, and persons to fill the office of Alcalde or Judge of the First Instance. Courts of First Instance tried civil and criminal cases until superseded by the District, County, and Sessions Courts established by the State Legislature on March 30, 1850.

#### **CASE FILES. CIVIL. 1849-50.**

**Physical Description:** 4 Hollinger boxes. 1'8" linear.

#### **Scope and Content Note**

Legal documents generated by the adjudication of civil cases. Includes warrants, summons, attachments, judgments, and other related items. Arranged numerically by suit number. Indexed.

#### **CASE FILES. CIVIL. INDEXES. 1849-50.**

**Physical Description:** 1 card file drawer. 5" linear.

#### **Scope and Content Note**

Index to records produced by the Court of First Instance. Compiled by the staff of the archives, each card includes name of plaintiff, name of defendant, case number, date, and type of action. Some cards also include page number of minutes book or comments. Arranged alphabetically by name of plaintiff.

#### **CASE FILES. CRIMINAL. ca 1849-50.**

**Physical Description:** 3 Hollinger folders. 2" linear.

#### **Scope and Content Note**

Legal documents generated by the adjudication of criminal cases. Includes writs, warrants, depositions, affidavits, and related items. Arranged numerically by case number. Many cases missing.

#### **CASE FILES. CRIMINAL. INDEXES. 1849-50.**

**Physical Description:** 1 card file drawer. 3" linear.

#### **Scope and Content Note**

Index to criminal case files produced by the Court of First Instance. Each entry lists name of defendant, crime, case number, and date. Loose cards arranged alphabetically by name of plaintiff. Index created by archives staff.

**CIVIL, BONDS, CRIMINAL [REGISTER]. 1849-50.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

A document relating to civil cases, criminal cases, county officers' personal bonds, and meetings of the County Grand Jury. Civil cases occupy seven unnumbered pages in the front of the volume. They record litigants' names, court dates, and documents filed or actions taken. Personal bonds follow on pages 1-21 & 32-49. They are made to the State and include name of bondee, names of sureties, date, office held, amount, and date of election. Criminal cases begin at the back of the volume on pages numbered 1-10, 15-23, 25-35, & 43-71. Most cases list defendant, charge, judge, date, and transcript of proceedings. Bracketed annotations (i.e., "[Crim. 1]") are cross references to case files added by California State Archives personnel. Page 25 lists people appointed as court clerks. Pages 37-40 of criminal record are records of sessions of the grand jury dated Jan. 1, 1850 (first meeting), Jan. 5, 1850 (second meeting), and Jan. 24, 1850. Each transcript records presiding judge, names of jurors, and warrants returned. All sections arranged roughly chronologically.

**EXECUTION INDEX. ca 1850-51.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

List of decisions of the court. Information listed includes case number, plaintiff, defendant, date of judgment, amount, judgment number, judgment book and page numbers where case is recorded, order book and page numbers, docket and page numbers, and execution book and page numbers. Arranged alphabetically by plaintiff.

**INDEXES. ca 1849-50.**

**Physical Description:** 2 vols. ¾" linear.

**Scope and Content Note**

Indexes to litigants. One volume is unidentified as to what record it relates to. It lists names of litigants or subject (individual) of probate and page number of the corresponding volume. The other volume is an index to fees. It also lists names of litigants or subjects of probate and page number of the corresponding volume. Both sections arranged alphabetically.

**RECORD. Aug. 2, 1849-April 9, 1950.**

**Physical Description:** 2 vols. 1" linear.

**Scope and Content Note**

Brief transcripts of activities and fees transacted by the Court of First Instance. Information recorded includes names of litigants, reason for litigation, hearing dates, decisions, and fees. Arranged chronologically by date of initial hearing. Bracketed remarks (i.e., "[Civil]") are case file numbers cross-referencing case files.

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**Court of Sessions**

**Scope and Content Note**

The Court of Sessions was created in 1850 by the California State Legislature, with a county judge, two justices of the peace, and a clerk (the County Clerk) who met monthly. The court served two functions: transacting general county business, and hearing certain criminal cases. Jurisdiction included cases of assault/assault and battery, breach of peace, riot, affray, petit larceny, and misdemeanors with fines of less than \$500 or less than three months in jail. The law of 1851 added the duty of grand jury investigation of offenses excepting murder, manslaughter, and arson. Also added was appellate jurisdiction over Justice's, Recorder's, and Mayor's Courts in criminal cases. In 1863 the activities of the Court of Sessions were transferred to the County Court.

**ACCOUNTING DAYBOOK. ca 1850-52.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Record of fees collected and expenditures for supplies. Format varies but usually includes date, source or creditor, service rendered, and price or cost. Arranged chronologically.

**ALCALDE'S DOCKET. CIVIL. 1850-51.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Record of civil cases heard, rulings, documents issued by the Alcalde in his capacity as judge. Also records cases heard by the County Court subsequent to the termination of the office of Alcalde. Arranged chronologically. Alcalde's records date Feb. 11-Apr. 29, 1850. County Court records date Aug. 11, 1850-July 17, 1851.

**CALENDAR. 1857-58.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Docket of cases to be heard on a given date. Information recorded includes names of attorneys, names of parties, and remarks (usually type of case or reason for arraignment). Some also include brief descriptions of actions taken. Cases for the following dates are labeled "County Court:" Mar. 17-29, 1858; June 31-July 2, 1858; and Aug. 10-Oct. 1, 1858. Arranged chronologically.

**CRIMINAL CASE FILES. 1850-62.**

**Physical Description:** 2 file drawers. 12" linear.

**Scope and Content Note**

Individual criminal cases heard in the Court of Sessions. Each case may include complaint, transcript, judgment, and instructions to the Sheriff. Loose documents arranged numerically by case number.

**[CRIMINAL] RECORD. VOLS. B-D. Oct. 4, 1852-Dec. 2, 1863.**

**Physical Description:** 3 vols. 6" linear.

**Scope and Content Note**

Registers of minutes of Court of Sessions which dealt with criminal matters. Entries include date, suit number, name of defendant, charge filed, synopsis of proceedings, names of jurors, and verdict. Bound volumes arranged chronologically by date.

**FEE BOOKS AND INDEX. ca 1850-54.**

**Physical Description:** 3 vols. 2" linear.

**Scope and Content Note**

Records of fees for court services and fines paid by defendants. Individual volumes include: Fee Book Index, n.d. (gives name of party and case number); Civil Fee Book, ca Sept. 9, 1850-Oct. 29, 1851 (lists names of plaintiffs, names of defendants, services, and fees, indexed); and Criminal Fee Book, July 24, 1850-Jan. 11, 1854 (includes date, defendant, case number, and fine, unindexed). Bound volumes. Index is arranged alphabetically; fee books are arranged chronologically.



**INDEXES. Criminal. ca 1850-59.**

**Physical Description:** 2 vols. ½" linear.

**Scope and Content Note**

Indexes to criminal court cases. Volumes are: Criminal Index, n.d. (names of defendants and page number of corresponding volume); and Index to Court of Sessions Record Book "C" Commencing April 7, 1856 (Apr. 7, 1856-Oct. 3, 1859), which gives names of defendants and page numbers of corresponding volume. Alphabetically arranged.

**JUDGMENT BOOK. CIVIL. VOL. A. 1850-51.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Records of decisions rendered in civil cases. Information recorded includes names of parties, transcript of judgment, and date of judgment. Arranged chronologically by date of judgment and contains an alphabetical index.

**MINUTES. 1857-61.**

**Physical Description:** 6 vols. 3" linear.

**Scope and Content Note**

Rough minutes of activities of the court. Format varies but usually includes date of session, presiding judge, names of litigants or defendants, and action taken. All volumes except Apr.-Dec., 1857 also include County and Probate Minutes. Dec. 1857-Sept. 1858 volume also includes County Court Calendar. Arranged chronologically with minutes of County Court and Probate Court intermixed with Court of Sessions minutes.

**PETITIONS RECORD. VOLS. A AND A-1. 1850-52.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Records of decisions made by the court acting as the county legislative body prior to establishment of the Board of Supervisors. Includes petitions for business licenses, building permits, requests for payment for goods and services, and other matters. Arranged chronologically by session date.

**RECORD. CRIMINAL. 1850-52.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Records of action taken at criminal trials. Information recorded for each case includes name of defendant, record of action taken by the court, date, and name of judge. Arranged chronologically by date of action. Includes an alphabetical index to defendants.

**MISCELLANEOUS. 1850-68.**

**Physical Description:** 2 folders. 1" linear.

**Scope and Content Note**

Documents related to proceedings of the Board of Supervisors acting as the Court of Sessions. Included are case files, mechanics' liens, legal notices, legal opinions, and others. Loose documents arranged chronologically.

