

Historical Resources Division Citrus County

GUIDE TO THE COLLECTIONS

The Historical Resources Division is responsible for collecting, preserving and making available the historical public records of Citrus County. These historical records are held in the archive vault in the County's Historic Courthouse. In addition, the Division also manages non-government records such as organizational records, family and personal papers, photographs, diaries, maps, newspapers, oral histories and a large vertical file containing information on Citrus County. It also manages an extensive museum collection of objects and artifacts that document and interpret Citrus County history.

The Division's mission is to develop appropriate programs to acquire, preserve, interpret and exhibit materials which reflect the heritage of Citrus County, its people, places and events, and communities and surrounding area. The Division achieves this through its management, under the direction of the Citrus County, the Citrus County Archives and Special Collections.

This finding aid is arranged by the large collecting areas of the Archives and Special Collections,

1. County Public Records, including the records of the Clerk, Sheriff, Tax Collector, and Property Appraiser. County Public Records are arranged under the constitutional officer and then, in the case of the Clerk of the Court, by functional areas;
2. Private Organizational/Business Records;
3. Individual/Family Papers;
4. Newspapers/Print Materials, Maps;
5. Oral Histories;
6. Citrus County Historical Society, Photographs; and
7. Vertical Files

1. County Public Records -- Office of the Clerk of Court

The Office of the Clerk of Circuit Court is directed by the Clerk of Circuit Court, who has the powers and duties prescribed by the Constitution and laws of Florida for the office. The

duties of the Clerk are varied and the records that result from these duties and held by the Archives and Special Collections are as follows.

As Clerk of the Circuit and County Court, the Clerk attends each session of court, files indictments, information and verdicts, process all civil and criminal cases, prepares appellate records, oversees jury management, collects and disburses fines, court costs, forfeitures, fees, and service charges, conduct mortgage foreclosure sales, maintains custody of all evidence and exhibits entered by the court, assists in completing paperwork required to file a small claims action, maintain custody of all court records, issues process, maintains court registry, audits guardianship reports, audits child support payments

Court Records – Acting a court recorder.

Chancery Docket Book 1-6 (1919-1969) and Index. Circuit Court Chancery. These volumes begin with an alphabetical listing by name, giving page number of record.

Chancery Order Book A (1887-1898), Book 1-21 (1887-1952) including index. The volumes begin with an alphabetical name listing, giving the page number of the record.

Common Law Docket, Books 1-3, (1919-1968). Definition-common law is a law not created by enactment of legislature and a law, which derives its authority solely from usages and customs of immoral antiquity. These volumes begin with an alphabetical listing by name, giving page number of listing. Civil actions giving progress of cases.

Fictitious Names Records, Books 1-5, (1949-1972). These records are businesses that formed in Citrus County with Fictitious Names or doing business as names.

Incorporations, Books 1-3, (1894-1926). These records are significant in that they give a glimpse of the early business industries in the county that were incorporated. Many phosphate, lumber, development and even commercial fishing ventures are included.

Judgment Docket, Book 1, Book 2 (1889-1936).

Judgment Lien Record, Book 1 (1939-1953). These volumes begin with an alphabetical listing by name, giving page the number of the record and contain Circuit Civil actions.

Justice Court Record (1904-1905). This record has various state charges such as breaking and entering, assault and battery, and embezzlement.

Lien Record, Books 1 (1887-1942), 1A (1950-1953), and Book 2 (1920-1934), no alphabetical name listing. Definition - a document/record of a legal claim of one person upon the property of another person to secure payment of a debt or satisfaction of an obligation. These volumes begin with an alphabetical listing by name, giving the page number of the record.

Marriage Record, Books 1-7 (1887-1969). Also in the Archives is a Xerox copy of a marriage book dated just prior to the creation of Citrus County from Hernando County.

Miscellaneous Orders, Book 1 (1949-1953). These volumes contain an alphabetical listing by name, giving page number of record. Miscellaneous Judicial Orders, Judge O. Frank Scofield is listed as the County Judge. Examples of documents include case where the court confiscated 25 lbs. of fresh mullet and gave to the school for lunches. Other records include those pertaining to the Florida Crippled Children's Commission list of children, their problems, and how they are being helped.

