

Greene County Records Center and Archives

Records Inventory

09/02/2011

Auditor

- Abstract of Real and Personal Property;** 1 volume, 1825
- Afro-American Museum construction plans;** 1 file (no date)
- Animal Claims Log;** 1 volume, 1960-1993
- Annexation records;** 1 file, 1969-1977
- Annual Financial Reports (CAFR/PAFR);** 1986-2009
- Beavercreek Incorporation files;** 1 file, 1979
- Bond data;** 2 files, 1972-1982
- Budgets:**
 - All County;** 24 boxes, 1971-1997
 - District library budgets;** 2 files, 1974-1985
 - Municipal Budgets;** 2 boxes, 1974-1982
 - School District Budgets;** 1 box, 1974-1983
 - Miscellaneous Budgets- Schools/JVS/Overlapping/Township;** dates vary
- Elected officials terms of office;** 1 file, 1977
- Election Certificates;** 1 file, 1979-1982
- Enumeration of white, unmarried youth;** 1 file, 1831-1833
- I-675 Real Estate Appraisals;** 1 box, 1973, 1977
- Jail register;** 1 file, 1982-1984
- Maps -GIS Background;** 49 boxes
 - Real Estate Atlases;** 41 volumes, 1974-1997
 - Soil/Agricultural;** 3 boxes
 - Tax Maps;** 35 volumes (large) *See also tax maps under Engineers Office*
 - Topographic Maps (Orthophotography- GIS);** 1993-1996
- Personal Property Tax Lists;** 1 box, dates 1830, 1841
- Planning and development records;** 1 file, 1975-1981
- Pre-tax records;** 1 file, 1983-1984
- Public utilities data;** 1 file, 1960-1983
- Real Estate Tax Lists;** 1 volume, 1806-1820
- Road records;** 1 file, 1976-1980
- Sale of School Land;** 1 file, 1836-1872
- Sanitary Engineering water and sewer line maps (see maps inventory)**
- State Department of Taxation equalization reports;** 1 file, 1977-1983
- Tax Duplicates;** 185 volumes: Real property, 1806-1930/Personal property, 1826-1855, 1874-1930, plus 1812 for Xenia only
- Tax Duplicate-Exemptions;** 2 volumes, 1952-1971
- Virginia Military/Congress Tax Lists;** 1 volume, 1821-1824

Board of Elections

Absentee Voter Register; 14 volumes, 1936-1987
Abstract of Votes; 4 volumes +1 map roll, 1940-1973
Ballots- Sample; 2 boxes, 1956-1978
Building Plans- BOE Office; 1 map roll, 1987
Countywide Voter Register, 1985; 2 boxes
Maps- various (331); 1972-1995
Minute Book; 2 volumes, 1891-1940

Children's Home, Greene County

Day Book; 2 volumes, 1967-1970
Indenture Record; 1 volume, 1886-1910
Minutes- Bd. of Trustees/Child Welfare Bd.; 5 volumes, 1911-1968
Receipts/Expenses; 4 volumes, 1912-1957
Record of Inmates/ Indentures; 2 volumes, 1904-1924/ 1912-1919
Visitor's Register; 1 volume, 1948-1954

Clerk of Courts

Court of Appeal Case Files; 24 boxes, 2001-2004
Court of Appeal – Decisions; 2 boxes, 1916-1976
Certificate of Judgment; 31 boxes, 1981-2005
Certificate of Judgment cancellations; 4 boxes, 1938-1983
Civil Case Files; 183 boxes, 2002-2005, & misc. 1993-2005
Domestic Relations Case Files; 105 boxes, 1987 (one case), 1989-1992
Domestic Violence Case Files; 38 boxes, 1998-2004
Execution (judgment orders); 9 boxes, 1956-1994
Foreign Judgment; 2 boxes, 1983-2000
Foreign Support; 3 boxes, 1987-1997
Grand Jury Reports; 1889-1905, 1953-1958
Judge's Correspondence, Entries, Decisions, Orders; 2 files, 1972-1974
Judicial Statistics; 1 box, 1902-1919

