Public Archives of Iowa

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In the former articles on the subject of Public Archives, the writer gave a brief sketch of the archives, the method of handling, classifying, etc., of the offices of Governor and Secretary of State. In this article is presented the office of the Auditor of State.

The office of the Auditor of State was established January 7, 1840, and designated "Auditor of the Territory." The constitution of 1846 provided for the continuance of the office under the title of "Auditor of Public Accounts." The constitution of 1857 continued the office under the titular head of "Auditor of State."

From the nature of the business transacted by this branch of the State government, the documents are not generally considered so valuable historically as are the documents in some of the other branches. This, in part, is true, but a large number of documents are in themselves of great historical interest. The business of the different State departments has been so closely connected that documents in the office of Auditor must be found to corroborate facts gleaned from other departments. Thousands of documents in this department, however, have no connection with any other.

To a student of history the growth of the State is more clearly portrayed in this department than in the others. For example, the tax lists in the early forties of the then organized counties were written out on a few sheets of foolscap, the totals of each county amounting to only a few dollars. At present the collections by the same counties are counted by the thousands and tens of thousands. We find that the documents for any one year in the earlier history of the State are numbered by hundreds while for the same period of time at present there are thousands. This growth of the State is also clearly portrayed by the increase each year in

the number and amounts of the claims filed and paid and by the character of the claims.

The number of documents now on file in the Hall of Public Archives from the office of the Auditor of State is far in excess of that from any other branch of the State government. The total number of documents is estimated to be 700,000 and the bound records 1,000. These have all been examined and classified in the manner shown by the outline of classification following.

One of the main objects aimed at in the classification of the documents is the reduction to the minimum of the time and labor required to find a certain document, by any one seeking information. This can best be accomplished by classifying them, first by divisions, these into sub-divisions, and so on until the lowest sub-division is the subject. This in turn is arranged in chronological order and then either by numbers or in alphabetical order according to the character of the documents. In this manner the great mass of documents is eliminated from the course of the investigator and comparatively few upon the subject remain with the document sought.

It may be appropriate here to repeat that the proper care and preservation of Iowa archives was first proposed by Charles Aldrich, founder of the Historical Department of Iowa; that Dr. Benjamin F. Shambaugh, under direction of the Board of Trustees of the Historical Department, after an exhaustive investigation, made a report upon the subject and recommended a plan of handling and of classification; that thereafter the execution of the plan was transferred to the Executive Council, whose secretary, Hon. A. H. Davison, designed the cases, receptacles and folders now in use; that the working force under Mr. Davison was organized and for two years directed by Hon. John H. Kelley. The writer has been in charge since Mr. Kelley retired and has endeavored to develop the system of classification.

Our work has been referred to by nearly all writers on the subject of public archives in America, usually with commendation. In a field still new, but of recognized importance, initial steps have all been vital, and credit in Iowa is due those who took them.
OFFICE OF AUDITOR OF STATE—CLASSIFICATION.

MAIN DIVISIONS.

Series I. Certificates
Series II. Corporations
Series III. Correspondence
Series IV. Notices
Series V. Oaths of Office
Series VI. Reports
Series VII. Vouchers
Series VIII. Miscellaneous

SERIES I. CERTIFICATES.

Bound Records.

Documents.

County judges
County officers
Election and qualification
Elections
State institutions, Officers of
State officers, members of boards, etc.
Miscellaneous

County judges
School Fund Commissioners, in regard to
giving bonds

County officers
Miscellaneous
Election and qualification
Attorneys, District
Judges
Circuit
District

Elections

General elections
Auditor of State
County officers
Judges of district court

*Experience has shown that the formal page heads used in outline of the office of Governor (ANNALS, V. X, p. 176-183), and of the Secretary of State (ANNALS, V. X, p. 273-319), are confusing to some workers, and a simpler form has been substituted in this outline.*
State institutions, Officers of
College for the Blind
Hospitals for Insane
Industrial schools
Iowa State College of Agriculture and Mechanic Arts
Iowa State Teachers' College
State bank, Officers of
Commissioners
Directors

State Institutions, Officers of
College for the Blind
Hospitals for the Insane
Iowa State Teachers' College
State Bank, Commissioners
State University

State officers, members of boards, departments, etc.
Auditor
Bank Examiner, Appointment of
Control, Board of
Governor
Agricultural College, In regard to buildings at
Health, Board of
Parole, Board of
Pharmacy, Commission of
Fines, Collection of
Railroad Commissioners
Qualification of
Secretary of State
Library Board, Amount to be drawn by
Railroads, Assessment of, for R. R. Commissioners' fund

Miscellaneous
Bank cashiers
Deposits made by county treasurers, In regard to
Lots, Sales of
Iowa City
Monroe City
Unclassified
SERIES II. CORPORATIONS

Bound Records.
- Agents' records
- Annual statements
- Cash books
- Fee books
- Journals
- Ledgers
- Miscellaneous

Documents.
- Banks
- Building and Loan
- Express
- Insurance
- Loan & Trust and Investment
- Telegraph
- Telephone

(All documents are arranged in alphabetical order by name of corporation.)