Motion Docket Book (1893-1928). County Court – These volumes begins with an alphabetical listing by name, giving the page number of the record.

Petition Orders, Book 1-3, (1885-1941). Book 4 never issued. **Book 5-8, (1933-1956).** **Book 9- Miscellaneous orders 1950s,** not in any apparent date order.

Praecipe Docket, Book 2 (1893-1899). The definition of praecipe is a document/record of any of various legal writs commanding a defendant to do something or to appear and show why it should not be done. Volumes begin with alphabetical listing by name, giving page number of record.

Progress Docket, Book 1 (1893-1898) County Court, Book 1 Circuit Court (1893-1898), Book 2 (1935-1941), Book 3 (1942-1991). General Court Work. These volumes begin with an alphabetical listing by name and giving the page number of the record.

Register for Female Jurors, Book 1 (1949-1967).

Soldier Discharge Records, Books 1-6. Soldier discharges records World War I to Vietnam War.

Probate - The act or process of proving a will.

Annual Returns, Book 1 (1892-1937), Book 2 (1938-1949). These records are filed in the Court of the County Judge sitting as a Court of Probate. Definition of Annual Returns - yearly report made by an executor or administrator of an estate to the Court of Ordinance. The definition of Ordinary – is an ecclesiastical judge in former times; now a Probate Judge.

Curatorship Record, Book 1 (1925-1926). This volume begins with an alphabetical listing by name, giving page number of record. These records were filed in the Court of the County Judge, sitting as a Court of Probate.

Guardian Bond /Administration Bond, Files 1-16 and Thompson file (1895-1898). These are loose files that deal with guardian bonds contained in one box.

Guardianship, Books 1-2 (1912-1948). By definition guardianship is a person lawfully invested with the power and charged with the duty, of taking care of the person and managing the property, who, for some peculiarity of status, or defect of age, understanding, or self-control, is considered incapable of administering his or her own affairs. These records begin with the alphabetical name listing and page number of the record in the Court of the County Judge/State of Florida.

Letters of Testamentary, Book 1 (1913-1937). These volumes begin with an alphabetical listing by name, giving page number of record with probate matters being heard in the Court of the County Judge. Testamentary Guardian is a guardian of a child appointed by the Deed or will of the child's father.

Probate Docket, Books 1-9 (1935-1971) and General Index. Probate Civil - Begins with alphabetical listing by name, giving page of record being conducted in the Court of the County Judge.

Probate Progress Docket, Book 1 (1925-1936). These volumes begin with an alphabetical listing by name, giving page # of records.

Probate Record, Book 1 (1879-1924), Book 2 (1924-1935). These volumes begin with an alphabetical listing by name, giving page number of record. Last Wills and Testaments and documents pertaining to estates.

Record of Letters, Book 1 (1886-1924). Alphabetical listing by name, giving page number of record. Also includes Letters of Estate. Estate being the interest anyone has in lands or in any other subject of property. Property composing the assets of a decedent or person under guardianship.

Wills - The legal declaration of a person's intention as to the disposition of his property after his death. In 1998, the Citrus County Historical Society created an index to the Wills, 1888-1957.

Administration, Books 1-3 (1912-1938). These records include applications for Letters of Administration, wills, probate, Power of Attorney, Orders Appointing Administrator, Warrants of Appointment, and Letters of Administration. These volumes begin with an alphabetical listing by name, giving page number of the record. Pages list Probate fees.

Probate Docket – County Judges Court. These records list the estate of a person and a file number.

Wills and Testament, Books 1-8 (1888-1957). All volumes have alphabetical listing of names with page number of record.

1. County Public Records -- Office of the Clerk of Court, Recorder of Deeds

As Recorder of Deeds, the clerk records and indexes deeds, mortgages, and descriptions of all county property, processes tax deed applications and conduct sales, records public defender liens and judgments entered by the court, record tax liens and claims against an estate, instruments of conveyance, agreements, contracts, maps and plats of subdivisions and surveys, maintains a public records library, collects and disburses intangible taxes, collects and disburses documentary stamp monies.