Miscellaneous

- Certificates of Oath, 1884, 1895; oaths, appointments, etc. 1892-1987
- Cost Bills, 1861-1865
- Grand Jury Reports/Subpoenas, 1953-1960
- Law Library, 1932-1954
- Memorial Resolutions, 1897-1979
- Transcripts (2);
 - Bill of Exceptions, Wilberforce University, 1948
 - Dismissal of Officer, 1964
- X-rays; Cases #32397, #41214, #44555; 1 file
- other miscellaneous files

Clerk of Courts, continued

Naturalization Petitions, Admissions; 1923-1944
Naturalization Records; 1 box, 1898-1951
Naturalizations Index File; 1845-1861
Railroad Police Commissions; 1888-1934
Register of Trademarks; 1 file, 1924-1947
Stalking Protection; 2 boxes, 1999-2002
Uniform Custody; 2 boxes, 1991-1999

Clerk of Courts, bound volumes

Alimony Record; 1 volume, 1962-1964
Circuit Court Appearance Docket; 2 volumes, 1883-1914
Circuit Court Final Record; 3 volumes, 1885-1912
Circuit Court Journal; 3 volumes, 1885-1913
CPC Appearance Docket (Civil); 175 volumes, 1853-1981
CPC Chancery Record; 7 volumes, 1821-1854
CPC Civil Minutes; 1 volume, 1804-1813
CPC Criminal Appearance Docket; 33 volumes, 1857-1979
CPC Execution Docket; 15 volumes, 1947-1983
CPC Final Record/Law Record/Common Pleas Record;
-113 volumes, 1809-1957
CPC Index to Final Record; 1 volume, 1882-1887
CPC General Index/Index to Pending Suits; 13 volumes, 1802-1922
CPC Journal/Minutes; 489 volumes, 1853-1982
CPC Judgment Docket; 8 volumes, 1935-1987
CPC Judgment Index Direct/Reverse; 16 volumes, 1878-1947
CPC State Record; 16 volumes, 1839-1957
Coroners Inquests; 2 volumes, 1882-1972
Court of Appeals Appearance Docket; 4 volumes, 1913-1982
Court of Appeals Final Record; 2 volumes, 1913-1956
Court of Appeals Journal; 8 volumes, 1913-1981
Delinquent Land Docket; 1 volume, 1978
District Court Appearance Docket; 2 volumes, 1852-1885
District Court Minute Book; 3 volumes, 1852-1885
District Court Record; 3 volumes, 1861-1873, 1882-1884
Emancipation of Free Blacks; 1 volume, 1805-1845
Jury Venires (Witness Book 12); 1 volume, 1966-1975
Justice of Peace Commissions; 3 volumes, 1845-1878, 1900-1956
Naturalizations; 8 volumes, 1908-1958
Notary Commissions; 18 volumes, 1944-1974, 1977-1980
Notary Docket; 26 volumes, 1973-1977, 1980-2004
Real Estate License Register; 2 volumes, 1968-1992
Record of Fishers' Licenses; 1 volume, 1925-1936
Record of Optometry Licenses; 1 volume, 1920-1998

Clerk of Courts bound volumes, continued

Special Judgment: Retail Sales Tax; 7 volumes, 1942-1980
Superior Court Appearance Docket; 3 volumes, 1871-1876
Superior Court Final Record; 3 volumes, 1871-1875
Superior Court General Index D/R; 2 volumes, 1871-1875
Superior Court Minutes; 2 volumes, 1871-1875
Supreme Court Chancery Record; 2 volumes, 1824-1851
Supreme Court General Index D/R; 2 volumes, 1803-1852
Supreme Court Execution Docket; 1 volume, 1871-1878
Supreme Court Record; 4 volumes, 1803-1860
Supreme Court Minutes; 1 volume, 1810-1818
Trial Transcript- Comfort Rape Trial; 1 volume, 1889

