Public Archives of Iowa

C. C. Stiles
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. 176-193), 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 the 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
- Oaths of directors
- Publication notices
- Incorporation
- Reports on call
- Reports
  - Condition
    - Bank examiners
    - Bank officers on call
    - Committee
- Miscellaneous
  - Schedule of (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

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
ANNALS OF IOWA.

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)

Assessment
Counties
Railroads
Telegraph, Telephone and Express
Miscellaneous

Claims
Corporations (arranged in alphabetical order by the names of the corporations also a miscellaneous division for each class)
Banks
Building and Loan
Express
Insurance (fire, life and miscellaneous)
Loan & Trust and Investment
Miscellaneous
Railroads
Telegraph and Telephone

County affairs
Lands
Agricultural College
Des Moines River
Railroad
Saline
School
Swamp
University
Miscellaneous

Municipal accounting
Revenue
Counties
Miscellaneous

School fund
Counties
Miscellaneous

State institutions
College for the Blind
Industrial School for Boys at Eldora
Industrial School for Girls at Mitchellville
Institution for Feeble-minded Children
Iowa Soldiers' Home
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

Central Board of

Custodian of Public Buildings and Property
Dental Examiners, Board of

Director of Weights and Measures
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 Plants

Iowa State Library

Labor Statistics, Bureau of

Library Commission
State officers, members of boards, departments, etc.

Continued:
Porole, Board of
Pharmacy, Commission of
Railroad Commissioners
Secretary of State
State Boarder
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
Committees
Crop Statistics
Debentures
Documents
Elections
Expositions
Laws
Legislative
Litteration
New Buildings
Pensions' License
Supplies and Stores
Unclassified

Bound Records

Documents

Resignations, appointments, qualifications, etc.

Miscellaneous
Resignations, appointments, qualifications, etc.

Commissioners, Agents, etc.
  Capitol Commissioners, Board of
  Centennial Exposition, Assistant man-
  ager
  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, depart-
ments, 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
  Superior Court, judges
Resignations, appointments, qualifications, etc.—Continued.

Supreme Court, judges
Supreme Court, clerk
Supreme Court, reporter
Voting Machine Commissioners, Board of
Weights and Measures, Superintendent of
State officers, members of boards, etc.,
Deputies, secretaries, etc. of
Adjutant General, Assistant
Control, Board of, Secretary
Food and Dairy Commission, Assistant
Governor, Private secretaries
Iowa State Library, Assistant librarian
Labor Statistics, Bureau of, Deputy
Commissioner
Parole, Board of, Secretary
Railroad Commissioners
Secretary of State, Deputy
Superintendent of Public Instruction, Deputy

Miscellaneous
Capitol, Contracts for building, in regard to
Employees of State Institutions, fixing salaries of
Stationery, Bids for furnishing

SERIES V. OATHS OF OFFICE.

Bound Records.

Documents.

Commissioners, agents, etc.
State Institutions, Officers of
State officers, members of boards, etc.

Commissioners, agents, etc.
Commissioners
Cedar Rapids River Front
Code Supplement
Floyd Monument
Iowa Columbian
Iowa Soldiers' Home
ANNALS OF IOWA.

Commissioners—Continued.

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.
Adjutant 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
State Officers, members of boards, departments, etc.—Continued.

Labor Statistics, Bureau of
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
State Veterinary Surgeons
Supreme Court Judges
Weather and Crop Service, Director of

SERIES VI. REPORTS.

Bound Records.

Documents.

Commissioners and agents
County officers
State Institutions, Officers of
State officers, members of boards, etc.
Miscellaneous

Commissioners and agents
Commissioners of Immigration
Commissioners of Public Buildings
Loan Agents
Territorial Agents

County Officers

County Auditors, Clerks, Judges and School Fund Commissioners
Assessments, Abstracts of
Banks, Assessment of
County auditors and treasurers elected
County indebtedness
County officers, Compensation of
Insane and convicts, Expense of conveying to institutions
Lands conveyed
Laws, codes, etc., Sales of
County Officers—Continued.