Deeds, 103 volumes, 1878-1953, book numbers 1-15, 16 partial, 17-54, 55-101. These records deal with transfer of property. Deeds include recording of property, recording transfer from one party to another, date of transfer, legal description. Subjects include property owners as grantee and grantor, costs of property. Although the County was formed in 1887 the books contain earlier filings. The County was originally a part of Alachua County, then a part of Benton and Hernando County. After 1953, all deed filings are found in the Official Records books. This series, as well as many records in this collecting area can also be accessed on microfilm at the Clerk's Public Records Library.

Homestead Patent, Book 1 (1888-1934). These books begin with an alphabetical index by name, giving page number of Homestead certificate. Registers land with the General Land Office of the United States to secure Homesteads to actual settlers of the Public Domain.

Indexes: Direct/Reverse index, 2 volumes, 1878-1928

Indexes: Direct/Grantor to grantee index, 8 volumes, A-Z, 1953-1971.

Indexes: Reverse/Grantee General Index, 8 volumes, A-Z, 1953-1971

Indexes: Index to the 1928-1953 years can be found in 2 volumes at Clerk's Public Records Library.

Mortgages, Assignment and Satisfactions of Judgments, Book 1 (1893-1935), Book 2 (1926-1945), and Book 3 (1947-1953)

Mortgages, Assignment of Mortgages, Book 2 (1909-1925)

Mortgages (Chattel) Records, 5 volumes, 1887-1953, book numbers 1-3, 3A, and 4. Crop and Chattel Mortgage records. Only Book 1, 2, and 4 begin with an alphabetical listing by name, giving the page number of the record. These include records of borrowing money for purchase of cattle or material items.

Mortgages, Satisfaction of Mortgage & Lien, 7 volumes, 1892-1953, book numbers 1-6A. The following misc. books provide information about mortgage and land transactions.

Mortgages, Receipt for Court File, Book (1926-1949)

Mortgages, Record of Mortgages, Book 3 (1892-1921)

Mortgages, Release of Mortgage, Book 5 (1925-1927)

Mortgages, Record of Transfer, Book (1910-1921)

Official Records, 202 volumes, 1953-1969. Contains chronological filing with the Clerk covering all aspects of county life including deeds, satisfaction of mortgages, divorces, powers of attorney, indentures, etc.

Patent Record, Book 1 (1887-1898) Book 2 (1891-1952), Certificate of register of the Land Office at Gainesville, FL. Deposited in the General Land Office of the U.S. Full payment has been made according to provision of the Act of Congress of 1820.

Plat maps contain documentation of development including condo, prescriptive, right of way and road maintenance. This collection is housed in flat plat map cabinets and include from 1887-present. They also can be found on the Clerk's Web site www.clerk.citrus.fl.us.

Record of Land Sale of Taxes, Book 6 (1944-1948).

Record of Tax Sale Certificate, Book 1 (1901-1917). Redeemed or purchased, these records give the Tax Certificate number and date, name of the holder or owner of the Tax Certificate, and dollar amounts.

Tax Record Deed, Book 1 - (1887-1897). Tax Sale deed/Sale by the Collector of Revenue for the non-payment of County taxes levied. Property is sold to best bidder, including interest and cost due. Sum amount recorded.

1. County Public Records -- Office of the Clerk of Court, Clerk of the Board of County Commissioners

As Clerk to the Board of County Commissioners, the Clerk attends meetings of the Board of County Commissioners and committees of the board, produces, records, indexes and distributes the official minutes of these meetings, maintains legal custody of the Official County Seal and maintains custody of all county resolutions, ordinances, and contracts.

Advertisements, tax sales, 1 vol., 1889-1906.

