

FRANKLIN COUNTY
RECORDS INVENTORY & SCHEDULES

CONDUCTED BY
STATE DEPARTMENT OF ARCHIVES AND HISTORY
RALEIGH, N. C.

AUGUST
1964

STATE OF NORTH CAROLINA
DEPARTMENT OF ARCHIVES AND HISTORY

RALEIGH

FOREWORD

Franklin County was formed in 1779 from Bute County. It was named for Benjamin Franklin. The present courthouse was built in 1849-1850 and remodeled in 1936-1937. It houses the offices of the Clerk of Superior Court, Register of Deeds, Auditor and County Accountant, Tax Supervisor and Collector, and Sheriff. Other county officials are located as indicated in sections devoted to their records,

Except for the offices of the Clerk of Superior Court and Register of Deeds space for the storage of records is reasonably adequate. A considerable quantity of old records has been transferred from the office of the Clerk of Superior Court and a few from the office of the Register of Deeds to the State Archives (Section 1). There have been no extensive losses due to fire or other causes.

Sections 121-5 and 132-8, as amended, of the General Statutes of North Carolina outline the responsibilities of the State Department of Archives and History with respect to public records. The County Records Manual, 1962, contains these and other pertinent statutes as well as information relative to the inventory, repair, microfilming, retention, and disposal of county records. The Manual has been used as a guide in the preparation of the schedules contained herein.

During the period July 10, 11, and 21, Rear Admiral A. M. Patterson, Mr. J.O. Hall, Mr. M. K. Jackson, Mr. W. R. Langston, and Mr. R. D. Murray, all of the State Department of Archives and History, inventoried the records of the various county offices. The results of the inventory are contained herein. The three-fold purpose of the inventory was to catalog the records of each office, to determine which records should be microfilmed, and which should be repaired, and to provide county officials with schedules of retention and disposal.

The disposal schedules contained herein are recommended schedules only and county officials may retain records for longer periods than indicated if they so desire. Adherence to the recommended schedules, however, will result in the preservation of essential records and the disposal of non-essential records, with resulting efficiency and economy in space and storage facilities. The schedules include such entries as "Retain 10 years, then destroy." This does not mean that the record should be retained 10 years after the date of the inventory, but generally that it should be retained 10 years after the date of its creation, or after the date of final entry.

Inventories in the various offices may not always be complete or accurate as to dates and quantities. In some instances, records of an office are filed in a variety of locations, and in no particular order, making an accurate inventory very difficult. Entries such as "3 folders", or "2 drawers" have been used to measure total quantities, regardless of location, and not as an indication that all of the records are concentrated in three folders, two drawers, or other containers, as the case may be. As a guide to officials concerned, however, the inventory will be of assistance in determining which records should be retained and which may be disposed of.

Mr. W. R. Langston began microfilming on July 12. He was joined by Mr. R. D. Murray on July 20, 1964.

In accordance with the provisions of G. S. 121-5, the State Department of Archives and History concurs in the disposal of various records listed herein at ages indicated. Until canceled or superseded by other instructions, this authorization may be used for disposal in the future without further reference to the Department. The destruction of records should be carefully supervised by competent personnel to prevent the inadvertent destruction of records of continuing value.

A. M. Patterson
Assistant State Archivist (Local Records)

H. G. Jones
State Archivist

August, 1964

Distribution:

Chairman, Board of County Commissioners
Clerk of Superior Court
Register of Deeds
County Accountant and Auditor
Tax Supervisor and Tax Collector
Sheriff
Director of Public Welfare
County Health Director
Superintendent of Schools
County Extension Chairman
(and Home Economics Extension Agent)
Agricultural Extension Agent -- Negro Work
(and Home Economics Extension Agent -- Negro Work)
County Attorney

SECTION 2

RECORDS OF THE CLERK OF SUPERIOR COURT

The Clerk of Superior Court is located in the courthouse. He shares a basement room with other officials and a number of old records are stored there. These are indicated by "(B)" after the title of a record. Storage space is inadequate. A considerable number of old records have been transferred to the State Archives (Section 1).