Combined Health District

Annual Report; 1 file, 1974
Clinics; 1 file, 1975
Death Certificate (Harry Sharp); 1 file, 1906
Health Department services; 1 file, 1973
Minutes of Board of Health Meetings; 18 books, 1920-2008
Minutes of District Advisory Health Council; 2 books, 1920-1998
Scrapbook of Newspaper Articles; 1 book, 1949-1963
Slides of Programs and Facilities; 1963-1990

Common Pleas Court

Court Reporter Notes/Exhibits/Transcripts

Domestic Relations Division
-20 boxes, 1995-2002
General Division
-Picken; 68 boxes, 1999-2010
-Foley; 9 boxes, 2000-2002
-Beard/Blair; 27 boxes, 2000-2009

Convention and Visitors' Bureau

Minutes/Reports of the Board of Trustees; 3 boxes, 1987-2003

Coroner

Case Files; 83 boxes, 1879-1911, 1938-2006
Coroner's Inquests; 2 volumes, 1882-1972 (also under **Clerk of Courts**)

County Commissioners, Board of

Annexation Files; 7 boxes, 1955-1998
Annexation Hearings Transcripts; 1 box, 1976-1992
Annual Report; 1 file; 1979, 1981
Bond Sales; 3 boxes, 1984-1986, 1995-1999
Chase Stewart Trust Fund Minutes; 1 book, 1948-1971
Commissioners' Record/Journal
-#1-132, 73 volumes/12 boxes, 1803-1995
Commissioners' Records of the County Engineer (also listed under **Engineer**)
-**Ditch Records;** volumes 1-8, 1859-1970; also, 2 boxes, 1968-1992
-**Index to Ditch Records 1-7**

County Commissioners, continued

- Road Record Index**; 1 volume, 1804-1895
- Road Vacations**; 2 boxes, 1963-1997
- Railroad and Turnpike Bond Record**; 1 volume, 1847-1879
- Rattlesnake Creek Watershed Project**, 1 box, 1985

Contracts; 1 box, 1988

Department Files

- Animal Control pound seizure**, 1 box, 1991
- Correspondence**; 13 boxes, 1994-1999
- County Home Journal**; 6 volumes/4 folders, 1913-1991 (also **County Home**)
- Greene Memorial Hospital Building Commission Minutes**
 - 1 volume, 1947-1952

Index to Commissioners' Record; volumes 3, 4

Lawsuits; 9 boxes, 1989-2011 (settlement dates)

Miscellaneous Records

- Brief history of Greene County, Andrew Jaros, former director GCHS
- Guest book; Greene County Office Building open house, Nov. 5, 1966
- Collection of resolutions, ordinances, and warranty deeds relative to the office of the Board of County Commissioners
- Commissioners' list of claimants for damages, road improvement #525, 1927
- Various photographs (few)
- "Celebration Dayton 96" items presented to the Board in 1996

Plats; 5 volumes, 1939-1985, plus file folder 1986-1987

Public Hearing Transcripts; 3 boxes, 1975-1997

Record of Blind Beneficiaries; 1 volume, 1917-1920

Subdivision Files; 2 boxes, 1976-2001

Transcriptions of Proceedings (IDBs); 8 boxes, 1978-1998

County Home/Infirmary/Greenwood Manor

Board of Directors Journal/ Infirmary Record; 3 volumes, 1861-1908

Commissioners' County Home Journal; 6 volumes/4 folders, 1913-1991

Ledgers and Bills; 5 volumes, 1880-1927

Old County Home Building Plans; c. 1869

Outside Relief Record; 2 volumes, 1891-1893, 1903-1913

Outside Relief/ Indenture Record; 1 volume, 1881-1891

Poor House Day Book; 1 volume, 1829-1889

Receipts and Expenses; 5 volumes, 1908-1958

Register of Admissions/Discharges; 4 volumes, 1840-2007

Superintendent's Cash Book; 1 volume, 1928-1951

Time Book and Payroll; 2 volumes, 1907-1947

Visitor's Register; 1 volume, 1870-1914

Greenwood Manor; dedication/open house, 1 file, 1977;
photos/brochures/slides/newsletters