Railroads, Aid to
School fund
Interest
Permanent
Assets
Contract notes
Lands unsold
Losses
Mortgages
Sales and re-sales
Settlements
Taxes
Collections by "Tax Ferrets"
Delinquent lists
Levies
Semi-annual settlements
Special
Valuation and tax reports
Telephone lines in counties

County Treasurers
State revenue, Collections

State Institutions, Officers of

College for the Blind
Expenditures
Mechanical department
Institution for Feeble-minded Children
Iowa Soldiers' Orphans' Home
Inmates, By superintendent
Penitentiary at Anamosa
Clerks, Report of funds
Wardens, Monthly
Penitentiary at Ft. Madison
Wardens
Biennial
Monthly
Record of convicts
Miscellaneous
Committees
Appraisements of property
Investigations
Clerks
Warrants paid, monthly receipts
for
Miscellaneous
State Institutions, Officers of—Continued.

School for the Deaf
Receipts and expenditures
State Hospital for Insane, Cherokee
State and county patients
Miscellaneous
State Hospital for Insane, Clarinda
State and county patients
Miscellaneous
State Hospital for Insane, Independence
State and county patients
Miscellaneous
State Hospital for Insane, Mt. Pleasant
State and county patients
Miscellaneous

State officers, members of boards, departments, etc.

Adjutant General
Arms and stores, Sales of
Receipts and disbursements
Miscellaneous
Attorney General
"Orwig matter"
Executive Council
Financial report, Quarterly
Governor
Contingent fund
Spirit Lake Expedition, Claims
Miscellaneous
Iowa State Library
Expenditures
Quarterly report by librarian
Pharmacy, Commission of
Expense account of members, quarterly
Secretary
Annual reports of fees collected
Monthly report of fees collected
Railroad Commissioners
Expense of Commission
Secretary of Territory
Warrants issued
Secretary of State
Contingent fund
Codes and laws, distribution of
Superintendent of Public Instruction
Laws, Distribution of
Permanent School fund, Condition of
Youths of school age, Enumeration of
State officers, members of boards, departments, etc.— Continued.

Treasurer of State
Funds, quarterly
Settlements, quarterly
Warrants cancelled, Weekly
General revenue
Special revenue
Iowa State College of Agriculture, etc.
Iowa State Teachers' College
State University

Miscellaneous
Accountants
Bonds, Sale of, by state loan agents
Code Commission
Farmers' Protective Association
Northwest Relief Commission
Rankin defalcation, Commission to investigate
State Oil Inspection
State revenue, Bank cashiers in regard to deposits of
State University losses

SERIES VII. VOUCHERS.

Bound Records.
Balance books
Claim registers
Journals
Ledgers
Warrant registers
Miscellaneous

Documents.
Arrest and return of fugitives from justice
Charitable institutions
Collateral Inheritance Tax, Expense of Collection
Commissions, commissioners and agents
Expositions
Farmers' institutes
Legislature
Printing and publishing
Public buildings and offices
Documents—Continued.

Receipts
State institutions
State offices, boards and departments, etc.
Territorial scrip and state warrants
Miscellaneous

Arrest and return of fugitives

Charitable institutions
Benedict Home
Boys' and Girls' Home
Florence Chittenden Home
Dubuque Rescue Home
House of the Good Shepherd
Woman's and Babies' Home

Collateral Inheritance Tax, Expense of Collection

Commissions, commissioners and agents
Allotment
Beef and Pork Combine Convention
Capital, To locate
Capitol Improvement Commission
Capitol Commission
Code
Code Supplement
County Uniformity
Des Moines River Lands
Directors, State bank
Drainage, Waterways and Conservation Commission
Eads settlement
Educational Commission
Floyd Memorial Association
Immigration, Board of
Insane, Special
Insurance
Iowa and Missouri Boundary Line
Iowa State Tax Commission
Penitentiary, To investigate
Reform School, To investigate
Revenue laws, To revise
Russian Thistle Convention
School Fund Commissioners
School Law Commission
Commissions, commissioners and agents—Continued.

School laws, To revise
Soldiers' Home, To locate
Soldiers and Sailors' Monument
Southern Battlefields Monument
Andersonville
Chattanooga
Lookout Mountain
Shiloh
Vicksburg
Miscellaneous, dedication, etc.

