

## **EXPLANATION OF RECORD MEDIUMS**

While conducting the inventory of records it became apparent that several of the record series are available in various mediums. In order for the inventory to accurately reflect the mediums that the records are stored on, the Local Records inventory database was modified to include the following list of mediums:

AC	Aperture Card
AV	Audio Visual
BP	Blue Print
C	Computer Machine Readable
D	Digital/Electronic
F	Fabric
MF	Microfilm/Microfiche
MX	Mixed Format (Records are available in more than one medium, which is explained in the remarks field.)
M	Mylar
O	Other
P	Paper

### **Explanation of mediums used for the preservation of Livingston County Deed Records**

Volumes A-Z and volumes 1-363 are bound; Volumes A-Z are microfilmed and available at the Missouri State Archives (MSA), roll numbers 4011-4027, in addition volumes 26-64 have also been microfilmed and are available at MSA, roll numbers 4029-4052.

These rolls were produced by the Genealogical Society of Utah (GSU) in the 1970's and the film has not been recently checked for legibility.

Beginning with Deed Record Volume 356 the Recorder began keeping the deed records on aperture cards. Bound volumes were also kept through Deed Record Volume 363. However the aperture cards for volumes 356, 361 and 364 do not have the same inclusive dates as the bound volumes on the shelves.

In 1995 the Recorder began imaging with Deed Volume 459; the images were created by taking the aperture cards, printing them to paper and imaging from the paper. This dual system of aperture cards and digital images was used through Deed Record Volume 512. These images were reviewed by Local Records field staff and the majority of these images are not readable. The current Recorder is working to re-digitize volumes 459-512 into an image that is readable.

Starting in 2001 the Recorder's office employed Mid-Continent Micrographics in St. Joseph, Mo. to digitize their records. The Recorder would copy all records filed within the office and send them to MCM for imaging on to CD. Record series were not separated and the images on the CD are not by series nor are they sequential by series. Due to the fact that marriage records, deed records, military discharge records are all stored on the same CD, this format is not conducive to long term storage and

retrieval nor is it open for public use. Not until the current Recorder, Kelly Christopher took office in January of 2011 were the records separated and imaged by series. In 2004 the offices of Livingston County Circuit Clerk and Recorder were separated in to two individual offices. In 2005 the Recorder's office began using Computer Software Association (CSA), a software company located in Billings, Montana, to image documents at the time of recording. Deed Record Volumes 458 to the current volume are all available on the Recorder's hard drive which is backed up to an external hard drive, while CSA also has a copy. Although the courthouse has its own server, it is unknown if any recorded images are stored on this server.

### **Explanation of mediums used for the preservation of Livingston County Indexes to Deed Records**

In 2003 the Livingston County Circuit Clerk and Recorder received a Local Records Grant to microfilm records. Volumes spanning from 1837-1999 were microfilmed. Volumes 1-30 are available on microfilm rolls numbered C43048-C43081 at the Missouri State Archives. Indexes 31-32 which span from 1999-2006 have not been microfilmed and are only available in bound format. Starting in 2006 the indexes to deeds was dispensed with and deeds from 2006 to present are searched using computer terminals and a cloud system backed up and maintained by CSA software.

### **Explanation of mediums used for the preservation of Livingston County Marriage Records**

Marriage Record volumes 1-25, (1837-1971) were microfilmed via a 2003 Local Records Grant, and the microfilm rolls numbered C 43035 – C 43046 are available at the Missouri State Archives. Marriage Record Volumes 26-29 (1974-1996) are on aperture cards. Marriage Record Volume 30 (1996-2003) is on aperture cards from pages 1-731, and electronic medium from pages 732-1000. Marriage Records Volume 31-32 are on electronic medium (2003-2011). There are sixteen one cubic foot boxes of loose-leaf marriage licenses spanning 1965-2011 that the Recorder is currently imaging and indexing. Marriage applications have not been imaged. Starting in June of 2011 marriage licenses and applications are both imaged.