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**District Attorney**

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**CITY DIRECTORIES. 1938-75.**

**Physical Description:** 50 vols. 14" linear.

**Scope and Content Note**

Directories of residents and businesses of the City of Sacramento, the suburban area of Sacramento, Roseville, and Citrus Heights. Each contains a classified business section, an alphabetical listing of residents and businesses, a street directory, and in later volumes, a numerical telephone listing. Bound volumes arranged chronologically overall, and within each volume and within each section, alphabetically.

**INSTRUCTIONS FOR GRAND JURY. n.d.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

Instructions issued by Eugene S. Wachhorst, District Attorney. Describes rules of order, order of business, information for use by jurors, oath to be administered to witnesses, and extracts from the penal code on the powers and duties of the Grand Jury. Bound volume.

**LETTERBOOKS. ca 1903-27.**

**Physical Description:** 6 vols. 1" linear.

**Scope and Content Note**

Copies of letters issued by the District Attorney. Subjects include legal opinions, office correspondence, and official notifications. Bound volumes arranged chronologically.

**REGISTER OF ACTIONS, CRIMINAL. 1959-60.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Official records of cases of the Superior Court. Each consists of name of defendant, nature of crime, when bail was posted, amount of bail, when arraignment took place, plea, date of trial, verdict, and sentence. Bound volume arranged chronologically with alphabetical index in front of volume.

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**District Court**

**Scope and Content Note**

The District Court was established by the State Legislature on March 30, 1850, with jurisdiction over all law and equity cases, civil cases in amounts exceeding \$200, and criminal cases not otherwise provided for. The District Court also heard issues of fact in probate and all real property disputes. The County Clerk was the ex officio Court Clerk. Judges held court at county seats within their districts on a set periodic schedule. An act of 1851 gave appellate jurisdiction over the County Court and Court of Sessions. In 1863, authority over legality of taxes and fines was added. In 1864, the District Court was made responsible for cases involving tax sales. The District Court also had naturalization jurisdiction. The State Constitution transferred the duties of the District Court to the newly created Superior Court in 1879.

**ATTACHMENTS, WRITS OF. 1858-65.**

**Physical Description:** 18 loose documents. 1" linear.

**Scope and Content Note**

Original writs of attachments of goods or property for payment of debts. Each lists defendant, plaintiff, date, and description of property. All list either the B.F. Hastings Company, the Lady Adams Company, or James McClatchy as one of the parties. Loose documents arranged chronologically.

**ATTORNEYS' OATHS. 1850-67.**

**Physical Description:** 44 documents. 4" linear.

**Scope and Content Note**

Petitions of attorneys asking to be allowed to practice law in Sacramento District Court and oaths they swore to support the law. Individual documents contain date, name, petition or oath. Loose documents arranged chronologically. See series description for list of names.

**ATTORNEYS' ORDERS. Oct. 5, 1857-Dec. 10, 1859.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of rough notes of orders issued by the presiding judge. Entries include title of suit, orders, signature of judge, and Clerk's notation as to whether order was carried out. Bound volume arranged chronologically.

**[CALENDAR]. "DAILY JOURNAL". 1879.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Register of daily schedule for [civil] cases. Entries are made in calendar format and list title of case, and occasionally, suit number. Bound volume.

**CASES PENDING. 1849-79.**

**Physical Description:** 11 file drawers. 66"linear.

**Scope and Content Note**

Case files for suits in the District Court which were dismissed. Contents vary but may include complaint, motions, statements, and dismissal. Loose documents arranged numerically by case number.

**CERTIFICATE OF PURCHASE. Sept. 26, 1864-Oct. 4, 1869.**

**Physical Description:** 22 loose documents. 2" linear.

**Scope and Content Note**

Original orders of sale of property to satisfy legal claims or costs of court actions. Each lists certificate number; names of plaintiff and defendant, dates of order of sale and judgment; amount of judgment and court costs; and description of property to be sold. Loose documents arranged chronologically.

**COUNTY AND STATE DELINQUENT TAX PUBLICATIONS. ca 1865-67. Portion of 1 vol.**

**Physical Description:** 1/8" linear.

**Scope and Content Note**

Newspaper clippings of summons issued to recover delinquent taxes. Information recorded includes name of owner and location. The same volume also includes part of a Sheriff's Fee Book, ca 1856-57.

**CRIMINAL CASE FILES. 1850-79.**

**Physical Description:** 2 file drawers. 12"linear.

**Scope and Content Note**

Criminal case files, #1-396. Contents of each vary but may include Grand Jury's bill of indictment, motions, transcript, instruction to jury, and verdict. Loose documents arranged numerically by case number.

**CRIMINAL MINUTES. 1853-79.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Registers of indictment of criminal cases heard in the District Court. Each entry lists date, suit number, names of parties, crime for which indicted, name of defense attorney, plea entered by defendant, name of presiding judge, and date when trial was to be held. Bound volumes arranged chronologically.

**CRIMINAL RECORD INDEX. June 28, 1853-Mar. 2, 1866.**

**Physical Description:** 1 vol. ¾" linear.

**Scope and Content Note**

Index to criminal records. Entries list name, charge, and page number. Bound volume arranged alphabetically.

**DAY CALENDARS. June 17, 1863-Jan. 28, 1880.**

**Physical Description:** 8 vols. 1'2" linear.

**Scope and Content Note**

Registers (also known as Law Calendars) listing cases heard daily by the court. Entries include case title, suit number, names of attorneys, date, and remarks. Bound volumes arranged chronologically.

**[EXECUTION BOOK]. Mar. 23, 1855-Sept. 1, 1856.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Register of judge's orders to County Clerk. Entries include name of case, suit number, orders, date, and judge's signature. Bound volume arranged chronologically by date of initial order.

**EXECUTION DOCKETS. Mar. 24, 1851-Oct. 6, 1878.**

**Physical Description:** 3 vols. 8" linear.

**Scope and Content Note**

Registers of final actions in civil suits brought before the District Court. Each entry lists date of judgment, names of parties, debt, interest, cost before judgment, costs after judgment, credits, county, when and to whom delivered, when returned, and Sheriff's return (amount received for sale of property). Bound volumes arranged chronologically.

**EXECUTION DOCKET INDEXES. NUMBER 1. 1866-78.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Indexes to Execution Docket Vol. 1. Each entry lists plaintiff, defendant, date of execution, and page number of register where entry may be found. Bound volumes arranged alphabetically: one by name of defendant and one by name of plaintiff.

**INDEX TO PLAINTIFFS AND DEFENDANTS. VOLS. A-D. 1850-79.**

**Physical Description:** 8 vols. 1'9" linear.

**Scope and Content Note**

Indexes to civil cases brought before the District Court. Information recorded for each case includes: suit number, name of plaintiff and defendant, date of judgment, amount of judgment, judgment number, judgment volume and page numbers, order book volume and page numbers, and occasionally, docket and execution volume and page numbers. Some cases annotated with "Court of First Instance" by California State Archives staff. Bound volumes arranged chronologically overall and alphabetically within each volume, with separate volumes for plaintiffs and defendants.

**JUDGMENT DOCKET PRIOR TO 1850. 1850-52.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register listing cases appearing before the District Court. Entries include suit title, date, amount of judgment, and amount of court costs. Bound volume arranged chronologically.

**JUDGMENT DOCKETS. ca 1851-79.**

**Physical Description:** 10 vols. 2'7" linear.

**Scope and Content Note**

Indexes to Judgment registers of civil cases brought before the District Court. Each lists judgment debtor, date of docket, judgment creditor, judgment, page of entry in register, notation as to appeal, judgment of appellate court, and date of satisfaction. Bound volumes arranged chronologically overall and alphabetically within each volume.

**JUDGMENT RECORD. ca 1851-79.**

**Physical Description:** 8 vols. 2'linear.

**Scope and Content Note**

Registers of final verdicts issued in civil cases. Each gives suit number, judgment number, names of plaintiff and defendant, date, and verdict. Bound volumes arranged chronologically.

**JUDGMENTS (CIVIL). 1850-79.**

**Physical Description:** 45 file drawers.

**Scope and Content Note**

Judgment case files from the first series (#1-647) and second series (#1-9066). Contents for each case vary but may include complaint, record of costs, notations, statements of plaintiff and defendant, affidavits, transcript, and verdict. Loose documents arranged numerically by judgment number.

**JUDICIAL PROCEEDINGS FROM OTHER COUNTIES. 1849-1875.**

**Physical Description:** 1 folder. ¼" linear.

**Scope and Content Note**

Legal documents presented to the court by parties representing courts from other counties. Types of documents include letters of introduction, warrants of arrest, attachments, writs of execution, and others. Loose documents arranged chronologically.