Development

Block Grants; 13 boxes, 2001-2002, 2004-2006
EZ-Annual Reports; 2 boxes, 1990-1993, 1995-2004
EZ-Tax Abatements; 1 box, 1999-2004

Engineer's Office

Aerial Photos; 1940/1942 (303 photos), and 1968 (116 photos)
Atlases; Greene County 1875, World 1940, World 1950
Blueprints of County Highways; (1 set of 34)
Bridge Inspection Records; most are 1910-1911, one 1912-1920, one 1950
Bridge Photo Collection; ca. 1960-1980
Calculation Sheets Truss Bridge Load Ratings with photos; 1969
Commissioners' Records of the County Engineer:
-**Ditch Records;** volumes 1-8, 1859-1970
-**Index to Ditch Records 1-7**
-**Railroad/Turnpike Bond Record;** 1 volume, 1847-1879
-**Rattlesnake Creek Watershed Project;** 1 box, 1985
-**Road Record Index;** 1 volume, 1804-1895
Engineer's Drawings- City/Village Additions; ca. 1845
Engineer's Report- Wilson Creek Ditch; 1 book, 1887
Field Books; 7 boxes, 1848-1964
Maps; a variety of county, township, city/village maps, 1870-1970
– map index available upon request
Military Survey Maps; 1 volume
Miscellaneous Indexes; 3 volumes, dates unknown
Plan and Estimate Record; volumes 1-2, 1903-1916
Record of Bonds Issued; 2 books, 1867-1877, 1898-1914
Report on County Bridges/Action Items; 1981-1987
Right-of-Way Railroad Valuation Maps (119); 1917-1956
Road Improvement Records; 2 volumes, 1867-1906
Road Records; 6 volumes, A – F, 1804-1938
Section Maps-Bath, Beavercreek, Miami & Sugarcreek Township; 3 volumes
Section Plats of U. S. Land Greene Co., 1817/Town Plats, etc, 1871-1908; 1 book
State and County Road Record Index; 1 volume
State Road Record 1&2; 1 volume, 1817-1848
Survey Records; Volumes 1-29; 1817-1998
-**Index to Surveys;** 3 volumes, 1817-1998
-**Levi Riddell's Surveys;** 2 volumes, 1859-1914
Surveyor's Record of Accrued Fees; 1 book, 1917-1954
Surveyor's Report- County Line between Montgomery and Greene Counties; 1 book, 1894-1895
Tax Maps- Xenia; 1 oversized book; ca. 1870
See also tax maps under Auditors Office
Township Map Boards- 1896 County Atlas
Virginia Military Survey Record; 1792-1847
Xenia City Tax Maps; downtown area, 27 maps, 1951

OS&SO/OVCH

Personnel Records Index/Pupil Registration Index

- 1 volume, 1930-1997/1882-1902

Student Accounts (also listed under Probate Court)

- 11 boxes, 1964-1995

Student Records Index; 1 volume, 1869-1995

Park District

Project File; (H- Connector Park), 1997

Scrapbooks; 2 books, 1964-1977, 1992-1994

Seasonal Guides; 1995-2001

Probate Court

Birth Registrations, (late registrations, corrections)

-4 boxes, 1942-1952

Case Files

All Cases, 1803-1950

-298 boxes, (no estates prior to 1907).

Estates

-#6078-30250; 430 boxes, 1950-1997

Guardianships

-#1063-2816; 32 boxes, 1950-1975

Miscellaneous: name changes, legitimizations, coroner's inventories, etc.