Records marked with asterisks were microfilmed.

The following schedules of retention and disposal are recommended:

Superior Court

1. Bills of Cost
 - a. Civil
1905-1958, 6 vols., (-, 2-6).
 - b. Criminal
1906-1958, 6 vols., (-, 2-6).

Retain 20 years, then destroy.
2. Bills of Cost (Civil)
1951-1957, 1 box.

Retain 20 years, then destroy.
3. Civil Action Papers
1904- , 72 boxes and 20 cartons. See Item 7, Section 1.

Comply with Item 27a, Chapter 3, The Manual.
4. Civil Issue Docket
1868-1958, 9 vols., (-,-,-,-,5-8).

Retain 20 years, then destroy.
5. Criminal Action Papers
1906-1936, 1946- , 28 boxes. See Item 7, Section 1.

Comply with Item 33a, Chapter 3, The County Records Manual,
1962.
6. Criminal Docket
1869-1886, 1 vol.

Destroy.
7. Criminal Docket
1869- , 6 vols., (-,-,-,5-7).

Retain 20 years, then destroy.

18. Summons Docket, Land Tax Sales
1929-1950, 2 vols., (6-8).

Retain 20 years, then destroy.

19. Transcripts of Judgment
a. Vance County Superior Court
1900-1910, 2 cartons.
b. Recorders' Court
1952- , 7 boxes.
c. Justices of the Peace
1923-1933

Comply with Item 143, Chapter 3, The Manual.

Recorder's and Justices' Courts

20. Bills of Cost
a. Civil
1925-1926, 1 vol., (1).
b. Criminal
1923-1958, 13 vols., (1-13).

Retain 20 years, then destroy.

21. Civil Action Papers
1923- , 40 boxes.

Retain 30 years, then destroy.

22. Criminal Papers (B)
1952-1953, 1 shelf.

Retain 20 years, then destroy.

23. Criminal Action Papers
1932-1934, 1953- , 45 boxes.

Retain 20 years, then destroy.

24. Criminal Docket
1922- , 12 vols., (1-12).

Retain 20 years, then destroy.

25. Index to Criminal Judgments
1962- , 1 vol.

Preserve permanently.

26. Judgments, Justices' Court
1883-1886, 1 box.

Destroy.

37. Alien Certificates of Registrations (B)
1940, 1 vol., (1).

Preserve permanently.

38. Record of Bids on Land
1932- , 1 vol.

Preserve permanently.

39. Candidates Campaign Expenditures
1942- ,

Retain 10 years, then destroy.

40. Clerk's Ledger
1931- , 3 vols.

Retain during incumbency of clerk and 5 years thereafter,
then destroy.

41. Clerk's Fee Book
1917-1927, 1949-1955, 2 vols.

Destroy.

- *42. Record of Corporations
1925- , 1 vol., (1).

Preserve permanently.

- *43. Record of Elections
1924, 1928-1932, 2 vols. See Item 42, Section 1.

Preserve permanently.

44. Election Returns
1932- , 1 box.

Retain 10 years, then destroy.

- *45. Appointment of Executors
1913- , 2 vols., (5, 13). See Item 19, Section 1.

Preserve permanently.

- *46. Appointment of Guardians
1914- , 2 vols., (6, 10). See Item 48, Section 1.

Preserve permanently.

47. Letters of Guardianship
1914-1934, 1 box.

Preserve permanently.

- *48. Minute Docket, Appointment of Council for Indigent Children
1963- , 1 vol., (16).

Preserve permanently.

- *49. Record of Inheritance Tax
1920- , 3 vols.

Preserve permanently.

50. Inheritance Tax Records
1944-

Retain until entered in book, and 10 years thereafter,
then destroy.

51. Inventory Book of Accounts
1927-1947, 1 box.

Preserve permanently.

52. Judges' Commissions
1964, 1/8 drawer.

Retain 50 years, then destroy.

53. Record of Jurors
1930- , 3 vols.

Retain 5 years, then destroy.

