

Historical Resources Division
Citrus County Clerk of the Court

GUIDE TO THE ARCHIVES AND COLLECTIONS

The Historical Resources Division of the Clerk's office 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 partners with the Citrus County Historical Society to 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. The Division and the Historical Society also manage an extensive museum collection of objects and artifacts that document and interpret Citrus County history.

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

1. Public Records, including the records of the Clerk, Sheriff, Tax Collector, Property Appraiser, and City of Inverness Tax Collection. 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. Historic 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.

Court Records – Acting as 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) and 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 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 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).

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 copy of a marriage book dated just prior to the creation of Citrus County from Hernando County (1877-1887).

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 a case where the court confiscated 25 lbs. of fresh mullet and gave it 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). 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. These 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). These volumes contain general court work and 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 or estate.

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 (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. Wills, after 1971, are located in boxes at the new courthouse.

Probate Progress Docket, Book 1 (1925-1936). These volumes begin with an alphabetical listing by name, giving page number 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 and include Last Wills and Testaments, and documents pertaining to estates.

Record of Letters, Book 1 (1886-1924). This volume contains an alphabetical listing by name, giving page number of record. The volume 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.

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

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, and 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.

Note: Land Records may also be found in probate books and in Administrative Deeds in the Judges Office/Official Records books.

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).

Mortgage (Chattel) Records, 5 volumes, 1887-1953, book numbers 1-3, 3A, and 4.

These volumes include 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 records include information on the borrowing of money for purchase of cattle or material items.

Mortgages, Satisfaction of Mortgage & Lien, 7 volumes, 1892-1953, book numbers 1-6A. The following miscellaneous 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. These volumes contain chronological filings with the Clerk covering many 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). These two volumes included certificates of register of the Land Office at Gainesville, Florida. These certificates of registration were originally deposited in the General Land Office of the United States for full payment 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.

County Public Records -- Office of the Clerk of Court, Clerk of the Board of County Commissioners; Custodian of County Funds, County Auditor

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 of Minutes, 1-38 - Volumes, 1887- 2006

Indexes for the above Minutes, 1953-1987 (3), 1987 – 2006 (3,) -Volumes

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

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, 1961 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

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).

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

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 - Books not transferred to HRD -- 1917, 1923, 1925, 1930.

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, 1 box, 1888-1912 (Present day Holder)
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

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

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 Mine Records, 1 box, bookkeeping journals, 1910-1930

Citrus County Chronicle Records

Cemetery Records and transcriptions of headstone for the below cemeteries have been recorded and are located in a database and also in notebooks in the archives and library reading room. Over 10,000 burials have been documented:

Alto Cemetery

Burke Cemetery

Cemetery Island (Island off Homosassa)

Citronelle Cemetery

J. C. Clements Cemetery

Crystal River City Cemetery

Crystal River Memorial Gardens Cemetery (African American)

Crystal River Memorial Park Cemetery

Dampier Cemetery

Frazier Cemetery (African American)

Hernando Cemetery (African American)

Hernando Cemetery

Hills of Rest Cemetery

Holder Cemetery

Holder Cemetery (African American)

King Property Cemetery

Lake Lindsey Cemetery (Present-day Hernando County)

Magnolia Cemetery

Mannfield Cemetery

New Hope Cemetery

Oak Ridge Cemetery

Orleans Cemetery

Pine Hill Cemetery

Red Level Cemetery
Rooks-Bellamy Cemetery
Rutland Cemetery
Shiloh Cemetery a.k.a. Russell Hill (African American)
Stage Pond Cemetery
Stage Stand Cemetery (Homosassa)
Van Ness Cemetery
Williams Cemetery (African American)

Citrus County Chamber of Commerce, 3 boxes, Annual Directories
Citrus County Historical Society, Inc., Agenda's, Minutes, and Reports
Civil Defense Scrapbooks, Volume 1&2, 1975-1986
Crystal River Little Theater Archives
Crystal River Women's Club, Scrapbooks, Volume 1-9, 1961-1996

Event Files

Centennial Descendents Day
Citrus County Fair Association, Inc.
Freedom Festival
Florida State - Sesquicentennial Celebration, 1995

Florida Power Files, files documenting the building of the nuclear plant at NW corner of County.

Seminole Club, Scrapbook, Volume 1, 1924-1934

National Association of Civilian Conservation Corps Alumni Records, 1 box

Wakenhut Investigation Files, 1 box, 1967-1968

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

3. Individual and Family Papers

Otto Allen, 7 boxes, documents Allen's (Ben Franklin League of Retail Stores) Five cent and dime store, 1930s-1980s

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

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

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

Jean Innis, local artist, 1 box, scrapbooks, clippings and articles, 1980s

E. C. May Collection, Citrus County Judge, Florida House of Representative and general merchandiser

Obituary Files, wooden filing cabinet, 1990s

Elvis Presley, Filmed *Follow That Dream* in Citrus County Courthouse, 1961 check vertical file, contains documentation for courthouse rehabilitation

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 Collection

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

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

War memorabilia, Korean to Gulf War

L. C. Yeoman, 3 boxes, contains excellent documentation of county history.

David Yulee, 1 box, newspaper clippings. Also included in original land patent books are deeds from the Yulee land holdings of present-day Citrus County.

Zimmerman, W. C., First Clerk of the Citrus County Courts

Notebooks on the following families/persons are shelved in library reading room:

Allen Family

Croft Family

Dampier Family

Abraham Greenleaf Family

Jenkins Family of Maryland and Citrus County – 1580-1966

King-Stafford-Sharp Family

King Family

Lloyd Family

MacRae Family

Priest Family

Rooks Family

Thompson and Related Families

Tompkins

Scofield

Van Ness and Related Families

Yulee Family Volume 1 – 4

Zimmerman Family

4. Newspapers, Print Materials and Maps

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, with an 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. Bound issues of the Chronicle beginning with 1921-1927, 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 intermittent issues through 1941, and then January 1945 through October 2000. The University of Florida houses copies of the newspaper from the above mentioned dates as well as those housed at the Lakes Region Library.

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 1924-1934

Citrus County Telephone Directories 1993 - 2008

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. These oral histories document the early pioneer days into the 1950/1960s and include many World War II interviews. Other interviews have been done informally in the past.

6. Citrus County Historical Society Photographs. The photographs date from the late 1800s to present and are made up of more than 3,200 images in various formats, including originals, slides, prints, and 4x5 and 35mm negatives. This collection documents the people, places and events of the County, including hundreds of subject areas.

7. Vertical Files. 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, and photographs, and Florida Master Site File forms for the historic structures sites in Citrus County. A detailed finding aid/list of verticals files is located in the archives and library at the Old Courthouse Heritage Museum.