Alphabetical Tax Roll, 1959

Assessment Rolls 1956, 1957, 1958, 1949

Assessment Rolls, 1956, 1957, 1958, 1949

Automobile Licenses, 1912-1917

Automobile Licenses, 1912-1917

BCC Payroll, 1976, 1977, 1978, 1979-1980

Board of County Commission Record, 1-36 - Volumes, 1889-

County Finances, Jan. 1921 to July 1931

Employees Earning Record, 1963-1966, 1967-1970, 1951-1956, 1957-1962, 1950

Maps of Right-a-Way, State Hwy Engineers, 1961-1967

Memorandum, study on deer herds, 2 volumes

Miscellaneous Records, BCC jury questionnaires, Districts 3, 4, 5, 1972 and BCC & Clerk

Road and Bridge refunding, 1933

Motor Vehicle Tax Roll, 1929-1930

Payroll Journal, 1970-1972, 1975

Payroll, 1960-1970

School District Taxes, 1919-1935, 1936

Special Tax Districts, 1923-1931

Tax Bills 1950-51

Tax Bills, 1950-51

Tax Roll, 1961, 1962, 1963, 1964, and 1965
Tax Rolls 1928-35
Tax Rolls, 1928-35

1. County Public Records -- Office of the Clerk of Court, Custodian of County Funds

As Accountant and Custodian of County Funds the Clerk provides accounting services to all departments under the Board of County Commissioners, provides an accounting system for all fiscal changes implemented by the Board, handles investments of available county funds, provides financial reporting to the Board and all federal and state agencies, processes accounts payable, and processes the county payroll.

1. County Public Records -- Office of the Clerk of Court, County Auditor

As County Auditor the Clerk pre-audits all county expenditures before payment, reviews proposed contracts before adoption, conducts internal post audits to determine if financial controls in place are sufficient, and prepares reports suggesting improvements to management.

Clerk's Office, Audits, 1 box, 1953-1955, 1957, 1959, 1967, and 1974.

1. County Public Records -- Office of the Clerk of Court, Other Duties

Other Duties of the Clerk include processing marriage license applications and perform marriages upon request, compiling and providing statistical data for state agencies and the judiciary, maintaining records storage facilities, processing passport applications and take photographs for this process and issuing home solicitation permits.

1. County Public Records -- Office of the Sheriff

The Office of the Sheriff shall be directed by the Sheriff, and shall be responsible for the control, operation and administration of the duties of law enforcement, and all other functions and duties now prescribed by the Constitution and laws of Florida for the office of Sheriff.

Conviction Record, Books 1, 2, 3, no Book 4, and 5 (1907-1973). These records begin with an alphabetical listing of names with the page number. These documents include fines and costs collected by the Sheriff's Office, also fines and Cost Bonds held by the Sheriff. Listed is the date of conviction, name of defendant, fine, and nature of the offense.

Justice Docket, Books – Included in this series are four books (1900-1904), (1909-1909), 1910-1915), and (1917-1922). These records list names at the beginning of book. These volumes of the Justice Docket were for criminal charges in the Court of the County Judge. The back of the book would record the civil pages.

Feed Record, Book 1 (1937-1945) - This record lists arrest records.

Sheriff's Criminal Fee Docket, Book 5 (1917-1922)

Sheriff's Execution Docket, Book 2 (1917-1919)

Execution Docket, Books 1 (1888-1957)

Sheriff's Criminal Docket - Book 1 (1931-1933). This book is not numbered.

Jail Record (January 1953-June 1957)

Juvenile Court Records, Book 1-3; Book 1 (1952-1963); Book 2 (1963-1969); and Book 3 (1969-April 1972) ALL SEALED.

Sheriff's Fee and Expense Record, Book (1929-1934).

Lunacy Record/Sales Record/Corner's Inquest, Book 2 (1902-1928)
(CLOSED/SEALED)

1. County Public Records -- Office of the Property Appraiser

The Office of the Property Appraiser shall be directed by the Property Appraiser, and shall be responsible for carrying out all functions, duties and requirements prescribed by the Constitution and laws of Florida for the office of Property Appraiser.

Tax Assessment Roll – Books 1887-1891, 1892-(2), 1893-1895, 1896-(2), 1897-1929, 1931, 1942, 1949 - Missing books 1917, 1923, 1925, 1930.

