Researching Chain of Title

1871 ⟷ **1961** ⟷ **1995 to Present**

- **Clerk's Office (1871 to 1960)**
- Use **Tract Index** to research Grantor/Grantee with metes and bounds description
- Use **Subdivision Index** to research Grantor/Grantee of recorded subdivisions
- Use **WebQuery** to locate source document

- **Assessor's Office (1961 to 1994)**
- Taxlot / History Card – **Photocopy Only**
- Provide address, serial number, tax lot/map or account Number
- Acronyms used on taxlot card:

  RC = Roll Change (Assessor's record)
  DC = Death Certificate
  WD = Warranty Deed
  Con = Contract
  Assign = Assignment (of contract)

- **Assessor's Office (From 1995)**
- **Online** through **DIAL**.
- Cartography to search address, serial number, tax lot/Map or Account No.
- Acronyms used on taxlot card:

  RC = Roll Change (Assessor's record)
  DC = Death Certificate
  WD = Warranty Deed
  Con = Contract
  Assign = Assignment (of contract)

Special Notes:

(1) Tract and subdivision indices and taxlot/history cards show the volume/book and page of where to locate the source document. Source documents are found on microfilm and/or may be available online.

- **From 1871 through 1951 (Volumes 1 to 99) documents are available online through Web Query.**
  Documents are coded **Deed – Historical Record (D-HR)**. Enter **Book # %** to find available book. Find the range where the document is located.
- **From 1952 through 1982 (Volumes 100 to 366) documents are available online through Web Query.** Documents are coded **Deed – Historical Record (D-HR)**. Enter the **book-page** (e.g., 102-1234) to locate the record.
- **From 1985 to present documents are available online through Web Query.** Locate the document by searching the instrument number, book-page, and/or grantor or grantee. 1983 & 1984 documents are available by a Year-Document search only. Indices are currently ongoing.

(2) Date entries shown on Assessor's Taxlot / History card are references to the date the entry is made NOT the recording date of the document.

Other Historical Records Online (Records Research)

Patent Records
Volumes 1 & 2
1905 to 1917

- Available online and through Clerk's Web Query and indices through Records Research
- Choose Document Type **Deed-Land Patent**
- Enter **Book #-%** (e.g., Book 2-%)
- Document are in 50 page increments

Military Discharges
Volumes 1 to 15
1945 to 1984

- Use index online under Records Research to locate book & page
- Images are not available online
- You will need to write to us for regular or certified copies. Please provide book and page.

Plats & Partitions
1903 to Present

- Available online and through Clerk's Web Query
- Choose Document Type **D-PLAT or D-Partition Plat**
- Enter subdivision name or PP # in legal description field
- Images are also available through County Surveyor's Office

Historical Indices
1916 to 1960

- Available online through Records Research
- Search grantor/grantee
- Use subdivision index for plats recorded prior to 1960
- Use metes & bounds index for property not platted prior to 1960

Miscellaneous Book A
1888 to 1910

- Available online and through Clerk's Web Query
- Enter **Book A%** in the **Book & Page** field
- Documents are in 50 page increments