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# Archival Chronicle

August, 1986

The Center for Archival Collections  
Bowling Green State University

Volume 5, Number 2

## From the Director...

The Local History Conference held in April was again very successful. Over 135 registrants attended sessions about community and family history, historic preservation, material culture, and black history. Dr. John W. Blassingame, author of *The Slave Community: Plantation Life in the Antebellum South* and plenary speaker, provided considerable insight to researching the history of slave families. Also of note was Dr. Andrew Ludanyi's presentation about Toledo's Birmingham District. Program plans currently are being made for next year's conference. Should you have suggestions please forward them to Paul Yon, Director, CAC.

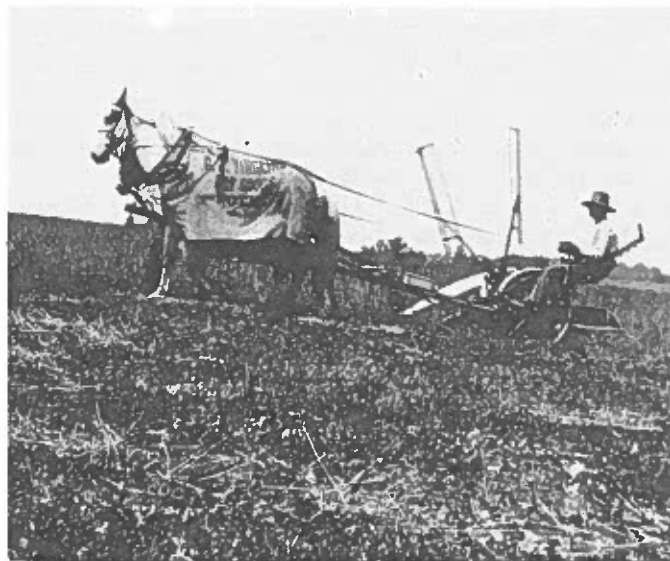
Diane Gagel, Local Records Archivist and employee of the Ohio Historical Society, is resigning her position here at the CAC effective 30 June. For the last two years she has provided the necessary expertise required for successfully administering the local records program. Through her efforts the Local Records Collection has been computerized, which significantly will improve reference service. The CAC staff wishes her the best of luck at the Toledo-Lucas County Public Library.

## Local Government Records

### Naturalization Records

When researchers are seeking information about immigrants to the United States, one important record group is the naturalization papers. Before using these, however, researchers should be aware of the types of naturalization records that exist and where they can be found in Ohio as well as in other states. Naturalization records can consist of four series: the Declarations of Intention, Petitions, Depositions, and the Final Papers (often called the Oaths of Allegiance). The existence of these records today as well as the type of information found in them will depend on the date of the original naturalization.

The Declaration of Intent was the first step in the citizenship process. This involved renouncing allegiance to a former sovereign and declaring the intent to become an American citizen. Prior to 1906 this record usually included the applicant's name, country of birth or allegiance, date of application, and applicant's signature. Some early records also gave date of arrival and port of entry. After 1906 the records became more detailed and included the name, age, occupation, personal description, date and place of birth, citizenship, present address, foreign address, name of vessel and port of embarkation, U.S. port and arrival date, and the applicant's signature.



Joseph Parks cutting wheat with a horse-drawn mower  
Tiffin, Ohio (Circa 1910)  
Photographed by Matilda Staib Parks

The Petition was the formal application for citizenship. This record generally was not used in the 19th Century. This application contains the applicant's name; residence; occupation; date and place of birth; citizenship information; personal description; date of emigration; ports of embarkation and arrival; marital status; names, dates and places of birth and residences of children; date U.S. residence began; time of residence in state; and any name changes. This record also may contain copies of the Declaration of Intention and the Certificate of Arrival.

Depositions are the sworn statements of applicants' witnesses as to the character and residency of the applicant. Witnesses may have been neighbors or relatives. The Final Papers represent the actual grant of the citizenship privileges. The new citizen received a copy of his papers and a duplicate was kept in the court record. Some counties kept all the above mentioned records in one book called Petition and Record Book.

Often, early naturalizations were kept in the minute books of the court granting the naturalization. In Ohio prior to 1850 naturalizations are usually found in the Clerk of Courts Journal. These records generally contain the new citizen's name and possibly the country of origin. Around 1850 the Probate Court assumed responsibility for naturalizations. During the first years naturalizations were kept in the Probate Journal with little information about the applicants. Later the Probate Court began to keep separate records of naturalization.

In 1906 the naturalizations became considerably more detailed and were again recorded in the Clerk of Courts office. During the 1930s the U.S. District Courts assumed this recording function. There will be some overlapping of court records at the time of each change-over, so the records of each court should be examined.