2. County Public Records -- Office of Supervisor of Elections

The Office of the Supervisor of Elections shall be directed by the Supervisor of Elections, and shall be responsible for carrying out all functions, duties and requirements prescribed by the Constitution and laws of Florida for the office of Supervisor of Elections.

Poll Tax Records for the following precincts are included. They are listed by city name and by precinct. These records also contain general lists for Crystal River, district 17 and Homosassa Springs, district 18.

Citronelle precinct #1, 4 boxes, 1898-1952

Crystal River precinct #2, 12 boxes, 1889-1952

Fairmount precinct #12, 1 box, 1898-1905

Floral City precinct #8, 6 boxes, 1894-1952

Fort Cooper precinct #13, 1 box, 1889-1901

Hartshorn precinct #15, 1 box, 1888-1912

Hernando precinct #14, 6 boxes, 1916-1952

Holder precinct #15, 1 box, 1922-1927

Homosassa precinct #3, 5 boxes, 1918-1952
Inverness precinct #10, 8 boxes, 1898-1952
Inverness precinct #16, 1 box, 1898-1909
Lecanto precinct #5, 6 boxes, 1889-1917
Mannfield precinct #6, 2 boxes, 1898-1917
New Hope precinct #9, 2 boxes, 1910-1925
Oak Grove precinct #6, 3 boxes, 1910-1952
Ozello precinct #4, 7 boxes, 1889-1952
Pleasant Grove precinct #7, 5 boxes, 1916-1952
Red Level, 5 boxes, 1889-1952
South Dunnellon precinct #11, 5 boxes, 1902-1938
Stage Pond precinct #7, 2 boxes, 1896-1917

3. County Public Records -- Office of Tax Collector

The Office of the Tax Collector shall be directed by the Tax Collector, and shall be responsible for carrying out all functions, duties and requirements prescribed by the Constitution and laws of Florida for the office of Tax Collector.

Tax Record Books – Books 1887, 1888 None, 1889-1912; Filmed tax rolls-- Years 1888-1974, Tax Rolls Acreage 1956-1971, Tax Roll Subdivision 1956-1971

1. City Public Records – City of Inverness

Assessment rolls, 20 volumes, 1916-1926. The records include details of real estate and real property, and are indexed but not microfilmed.

2. Private Organizational/Business Records

Aerial photos, 2 boxes, 1951-1952, aerial photographs taken as a conservation survey.
Bradley Mines Records, 1 box, bookkeeping journals, 1910-1930
CCC Records
Cemetery Records
Citrus County Chamber of Commerce Archives, 3 boxes, annual meetings.
Citrus County Historical Society Archives
Civil Defense Scrapbooks, Vol. 1&2, 1975-1986
Crystal River Little Theater Archives
Crystal River Women's Club, Scrapbooks, Vol. 1-9, 1961-1996
Event Files
 Centennial Descendents Day
 County Fair
 Freedom Festival
 Sesquicentennial Celebration
Florida Power Files, files documenting the building of the nuclear plant at NW corner of County.
Seminole Club, Scrap book, Vol. 1, 1924-1934
NACCCA Records
Wakenhut Investigation Files, 1 box, 1967-1968

Withlacoochee River Council Files, 9 cubic feet, 1928-1939, contains information about the purchase of private land to create the Withlacoochee State forest. See finding aid.

3. Individual and Family Papers

Otto Allen, 7 boxes, documents Allen's shop, 1900s-1980s.

Joe Bowler, 4 boxes, government documents, clippings, Citrus County planning, 1960s-1980s.

Hampton Dunn, 2 boxes, manuscript for writing, 1970s.

Ed Edwards

Hazel Harl, 1 box, newspapers and magazines, 1859, 1862.

Jean Innis, 1 box, scrapbooks, clippings and articles, 1980s.

E. C. May (processed during project, see finding aid)

Obituary Files, wooden filing cabinet, 1990s

Elvis Presley, check vertical file, contains documentation for courthouse

Priest Family, 1 box, family history, early 1900s

Ellis and Lilamae Roberts, 1 box, contains documents, books, letters, deeds, and was created in the 1920s and 1930s.

John Roscow, 1 box, real estate and travel agent, contains subdivision maps and plans, 1970s.