Banks
- Incorporation
  - Articles of
  - Miscellaneous
- Oath of directors
- Publication notices
- Incorporation
- Reports on call

Reports
- Condition
  - Bank examiners
  - Bank officers on call
  - Committee
- Miscellaneous
  - Schedule B: (List of stock and stockholders)
  - Unclassified

Building and Loan
- Certificates
- Incorporation
  - Articles of
  - By-laws
  - Miscellaneous
Building and Loan - Continued.

Miscellaneous (general)
Notices
Official bonds
Receipts
Reports
Annual
Examiners
Miscellaneous
Statements

Express

Reports

Insurance

Appointment of agents
Bonds
Official bonds of officers
Certificates
Authority
Deposit
Valuation
Miscellaneous
Incorporation
Articles of
By-laws
Miscellaneous
Miscellaneous (general)
Notices
Miscellaneous
Publication
Power of Attorney
Receipts
Reports
Condition
Annual
Examiners
Miscellaneous
Requisitions
For securities on file
Statements

Loan & Trust and Investment

Incorporation
Articles of
Miscellaneous
Oaths of directors
Loan & Trust and Investment—Continued.

Publication notices
Incorporation
Reports on call
Reports
Condition
Examiners
Officers (on call)
Committee
Miscellaneous

Telegraph
Telephone

SERIES III. CORRESPONDENCE.

Bound Records.
Letter copying books
Volumes of correspondence

Documents.
Affairs outside the State
Assessment
Claims
Corporations
County affairs
Lands
Municipal accounting
Revenue
School fund
State institutions
State officers, members of boards, departments, etc.
Taxation
Warrants
Miscellaneous

Affairs outside the state
Foreign (correspondence with Ambassadors, Consuls, Ministers, etc. and miscellaneous)
National (correspondence with Departments of Agriculture, Interior, Justice, Navy, Post Office, State, War, Treasury, U. S. Senate, House of Representatives and Miscellaneous)
Affairs outside the state—Continued.

Other States (with Executive Departments, Secretaries of State, Librarians, etc., concerning conventions, statistics, conditions, etc., and miscellaneous)

<table>
<thead>
<tr>
<th>Assessment</th>
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<td>Counties</td>
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<td>Railroads</td>
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<tr>
<td>Telegraph, Telephone and Express</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<th>Claims</th>
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<tbody>
<tr>
<td>Corporations (arranged in alphabetical order by the names of the corporations also a miscellaneous division for each class)</td>
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<td>Banks</td>
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<tr>
<td>Building and Loan</td>
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<tr>
<td>Express</td>
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<td>Insurance (fire, life and miscellaneous)</td>
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<tr>
<td>Loan &amp; Trust and Investment</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td>Railroads</td>
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<tr>
<td>Telegraph and Telephone</td>
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<tr>
<th>County affairs</th>
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<td>Des Moines River</td>
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<td>Railroad</td>
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<td>Saline</td>
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<td>School</td>
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<td>Swamp</td>
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<tr>
<td>University</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<th>Municipal accounting</th>
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<tr>
<td>Revenue</td>
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<tr>
<td>Counties</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<th>School fund</th>
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<tbody>
<tr>
<td>Counties</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<th>State institutions</th>
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<tr>
<td>College for the Blind</td>
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<tr>
<td>Industrial School for Boys at Eldora</td>
</tr>
<tr>
<td>Industrial School for Girls at Mitchellville</td>
</tr>
<tr>
<td>Institution for Feeble-minded Children</td>
</tr>
<tr>
<td>Iowa Soldiers' Home</td>
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</tbody>
</table>
State institutions—Continued.

Iowa Soldiers' Orphans' Home
Iowa State College of Agriculture and Mechanic Arts
Iowa State Teachers' College
Penitentiaries
Anamosa
Ft. Madison
School for the Deaf
State Hospital for Inebriates
State Hospital for Insane
Cherokee
Clarinda
Independence
Mt. Pleasant
State Sanatorium for the Treatment of Tuberculosis
State University

State officers, members of boards, departments, etc.

