

Discovering Government Records

An Interpretive Guide Introducing Fourth Graders to Government Records

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— and —

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GOALS

1. Students will develop an awareness of the importance of local government records and how they can enrich the understanding of history.
2. Students will analyze a variety of local government records through a guided learning experience.

The purpose of this interpretive guide is to provide a format for introducing students to primary sources, specifically government records. The records and accompanying worksheets are meant to be used as a supplemental tool to the social studies curriculum. The guided student worksheets were designed to be utilized with other similar records of the teacher's choice. Suggestions for places to find government records include the archives of counties, towns, villages, and schools, and also court records.

Included in this guide are the following government records:

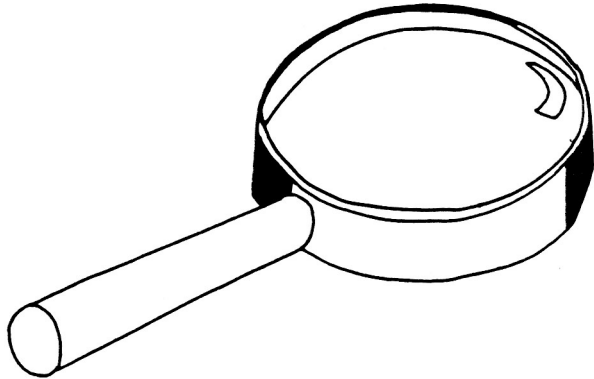
1. Type of record: Naturalization Papers
Title/Description: Declaration of Intention for Tony Lazzo (1928)
NYS Social Studies Standard: History/Citizenship
Concept/Theme: Immigration
2. Type of record: Naturalization Papers
Title/Description: Declaration of Intention for Frederick Lee (1937)
NYS Social Studies Standard: History/Citizenship
Concept/Theme: Immigration
3. Type of record: County Map
Title/Description: Schenectady County Map 1866
NYS Social Studies Standard: Geography
Concept/Theme: Map Reading
4. Type of record: Township Map
Title/Description: Map of Scott Township 1876
NYS Social Studies Standard: Geography
Concept/Theme: Map Reading
5. Type of record: Village Map
Title/Description: Map of Village of Cleveland 1867
NYS Social Studies Standard: Geography
Concept/Theme: Map Reading

6. Type of record: Estate Inventory
Title/Description: Inventory of Goods, Chattels, and Credits for Jonathan Morgan
NYS Social Studies Standard: Civics
Concept/Theme: Disposition of Goods
7. Type of record: Certificate
Title/Description: Assumed Business Name
NYS Social Studies Standard: Economics
Concept/Theme: Entrepreneurship
8. Type of record: Certificate
Title/Description: Assumed Business Name
NYS Social Studies Standard: Economics
Concept/Theme: Entrepreneurship
9. Type of record: New York State License
Title/Description: License to Hawk, Peddle, and Vend Merchandise
NYS Social Studies Standard: Economics
Concept/Theme: Entrepreneurship
10. Type of record: Census
Title/Description: NYS Census of 1915, Town of Laurens
NYS Social Studies Standard: Government
Concept/Theme: State government
11. Type of record: Discharge Papers
Title/Description: Army of the U.S. Honorable Discharge
NYS Social Studies Standard: Civics
Concept/Theme: Civic Duty

Also included in the guide is a focus sheet for students, “How to Look at Government Records and Other Primary Sources.”

Note. It is important for the teacher to stress to students that they may not find information that answers all the questions on the focus sheet.

How to Look at Government Records and Other Primary Resources



What is the Title? _____

When was it written (date)? _____

What type of document is it? _____

Are there any headings? _____

What is the purpose of the document? _____

Why is the document important? _____

What can you learn from this document? _____

Note. Remember to always look at the entire document before you answer the questions.

Type of Record: Naturalization Papers

Title: _____

Who immigrated to the United States? _____

From what country did he/she emigrate? _____

Where was he/she born? _____

Where did he/she reside (live) when this record was filed? _____

Is he/she married? _____ If so, to whom? _____

If married, are there children? _____ If so, how many? _____

What is his/her occupation (job)? _____

What is the name of the vessel (ship) that transported him/her to the United States?

On what date did he/she arrive in (enter) the United States? _____

This record was filed in the _____ Court

of _____ on _____ .