Savary Family

Ethel Carrington Spires, 1 box, contains letters, diaries and notes.

Constance Van Vlack, 1 box, copies of 19th century records.

War memorabilia, Korean to Gulf War

L. C. Yeoman (reviewed during project), 9 boxes, contains excellent documentation of county history. This collection needs further processing.

David Yulee, 1 box, should be check for content.

Zimmerman, W. C.

4. Newspapers, Print Materials and Maps

The Albion

Back Home, Hampton Dunn, 1st edition

Citrus County Star – this newspaper preceded the Citrus County Chronicle and was published in the temporary county seat of Mannfield. This newspaper was published for only a few years. In 1888 the cost of the newspaper was five cents a copy or \$1.50 year. The editor was B.H. Williams, on their office on Homosassa Ave. Mannfield, Florida. Dates include 1/21, 1/25- 3/10, 3/24, 4/07, 4/28- 5/19, 6/09- 7/14/1888 – 9/5/1889. The originals are housed in the Citrus County Archives and are available on microfilm at the county archives and the University of Florida, George A. Smathers Libraries.

Citrus County Chronicle – the archives house a large collection of Citrus County Chronicle newspapers. Included in this collection are loose editions of the newspaper from as early as 1908. However, the newspaper began publication in 1895. The county archives do not have any issues between 1895-1906 or 1916-1920. Beginning with 1921-1927 bound issues of the Chronicle are housed in the Archives. However there are many issues from those years not included in these bound issues. Then in 1928 there are individual bound

issues for each year through 1975. Housed in the archives are five rolls of microfilm containing Citrus County Chronicle newspapers between 1931-1939, 1942 and 1943. These rolls of film are also available at the University of Florida. Researchers interested in the more current issues of the Chronicle may access microfilm at the Lakes Region Library beginning in 1939 with intermit issues through 1941, and then January 1945 through October 2000. The University of Florida houses copies of the newspaper from the above mentioned dates along the same dates January 1945 through present that the Lakes Region Library houses.

Chronicle Press Sentinel – the Chronicle Press Sentinel was a spin off of the Citrus County Chronicle published for the news from the west side of Citrus County. The archives only house three years, bounded issues as follows: April 8, 1973 to Dec. 30, 1973, January 6, 1974 to Dec. 29, 1974 and January 5, 1975 to Dec. 28, 1975 (2 copies of this last bound book).

Crystal River News – this newspaper first was published about 1905. While the newspaper was based in Crystal River, the paper included a section on the news of Lecanto. The archives have several issues including the following: 1 issue-no date, 8 August 1905, Feb., Mar., Nov., 1911, Apr. 1912, May, July, Aug., Sep., Oct., Nov.1914, Jan., Feb., Mar., Apr., May 1915, Jan. 1916, and Oct.1924

Crystal River Herald - Only one edition - 1924

Harper's Weekly (part of the Hazel Harl collection)

Phosphate Field – this newspaper was published, prior to the Citrus County Chronicle, in 1891 in Floral City. An annual subscription for the newspaper was a \$1.00 per year. The editor & proprietor of the newspaper was a Mr. A.M. Williamson. We have only partial copies of two issues: 4/17, 4/24/1891.

Seminole Club Business Journals

Citrus County Telephone Directories

MAPS AND ATLASES

1944 Series of Aerial Maps of Citrus County

1950 Series of Aerial Maps of Citrus County

1960 Series of Aerial Maps of Citrus County

The 1914 Florida Atlas

Atlas of Florida-1964

5. Oral Histories. This collecting area contains 46 oral histories collected in 2005-2006 and transcribed. Other interviews have been done informally in the past.

6. Citrus County Historical Society Photographs. The photographs date from the late 1800s to present. Approximately 3,200 in various formats, including originals, slides, prints and 4x5 and 35mm negatives.

7. Vertical Files, several filing cabinets. The vertical files contain materials primarily documenting local history including numerous files on the county's early pioneer families, people, places and events. Files contain a variety of materials including newspaper clippings, newsletters, brochures, pamphlets, documents, photographs, and other items. See finding aid.