State agents
Agricultural College lands, To select
At Washington, To collect war claims, etc.
Five hundred thousand acre grant, To select
Loans, To negotiate
School fund commissioners, To settle with
School lands, To select
Seminary lands, To select
State Banks, To examine
State Revenue Agents
Swamp lands, To select
Territorial Agents
University lands, To select
State offices, To examine

Expositions
Centennial at Philadelphia
Columbian Exposition, Chicago
Louisiana Purchase Commission, St. Louis
National Educational
New Orleans Exposition
Semi-Centennial, Burlington
Trans-Mississippi, Omaha

Farmers' Institutes

Legislature
Per diem and mileage, members and employees
Miscellaneous

Printing and Publishing
Job printing
Lithographing and engraving
Publishing laws
Publishing notices
Public Buildings and Offices

Building and repairing, materials and labor
Employees, Custodian, Janitors, etc.
Express
Freight and cartage
Fuel
Historical building
Ice
Improvement of Capitol grounds
Laundry bills
Lights
New Capitol, labor and materials
Paving and curbing
Postage
Rent
Repairs, furniture, etc.
Supplies by custodian
Supplies, general
Telegraph and Telephone
Water
Miscellaneous

Receipts

Codes, For
County Auditors, for tax levy
Farmers' Institute Fund
Five per cent apportionment of school fund
Insane, miscellaneous
Laws, For
Money advanced for New Orleans Exposition
Permanent school fund
Received by State Treasurer
Agricultural College, Endowment fund
Agricultural College, Morrill support
Apportionment of permanent school fund
Apportionment of railroad tax to counties
Pharmacy, enforcement fund
Swamp land indemnity fund
Transfer of permanent school fund by counties
Registered Letters, For
State Treasurer's receipts
Agricultural College, Endowment fund
Collateral Inheritance Tax
County taxes
Receipts—Continued.

Equipment Car Company
Fees
Building and Loan
Old Inspection
State officers
Fire and Game protection
Institutións
Insurance
Foreign
Iowa
United States
Interest on deposits
Stipulated premium and assessment
Insurance Associations
Swamp land Indemnity
Teachers' examination fees
Telephone tax
Miscellaneous
Express tax
Freight line and equipment tax
General, not classified
License, itinerant physicians
Refund
Mileage
Warrants
Revenue
Support fund
Telegraph tax
Temporary school fund
Transfer of funds by counties
Transfer of permanent school fund
Warrants, Per
Miscellaneous

State Institutions

College for the Blind
Building fund
Clothing account
General expense
Industrial Home for the Blind
Requisitions for support
Industrial Schools
Building fund
General expense
State Institutions—Continued.

Institute for Feebleminded Children
Clothing account
Miscellaneous
Per diem and mileage
Support fund

Iowa Soldiers' Home
Building fund
General expense

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

Iowa State College of Agriculture, etc.
Building fund
Contingent
Experimental fund
Financial agent
Purchase of land
Requisition for support
Salaries and per diem

State Entomologist

Iowa State Teachers' College (Normal School)
Building fund
Per diem and expense
Provisional fund
Requisitions for support, etc.

Penitentiary at Anamosa
Current expense
Requisitions for support
Salaries, officers, and employees
Miscellaneous

Penitentiary at Ft. Madison
Current expense
Requisitions for support
Salaries, officers, and employees
Miscellaneous

School for the Deaf
Building fund
Clothing account
General expense
Requisitions for support

State Hospital for Imbeciles
### State Institutions—Continued.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Current expense</th>
<th>Requisitions for support</th>
<th>Salaries, officers and employees</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Hospital for Insane, Cherokee</td>
<td>Requisitions for support</td>
<td>Salaries, officers and employees</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>State Hospital for Insane, Clarinda</td>
<td>Requisitions for support</td>
<td>Salaries, officers and employees</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>State Hospital for Insane, Independence</td>
<td>Requisitions for support</td>
<td>Salaries, officers and employees</td>
<td>Miscellaneous</td>
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</tr>
<tr>
<td>State Hospital for Insane, Mt. Pleasant</td>
<td>Requisitions for support</td>
<td>Salaries, officers and employees</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>State Sanatorium for Tuberculosis</td>
<td>State University</td>
<td>Per diem and mileage of officers</td>
<td>Requisitions for support</td>
<td>Miscellaneous</td>
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</tbody>
</table>