**JURY BOOK. Dec. 1859-1882.**

**Physical Description:** 2 vols. 3" linear.

**Scope and Content Note**

Registers listing jurors who served on District Court juries. Entries include name of juror, dates of service, names of cases served on, and remarks (usually signature of juror). Bound volumes arranged by court term.

**MINUTES. [BLOTTERS]. Dec. 1, 1856-Mar. 2, 1870.**

**Physical Description:** 3 vols. 3" linear.

**Scope and Content Note**

Registers of rough notes summarizing court proceedings. Entries include trial title, synopsis, verdict, and date. Bound volumes arranged chronologically. Minutes for Oct. 1850 are located in "Motion Docket" for Oct. 1850-Sept. 1851.

**MINUTES. CIVIL. 1850-79.**

**Physical Description:** 15 vols. 3'3" linear.

**Scope and Content Note**

Registers of civil proceedings. Each lists name of judge, date, suit number, names of plaintiff and defendant, name of attorney, plea, date of trial, and verdict. Bound volumes arranged chronologically. The first volume contains Vol. A and Vol. B and a name index for Vol. A.

**MINUTES. CIVIL [ROUGH]. Jan. 19, 1866-Aug. 3, 1868.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Record of civil proceedings. Each entry lists plaintiff and defendant, suit number, and brief statement of proceedings. Bound volume arranged chronologically.

**MISCELLANEOUS. 1848-70.**

**Physical Description:** 10 folders. 3" linear.

**Scope and Content Note**

Individual documents relating to various court functions, including certificates of purchase, order of committal (to jail), judgment, petition, resolution, appeals, powers of attorney, subpoena, and attachments. Loose documents arranged alphabetically by type of document and then chronologically by date.

**MOTION DOCKET. Oct. 1850-Jan. 1857. Portion of 1 vol.**

**Physical Description:** 1" linear.

**Scope and Content Note**

Register of motions presented in individual cases. Entries include title of case, suit number, motions, date, and notation of dismissal. Bound volume. Also includes Criminal Docket (Aug. 1852-Jan. 1857) and rough Minutes (Oct. 1850).

**NATURALIZATION RECORDS. VOLS. A-F. 1861-79.**

**Physical Description:** 6 vols. 1'2" linear.

**Scope and Content Note**

Registers of citizens naturalized in the District Court (For citizens naturalized in the County Court, see County Court, Naturalization Records, 1871-79). Information recorded includes court term, date, name of petitioner, native country, names of witnesses, years in residence in the U.S., sovereign or power renounced, and signature of judge. Bound volumes arranged chronologically. Indexed.

**ORDERS, INDEX TO VOL. B. 1850-Mar. 1851.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

Index to Order Book B. Entries list names of case and page number. Bound volume arranged alphabetically.

**REGISTER OF ACTIONS. ca 1850-79.**

**Physical Description:** 20 vols. 5" linear.

**Scope and Content Note**

Record of legal actions taken and final disposition of cases entered. Each entry lists suit number, names of litigants, names of attorneys, and abstract of actions. Bound volumes arranged chronologically. See series description for list of specific volume numbers and dates of each.

**REGISTER OF ACTIONS. TAX CASES. 1864-79.**

**Physical Description:** 7 vols. 2'linear.

**Scope and Content Note**

Registers detailing costs and actions taken by the State of California to recover taxes. Each entry lists suit number, name of defendant, date, cost, property location, and occasionally, note as to whether case was dismissed or satisfied. Bound volume arranged numerically by suit number.

**STATE TAX DECREES. 1875-79.**

**Physical Description:** 3 vols. 10" linear.

**Scope and Content Note**

Registers of verdicts issued in state tax suits. Each lists name of defendant, decree number, suit number, county of assessment, description of property (both real and personal), value of assessment, date of assessment, amount of tax, total amount due, date of decree, and name of judge. Bound volumes arranged numerically by decree number.

**STATE TAX SUITS INDEX. 1874-75.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Indexes to State Tax Suits. Entries include suit number, name of defendant, volume and page numbers of register, judgment number, county of suit, and occasionally, date. Bound volumes arranged alphabetically by name of defendant.

**TAX DECREES. ca 1864-74.**

**Physical Description:** 12 vols. 3'linear.

**Scope and Content Note**

Registers of suits to recover delinquent state and county taxes. Each suit lists suit number, plaintiff and defendant, property description, amount of taxes to be recovered, court costs, year delinquent, judge's order. date, and judge's name. Bound volumes arranged chronologically.

**TAX DECREES. INDEX, VOL. 2. 1864-72.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Index to Vol. 2 of Tax Decrees. Each lists suit number, defendant, date of decree, number of decree, and date satisfied. Bound volume arranged alphabetically by name of defendant.

**TAX DECREES, MISC. CITY, COUNTY, AND STATE TAX CASES. 1866-79.**

**Physical Description:** 16 file drawers. 96'linear.

**Scope and Content Note**

Suits brought to recover delinquent taxes. Documents list name of taxpayer, property location, and amount due. Loose documents arranged numerically by case number.

**ENVIRONMENTAL IMPACT REPORTS. DRAFTS AND FINAL COPIES. Jan. 1980-Present.**

**Physical Description:** 4 Hollinger boxes. 1'8" linear.

**Scope and Content Note**

Reports on the possible effects to the environment caused by projected construction and development in the county. Prepared by the Environmental Impact Section, EIRs include both county government and private projects. Contents include: cover letter, general summary, organizations and people consulted, policies and laws, bibliography, and checklist. Final reports also contain copies of comments from the public. A copy of each EIR is automatically sent to the archives when produced. See series description for complete current list.

**REPORTS. ca 1958-79.**

**Physical Description:** 7 Hollinger boxes. 3'linear.

**Scope and Content Note**

Reports generated and collected by this section concerning planning and environmental topics. Subjects are many but several major reports include: master plans for the City and County of Sacramento; community master plans for Carmichael, Citrus Heights, Laguna Creek, Orangevale, and Rancho Cordova; management plans for Executive Airport and Northeast Sacramento County Sanitation Districts; EIRs for Auburn-Folsom South; county tax rates and budgets; and others dealing with local government. Bound volumes and loose sheets. See series description for list of titles.

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**Grand Jury**

**Scope and Content Note**

The State Constitution of 1850 gave the District Court jurisdiction to inquire into all criminal offenses by means of the Grand Jury and to try indictments of the Grand Jury. The first Grand Jury in Sacramento County began on May 6, 1850. In 1851 the power of the Grand Jury was transferred to the County Court. The new State Constitution of 1879 gave the Superior Court the duties of the Grand Jury.

**PARTIAL REPORT. 1901.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

Partial report for 1901 filed by the Grand Jury. Each entry lists names of jurors, subject of report, date, and findings. Bound volume. For list of subjects see data sheet.

**GRAND JURY RECORDS. ca 1882-1965.**

**Physical Description:** 17 Hollinger boxes. 7'6" linear.

**Scope and Content Note**

Official records of investigations conducted by the Grand Juries of criminal activities within the county. Includes preliminary and final reports, audits of county departments and agencies, reports of special investigations, testimony, and general correspondence. Records for certain years are missing. Loose sheets arranged chronologically. See series description for list of specific investigations.

**REPORTS AND VENIRS. 1850-79.**

**Physical Description:** 25 folders. 6" linear.

**Scope and Content Note**

Reports issued by the Grand Jury and venirs (summons to jurors to serve on the panel). Reports list jurors, date, subject matters, and verdicts. Venirs contain orders from the court to the Sheriff to assemble a panel of twenty-four men and the Sheriff's list of men who were summoned. Loose documents arranged chronologically.



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### Health Department

#### **HEALTH AND WELFARE BOARD MINUTES. 1933-60.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Official transcript minutes of regular meetings of the Board. Subjects discussed include Health Department hospital administration, health officers' activities, communicable disease reports, sewers and sanitation, internal committee matters, and other items. Includes a list of members (ca 1960). Arranged chronologically by meeting date.

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### Highway Commission

#### **EXPENDITURES. 1915-18.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

General account ledger. Information recorded includes account drawn upon, date, claims approved, claim number, total cost, various categories apportioned, and total cash required. Arranged by type of account, including engineering and surveying, office equipment, administration, and accounting.

