

# GUIDELINES & Examples



## BASIC ISSUES

### 8.1 Core Elements

Citations to local government records resemble citations to other localized records such as church registers and cemetery office files. The principles discussed in chapters 5 and 7 can be applied here to civil records at the city and county level. When you consult the original books or files, you have essentially five elements to cite:

- creator of the record (the governmental jurisdiction),
- name/number of the record book or file and series,
- specific item of interest within the book or file,
- record office or repository, and
- location of record office or repository (by city and state).

When you consult image copies or derivatives of the record, you have additional elements to cite:

- format of the copy or derivative,
- creator of the copy or derivative,
- identification of the copy or derivative, and
- location or publication data for the copy or derivative.

### 8.2 Local Records, Arrangement of Elements

Most users of local government records cite them differently from records maintained at the state and national levels. If you begin your citations to local records with the name of the creator (the city or county) and end with details on the specific item of interest, you will have unlimited space to add as much detail as necessary about that specific item. For example:

1. Dutchess County, New York, Court of Common Pleas, Ancient Document no. 13095, Shubael Boughton, plea of trespass, 1791; Dutchess County Archives, Poughkeepsie. Shubael actually filed on behalf of Sarah Boughton, who accused Reuben Sears on a bastardy charge.