Adjutant General
Agricultural Department
County and district
Farmers Institute
State
Attorney General
Auditor of State
Commissioner of Public Buildings
Control Board of
Custodian of Public Buildings and Property
Dental Examiners, Board of
Director of Weather and Crop Service
District Attorney, District, Circuit and Probate Judges
Educational Board of Examiners
Executive Council
Fish and Game Warden
Food and Dairy Commissioner
Geological Survey
Governor
Health, Board of
Historical Department
Horticultural Society
Inspector of Horses
Iowa State Library
Labor Statistics, Bureau of
Library Commission
State officers, members of boards, departments, etc.

Continued:

- Parole, Board of
- Pharmacy, Commission of
- Railroad Commissioners
- Secretary of State
- State Register
- State Historical Society
- State Land Office
- State Mine Inspectors
- State Oil Inspectors
- State Printer
- State Veterinary Surgeon
- Superintendent of Public Instruction
- Superintendent of Weights and Measures
- Supreme Court (judges)
- Supreme court (reporter)
- Territorial Agent
- Treasurer of State

Taxation

Warrants

Miscellaneous

- Applications and Appointments
- Bonds
- Census
- Certificates
- Commissions
- Crop Statistics
- Disclosures
- Documents
- Elections
- Expositions
- Laws
- Legislative
- Utilization
- New Buildings
- Builders' License
- Supplies and stores
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Serie IV. Notices.

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- Resignations, appointments, qualifications, etc.
- Miscellaneous
Resignations, appointments, qualifications, etc.

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Capitol Commissioners, Board of
Centennial Exposition, Assistant manager
Code Commission
Code Supplement
State Hospital for Insane
Southern Battlefields

State Institutions, Officers of
College for the Blind
Industrial schools
Institution for Feeble-minded Children
Iowa State College of Agriculture and Mechanic Arts
Iowa State Teachers' College
Penitentiaries
School for the Deaf
State Hospital for the Insane
State University

State officers, members of boards, departments, etc.
Adjutant General
Attorney General
Control, Board of
Dental Examiners, Board of
District Attorney, District, circuit and probate judges
Educational Board of Examiners
Fish and Game Wardens
Food and Dairy Commission
Health, Board of
Historical Department
Inspector of Boats
Iowa State Library
Labor Statistics, Bureau of
Pharmacy, Commission of
Public Buildings, Custodian of
Railroad Commissioners
Secretary of State
State Historical Society
State Mine Inspector
State Printer
State Veterinary Surgeons
Superintendent of Public Instruction
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Weights and Measures, Superintendent of
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Control, Board of, Secretary
Food and Dairy Commission, Assistant Governor, Private secretaries
Iowa State Library, Assistant librarian
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Parole, Board of, Secretary
Railroad Commissioners
Secretary of State, Deputy Superintendent of Public Instruction, Deputy

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State officers, members of boards, etc.

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Code Supplement
Floyd Monument
Iowa Columbian
Iowa Soldiers' Home
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Iowa State College of Agriculture and Mechanic Arts
Louisiana Purchase Exposition
New Capitol
Penitentiaries
School for the Deaf
Southern Battlefields Monument
State Hospitals for the Insane
Warehouse, erection of

Visitors
State Hospitals for the Insane

State Institutions, Officers of
College for the Blind
Industrial Schools
Institution for Feeble-Minded
Iowa Soldiers' Home
Iowa Soldiers' Orphans' Home
Iowa State College of Agriculture and Mechanic Arts
Iowa State Teachers' College
Penitentiaries
Anamosa
Ft. Madison
School for the Deaf
State Bank
State Hospitals for the Insane
Cherokee
Clarinda
Independence
Mt. Pleasant
State University