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### Justice Court

**Scope and Content Note**

The State Constitution of 1850 created the Justice Courts as part of the Court of Sessions. Under this act, there were to be two justices of the peace in each county. Jurisdiction in civil cases was limited to the township from which the justice of the peace was elected, and included recovery of money under contracts of \$200 or less, actions for foreclosures of any mortgage or personal property or enforcement of a lien of \$200 or less, actions for damages of \$200 or less, and actions for recovery of specific property of less than \$200 value. Criminal jurisdiction included examination and commitment of persons charged with crimes, issuance of writs and processes, and setting of bail. Under the State Constitution of 1879 these duties remained basically the same under the Superior Court system.

#### **BRIGHTON TOWNSHIP. FEE BOOK. Mar. 2, 1915-Sept. 29, 1922.**

**Physical Description:** 1 vol. ½: linear.

**Scope and Content Note**

Register of fees collected by the court. Entries list date, purpose of fee, page number of minute book, and amount of fee. Bound volume arranged chronologically.

#### **CIVIL CASE FILES. ca 1850-79.**

**Physical Description:** 22 folders. 1'linear.

**Scope and Content Note**

Documents of individual civil cases heard before the Justice Courts. Contents vary but include transcripts, certificates of execution, notices of appeal, subpoenas, and complaints. Loose documents arranged chronologically.

**CRIMINAL CASE FILES. 1850-70.**

**Physical Description:** 17 folders. 1' linear.

**Scope and Content Note**

Documents of individual criminal case files heard before the Justice Courts. Contents of cases vary but may include complaint, transcript, subpoena, and judgment. Loose documents arranged by case number.

**CRIMINAL JUSTICE DOCKETS. May 17, 1930-Feb. 3, 1936.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Registers of criminal matters heard in the court. Entries list name of defendant, date, charge, proceedings, and verdict. Bound volumes arranged chronologically with index in front of each volume.

**CRIMINAL RECORD. Feb. 20, 1925-Mar. 13, 1930.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of criminal proceedings. Each entry lists name of defendant, charge, date, narrative of proceedings, and verdict. Bound volume arranged chronologically with index in front.

**DAY DOCKETS (CITY). Nov. 13, 1901-Mar. 1, 1909.**

**Physical Description:** 2 vols. 5" linear.

**Scope and Content Note**

Registers listing cases brought before Justice W.A. Anderson (Vol. 7) and J.C. March (Vol. 10). Brief daily entries in judges' writing list cases heard, charges, and action taken. Bound volumes arranged chronologically.

**DOCKETS. 1888-1935.**

**Physical Description:** 14 vols. 1'7" linear.

**Scope and Content Note**

Registers listing actions for cases heard in the Justice Court. Entries include title of case, name of court, complaint, synopsis of proceedings, dates, and verdict. Bound volumes arranged chronologically by date of trial.

**FRANKLIN TOWNSHIP. MINUTES. April 10, 1874-Dec. 1894.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of proceedings in Justice Court of Franklin Township. Entries include dates filed and heard, name of case, synopsis of proceedings, and verdict. Bound volumes arranged chronologically by hearing date.

**MOTOR VEHICLE DOCKETS. May 6, 1940-Nov. 6, 1946.**

**Physical Description:** 5 vols. 10" linear.

**Scope and Content Note**

Registers of proceedings involving motor vehicles. Each entry lists name of defendant, date, complaint, actions of court, and verdict. Bound volumes arranged chronologically with index in front of each volume.

**NATOMA TOWNSHIP. DOCKET. Oct. 22, 1853-Sept. 6, 1856.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of proceedings in Natoma Township (included Folsom and Mormon Island). Entries include title of suit, synopsis of proceedings, lists of fees, verdict, and signature of Justice of the Peace. Bound volume arranged chronologically by date of hearing. Index in front of volume.

**PUBLICATION OF SUMMONS. 1861-63.**

**Physical Description:** 100 loose sheets. ½" linear.

**Scope and Content Note**

A register of summons published in newspapers of general circulation. Includes summons number, date, clipping example (usually), and remarks.

**RECORD. Jan. 6, 1903-Oct. 24, 1910.**

**Physical Description:** 5 vols. 1" linear.

**Scope and Content Note**

Registers of civil and criminal proceedings before the City Justice Court. Entries include date, name of judge, title of case, charge, and account of proceedings. Bound volumes arranged chronologically.

**REGISTER. 1885-87.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of judgments rendered in courts of Justices of the Peace. Information recorded includes township, presiding justice, plaintiff, defendant, transcript, judgment, and date. Arranged chronologically.

**SAN JOAQUIN TOWNSHIP. MINUTES. 1861-76.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of proceedings. Entries include name of case, synopsis, verdict, court costs, and signature of presiding Justice of the Peace. Bound volume arranged chronologically by trial date. Index bound into front of volume.

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**Marshal**

**MARSHAL'S DOCKETS. ca 1931-63.**

**Physical Description:** 55 vols. 6" linear.

**Scope and Content Note**

Records produced by the Marshal and his predecessor, the Constable, relating to fees, mileage, and commissions paid for serving and processing summonses, writs, and a variety of other legal documents for the county courts. Entries list the court of jurisdiction, court docket and page numbers, date of action, amount of demand, parties to the case, attorneys, date, and type and costs of the proceedings. Arranged in four subseries by date of action. Most volumes are indexed. For further information see the series description.

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**Mental Health Department**

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**MENTAL HEALTH ADVISORY BOARD CIRCULARS AND ANNOUNCEMENTS. 1980-.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Collection of miscellaneous informational documents prepared for distribution to Board members and the general public. Individual items include procedural manuals, meeting announcements, agendas, minutes, memos, letters, and news releases. Primarily loose documents. Material is received regularly. Items are arranged roughly chronologically by the date they are received by the archives. See series description for list of holdings.

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**Municipal Court**

**Judgment Dockets. July 1, 1924-Mar. 29, 1943.**

**Physical Description:** 4 vols. 10" linear.

**Scope and Content Note**

Registers of judgments handed down by the court. Each entry lists name of defendant, charge, date, and verdict. Bound volumes arranged chronologically.

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**Office of Education**

**TEACHING AIDS. ca 1963.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Printed materials used by elementary school social studies teachers. Individual items include: pamphlet, "Conservation and History of the American River;" book, *The Outdoor World*; and mini-units of the following titles: "Folk Heroes of America," "The Millionaire," "Cherry Blossoms and Chopsticks," "How Does My Environment Make Me?," "Digging Into the Past," "Our Country's Flag," "Great Americans and Their Contributions to the U.S.," "Responsible Citizens," "Ride on the Wind," and "Who am I? I'd Like to Know."

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**Parks and Recreation Department**

**Scope and Content Note**

The Parks and Recreation Department was established by County Ordinance #645 on March 25, 1959. The Department is under the supervision of a Director appointed by the County Executive and is responsible for acquiring property and promoting recreational facilities and activities throughout the county. The Department does not provide neighborhood or community parks, instead it maintains a system of regional parks which serve wider geographical areas and provide more extensive recreational activities through its six park service areas. The Department cooperates with the Board of Supervisors' Park and Recreation Service to provide recreational facilities on the local level.

**ADMINISTRATIVE RECORDS. Jan. 2, 1958-Sept. 20, 1977.**

**Physical Description:** 2 Hollinger boxes. 7'6" linear.

**Scope and Content Note**

General administrative files. Generally they contain applications for bond and grant funds, correspondence, and information on trees and memos. Also present is the study, "Bikeways for Transportation, Sacramento Region" (Feb. 1971, 8:1). Loose documents arranged alphabetically.

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**COMMISSION AND COMMITTEE RECORDS. Dec. 3, 1956-June 22, 1977.**

**Physical Description:** 17 Hollinger boxes. 6'8" linear.

**Scope and Content Note**

Records of the County Recreation and Park Commission and advisory committees. Individual files of committees generally contain budgets, correspondence, magazines, minutes, purchase orders, requisitions, and sport fishing regulations. Individual files of the Commission contain agendas and minutes of meetings and packets of papers presented to the Commission. Special reports which are included are: "Southside American River Parkway Bicycle Trail Project," May 3, 1973 (18:3); 1970 and 1971 "Antlerless Deer Hunts" (19:3, 19:6); "Goldrush Parkway Study (20:8); "Local Recreation Spaces Element, General Plan" (21:1); "A Proposal for Flood Control and Recreational Development in the Sacramento-San Joaquin Delta," May 2, 1966 (22:2); "Preliminary General Plan" (25:4); and "Sacramento River Parkway Plan" (27:4). Committee files (18:1-21:3) are arranged alphabetically by name of committee; Commission files (21:4-33:4) are in rough chronological order by date of commission meeting.