### State Offices, Boards, Departments, etc.

<table>
<thead>
<tr>
<th>Office</th>
<th>Description</th>
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<tbody>
<tr>
<td>Adjutant General</td>
<td>Army vote (mileage, etc. of commissioners)</td>
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<td>Arsenal building</td>
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<td>Contingent</td>
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<td>G. A. R., Department of Iowa</td>
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<td></td>
<td>Gray uniforms</td>
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<td>Iowa Volunteers</td>
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<td>Militia</td>
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<td>National Guard</td>
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<td></td>
<td>Armory rent, etc.</td>
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<td>Clothing allowance</td>
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<td>Expense of encampment</td>
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<td>Expense while on duty</td>
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<td>Inter-state competition</td>
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<td>Inspection</td>
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<td></td>
<td>Medical examination</td>
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<td></td>
<td>Military code</td>
</tr>
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<td>Miscellaneous</td>
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</table>
State Offices, Boards, Departments, etc.—Continued.

Muster and pay rolls
Postage and incidentals
Rifle ranges
Schools of instruction
Transportation
Worlds Fair dedication
Quarter Master General's department
Salaries
Soldiers' Roster
Spirit Lake Military Expedition
War and Defense

Agriculture, Department of
District and county
State
Building and Improvement
Contingent
Salary and Clerk Hire

Attorney General
Expense account, supplies, etc.
Legal assistance and clerk hire
Salary, fees, etc.

Auditor of State
Bank examinations
Building and Loan
Contingent, supplies, etc.
County accounting
Insurance examinations
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
Salary, etc.

Employers' Liability Commission
Expense account
Salary and clerk hire
State Offices, Boards, Departments, etc. Continued

Executive Council
  Archives department
  Census
  Clerk hire
  Expense account
  Expert account
  General expense and supplies
  Provincial contingent
  Fish and Game Warden
  Salary and expense

Food and Dairy Commission
  Expense account
  Per diem and expense
  Salary and clerk hire

Geological Survey
  Expense account
  Salary and clerk hire

Governor
  Contingent
  Salary and clerk hire

Health Board of
  Arbitrator department
  Recessional laboratory
  Inspectors' department
  Nurse department
  Salary and expense account of clerks
  Salary of secretary and contingent expenses
  Small pox hospital (Tama building)
  Travelling expenses of delinquent
  Vital statistics

Historical Department
  Expense account
  Salary and clerk hire

Horticultural 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
State offices, boards, departments, etc., continued
Optometry Examiners, Board of

Per diem and expense of members
Salaries, clerk hire and contingent expense

Parole Board of

Contingent

Per diem and expense of members
Salary and clerk hire

Pharmacy: Commission of

Per diem and expense
Salary, clerk hire and contingent

Railroad Commissioners

Expense account and supplies
Salary and clerk hire

Secretary of State

Contingent

Contingent, supplies, etc.
Land office
Salary and clerk hire

State Librarian

State Board of Education

Per diem and expense accounts
Salary and clerk hire

State Pigs Marshals

Per diem account

Per diem and expense, reporting fires
Salary and clerk hire

State Reservoirs

State Mine Inspectors

Expense account, supplies, etc.

Per diem and mileage of board of examiners
Salary and clerk hire

State Oil Inspectors

State Printer

State Veterinary Surgeons

Superintendent of Public Instruction

Board of Educational Examiners

Contingent, supplies, etc.
Salary and clerk hire

Teachers' Institute

Miscellaneous

Superintendent of Weights and Measures
State Offices, Boards, Departments, etc.—Continued.

Supreme Court
  Bailiff and sheriff fees
  Clerk
  Contingent, supplies, etc.
  Reporter
  Salaries of judges

Treasurer of State
  Contingent, supplies, etc.
  Salary and clerk hire

Territorial Scrip and State Warrants

Miscellaneous
  Battle flags
  Binding
  Condemnation of real estate
  Court seals
  Elections
    Clerks of canvassing boards
    Contested elections
    Messengers
    Presidential electors
    Primary elections
  Escaped inebriates
  Escaped insane
  Expense of impeachment
    Miscellaneous bills
    Subpoenas
    Witnesses
  General, Not classified
  Inaugurations
  Indemnity, for purchasers of land
  Inspection of hospitals for insane, etc.
  Interest on state loans
  Islands and lake beds
  Kate Shelly, medal
  Linnie Haguewood
  Lots at Des Moines and Iowa City
  Memorials, funerals, etc.
  Miscellaneous costs in civil suits
  Miscellaneous costs in criminal prosecutions
    Court
      General, not classified
      Sheriffs
      Sheriffs and others
      Monuments, statues, etc.
Miscellaneous—Continued.