-#1-6655; 29 boxes, 1950-1989

Docket cards

-Estates: #19431 to 24141; 9 boxes, 1981-1988

-Guardianships: #3344 to 4108; 2 boxes, 1981-1988

Index cards: birth, late birth registrations/corrections, death records

Marriage Certificate Returns

-#1-57582, 12 boxes, 1930-2006

Miscellaneous records

-**Appointment of Court Officials;** 1925-1949

-**Board of County Visitors;** 1922-1944

-**Jurisdiction of Juvenile Court;** 1925

-**Jurisdiction of Probation Officers;** 1927-1936

-**Juror File;** 1935-1937

-**Marriage License Waiting Period File;** 1931

-**Mothers' Pension Case Files;** 1914-1936

-**Naturalizations Index List;** 1861-1906

-**Prohibition File;** 1924-1931

-**Report of County Health Officer;** 1925

-**Report on Crippled Youth;** 1925-1942

-**Unclaimed Deposits;** 1922-1923

OSSO/OVCH Student Accounts; 11 boxes, 1964-1996

Probate Court, bound volumes

Administrators and Executors Docket

-#1-34; 34 volumes, 1885-1981

Administrators, Executors, and Guardians Docket

-#A-C, 1; 4 volumes, 1814-1884

Appearance Docket; #1-10; 10 volumes, 1878-1988

Birth Record; #1-4; 4 volumes, 1869-1909

Birth Registrations, (late registrations and corrections)

-17 volumes

-#1-6, 1944-1969

-#1-4, 1941-1952

-#2-3, 1942-1951

-#7-9, 1968-1991

■ 1 unmarked volume, 1940-1941

Civil Docket; 3 volumes, (A, 1, 2), 1852-1886

Criminal Docket; 5 books, 1854-1930

Criminal Journal; 2 volumes, 1885-1905

Criminal Record; 2 volumes, 1891-1905

Death Record; #1-3; 3 volumes, 1870-1909

Determination of Heirship; 1 volume, 1932-1963

Final Record; 41 volumes, 1852-1958

Guardians Docket; #3-7; 5 volumes, 1884-1987

Habeas Corpus Record; 1 volume, 1852-1877

Indexes to Probate division

-Estates Index, 1 volume, pre-1950

-General Index, 2 volumes, 1950-1988

-Miscellaneous Index, 1 volume, pre-1950

-Wills Index, 1 volume, pre-1950

Inventory and Sales Record; 37 volumes, 1852-1857, 1915-1958

Journal/ Minutes; 126 volumes, 1852-1987

Marriage Record; 124 volumes, 1803-May 29, 2009

Ministers' Licenses; 8 volumes, 1870-1976

Miscellaneous Record; 1 volume, 1885-1963

Mothers' Pension Record; 2 volumes, 1914-1936

Naturalizations; 4 volumes, 1880-1906

Physician's Certificates; 1 volume, 1887-1981

Proof of Publication; 2 volumes, 1947-1980

Real Estate and Assignment Docket; 3 volumes, 1885-1935

Real Estate Docket; #3-11; 9 volumes, 1903-1989

Schedule of Claims; 1 volume, 1958-1961

Settlement Journal; 2 volumes, 1960-1980

Will Record; 38 volumes, 1803-1959

Public Defender

Client Files-Felonies; 46 boxes, 1993-2008

Client Files- Misdemeanors; 72 boxes, 2002-2008

Administration Files; 21 boxes

-**Commission Files;** 1982-1998, 2000-2001

-**Registers of Felony and Misdemeanor cases;** 1982-1998, 2000

-**Reports to State;** 1982-2009

Recorder

Annexation Records; 3 boxes, 1910-1997

Articles of Incorporation; 1 volume, 1845-1921

Bulk Sale Notice Records; 1 volume, 1908-1944

Corporation Extensions Record; 1 volume, 1853-1922

Daily Register of Deeds and Mortgages

-3 boxes, span dates 1987, 1989-1990, 1993-1994

Deed Record, volumes 1-42; 1804-1864

-sample set of deeds; 1809-1838

Deed Record, Index to, 1803-1909 (incomplete)

-**Direct;** volumes 1, 4, 5, 6

-**Reverse;** volumes 2, 5, 6, 7, 8, 9, 10

Federal Tax Lien Index; 2 volumes, 1936-1970

Fence Record/Partition Fence Records; 1 volume, 1905-1980

Financing Statements/ Chattel Mortgages; 2 volumes, 1878-1961; and

Chattel Mortgage Index, Real and Personal; 1 volume

Honor Roll: World War II Veterans from Greene County; 1 volume, 1941-1945

Index of Liens & Lesser Estates on Registered Lands (few);