**COUNTY SERVICE AREA FILES. ca 1959-1972.**

**Physical Description:** 15 Hollinger boxes. 6'3" linear.

**Scope and Content Note**

Administrative files of service areas 3-8. Included are preliminary, master, fiscal, and proposed budgets; audits; legal papers; minutes of meetings; expenditures; revenue statements; requisitions; work orders; seasonal contracts; use permits, general correspondence, and miscellaneous subdivision maps of the service areas.

**DISTRICT RECORDS. Jan. 1952-June 30, 1971.**

**Physical Description:** 8 Hollinger boxes. 3'4" linear.

**Scope and Content Note**

Individual district files of the department. Files generally contain agendas and minutes of the district director's meetings, applications for bond and grant funds, audits, budgets, contracts, correspondence, deposit permits, master site plans, memos, newspaper clippings, legal documents, receipts of revenue and reports of financial transactions of special districts. Also included is the pamphlet "Blast Off to Summer Fun" (1965, 16:10). Files arranged alphabetically by district name. See series description for details.

**PARK RECORDS. Nov. 19, 1931-Aug. 4, 1974.**

**Physical Description:** 7 Hollinger boxes. 2'11" linear.

**Scope and Content Note**

Individual files of county parks. Files generally contain accident reports, architectural reports, audits, budgets, certificates of insurance, claims for services and materials, correspondence, deposit permits, ledgers, legal papers, master site plans for parks, memos, magazines, newspaper clippings, petitions, patrol reports, purchase orders, and title searches. Also present are four reports: "A Study in the Desirability of the City of Folsom Developing the Folsom Road Camp Site for Community Park Purposes," Sept. 17, 1963 (6:13); "Report on Adult Prisoner Detention Facilities," Jan. 23, 1959 (6:13); "Preliminary Report, North Sacramento County Park," Aug. 1958 (7:6); "Opening Brief of the United States Before the State Water Resources Control Board of the State of California," Sept. 15, 1971 (1:19); and weekly animal inventory at Gibson Park. Arranged alphabetically by park name. See series description for complete list of contents.

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**Personnel Management**

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**CIVIL SERVICE EXAMINATIONS. 1937-56.**

**Physical Description:** 9 Hollinger boxes. 4'linear.

**Scope and Content Note**

Civil service examinations given by Sacramento County to establish eligibility lists for employment with the county. Consists of the actual examination and correct answers. Arranged numerically by examination number. Names of applicants and eligibility lists have been removed.

**ORDINANCE AND MEMORANDUMS OF AGREEMENT. 1980.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

County regulations governing its employees, including labor-management relations and contracts with employee unions. Information records coverage, respective rights, grievances and arbitration procedures, benefits, and miscellaneous items. Arranged alphabetically by name of labor union.

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**Planning Department**

**Scope and Content Note**

County Ordinance #253 (June 29, 1936) created the Planning Commission as a five member body, composed of the County Executive, one member of the Board of Supervisors, and three ex officio members. Comprehensive planning, however, began with Ordinance #334 (Jan. 5, 1948) which created a separate Planning Commission appointed by the Supervisors. A planning consultant was hired, zoning plans for several urban areas were adopted, and the first street and lighting plans were formulated. The present program began in 1955 when the first full-time director and professional staff were hired. In 1958 the first "plan sheets" were published as parts of the General Plan. They showed proposed riding and hiking trails along the American River. Responsibilities include the formulation of county general plans and community plans, formulation of county zoning codes regulating the use and development of land within the county, and review of applications for special use permits and changes in zoning.

**COUNTY ZONING CODE. 1980 EDITION. 1980.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Consists of county regulations governing land use and development and replaces previous codes. Consists of two volumes: vol. 1 includes Titles I, II, and III. vol. 2 contains Title IV, the Interim Zones. Also contains two sets of amendments enacted since printing. Loose sheets arranged by Title.

**RECORDS AND PUBLICATIONS. ca 1950-78.**

**Physical Description:** 9 file drawers, 4 oversize boxes. 18'linear.

**Scope and Content Note**

Records generated by the administrative activities of the department and related boards, commissions, and committees. Includes correspondence files, case files, census records, community shelter research, local recreation and open spaces material, meeting agendas and minutes, control logs, staff reports, recommendations and published plans and reports. Arranged chronologically in three subseries: administrative records; records of boards, commissions, and committees; and published plans and reports. For specific contents see the series description.

**ZONING APPLICATION CASE FILES. ca 1958-77.**

**Physical Description:** 44 file drawers. 88'linear.

**Scope and Content Note**

Records of applications from individuals and private corporations for special use permits or changes in zoning for their property. Includes three subseries: requests for opinion, rezoning applications, and use permits and variance applications. For specific contents see series description.

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**Police Court**

**CASE FILES. 1862-80.**

**Physical Description:** 1 folder. ½" linear.

**Scope and Content Note**

Record of cases heard before the court. Documents include indictments, minutes, and verdicts. Loose documents arranged chronologically.

**MINUTES. Apr. 16, 1875-Dec. 31, 1875.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Record of matters heard before the court. Format varies but generally includes date, name of defendant, nature of crime, and notation as to whether case was dismissed or sent up to the County Court. Bound volumes arranged chronologically with index in front of each volume.

**RECORD OF TESTIMONY. Jan. 1891-Feb. 19, 1916.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of names of defendants brought before the court. Entries list name, crime, name of judge, and date filed. Bound volume arranged alphabetically overall, and chronologically within each letter of the alphabet.

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**Probate Court**

**Scope and Content Note**

The General Law of 1851 established the Probate Court and transferred to it the jurisdiction formerly held by the County Court in probate matters. Cases involving issues of fact could be heard in Probate Court, but at the request of either party could also be heard in the District Court. Appeals of probate cases were to the District Court. In 1864 appeals to the Supreme Court were allowed. An 1868 law provided for jury trials in Probate Court. The State Constitution of 1879 transferred probate jurisdiction to the newly created Superior Court.

**BONDS, VOL. A. Aug. 30, 1861-Jan. 8, 1872.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Registers of bonds which executors of estates were required to file with the Probate Court, attesting to their intention to faithfully administer the estate. Entries include name of estate, name of executor, statement of intent, statement of executor that bond was paid, date, and attestation of Court Clerk. Bound volume arranged chronologically by date.

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**CALENDAR. Dec. 7, 1850-July 15, 1853; Mar. 3-Dec. 29, 1879.**

**Physical Description:** 2 vols. 4" linear.

**Scope and Content Note**

Registers documenting all court action relative to individual Probate Court cases. Each entry contains name of estate, actions taken, and date of each. Bound volumes.

**CASE FILES. 1849-80.**

**Physical Description:** 21 file drawers. 126"linear.

**Scope and Content Note**

Individual case files (#1-2248) dealing with the settlement of estates of the deceased. Contents vary but may include wills, inventories of property, and transcripts of judgments. Loose documents arranged numerically by case number. Indexed.

**INDEX TO PROBATE RECORDS. 1850-79.**

**Physical Description:** 2 vols. 6" linear.

**Scope and Content Note**

Index to Probate Court records. Information recorded includes case number, register and page numbers, date of appointment of administrator, date of final settlement, and page number where final orders may be found. Arranged alphabetically overall and chronologically within each alphabetic section.

**REGISTER OF ESTATES. VOLS. A-B, D-E; B-L. 1849-94.**

**Physical Description:** 15 vols. 'linear.

**Scope and Content Note**

Records listing documents filed for individual estates. Entries include name of estate, titles of documents filed, amount of fees, and dates. Bound volumes arranged chronologically by initial filing date. Index bound into front of each volume.

**REGISTERS OF CLAIMS ALLOWED AND INDEX. 1860-64.**

**Physical Description:** 3 vols. 4" linear.

**Scope and Content Note**

Records listing documents filed for individual estates. Entries list name of estate, title of documents, date of filing, date of hearing, date granted, and to whom issued. Bound volumes.

**WILLS RECORD. Dec. 27, 1850-Sept. 29, 1857.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of copies of wills filed in the county. Each entry lists name, filing date, instructions for estate distribution, and names of witnesses. Bound volume arranged chronologically by filing date. Index bound into front of volume.

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**Public Works Department**

**Scope and Content Note**

The county Public Works Department was established July 1, 1956 in accordance with County Ordinance #532 (May 28, 1956), with the County Engineer being made ex officio Director of Public Works. The Department's responsibilities included: inspecting, designing, and supervising county buildings, roads, bridges, water, sewage, and drainage; traffic control; survey and mapping; issuing permits; and recommending purchase of property. The seven departmental divisions are: administrative services; highway and bridges, buildings, building inspection, utilities, equipment, real estate, and water resources.



**HIGHWAY COMMISSION MINUTES. Sept. 1, 1920-Dec. 22, 1922.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Minutes of meetings discussing road construction, contracts for work, expenditures, and the activities of other county agencies related to road building. Also includes 14 unbound estimates, accounts, and memos.