Researchers often ask about the residence requirement for the filing of applications. Beginning in 1802 an alien was required to reside in the United States for five years before citizenship could be granted. He had to live in the state for one year. He could not declare his intent until he had lived in the country for three years. In addition, an alien could declare his intent in any court, not necessarily where he lived. If an alien died after declaring his intent, his widow and children automatically became citizens. Also a military honorable discharge made an alien eligible for citizenship. In 1868 Blacks became citizens under the 14th Amendment. In 1906 children under eighteen and wives became citizens when the husband was granted citizenship. At this time the residency requirements were revised to five years residence in the country and one year in the state; a minimum of two years residence was required before declaring intent. Women were allowed to become citizens in 1922, and in 1940 the American Indian was granted full citizenship privileges.

Immigrants living in any American territory also could become naturalized. Therefore, an examination of territorial papers is strongly encouraged. For those naturalized after September 27, 1906, the researcher should write to: Immigration and Naturalization Services, 425 I Street N.W., Washington, D.C. 20536. Other naturalizations may be found in the National Archives. Many of the late 19th Century and the 20th Century naturalizations from the U.S. District Courts in Ohio are kept at the National Archives Branch in Chicago.



Anna Marie Bockbrader milking a cow (Circa 1913)  
Donated by Irma Meyer

## Preservation

Paper documents which are stored in a damp environment may acquire a musty smell. If your books, magazines, and photographs are stored in an attic or basement you will discover this for yourself. Although you may not be able to see it, that smell is indicative of harmful mold growth. Here is a simple procedure for solv-

ing the problem. Place the papers in a large plastic bag or a trash can with a tight-fitting lid. Then add two pounds of moth balls and leave the container tightly sealed for two weeks. This process will kill any insect eggs or mold growth. Another option is to place the papers in a container filled with sanitized gravel (cat litter.) This material is made to absorb odors and will in time remove the smell. You also may wish to consult the yellow pages of your local telephone directory under "Smoke odor counteracting service." If any of our readers have had success with other mold-controlling methods, please share these with us by contacting the CAC, attention Regina Lemaster.

## A Note From the Editor

The *Archival Chronicle* has changed its publication schedule. Formerly a quarterly publication, the newsletter will now be issued three times annually: in April, August, and December. We welcome your comments and suggestions for improvements in the *Archival Chronicle*. Please address all questions or comments to the CAC, attention Judy Robins.

## Recent Acquisitions

Please note that all date-ranges given in the description of new acquisitions indicate the earliest and latest dates covered by a series of records or a manuscript collection, however, gaps within these ranges may occur.

### Northwest Ohio

Martin, Jay C. *A List of Photographers and Photographic Studios in Allen County, Ohio: As Compiled from Lima City and Allen County, Ohio Histories and Directories, December 1985.*

O'Connor, Philip F. *Ohio Woman.* 1985.

Wood County Chapter of the Ohio Genealogical Society. *Cemeteries in Weston Township, Wood County, Ohio.* 1986.

### Manuscripts

*Certificates of Ownership of Burial Lots, St. Louis Catholic Church Cemetery (Custar, Ohio) 1902-1972.*

*St. John's United Church of Christ (Elmor, Ohio) 1857-1985, Record books.*

*Salem United Methodist Church (Hancock County, Ohio) 1867-1942, Record book.*

*Edison Memorial Methodist Church (Milan, Ohio) 1838-1985, Record books (1863-1985), minutes (1846-1861), quarterly conference reports (1851-1908), abstracts of title (1838-1949), histories (1916, 1930).*

*Milan, Ohio Collection (Milan, Ohio) 1830s-1920s (A small collection of miscellaneous manuscripts) Mercantile ledgers, schooner vessel books, GAR membership books, literary writings.*

*St. Luke's Episcopal Church (Milan, Ohio) 1849-1922, Record book (1901-1920), minutes (1849-1904), financial records (1910-1922).*

*The Church of the Good Shepherd (North Baltimore, Ohio) 1889-1986, Record books (1889-1986), minutes (1897-1952), Women's Missionary/Ladies Aid Society minutes (1915-1944).*

*St. Paul's Episcopal Church (Norwalk, Ohio) 1821-1934, Record books (1821-1934), minutes (1877-1907), Ladies Aid/Women's Association minutes (1879-1930), financial records (1855-1871).*

*Fortnightly Club Records, (Sandusky, Ohio). 1898-1985. Women's literary club minutes, yearbooks, histories.*

*Modern Priscilla Club Records, (Sandusky, Ohio). 1905-1973. Women's literary club minutes, programs, and correspondence.*

*St. Paul's Evangelical Lutheran Church (Toledo, Ohio) 1858-1986, Record books (1858-1986), minutes (1891-1911), Ladies Aid/Mary-Martha Society minutes (1895-1961).*

*William H. Gorrill Collection (Toledo, Ohio). 1865-1890s. Correspondence, diaries, news articles of a western traveler and correspondent with Toledo, Ohio newspapers.*

*New Rochester Presbyterian Church (New Rochester, Ohio) 1891-1899, Record book.*

### Newspapers

*Sandusky Journal (Sandusky, Ohio) 1876-1878*

### Local Government Records

#### CRAWFORD COUNTY

Probate Court — Naturalization Records, 1855-1906, mf; Naturalizations for Minors, 1860-1900, mf  
Clerk of Courts — Naturalizations, 1906-1930, mf.