54. Juvenile Court Record
1919-1951, 1 vol.

Preserve permanently.

55. Juvenile Court Papers
1953- , 2 boxes.

Retain 30 years, then destroy.

- *56. Record of Land Sold for Taxes
1926-1933, 1 vol. in basement.

Preserve permanently.

57. Letters Testamentary
1906-1937, 1 box.

Preserve permanently.

58. Lien Docket (B)
1869-1916, 1 vol.

Retain 50 years, then destroy.

SECTION 3

RECORDS OF THE REGISTER OF DEEDS

The Register of Deeds has an office and vault on the main floor of the courthouse. He also stores obsolete chattel mortgages and other material of little value in a storeroom in the basement (B). Storage space is hardly adequate but will suffice for some time to come if the disposal schedules recommended herein are carried out. A few old records have been transferred to the State Archives (Section 1). A number of deed books were repaired by the Department.

Records marked with asterisks were microfilmed.

The following schedules of retention and disposal are recommended:

- *1. Record of Deeds (and other real estate conveyances)
1779- , 311 vols., (A, 1-47, 49, 51, 53, 54, 56-58, 60, 69, 71, 72, 74, 75, 79, 80, 82, 85, 87, 92, 95, 96, 99, 100, 103, 104, 106, 112, 113, 117, 119, 122, 124, 125, 127, 128, 132, 135, 137, 139, 142, 143, 146, 148, 150-152, 156, 158, 159, 162, 163, 170, 173, 174, 177, 179, 184, 186, 190, 192-194, 199, 202, 210, 211, 213, 216, 217, 221, 223-227, 229, 230, 233, 234, 236, 240, 241, 244, 246, 249-251, 254, 259, 261, 262, 270-272, 274, 280, 285, 291, 294, 296, 299, 300, 306, 307, 318, 320-328, 330, 338, 340-357, 360-363, 365-370, 374-384, 386-388, 394-396, 398-403, 407, 409, 410, 414, 415, 417, 421-425, 430, 431, 435, 440-443, 446, 452, 460-465, 471, 474, 476-478, 483, 489, 493, 494, 496, 505, 506, 512, 513, 515, 516, 520, 524-526, 530, 534-538, 540, 542, 547-550, 553, 556-557, 560, 563, 564, 566, 569, 573, 576-579, 584, 585, 589, 591, 594, 599, 600, 604, 606, 613).
The first 84 volumes (A-113) also include some personal property conveyances.

Preserve permanently.

- *2. Index to Real Estate Conveyances
a. Grantor: 1776-1895, 3 vols., (A-G, H-O, P-Z).
1896-1919, 3 vols., (A-G, H-O, P-Z).
1919-1938, 4 vols., (A-E, F-K, L-Q, R-Z).
1939-1949, 4 vols., (A-E, F-K, L-Q, R-Z).
1950- , 8 vols., (A-B, C-E, F-G, H-L, M, N-R, S-V, W-Z).
b. Grantee: 1776-1895, 3 vols., (A-G, H-O, P-Z).
1896-1919, 3 vols., (A-G, H-O, P-Z).
1919-1938, 4 vols., (A-E, F-K, L-Q, R-Z).
1939-1949, 4 vols., (A-E, F-K, L-Q, R-Z).
1950- , 8 vols., (A-B, C-E, F-G, H-L, M, N-R, S-V, W-Z).

Preserve permanently.

3. Index to Real Estate Conveyances
1779-1875, 1 vol. Copied in Item 2.

Destroy.