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**Recorder's Court**

**CASE FILES. 1850-57.**

**Physical Description:** 9 folders. 3" linear.

**Scope and Content Note**

Record of cases brought before the court. Files include warrants, affidavits, testimony, and verdicts. Loose documents arranged chronologically.

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**Registrar of Voters**

**Scope and Content Note**

The duties of this office were initially given to the County Board of Supervisors under the law of 1855. The Board was charged with the establishment of election precincts and appointment of inspectors and judges of elections. The records of these activities, however, were kept by the County Clerk in his role as Clerk of the Board of Supervisors. Such records included Poll Lists (1850-72) and the Great Register (1866-1909; however, Sacramento's Register continued until 1914).

The Registry Act of 1866 eliminated poll lists and provided for a Board of Registration, consisting of one clerk and two judges. The County Clerk continued to administer their records. After 1909 voter registration was by means of affidavits, with complete registration of voters taking place in even-numbered years. General duties included: to register voters, to receive and verify nominations, to conduct elections, and to compile elections returns. These functions are now carried out by the Registrar of Voters and the County Department of Voter Registration.

**ELECTIONS RECORDS. 1896-1981.**

**Physical Description:** 9 vols. and 32 Hollinger boxes. 12'6" linear.

**Scope and Content Note**

Records generated by the County Registrar of Voters. Includes records of appointments of Deputy Registrars of Voters, certifications of elections, oaths of office, records of primary and general elections, miscellaneous statistical records, elections supplies, master control indexes, and others. Arranged chronologically by election date. Records are received on an on-going basis whenever an election is held. See series description for list of contents and dates.

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**Sheriff**

**CRIMINAL MUG BOOKS. ca 1870-1924.**

**Physical Description:** 11 vols. 8" linear.

**Scope and Content Note**

Registers of photographs of criminals. Photographs are identified, and some carry notations as to crime and sentence. Bound volumes, some of which contain an alphabetical index.

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**DELINQUENT TAX LISTS. 1853-1905.**

**Physical Description:** 7 vols. 1'1" linear.

**Scope and Content Note**

Duplicate lists of delinquent taxes kept by the Sheriff for collection purposes. Similar to an assessment list, each lists name of tax payer; description and location of property; number of acres; value of land, improvements, and personal property; amount of tax; and indication as to whether paid or not. Bound volumes. A separate list was compiled each year, each of which is arranged alphabetically by name of owner. See series description for list of years.

**FEE BOOKS. 1852-92.**

**Physical Description:** 6 vols. 7" linear.

**Scope and Content Note**

Records of fees collected by the Sheriff for performing services for the courts such as delivering subpoenas and summons. Information recorded generally includes date, parties to the case, services rendered, and fees charged. The volume for 1852-53 includes cases involving the steamers *Wilson G. Hunt*, *Antelope* and *West Point*; and the *New World*, *Commanche*, and *J. Bragdon*. Bound volumes arranged chronologically. See data sheet for list of dates.

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**Small Claims Court**

**DOCKETS. Mar. 11, 1940-Sept. 8, 1952.**

**Physical Description:** 12 vols. 1'4" linear.

**Scope and Content Note**

Registers of proceedings in the Small Claims Courts of American Township and City of Sacramento. Entries list name of defendant, charge, date, proceedings, and verdict. Bound volumes arranged chronologically with index bound into the front of each volume.

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**Social Welfare Department**

**DEPENDENT CHILDREN'S AID. 1936-39.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Registers of claims submitted to the State and Federal Departments of Social Welfare for reimbursement of aid paid by the County to dependent children. Entries list names of children, recipient of check, number in home who received aid, case number, period claimed, warrant number, and amount of reimbursement due from either the state or federal governments. Bound volumes arranged chronologically by date, and within each month alphabetically.

**ORGANIZATION CHARTS. 1969-79.**

**Physical Description:** 5 pages. 1/8" linear.

**Scope and Content Note**

Charts outlining organization and structure of the department. Dates include: Sept. 1, 1969; Oct. 1972; March, 1974; and April, 1979. Loose sheets.

**PAMPHLETS. ca 1978-79.**

**Physical Description:** 18 loose documents. 1" linear.

**Scope and Content Note**

Consists of pamphlets describing various social welfare programs. Examples are: food stamps, day care centers, community care homes, and adoption. Loose sheets.

**PROCEDURE BULLETINS. ca 1969-79.**

**Physical Description:** 5 folders. ½" linear.

**Scope and Content Note**

Bulletins describing procedures for various social welfare programs. Consists of loose documents intended to replace previous sections of the social welfare departmental handbook.

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**Superintendent of Schools**

**"RESOURCES" PAMPHLET. Aug. 24, 1965.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

A study of some of the resources available for school districts and other agencies for implementing the Economic Opportunity Act and other governmental acts.

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**Superior Court**

**Scope and Content Note**

The Superior Court was created in 1880 by provisions of the 1879 State Constitution. This court assumed the functions previously carried out by the District, Sessions, County, and Probate Courts. Cases are handled by one of four departments: criminal, civil, probate, and juvenile.

**ARRAIGNMENTS [CRIMINAL]. 1894-95.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of certificates of arraignments which called accused persons to court to answer indictments. Each entry lists date, name of judge, title of case, charge, name of District Attorney and attorney for the defense, plea, and date of court appearance. Bound volume.

**ATTACHMENTS NUMBERED INDEX. 1911-26.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Index to lawsuits involving attachment of property. Information recorded includes attachment number, names of plaintiff and defendant, and file date. Bound volume.

**ATTORNEYS' ROLL. April 12, 1880-Nov. 28, 1902.**

**Physical Description:** 1 vol. ½" linear.

**Scope and Content Note**

List of attorneys and counselors of law certified to practice in the Superior Court of Sacramento County. Entries include name, name of court to which admitted, date admitted, date enrolled in Superior Court, and remarks (usually notation "dead"). Bound volume arranged chronologically by date when admitted to the Superior Court.

**BRIEFS AND TRANSCRIPTS. 1901-28.**

**Physical Description:** 7 vols. 10" linear.

**Scope and Content Note**

Official transcripts of testimonies and briefs of cases heard before the Superior Court. Cases includes: J.C. Devine vs Union Bld. and Loan Association (1901); People vs John D. Casey (1907); People vs John Drumgoole, Samuel J. Raber, and Cleo Stirling (1913); J.W. Hughes vs Charles Silva (1914); and certified copy of the Articles of Incorporation of the Bank of America of California, case number 25,490 (1928). Bound volumes arranged chronologically.

**CIVIL CASE FILES. 1880-1938.**

**Physical Description:** 50 file drawers and 514 archive boxes. 1071'linear.

**Scope and Content Note**

Individual case files (#1-54, 999) generated in the course of civil action in the Superior Court. Contents of each case file may vary but generally include complaint, demurrer, dismissal, answer, summons, and judgment. Arranged numerically by case number.

**COMMITMENTS OF INSANE PERSONS. 1881-97.**

**Physical Description:** 2 vols. 5" linear.

**Scope and Content Note**

Registers of orders committing insane persons to state hospitals which the County Clerk was required to keep beginning in 1881. For Vol. 1881-93, entries consist of two parts: petition and statement of commitment. Information includes name of insane person, reason for commitment, physician's statement, and name of hospital to which committed. The volume for 1894-97 consists of complaint, medical examination record, physician's certification, order of commitment, and form for pay patients. Bound volume arranged chronologically by date of hearing.

**CORONER'S INQUEST. 1893-1912.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of inquests which the Coroner was required by law to file with the court. Entries list name of deceased, location and cause of death, date, verdict of inquest, and date filed. Bound volume arranged alphabetically overall and chronologically by date within each alphabetic section.

**CRIMINAL RECORDS. 1880-1900.**

**Physical Description:** 3 vols. 1'8" linear.

**Scope and Content Note**

Registers of criminal proceedings of the Superior Court. Format varies but generally includes name of accused, nature of accusation, names of jurors, summation of proceedings, outcome, case number, name of judge, and date. Bound volumes arranged chronologically.

**DAY BOOKS. July 1892-Mar. 1897.**

**Physical Description:** 3 vols. 6" linear.

**Scope and Content Note**

Account registers of court reporter's fees. Entries list case title, name of judge, suit number, reporter's name, short hand books used, and fees charged. Bound volumes.

**DAY CALENDAR. ca 1928-30.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of daily schedule of cases heard in the court. Each entry lists date, case number, suit title, attorneys, and remarks (usually purpose of trial). Bound volume arranged chronologically.