### **Explanation of mediums used for the preservation of Livingston County Military Service Records and Indexes**

Although service records are closed to the public, it is important to note that Volumes 1-7 (1866-1971) are bound volumes and have been microfilmed, MSA roll C 43031-43034. Volume 8 spans 1969-2007 (bound volume spans 1969-1971), and pages 1-81 have been microfilmed, MSA roll C 43034; pages 82-967 (1971-2001/07) are on aperture cards; pages 968-1015 (2001/08-2007/07) are digital images. Pages 82-1015 have not been microfilmed. Military Discharge Indexes 1-2 (1863-2002) have been microfilmed, MSA rolls C 43031 and C43047.

## Summary of Record Mediums

### DEEDS:

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
A-Z	Bound, Microfilm	Missouri State Archives (MSA)
1-363	Bound	
26-64	Microfilm	MSA
356, 361, 364-366	Bound, Aperture Card	
367-457	Aperture Card	
458-512	Aperture Card &/or Digital	
513-631	Digital	

### INDEX TO DEEDS:

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
1-30	Bound, Microfilm	MSA
31-32	Bound	
2006 – current	Digital	

### MARRIAGE RECORDS:

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
1-25	Bound, Microfilm	MSA
26-29	Aperture Card	
30	Aperture Card, Digital	
31-32	Digitized	

### MARRIAGE LICENSES:

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
1965-Current	Digital	

### MARRIAGE APPLICATIONS:

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
June, 2010 – Current	Digital	

### MILITARY SERVICE RECORD:

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
1-7	Bound, Microfilm	MSA
8	Bound, Microfilm, Aperture Card, Digital	MSA

### MILITARY INDEXES

<u>Volume</u>	<u>Format</u>	<u>Film Location</u>
1-2	Bound, Microfilm	MSA

## INVENTORY PROCEDURES

The Local Records Archivists compiled a complete inventory of all the county recorder's records as of September 19, 2011. Information regarding each record was entered in a Microsoft Access Database. If the recorder wishes to continue to update the inventory, Access can be used for this purpose. Some officials have converted the inventory to other database programs. For more information on Access and other conversion possibilities, please contact the Local Records Preservation Program at 573-751-9047.

In order to give the records a location for the inventory, each vault was divided into separate shelving/storage units, sections, and tiers and labeled in order from left to right around the vault beginning to the left of the doorway in each vault. The shelving units, identified by numbers, are separated first into sections with letters (such as A and B), then into tiers (rows or drawers) by numbers, starting from the bottom and increasing as they go up. In this way items can be added to the top without the need to change any of the shelf labels. The following page is a floor plan for Vault A that will help clarify this procedure.

Example of shelving labeling system:

### **VAULT A, UNIT 1**

Section A	Section B	Section C
Tier 4		
Tier 3		
Tier 2		
Tier 1		

## INVENTORY LEGEND

VAULT ----->Vault

UNIT----->Storage Unit, identified by numbers

UNIT SECTION ----->Shelving Unit Section, identified by letters

TIER----->Shelf, identified by numbers

TILL SECTION ----->Row of Woodruff till drawers, identified by letters

TILL ----->Woodruff Till Drawer, identified by numbers

VOL ----->Volume number

BEGIN ---->Beginning Date (Year-Month)

END ----->Ending Date (Year-Month)

BOX-----> Box Number

FILE -----> File Number

MICROFILMED --->Has this record been Microfilmed?

PERMANENT ----->Is this record Permanent?

RETENTION ---->Retention Date - when the record can be legally destroyed according to the state retention manual for your office. For example:

5 Years = Dispose five years after ending date.

Completion of Audit = Dispose after the completion of an audit.

3 Years or Completion of Audit = Dispose after three years or the completion of an audit, whichever is first.

Completion plus 3 years = Dispose three years after completion of the project

# VAULT FLOOR PLAN

## VAULT A – Main Vault