4. Chattel Mortgages (and other personal property conveyances)
 1878- , 307 vols., (48, 50, 52, 55, 59, 70, 73, 76, 78, 81, #86, 88-91, 93, 94, 97, 98, 101, 102, 105, 107-111, 114-116, 118, 121, 123, 126, 129, #130, 131, 133, 134, 136, 138, 140, 141, 143, 144, #147, 149, 153, 154, 155, 157, 160, 161, 164, #165, 166, 167, #168, #169, 171, 172, 175, 176, 178, 180-183, 185, 187-189, 191, #195, 196, 197, #198, #200, #201, #203, #204, #205, #207, #208, #209, #212, 214, #215, #218, 219, #220, 222, #228, 231, 232, 235, #237, 238, 239, #242, 243, 245, 247, 248, 252, 253, 255-258, #263, 264-269, 273, 275-279, 281-284, 286-290, 292, 293, 295, 297, 298, 301-305, 308-317, 319, 329, 339, 358, 359, 364, 371-373, 385, 389-393, 397, 404-406, 408, 411-413, 416, 418-420, 426-429, 432-434, 436-439, 444, 445, 447-451, 453-459, 466-470, 472, 473, 475, 479-482, 484-488, 490-492, 495, 497-504, 507-511, 514, 517-519, 521-523, 527-529, 531-533, 539, 541, 543-546, 551, 552, 554, 555, 558, 559, 561, 562, 565, 567, 568, 570-572, 574, 575, 580-583, 586-588, 592, 593, 595-598, 601-603, 605, 605, 607-612, 614-616). #Contains real estate entries also.

Retain 15 years, then destroy.

5. Index to Personal Property
 a. General: 1937-1953, 12 vols., (30-41).
 b. Grantor: 1954- , 3 vols., (A-G, H-R, S-Z).
 c. Grantee: 1954- , 6 vols., (A-C, D-H, H-L, M-R, S-V, W-Z).

Retain until records indexed have been destroyed, then destroy.

6. Cross-Index to Personal Property
 Obsolete, 23 vols., (1-18, 22, 22, 25, 25, 28).

Destroy.

7. Appointments and Official Reports
 1919, 1 file box.

Preserve permanently.

8. Cash Books (B)
 1913-1914, 1919-1920, 1919-1923, 1931-1932, 4 vols.

Destroy.

9. Claims Audited, Board of County Commissioners (B)
 1888-1895, 1 vol.

Retain 5 years, then destroy.

10. Commissioners' Records and Reports
 1883-1964, 46 boxes and 1 drawer, bills paid, claims, orders allowed, rough minutes, various reports, vouchers, etc.

Destroy when they have served their purpose.

- *11. Minutes, Board of County Commissioners
 1868- , 11 vols., (1-11).

Preserve permanently.

12. County Bills, Bank Statements, and Vouchers
1900-1930, 1 file box.

Retain 5 years, then destroy.
13. Doctors' Reports (Commissioners)
1919, 1 file box.

Destroy.
14. Health Certificates for Marriage, and Sheriff's Reports
1903-1908, 1 file box.

Destroy.
15. Federal Tax Lien
1925- , 2 file boxes, (A-M, N-Z).

Retain 15 years, then destroy.
- *16. Federal Tax Lien Index
1925- , 1 vol.

Preserve permanently.
17. Fee Books
1868-1920, 10 vols., (B), 1947-1955, 2 cartons (old welfare basement).

Retain 15 years, then destroy.
18. Insurance Statements, Annual
1882, 1 vol.

Destroy.
- *19. Land Grants
1778-1898, 1 vol.

Preserve permanently.
- *20. Record of Land Sold for Taxes (B)
1926-1933, 1 vol.

Preserve permanently.
21. General Ledger
1912, 1 vol.

Destroy.
- *22. Marriage Licenses
1869- , 43 boxes and 1 file drawer. Licenses for 1869-1919 are filed
alphabetically throughout entire period. Subsequent ones are filed
alphabetically by year.

Preserve permanently.

23. Marriage License Applications (B)
1929-1930, 1 vol., (1).

Destroy.

24. (Marriage) Certificates of Health (B)
1939, 1 box. Newer ones not inventoried.

Retain 3 years, then destroy.

25. Marriage License Stubs (B)
1938-1954, 11 stubs.

Comply with Item 44c, Chapter 4, The County Records Manual,
1962.

- *26. Marriage Register
1869- , 4 vols., (A-M, N-Z, 5, 10).

Preserve permanently.

- *27. Record of Military Discharges
1918- , 7 vols., (1-7).