1 volume, 1941-1995

Index to Notices of Liens Surety to Recognizance; 1 volume, 1929-1970

Lease Record, volumes 1-5; 1865-1927

Liens on Mares; 1 volume, 1885-1893

Mechanic's Liens, Record of, volumes 15-18; 4 volumes, 1968-1980

Miami Conservancy District Appraisal Record; 1 volume, dated 1917

Miscellaneous Index for Filing Letters; 1 volume, 1909-1944

Miscellaneous Record, volumes 1, 2 and 3; 1900-1958

Mortgage Record, volumes 1-274; 1839-1959

Mortgage Record, Index to:

-**Direct, volumes 1-5 and 12-13;** 7 volumes, 1839-1904, 1950-1959

-**Reverse, volume 5;** 1 volume, 1898-1904

Mortgage Record, Release of, volumes 1-9; 1892-1962

Marginal Release of Mortgages; 1 volume, 1969-1974

Mortgage Record- Certificates of Liens; 3 volumes, 1951-1973

Recorder, continued

Partnership Records; 2 boxes, 1894-1996
Partnership Register; 2 volumes
Personal Property Tax Liens, volumes 1-4; 1939-1982
Personal Tax Liens Released; 1 volume
Plat Index #1; 1 volume
Plat Index #1 (transcribed); 1 volume
Plat Record 1 and 3; 2 volumes, 1850-1902, 1946-1951
Power of Attorney Record, volumes 1, 2, and 3; 1895-1955
Record of Perpetuating Testimony; 1 volume, 1842-1907
Record of Railroad Liens; 1 volume, 1887-1899
Registered Land Record; 1 volume, 1941-1968
Roster of Greene County, Ohio Soldiers, War of 1812; 1 volume (copy)
Roster of Ohio Soldiers, Civil War, Mexico; 12 volumes, 1861-1866, 1846-1848
Roster of Ohio Soldiers, War with Spain; 1 volume, 1898-1899
Tax Lien Record; 1 volume, 1901-1921
Tax Lien Records-Releases; 2 boxes, 1937-1979
Traders Record; 1 volume, 1884-1886
Unemployment Compensation Lien Records; 2 volumes, 1936-1967
Virginia Military Survey 1792-1847/Plat of Federal Lands 1817 (duplicate)
War Veterans' Graves, Record of; 1 volume, 1824-1986
WPA Veterans' Graves Registration (Plot Maps); 1 volume (oversize), dated 1939

Recreation and Parks

Action Plan/ Dept. Goals; 1982, 2000
Advisory Board Minutes; 1 book, 1975-1983
Annual Reports; 1998-2000
Project Files/Subject Files; 59 boxes, 1972-1998
Publications/ Programs; 1999
Scrapbooks; 15 books, 1972-2001
Slides/Pictures; 34 boxes, 1971-2000

Risk Management

Lawsuits; 3 boxes, 1992-2001

Sanitary Engineering

Water and sewer line maps (see maps inventory)
"Beavercreek Wastewater Treatment Plant"; 1 booklet, 1988
12 boxes containing:
-**Minutes of various meetings;** 1993-2010
-**Newsletters;** 1993-2010
-**Newspaper clippings;** 1988-2010
-**Photos/Slides;** 1991-2000, some 1960s, 1970s, 1980s
Newspaper clippings; 3 scrapbooks, 1964-1988

Sheriff

Daily Activity Reports; 3 boxes, 2000-2001
Evidentiary/ Miscellaneous; 38 boxes, 1998-2006
Foreclosures/Sheriff's Sales; 33 boxes, 2004-2009
Monthly Reports; 1 box, 2000-2001
Property Record Books; 3 books, 1990-1994
Traffic Citations; 1 box, 2000-2001

Treasurer

Register/Classification of Orders; 2 volumes, 1861-1867
Settlement of Funds; 1 file, 1837-1850

Veterans' Services

Soldiers Relief Commission Minutes/Relief Records; 5 volumes
Minutes- 1886-1897, 1901-1907, 1923-1949
Records- 1887-1897, 1902-1907, 1923-1949, 1950-1982