

## Summary of Local Records Locations

*Where to look beyond the Library for various records that might be useful  
in your genealogical research*

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### **District Court (prior to 1977)\***

- Alimony Docket
- Appearance Dockets
- Appointment Records
- Bar Dockets
- Bond Records
- Case Files – Civil and Criminal
- Divorce Records
- Indictment Records
- Journal – Civil and Criminal
- Judgment Dockets
- Jury Records
- Marriage licenses before May 1913
- Minute Dockets
- Naturalization Records
  - Declarations of Intention
  - Petition & Record
  - Oath of Allegiance
  - Certificate of Naturalization
- Patents and Affidavits
- Transcripts of testimonies of witnesses in hearings and trials

\*NOTE: See Kansas District Court Directory for location of district courts:  
<http://www.kscourts.org/dstcts/4distdir.htm>

### **Probate Court (prior to 1977)\*\***

- Administration and Bonds, Letters of
- Administrators and Guardians Appointments
- Administrations, Guardians and Executors, Docket of
- Case Files – Probate
- Final settlements of Estates
- Guardianship and Bonds, Letters of
- Inventory and Appraisalment Records
- Journal – Probate
- Marriage Records
- Sales of Real Estate, Records of
- Town/Business Incorporations and Name Changes
- Will Records

\*\*NOTE: Since 1977, Kansas no longer has a separate probate court.  
The District Court has jurisdiction. For location of district courts,  
see <http://www.kscourts.org/dstcts/4distdir.htm>

## **County Records**

### ***Appraiser***

Abstract of Agriculture, population and other statistics  
Abstracts of Real Estate Assessment  
Corporation, Bank and Insurance Company Assessment rolls  
Real Estate/Personal Property Assessment rolls  
Personal Property Statements

### ***County Clerk***

Birth, Death, Marriage and Contagious Disease Registers  
Budgets and Financial Statements  
Cemetery Registers  
Delinquent Tax Sales, Record of  
Election Records  
    Nomination Papers  
    Political Party Affiliations, Record of  
    Poll Books and Tally Sheets  
    Registration Books  
Enumerations, Record of (local census, for upcoming elections)  
Farm Names Register  
General Ledger of accounts  
Livestock Marks and Brands  
Registers of Physicians, Osteopaths, Nurses, Optometrists and  
    Embalmers  
School Land Sales, Record of  
Transfer Records of land titles

### ***Commissioners Office***

Annual Reports, County Offices, Township Trustees and Inspection  
    of County Institutions  
Commissioners Dockets  
Commissioners Journals  
Monthly/Quarterly Reports by other county officials  
Road Journal

### ***Coroner***

Coroner's Record  
Coroner's Inquests

### ***Engineer/Surveyor***

Detailed maps and constructions records or roads, bridges, etc.  
Field Notes of land surveys  
Surveyors Records and Plats

### ***Health, Board of/Health Department***

County Physician and Health Officers Record  
Health and Sanitation Surveys  
Infant Mortality, Records and Graphs  
Journal of Board proceedings

***Register of Deeds***

Cemetery Deed Records  
Chattel, Mortgage Records  
Corporation Records  
Deed Records  
Land Ownership Indexes  
Miscellaneous Records (affidavits, agreements, bonds for deeds,  
contracts, letters of attorney, patent leases, agreements)  
Mortgage Records  
Plat Books  
Reception Record of all instruments filed with register of deeds  
Soldiers Discharge Record (generally from WW I to present)  
Transcripts of Real Estate and Chattel Mortgages

***Sheriff***

Commitments to State Reformatory/Prison  
Identification Records of county jail inmates  
Internment Register of prisoners committed to county jail  
Jail Record and Jail Calendar  
Parole Applications, Paroles Granted/Revoked

***Social Welfare, Board of***

Poor Farm  
Journal of proceedings of officers of the county social welfare  
Board

***Superintendent of Public Instruction***

Annual Reports of the District Clerk and Superintendent/School  
Census Records  
County Superintendent's Record of Official Acts  
Minutes of Meetings, County Teachers Association  
Principals Term Reports  
Score Cards grading the quality of elementary schools  
School District Boundaries, Organization of  
Teachers Employed, Register of  
Teachers Monthly Reports  
Teachers Register  
Teachers Term Reports

***Treasurer***

Delinquent Tax Sales, Records of  
Redemption Record of real estate sold for delinquent taxes  
Tax Collection Record  
Tax Rolls, Corporation, Bank, road  
Tax Rolls/Real Estate and Personal Property  
School Land Sales

## **Municipal Records**

### ***City Clerk***

Annual Reports of all governmental units  
Assessment Records against each lot affected  
Bond Register of payments made by cities on bond issues  
Budget Reports of annual budget of the city  
Building Permits and Permit Registers  
Cemetery Board Journals of meetings  
Cemetery/Burial Records  
City Commission Journal/Minutes  
Election Records pertaining to city elections  
Land Inventory Reports  
Ordinance Records of city ordinances  
Record of Licenses (liquor, taxi, trolley car, vendor, dairy, etc.)  
Resolutions passes and approved by city commission  
Vital Statistics Records (birth, death, marriage, contagious diseases) NOTE:\* Of related interest: Vital Records: County Clerk and District Court: Marriage Records  
Wharfmaster Reports (records of steamboats and other water craft, their cargo, date of arrival or departure)

### ***City Engineering Department***

(See also County Engineering Dept)  
Building Inspections Department (if not combined with the city clerk's office)  
City Property Plans  
Field Book of engineering surveys  
Weekly Reports/Annual Reports of inspections and public contracts

## **Vital Records**

Birth and death records do not exist for Kansas prior to 1885.  
Most states did not begin keeping official copies until the 20<sup>th</sup> century.  
The state of Kansas began recording birth and death records on July 1, 1911.  
Prior births, deaths and marriages *may* have been recorded in the county or city clerk's office where the event occurred.  
Most of these vital records are held in the counties where they were created, either in the office in which they were recorded, or in the local historical or genealogical society.  
Marriage licenses were required beginning in 1867 but not recorded at the state level until May 1, 1913. Before 1913, they were recorded in district court.

Divorce records were recorded at district courts until July 1951.  
For copies of vital records recorded by the state, contact

*The Office of Vital Statistics*  
*1000 SW Jackson Street, Suite 120*  
*Topeka, KS 66612-1221*  
*785-296-1400*

<http://www.kdheks.gov/vital/>

The Kansas State Historical Society has a few original vital records,  
primarily on microfilm. Due to changes in country boundaries  
patrons may need to consult more than one county listing.

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Information drawn from Kansas State Historical Society website

<http://www.kshs.org/genealogists/localgovt/lrguide.pdf>