**DECLARATIONS OF INTENTIONS TO BE NATURALIZED. 1850-1955.**

**Physical Description:** 35 vols. 5'5" linear.

**Scope and Content Note**

Registers of official numbered declarations by foreignborn individuals that they intend to become citizens of the United States. Information recorded includes number, name, former loyalty, date subscribed and sworn, and signature of the Clerk of Court. Arranged chronologically in two subseries: Vols. A-I, and #1-25. Numbered volumes include indexes. After 1955, authority to naturalize was transferred to the U.S. Natualization and Immigration Service.

**DECLARATIONS OF INTENTIONS TO BE NATURALIZED INDEX. 1850-1956.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Index to declarations made by foreign-born residents that they intend to become U.S. citizens. Information recorded includes name of declarant, declaration date, volume and page numbers of register, and native country. Arranged alphabetically by name of declarant, and chronologically within each alphabetic section.

**DIVORCE CASES. ca 1880-1910.**

**Physical Description:** 1 file drawer. 6'linear.

**Scope and Content Note**

Case files of divorce suits (which for this period were filed separately by the County Clerk). Types of documents for each case vary but may include complaint, answer to complaint, motions, demurrer, and final dissolution papers. Loose documents arranged alphabetically by case name.

**DISTRIBUTION DECREES INDEX. 1856-1918.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Alphabetic index to the decisions of the Superior Court as to the distribution of personal estates among the heirs. Each entry lists the name of the estate, name of administrator, names of heirs, date of transaction, and volume and page numbers of the court transcript. Arranged by the name of the estate.

**JOURNAL. 1905.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

A register of activities compiled by court employee James Murphy. Information recorded varies but generally includes date, parties, time, and purpose of hearing. Arranged chronologically.

**JUDGE PETER J. SHIELDS CORRESPONDENCE AND EPHEMERA. 1917-37.**

**Physical Description:** 26 items. ½" linear.

**Scope and Content Note**

Consists of correspondence to and from Shields; an ink blotter; advertisement; a pamphlet on "Law Office Layout"; and memos. Some of the correspondence is personal, some professional. Loose documents: correspondence is arranged chronologically. See series description for list of specific contents.

**JUDGE'S [CLARK] MEMORANDA. 1880.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of notes kept by Judge Clark about individual cases. Entries list title of case, names of attorneys, purpose of suit, remarks (usually synopsis), and lists of plaintiff's and defendant's authorities. Bound volume with index in front of volume.

**JUDGMENT BOOKS [CIVIL]. 1880-Apr. 21, 1900.**

**Physical Description:** 9 vols. 2'2" linear.

**Scope and Content Note**

Registers of findings of law for civil matters. Entries include names of plaintiff and defendant, decree number, summation of case, decision, name of judge, and date. Bound volumes arranged chronologically.

**JUDGMENT BOOKS [CRIMINAL]. 1888-1905, April 8, 1921-Sept. 27, 1937.**

**Physical Description:** 21 vols. 4'5" linear.

**Scope and Content Note**

Registers of findings of law for criminal matters. Entries include date, name of judge, name of defendant, nature of crime, synopsis of court proceedings, decision of court, sentence, and signatures of Court Clerk and Judge. Bound volumes arranged chronologically with index bound into front of each volume.

**[JUDGMENT DOCKET]. 1887.**

**Physical Description:** 1 vol. ¼" linear.

**Scope and Content Note**

Register of proceedings. Rough notes indicate date, title of case and judge's orders. Unbound, incomplete volume.

**JUVENILE COURT COMMITMENTS AND CLAIMS. VOL. A. 1908-11.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Record of commitments of minors to reform institutions, state hospitals, convents, orphanages, or children's homes. Entries include name of institution, lists of children committed, date of entrance and release, and amount and dates of court allowance paid. Bound volume arranged by name of institution. Index bound into front of volume.

**MINUTES, CIVIL. 1880-Nov. 11, 1897.**

**Physical Description:** 14 vols. 3" linear.

**Scope and Content Note**

Registers of civil proceedings of the court. Format varies but entries generally include name(s) of petitioner(s) or plaintiff and defendant; summation of reason for court appearance; ruling of judge; name of judge; case number; and date. Bound volumes arranged chronologically by order of court appearance.

**NATURALIZATION RECORDS. 1880-1954.**

**Physical Description:** 28 vols. 8'7" linear.

**Scope and Content Note**

Registers of foreign-born individuals who became naturalized citizens in Sacramento County. Information recorded includes court term, date of action, presiding judge, name of petitioner, native country, supporting documents presented, names of witnesses, sovereign or power renounced, signature of presiding judge, and notation as to whether indexed. Arranged chronologically. Naturalizations after 1955 were under the jurisdiction of the U.S. Immigration and Naturalization Service and Federal District Court.

**NATURALIZATION RECORDS. 1907-29.**

**Physical Description:** 2 archive boxes. 3'6" linear.

**Scope and Content Note**

Documents created by the court in the process of naturalizing citizens. Included are summary financial records, declarations of intent, petitions for naturalizations, and naturalization certificate stubbooks. An index of names of naturalized citizens has been compiled by the archives staff.

**NATURALIZATION RECORDS INDEX. 1850-1955.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Index to foreign-born citizens naturalized in Sacramento County, including County, District, and Superior Courts. Information recorded includes name, date of admission, native country, corresponding volume of register, court, and page number of register. Arranged alphabetically overall by name of citizen and chronologically within each alphabetic section.

**NOTICE OF STOLEN WATCH. 1898.**

**Physical Description:** 1 sheet.

**Scope and Content Note**

Notice of gold watch stolen from Elk Grove on Aug. 11, 1898. Describes watch and states where to send information regarding the watch.

**ORDERS AND RECEIPTS FOR PAPERS. 1890-91.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Register of orders issued by the judge allowing authorized personnel to borrow specific court documents. Entries list case title, name of borrower and title, list of documents, date removed and returned, and borrowers' signatures. Bound volume.

**PROBATE CASE FILES. 1885-1958.**

**Physical Description:** 66 archive boxes and 137 Hollinger boxes. 124'7" linear.

**Scope and Content Note**

Case files of records created by the court related to probate of wills and estates of deceased, incompetents, and insane persons and adoption proceedings. Records include petitions, appointments, discharges, appraisements, inventories, accounts, and other documents. Arranged numerically by file number. Adoption proceedings are closed and have been returned to the County Clerk.

**PROBATE RECORDS INDEXES. VOLS. 1-6. 1880-1930.**

**Physical Description:** 1'6" linear.

**Scope and Content Note**

Index to probate cases heard in the Superior Court. Information recorded includes case number, name of estate, date of appointment of administrator, date of final settlement, and book and page numbers where the general orders may be found. Some names of estates include notations such as "minor", "insane", or "also known as". Arranged alphabetically overall and chronologically within each alphabetic section.

**PROBATE RECORDS [REGISTERS]. Nov. 1, 1881-June 9, 1893.**

**Physical Description:** 12 vols. 2'6" linear.

**Scope and Content Note**

Registers of proceedings of the court. Each entry lists name of deceased, file number, ruling of the court on the distribution of the estate, date, and name of the presiding judge. Bound volumes arranged chronologically by date of settlement.

**TRANSCRIPT: STATE OF CALIFORNIA VS HIBERNIA SAVINGS AND LOAN SOCIETY. COMPLAINT. 1917.**

**Physical Description:** 1 vol. 4" linear.

**Scope and Content Note**

Complaint of the State against the Society and individual depositors who allowed their accounts to remain inactive for twenty years and who could not be located by the company or the state. Part of Civil suit #22778. Bound volume arranged alphabetically by the name of the depositor.

**RECORD INDEX OF OFFICIAL REPORTER. 1874-85.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Index to court reporter's notes of trials held in the District Court before 1880 and in the Superior after 1880. Entries list plaintiff, defendant, suit number, court of trial, judge, numbers of short-hand books used, name of reporter, date of notes, and remarks. Bound volume arranged alphabetically by name of plaintiff.

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**Surveyor**

**ACCOUNT BOOK. 1907-08.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Letterpress copy book of survey employees' claims for work performed. Includes name of employee, nature of work, and surveyor's signature. Indexed.

**ROAD DISTRICT SURVEYS. ca 1863-95.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Registers relating to road survey work. 1863-85 volume apparently lists warrant or certificate numbers and describes surveys to be made. Arranged by certificate number. 1887-95 volume lists road districts, dates, and general accounts. Arranged by district number.



**SWAMP AND OVERFLOWED LANDS SURVEYS. 1850-1907.**

**Physical Description:** 5 vols. 1'linear.

**Scope and Content Note**

Registers of surveys of swamplands. Information recorded includes survey number, property description, name of person requesting the survey, surveyor's field notes, and signature of surveying official. Arranged in bound volumes by survey number. Index bound into each volume.

