

List of Abbreviations, Symbols, and Explanatory Notes

hot. This, of course, dries out the paper, and records become very brittle.

Provisions have been made in the county clerk's and circuit clerk's offices for the accommodation of persons desiring to use county records in the care of these two officials. Assistance in locating desired information is freely and courteously given upon request. Records kept in other offices are procurable for anyone interested in examining them.

Records of the jailer and the coroner are kept at their respective offices. The jailer's records are kept in a wooden cabinet; those of the coroner are in a steel cabinet along with papers of the undertaking establishment of which he is a member. The records, too, are available upon request at reasonable times. Neither of the buildings in which they are housed are completely fireproof.

The board of health office is located at 521 South Mill Street in Lexington. All county health records are kept in locked steel file cabinets, arranged consecutively. The office is dry and sufficiently ventilated and lighted. Clinic records are located in the office of the Public Health Center, southwest corner of Upper and Mechanic Streets, Lexington.

We would recommend; (1) that some effective system of protecting records in the attic record rooms be considered; (2) that more care be exercised in cleaning the floors, particularly in rooms containing records close to the floors; and (3) that the records in the attic rooms and those in the circuit clerk's office and anteroom be placed in fireproof rooms or vaults to preserve them from the hazard of fire. The records in the attic rooms are open to the public without the presence of a custodian, and there may be a temptation to persons who see the records, not as public property to be protected and preserved, but only as a means of private gain.

LIST OF ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

alph.	-----	-----	alphabetical, alphabetically
arr.	-----	-----	arranged
Art.	-----	-----	Article
A. R. rm.	-----	-----	Attic Record room
aver.	-----	-----	average
Cf.	-----	-----	Confer, Compare
chron.	-----	-----	chronologically
Cir.	-----	-----	Circuit
Clk's.	-----	-----	Clerk's
Co.	-----	-----	County
Com's.	-----	-----	Commissioner's
Const.	-----	-----	Constitution
Ct.	-----	-----	Court
dist.	-----	-----	district
docs.	-----	-----	documents
ed.	-----	-----	edition
et seq.	-----	-----	et sequens, and following
fms.	-----	-----	forms
hdw.	-----	-----	handwritten
Ibid.	-----	-----	Ibidem, same reference as the preceding
Ky.	-----	-----	Kentucky
Mag's.	-----	-----	Magistrate's
n.d.	-----	-----	no date