Summary of Local Records Locations

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

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 Administrator
- Administrators and Guardians Appointments
- Administrations, Guardians and Executors, Docket of
- Case Files – Probate
- Final settlements of Estates
- Guardianship and Bonds, Letters of
- Inventory and Appraisal 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 20th 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

2/09/10 - jk