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**Treasurer**

**Scope and Content Note**

The office of Treasurer was created by the State Statutes of 1850. Elected every two years, his duties were to have custody of all county money and to keep a fair and accurate account of all money received and disbursed by him. The office was changed in 1969 by the Board of Supervisors when they created the combined office of Treasurer-Tax Collector. In addition to maintaining custody of county funds, the Treasurer now collects real and personal property taxes for the county; sells tax deeded property; issues business and bicycle licenses; and collects utility charges for water, sanitation, and refuse services operated by the county.

**ABSTRACT OF TAX SALES. 1905-11.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Register of property sales for non-payment of taxes. Information recorded includes sale number, person assessed, property description, sale date, and redemption date. Arranged by sale number.

**ACCOUNT LEDGERS, BLOTTERS, AND CASH BOOKS. 1852-1939.**

**Physical Description:** 24 vols., 1 archive box. 5'linear.

**Scope and Content Note**

Records of financial transactions. Formats vary but information given usually includes date, name of person involved, purpose of transaction, and amount. Bound volumes and loose documents. See data sheets for specific dates.

**BOND REGISTER, RECLAMATION DISTRICT NO. 407. 1927-69.**

**Physical Description:** 1 vol. 3" linear.

**Scope and Content Note**

Register of payments on bonds sold to finance reclamation in District #407. Information recorded includes date of payment, name of bond owner, bond number, amount of principal, interest, and total payment. Arranged by issue number.

**BONDS. 1850-1934.**

**Physical Description:** 327 documents. 6" linear.

**Scope and Content Note**

Bonds issued by the county to raise money for schools, railroads, hospitals, court house, and the jail. Most list amount, date of issuance, due date, and statement of terms. Loose documents.

**CALIFORNIA PROPERTY TAX LAWS. 1977.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Annotated abstract of regulations of California property tax laws as compiled by the State Board of Equalization. Listed numerically by code. Bound volume.

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**CHECKBOOK [BLANK]. 191\_.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Book of blank checks for county funds to be drawn from Capital National Bank.

**COUNTY BONDS UNDER FUNDING ACT OF 1857 REGISTER. 1859-70.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Accounting register recording purchases and repayments of Funded Debt Bonds which were used to retire the City of Sacramento's debt of 1857. Entries list bond number, purchaser, date redeemed, and amount paid. Bound volume.

**DELINQUENT PROPERTY TAX SALE REGISTER. 1856-57.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

List of real property and improvements to be sold at auction due to nonpayment of tax assessments. Information recorded includes remarks as to whether paid; name of owner; property description; valuations of lands, improvements, and totals; tax amount; and some names of bidders. Arranged alphabetically by name or owner. Unknown owners are arranged in sections within the City of Sacramento, Ten Acre Tracts, Brighton Farms, City of Folsom, and Land Grants within the county.

**DELINQUENT TAX LIST. 1870.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

List of delinquent taxes paid and unpaid. Information recorded includes district number, year paid, name of tax payer, and date due. Arranged numerically by district.

**DEMANDS FOR PAYMENT. 1890-1915.**

**Physical Description:** 4 folders. ½" linear.

**Scope and Content Note**

Miscellaneous group of bills presented to the county for payment. Includes demands from H.S. Crocker Co., Natomas Company, Sacramento Electric Gas & Railway, Pacific Gas & Electric, Road Overseer, County Coroner, and others. Loose documents arranged by vendor.

**GALT SANITARY DISTRICT ACCOUNT LEDGER. 1946-60.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Warrant ledger itemizing warrants from various funds. Funds paid from are maintenance account and S. & L. funds. Bound volume arranged by fund.

**INHERITANCE TAX RECEIPTS. 1906-20.**

**Physical Description:** 3 vols. 5" linear.

**Scope and Content Note**

Receipt registers of taxes paid upon the estates of deceased residents of the county. Information recorded includes receipt number, name of deceased, date of death, name of person making payment, title, sum, date of court decree, case number, and details of distribution. Bound volumes arranged numerically by receipt number.

**LAND RECEIPTS BOOK. VOL. B. 1859-63.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Register of money received from private individuals and groups as partial or full payment for county-owned land, usually swamp and overflowed lands. Information recorded includes name of purchaser, survey type, amount, whether partial or full payment, acreage, name of surveyor, surveyor's description, date, signature of Treasurer, and date recorded. Arranged chronologically by date recorded.

**LICENSE COLLECTION REGISTERS. 1853-1930.**

**Physical Description:** 21 vols. and 2 archive boxes. 5'3" linear.

**Scope and Content Note**

Ledgers of license fees collected and licenses sold by the Tax Collector. Information recorded usually includes amount, type of license, name of payee, and date. Bound volumes and loose documents. Some volumes consist of specific types of licenses, such as "ferries" and "bridges." See data sheets for list of specific dates and contents.

**LIST OF CLAIMS AUTHORIZED BY THE BOARD OF SUPERVISORS. 1895-97.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Lists of individuals whose claims against the County Treasury were approved by the Board of Supervisors. Information recorded includes Supervisors' meeting date, claim number, name, service rendered, amount, fund, and Auditor's certification. Chronologically arranged by meeting date.

**MONTHLY REPORT OF THE LICENSE COLLECTOR. 1874-1904.**

**Physical Description:** 1 Hollinger box. 5" linear.

**Scope and Content Note**

Summary reports of fines received, licenses issued, and unused licenses on hand. Arranged chronologically. For specific dates of reports see series description.

**POLL TAX ACCOUNT BOOK. 1883-1912.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Summary accounts of poll tax and road poll tax receipts. Each lists source of funds, amounts received from each source, and total. Arranged chronologically by date of receipt.

**RECORD OF REGISTERED MAIL RECEIVED. 1960-63.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Record of registered mail received by the Treasurer. Each entry lists date, certificate number, sender's name and address, and amount. Bound volume arranged chronologically.

**REDEMPTION TAX RECEIPT STUB BOOK. 1873-1893.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Records of receipt for money paid by county residents to redeem property sold for taxes. Information recorded includes date of receipt, tax suit number, certificate number, date of sale, name of delinquent, property description, sale price, 50% redemption fee, Treasurer's fee, and name of purchaser. Arranged chronologically by date of receipt.

**REGISTER OF BOND COUPONS. 1870-84.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Record of payment for county bonds which recorded date of bond issue, bond number, bond denomination, and coupon number. Chronologically arranged.

**RIO LINDA COUNTY WATER DISTRICT REGISTER. 1949-65.**

**Physical Description:** 2 vols. 2" linear.

**Scope and Content Note**

Warrant register listing payments from various funds. Bound volume arranged by fund.

**ROAD DISTRICT EXPENDITURES LEDGER. 1917.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

Record of monies spent for road construction and repair. Information recorded includes road district designation, date of record, order number, description of work done or item purchased, unit cost, and total price.

**SAN JOAQUIN DRAINAGE DISTRICT ASSESSMENT RECEIPT STUB BOOK. HOOD ASSESSMENT NUMBER 8. 1927-31.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Receipt stubs for assessment payments to maintain the drainage district. Information recorded includes date due, amount of installment, and tract number. Arranged chronologically.

**SACRAMENTO-YOLO PORT DISTRICT LEDGERS. 1947-66.**

**Physical Description:** 5 vols. 5" linear.

**Scope and Content Note**

Warrant ledgers listing payments from various funds for construction and maintenance of the Port of Sacramento. Bound volumes arranged chronologically overall and by fund type within each volume.

**SWAMP AND OVERFLOWED LANDS ACCOUNT LEDGER. 1868-76.**

**Physical Description:** 1 vol. 1" linear.

**Scope and Content Note**

General accounts. Information recorded includes date, warrant or source of revenue, debits, credits, and summary accounts. Bound volume arranged by district and type of revenue. Indexed.

**SWAMP AND OVERFLOWED LANDS RECEIPT BOOK. 1861-63.**

**Physical Description:** 1 vol. 2" linear.

**Scope and Content Note**

Receipts for payment of survey fees. Information recorded includes date, name of requestor of survey, amount paid, how paid, percent of installment, full price, surveyor's name, survey number, description, acreage, and date of filing. Arranged by receipt number.

**WARRANT RECEIPT STUB BOOKS AND REGISTER. 1852-1888.**

**Physical Description:** 6 vols. 10" linear.

**Scope and Content Note**

Warrants paid to private individuals by the Treasurer. Information recorded includes warrant number, name of creditor, purpose, date, and amount. Arranged chronologically.