Preserve permanently.

28. Miscellaneous Papers
1900-1950, 1 box of abstracts of votes, abstracts of unlisted taxes, jury
tickets, and plats.

Destroy at discretion of Register of Deeds.

29. Official Bonds
1894-1904, 1 file box.

Destroy.

30. Record of Official Bonds
1900- , 4 vols., (2-5).

Preserve permanently.

31. Record of Official Reports (B)
1878-1882, 1892-1907, 2 vols.

Preserve permanently.

32. Plat Books
1910- , 6 vols., (1-6).

Preserve permanently.

- *33. Index to Plat Books
1910- , 1 vol.

Preserve permanently.

34. Plat Book (recopied) (B)
1936-1940, 1 vol.

Destroy.

35. Record of Taxes for Mortgagees
1931-1932, 1 vol., (1).

Destroy.

36. Treasurer's Book (B)
1868-1886, 1908-1916, 2 vols.

Destroy.

37. Vital Statistics

- a. Births
1913- , 72 vols.
- b. Deaths
1913- , 52 vols.
- c. Delayed Births
1941- , 1 drawer.

Preserve permanently.

- *38. Indexes to Vital Statistics

- a. Births
1913- , 4 vols.
- b. Deaths
1913- , 2 vols.

Preserve permanently.

39. Application for Delayed Birth Certificates (B)
1922-1923, 1 cardboard box.

Destroy.

SECTION 4

RECORDS OF THE AUDITOR AND COUNTY ACCOUNTANT

The Auditor and County Accountant is located in the courthouse. Space is barely adequate and some old records are stored in the courthouse basement (B) and others in the basement of a building across the street formerly occupied by the Welfare Department (WB).

None of the records appears to be of sufficient permanent value to warrant microfilming.

The following schedules of retention and disposal are recommended:

General

1. Annual Budget
1960-1964, 4 vols. Older ones in storage.

Preserve permanently.
2. Audits, Various Funds
1931-1963, 1 1/2 drawers; various dates, 1 box (B).

Preserve permanently.
3. Bills, Paid
1961-1962, 1 box.

Retain 10 years, then destroy.
4. Bonds and Coupons, Canceled
Not inventoried.

Comply with Item 10, Chapter 5, The Manual.
5. Canceled Checks, Bank Statements, and Deposit Slips
Not inventoried, located in office, basement, and old welfare basement.

Retain 10 years, then destroy.
6. Check Books, Various Funds
1962-1964, 24 vols.

Retain 10 years, then destroy.
7. Claims, Audited (WB)
1893-1901, 1913-1918, 1918-1920, 3 vols.

Destroy.

8. Correspondence and Miscellaneous Records and Reports
1943-1964, part of 2 drawers, bond payments, school reports, commissioners' records, sales tax information.

Destroy at discretion of auditor.

9. Insurance Policies
Various dates, 2 sections of cabinets.

Retain one year after policy expires, then destroy.

10. Journals and Ledgers, Financial
1926-1962, 18 vols. in safe; various dates, 45 (B).

Retain 20 years, then destroy.

11. Jury Tickets
1960-1964, 1/2 box and 1/10 drawer.

Retain 5 years, then destroy.

12. Justice of the Peace Reports
1956-1964, 1 1/2 drawers.

Retain 10 years, then destroy.

13. Ledger Cards
1957-1964, 1 tray and 1 drawer, records of budget, bank accounts, and various funds (receipts and expenditures).

Retain 20 years, then destroy.

14. Levy Ledgers
1952-1964, 5 vols.

Retain 20 years, then destroy.

15. Monthly Budget Reports (Health Department)
1962-1964, 1/2 drawer.

Retain 2 years, then destroy.

16. Notices of Candidacy for Office
1940-1962, 2 sections of cabinet.

Retain 5 years, then destroy.

17. Officials' Bonds
Various dates, 1 pigeon hole.

Transfer to Register of Deeds for permanent preservation.

18. Paid Bills
1947-1964, 1 1/2 drawers.

Retain 10 years, then destroy.