



RECORDS OF INTEREST IN THE ARCHIVES

Atlases: Cuyahoga County, 1852, 1874, 1892, and 1903; also
City of Cleveland, 1881 and 1898.

Biographical Clipping File, circa 1914-1976.

Birth records, 1849-1908, not inclusive

Board of County Commissioners Journals, 1810-1985.

Board of Elections Abstract of Votes, 1893-1974.

Board of Elections, List of Electors, 1893-1982

Board of Elections, Index to Naturalized Voters, circa
1865-1975 (Dates of Naturalization)

Cleveland City Directories, 1837-1972, not inclusive.

Coroner's case files, 1833-1900 (not inclusive)

Death records, 1840-1908.

Divorce case files, 1876-1882, Court of Common Pleas;
also Ohio Supreme Court records, 1811-1858, and Court
of Common Pleas Special Docket files, 1876-1922.

Marriage License Applications, 1829-1875.

Marriage records, 1810-1941, microfilm and originals,
Volumes 1-200; and index, 1810 to the present, available
on-line, or on microfilm, 1810-1986.

Naturalization records, 1818-1971, Court of Common
Pleas; also Probate Court naturalization records, 1852-
1901.

Plat Maps, circa 1890-1945.

Probate Court estate case files, 1813-1918; indexes, 1813-
1993.

Real Estate Appraisal Cards, circa 1935 to 1970.

Township and ward maps, 1860, 1870, 1880, and 1890.

Veterans Cemetery Plat Book, circa 1937.

RESEARCH POLICIES AND PROCEDURES

Welcome to the **CUYAHOGA COUNTY ARCHIVES**. The staff asks that you review these policies and procedures before beginning your research. First make certain that you have signed the **VISITORS' REGISTER**; and then have a seat in one of our reading rooms. The staff member responsible for the reference area will then meet with you to ascertain your research needs and direct you to the appropriate sources. If others have arrived before you the staff asks you to be patient, and you will be served as quickly as possible. Do understand that because of the small size of the staff only **ONE INDIVIDUAL** can be assigned to work in the reference area at any time; and all of your questions and requests should be presented to the reference archivist on duty.

The Archives staff makes all desired photocopies. Photocopies are **NOT MADE** when the original record may be damaged or harmed in the process. The first forty copies are free of charge; if you exceed that number copies will be charged at the rate of three cents for each one. Many of the records in our holdings are available on **MICROFILM**, and you can access the film on a self-serve basis. Copies can be made on one of the available reader printers. If the records you require are not on film, it will be necessary to ask the reference archivist to retrieve the documents for you. Your request should be in writing; and slips of paper are available for that purpose. Please use a **PENCIL** at all times. If you require multiple documents please place your request in some sort of order, e.g. numerically by volume and page numbers, permanent parcel order, case file numbers, etc.

Staff members will bring all research materials to the reference rooms. There is a retrieval maximum of **TEN** volumes, or documents, per individual request.

The reference area closes promptly at **3:00 P.M.** to give staff members the opportunity to re-shelve archival material, and to prepare for the next business day. No new records may be requested by a patron after **2:45 P.M.** An individual may, however, request permission to remain in the research areas until **4:00 P.M.** if they plan to use city directories, or to search the indexes on microfilm.

VOLUNTEERS assist the staff and can answer most questions and help begin research. The staff hopes you will enjoy your visit to the Archives and looks forward to assisting you.

THE CUYAHOGA COUNTY ARCHIVES

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HOURS: MONDAY- FRIDAY, 8:30 A.M. – 3:00 P.M.