Motor Vehicle Tax
National Soldiers' Orphans' Home
Non-resident insane, Transfer of
Northwest Relief Fund
Paroled prisoners
Permanent school fund costs
Portraits
Prisoners aid Association
Public lands
Des Moines River Lands
Saline
School
Swamp, etc.
Recording deed
Refunds
Relief, for accidents while in employ of the State
Relief of F. M. Hull
Relief of Joseph Metz
Rewards
Silver service, battleship Iowa
Special appropriations
State roads
Stone for Washington Monument
Subscriptions for newspapers
Supreme Court Reports
Taxes
Toll bridge tickets
Visitors to the penitentiaries
Visitors to the Institution for Feeble-minded Children

SERIES VIII. MISCELLANEOUS.

Bound Records.
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Abstracts

Assessment
Equalization sheets of real and personal property in the State
General election, 1884
Land entries
Abstracts—Continued.

Railroad assessments
State and Savings banks in Iowa, January 10, 1899

Tax levies

Abstracts of title

Affidavits

County treasurers
  Public money, In regard to use of
Lots in Iowa City
  Lost certificates of purchase, In regard to

Miscellaneous

Bonds, Contracts, etc.

Articles of agreement
  Adjutant General, In regard to amounts
to be paid to Mrs. N. B. Baker
  Silver service for battleship Iowa, To furnish
  Southern Battlefields Monument Commission (contractors)

Bonds
  Adjutant General, Official bond
  Bank examiners
  Bonds on contract
  Indemnity bonds
  Loan agents
  Northwest Relief Fund Commission
  Paymaster General
  Quartermaster General
  Railroad companies
  Secretary of State
  Secretary of State, (deputies)
  Southern Battlefields Monument Commission (contractors)
  State bank officers
  State bonds
  Lists of
  State institutions, Officers of

Contracts, bids and specifications
  Bushnell claim, In regard to assignment
  Capitol Building, Building and repairing
  College for the Blind, Building
  Iowa State College of Agriculture, etc.,
  Financial agent
Bonds, Contracts, etc.—Continued.

Loan of money to Territorial Agent by Wesley Jones, etc.
Penitentiary building, repairs
Sales of lands and lots
Soldiers' Orphans' Home, Building and repairing
Southern Battlefields Monument Commission
State Printer, Publishing of Geological Report

Claims

Old Claims not allowed
Claims of State, Authorization of Withdrawal

Commissions

Adjutant General
District Attorney, district, circuit and probate judges
Fish and Game Wardens
Industrial School
Trustees
Iowa State Library, Librarian
Labor Statistics, Bureau of, Commissioner
Penitentiaries, Wardens of
State Binder
State Mine Inspectors
State Printer
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Inventory of Stock and Material, Iowa Penitentiary, 1850
Investments by insurance companies, Approval of Legislative
Members, officers and employees, Lists of Resolutions
Miscellaneous
Letters of administration
Litigation
Judgments, Mortgages, etc.
Papers in relation to the case of
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Boget, Thos. A. B.
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Orwig, R. G.
Parsons, Galusha, collections
Shaw, W. H.
Wilkinson, John, et al
Wisehart, J.

Original Notice, Subpoena
Lots in Iowa City, Applications of churches for
Opinions of the Attorney General
Orders
Iowa State Library, Trustees
Monument Commission
Permanent school fund
Apportionment
Transfers
School for the Deaf

Patent, Mary S. Scott for land, Papers in regard to
Permanent School fund interest, Apportionment
Petitions and remonstrances
C. Swan, school fund commission vs. E. M.
Bissell

Power of Attorney
Requisitions and orders
County Auditors
Crop Statistics
Revenue laws
County Clerks
Dictionaries
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mission
School fund, Trial balance sheets
State revenue, Collections of delinquent by John
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Hoen, A. B., Geology.
Hoenschel, Eli J., Language.
Hofer, Mari Ruef, Drama.
Hollister, Horace Adelbert, Education.