State Officers, members of boards, departments, etc.
Adjudant General
Control, Board of
Dental Examiners, Board of
District Attorney, District, circuit and probate judges
Educational Board of Examiners
Fish and Game Warden
Food and Dairy Commissioner
Geological Survey
Health, Board of
Historical Department
Inspector of Boats
Iowa State Library
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- Library Commission
- Pharmacy, Commission of
- Public buildings, Custodian of
- Railroad Commissioners
- Secretary of State
- State Binder
- State Historical Society
- State Mine Inspectors
- State Oil Inspectors
- State Printer
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- Commissioners of Public Buildings
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State Hospital for Insane, Independence
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Expense of Commission
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Youths of school age, Enumeration of
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 Collateral Inheritance Tax, Expense of Collection
 Commissions, commissioners and agents
 Expositions
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  Educational Commission
  Floyd Memorial Association
  Immigration, Board of
  Insane, Special
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  Iowa and Missouri Boundary Line
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  Reform School, To investigate
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Swamp lands, To select
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Freight and cartage
Fuel
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Ice
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Lights
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Iowa
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Building fund
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   Miscellaneous
   Per diem and mileage
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Iowa Soldiers' Home
   Building fund
   General expense

Iowa Soldiers' Orphans' Home
   General expense
   Providential fund
   Requisitions for support

Iowa State College of Agriculture, etc.
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   Contingent
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   Financial agent
   Purchase of land
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   Salaries and per diem
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   Requisitions for support
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   Current expense
   Requisitions for support
   Salaries, officers and employees
   Miscellaneous

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   Building fund
   Clothing account
   General expense
   Requisitions for support

State Hospital for Inebriates
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State Hospital for Insane, Cherokee
Current expense
Requisitions for support
Salaries, officers and employees
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State Hospital for Insane, Clarinda
Current expense
Requisitions for support
Salaries, officers and employees
Miscellaneous

State Hospital for Insane, Independence
Current expense
Requisitions for support
Salaries, officers and employees
Miscellaneous

State Hospital for Insane, Mt. Pleasant
Current expense
Requisitions for support
Salaries, officers and employees
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Expense while on duty
Inter-state competition
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Miscellaneous
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- Schools of instruction
- Transportation
- Worlds Fair dedication
- Quarter Master General's department
- Salaries
- Soldiers' Roster
- Spirit Lake Military Expedition
- War and Defense

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- District and county
- State
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  - Contingent
  - Salary and Clerk Hire

Attorney General
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Auditor of State
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- Building and Loan
- Contingent, supplies, etc.
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- Municipal accounting
- Salary and clerk hire

Control, Board of
- Expense account
- Requisition for support of Institutions
- Salary and clerk hire

Dental Examiners, Board of
- Expense account
- Per diem and mileage

Director of Weather and Crop Service

District Attorney, district, circuit and probate judges
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Employers' Liability Commission
- Expense account
- Salary and clerk hire
State Offices, Boards, Departments, etc. Continued

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- Archives department
- Census
- Clerk hire
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Fish and Game Warden
- Salary and expenses

Food and Dairy Commission
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- Per diem and expenses
- Salary and clerk hire

Geological Survey
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- Salary and clerk hire

Governor
- Contingent
- Salary and clerk hire

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- Traveling expenses of deleterious vital statistics

Historical Department
- Expense account
- Salary and clerk hire

Historical Society

Iowa State Library
- Expense account
- Salary and clerk hire

Labor Statistics, Bureau of
- Expense account, supplies, etc.
- Salary and clerk hire

Library Commission
- Expense account
- Salary and clerk hire
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Optometry Examiners, Board of
- Per diem and expense of members
- Salaries, clerk hire and contingent expense

Parole Board of
- Contingent
- Per diem and expense accounts
- Salary and clerk hire

Pharmacy, Commission of
- Per diem and expense
- Salary, clerk hire and contingent

Railroad Commissions
- Expense account and supplies
- Salary and clerk hire

Secretary of State
- Expenses
- Contingent, supplies, etc.
- Land office
- Salary and clerk hire

State Printer

State Board of Education
- Per diem and expense accounts
- Salary and clerk hire

State Fire Marshal
- Per diem account
- Per diem and expense, reporting fires
- Salary and clerk hire

State Historical Society

State Mine Inspectors
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- Per diem and mileage of board of examiners
- Salary and clerk hire

State Oil Inspectors

State Printer

State Veterinary Sanitary

Superintendent of Public Instruction
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  Clerk
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  Reporter
  Salaries of judges

Treasurer of State
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  Inspection of hospitals for Insane, etc.
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  Linnie Haguewood
  Lots at Des Moines and Iowa City
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  School
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Relief, for accidents while in employ of the State
Relief of F. M. Hull
Relief of Joseph Metz
Rewards
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State roads
Stone for Washington Monument
Subscriptions for newspapers
Supreme Court Reports
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Visitors to the Institution for Feeble-minded Children

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continue until complete, for the purpose of recording all that is at present
known or that can be ascertained upon the subject. Criticism and sug-
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