County Treasurer — Officials' Bond Records, lv, 1877-1905; Soldiers' Relief Commission, Receipt Record, lv, 1887-1889; Encumbrance Register [WPA Employment Records], 3 cf, 1930s; Examination of the Treasury, lv, 1895-1906; Blind Relief Record, lv, 1936-1948; County Relief Administration Records, lv, 1934-1935; Soldiers' Relief Commission Minutes and Accounts, lv, 1902-1912; County Relief Administration Accounts, lv, 1940-44.

#### ERIE COUNTY Milan Township

Township Trustees Minute Books, 1821-1923, 1972-1984, mf.; Common School Fund Record Book, mf, 1838-1890.

#### ERIE COUNTY VILLAGE OF MILAN

Council Minutes, mf, 1876-1919, 1938-1942; Ordinance Book, mf, 1875-1932.

#### HANCOCK COUNTY Cass Township

Board of Education, Subdistrict # 1, 1843-1877.

#### HANCOCK COUNTY Marion Township

Township Trustees Minute Books, 1835-1983, mf; Cemetery Records, 1909-1913, mf.

#### HANCOCK COUNTY CITY OF FINDLAY

Maple Grove Cemetery, Burial Records, 1819-1917, mf. Safety/Service Director, Mapplegrove Cemetery Cards, mf, pre-1850-1917.

#### LUCAS COUNTY Providence Township

Township Trustees Minute Books, 1839-1984, mf.

#### LUCAS COUNTY CITY OF TOLEDO

City Planning Commission — Special Studies, 14cf, 1948-1971; Alpha Files, 8cf, 1930-1942.

#### OTTAWA COUNTY Probate Court

Birth and Death Records, mf, 1867-1908:

#### PUTNAM COUNTY County Auditor

Soldiers Relief Commission Files, 1.5 cf, 1880s-1908; Territory Annexation Files, ff, 1960-67; Enumeration of School Age Youth, 1 cf, 1922-1962; Decennial Appraisal Records: Ottawa Twp. lv, 1900; Delinquent Lands Sold, lv, 1838-1865; Veteran Grave Registration Cards, 50 cf, 1860s-1920s; Indigent Soldier Burial Records, .50cf, 1885-1912.

#### WOOD COUNTY Bloom Township

Justice of the Peace Civil Dockets, 1838-1860, 5 v.

#### WOOD COUNTY Freedom Township

Board of Trustees Minute Books, 1883-1985, mf; Cemetery Deed Books, 1887-1985, mf; Cemetery Record Book for Fish and Eisenhower cemeteries, 1877-1986, mf.

#### WOOD COUNTY Pemberville Cemetery Association

Deed Books, 1879-1985, mf.

#### WOOD COUNTY VILLAGE OF WEST MILLGROVE

Officials' Bonds, 2 v, 1883-1910, 1950-1968; Estray Notices, lv, 1875-1884; Village Council Minutes, 5v, 1880-1945, 1949-1972; Justice of the Peace Civil Docket, 1 v, 1857-1876; Mayor's Civil Docket, 1 v, 1878-1921; Mayor's Criminal Docket, 1 v, 1884-1927; Ordinance Record, 1 v, 1881-1949; Poll Books, 2 v, 1903, 1912; Death Certificates, ff, 1912-1936; Birth Registrations, ff, 1908-1920; Burial Permits, ff, 1908-1940; Articles of Incorporation, Village, ff, 1874.

The *Archival Chronicle* is the newsletter of the Center for Archival Collections, Bowling Green State University, and is published three times a year.


The primary mission of the Center for Archival Collections is to acquire, preserve, and make accessible to researchers documentary materials in four broad categories: Northwest Ohio, University Archives, Rare Books, and Special Collections.

Readers are invited to submit information about events and publications of interest to historical or genealogical researchers in northwest Ohio. Information for each issue should be received by the editor no later than two weeks prior to the first of the month of publication at the Center for Archival Collections, 5th Floor Jerome Library, Bowling Green, Ohio 43403-0175. Attention: Judy Robins, Editor.

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#### **Center for Archival Collections Staff**

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#### **Employees of the Ohio Historical Society Whose Offices are at the CAC**

Diana D. Moran, Regional Historic Preservation Coordinator

#### **Visitation Hours at the C.A.C.**

Please note that from August 15 to September 6, 1986 the CAC only will be open: Monday through Friday 8:30 a.m. - 4:30 p.m.

Beginning September 7, 1986, the CAC will return to its regular schedule: Sunday 4:00 p.m. - 8:00 p.m.; Monday 8:30 a.m. - 8:00 p.m.; and Tuesday through Friday 8:30 a.m. - 4:30 p.m.

These hours are subject to change in accordance with the schedule of the Jerome Library. Please call ahead to verify these hours before you visit.