What is the importance of this document? _____

DEFINITIONS

Naturalization: the act or process of admitting an alien to citizenship

Emigrate: to go from one country to settle in another

Anno Domini: Latin phrase meaning “in the year of our Lord”

Type of Record: Map

Title: _____

What type of map is this? (state, county, etc.) _____

What is the scale of the map? _____

Is there a key, legend, or reference on the map? _____ If so, describe the information it contains.

Identify a body of water found on the map. _____

If this is a county map:

Identify one post office found on the map. _____

Identify one neighboring county. _____

What types of transportation systems are shown on the map? _____

How many townships are found in the county? _____

Name one of the townships. _____

Type of Record: Business Certificate

Title: _____

Who is the person conducting a business? _____

Where does he/she reside (live)? _____

What is the name of his/her business? _____

Where is the business located? _____

Describe the goods and/or services provided by the business.

When was the record signed? _____

When was the record filed? _____ , _____
(date) (time)

Was an attorney involved with this record? _____

What is the importance of this record?

Type of Record: License

Title: _____

To whom was this license issued? _____

Where does this person reside (live)? _____

What state issued this license? _____

What is the License No. (Number)? _____

What is the purpose of this license? _____

When was this license filed? _____

Why was it necessary to issue a license such as this? _____

Type of Record: Census of Inhabitants

Title: _____

What town does this page of the census cover? _____

What election district is noted? _____

What is the date of this census? _____

Is this a state or federal census? _____

Choose one person listed on the census and then answer the following:

Name: _____

Occupation: _____

Color or race: _____

Age at last birthday: _____

Citizen or alien (foreign resident): _____

Nativity (country where born): _____

Sex (gender) of person: _____

Relationship to head of family: _____

Permanent residence: _____

Why is it important to collect this information on a regular basis?

Type of Record: Discharge Papers

Title: _____

Who was discharged? _____

In which military branch (army, navy, etc.) did this person serve? _____

On what date was he/she discharged? _____

On what date did he/she enter military service? _____

How long did he/she serve in the military? _____

Was he/she wounded during service? _____

What is the date of his/her smallpox immunization? _____

Did he/she receive any decorations (medals) and/or citations (messages of good deeds)? If so, describe.

What was his/her military occupation? _____

What was his/her civilian occupation? _____

When was this document filed for record? _____

List three other types of information found in this document.

Government Records Citation

Albany and Schenectady, New York Atlas. S. N. & D. G. Beers & Associates. Stone & Stewart Publishers. Philadelphia. 1866. New York State Historical Association, Cooperstown, NY.

Army of the United States Honorable Discharge Papers for Michael A. Kuncik. Vol. 2. P. 356. W.D.A.G.O. Form 53-55. Nov. 1944. Otsego County Clerk's Office. Cooperstown, NY.

Combination Atlas Map of Cortland County. Map of Scott Township. Everts, Ensign, & Everts Publishers. Philadelphia. 1876. New York State Historical Association, Cooperstown, NY.

Goods, Chattels, & Credits Inventory for Jonathan Morgan. 1878. Otsego County Surrogate's Office. Cooperstown, NY.

Enumeration (Census) of Inhabitants of the State of New York. 1915. P. 20. Laurens. Otsego County Clerk's Office. Cooperstown, NY.

New Topographical Atlas. Oswego, New York. Map of the Village of Cleveland. P. 19. C. K. Stone Publisher. Philadelphia. 1867. New York State Historical Association, Cooperstown, NY.

New York State Certificate of Assumed Business. 1945. Frank W. Korosec for Fireplace Restaurant. Gustav Haffner for Pleasant Brook Hotel. Vol. 3. P. 317. Otsego County Clerk's Office. Cooperstown, NY.

State of New York License to Hawk, Peddle, and Vend Merchandise. License No. 36. Issued to Clark N. Goodspeed. 1932. Otsego County Clerk's Office. Cooperstown, NY.

U.S. Department of Labor. Naturalization Service. Vol. 5. No. 702. Declaration of Intention for Tony Lazzo. 1928. Otsego County Clerk's Office. Cooperstown, NY.

U.S. Department of Labor. Naturalization Service. Vol. 6. No. 859. Declaration of Intention for Frederick Lee. 1937. Otsego County Clerk's Office. Cooperstown, NY.