

COUNTY OF TUOLUMNE

CARLO M. De FERRARI ARCHIVE

Research Room Procedures

Registration. Please check in with an Archives staff member and complete a research registration form.

Lockers. Personal belongings (e.g. coats, jackets, umbrellas, purses, briefcases, computer cases/covers, folders, etc.) must be placed in lockers or coat closet located in the Research Room reception area. Only paper and pencils are permitted at research tables.

Hours. The research Room is open at the present time by appointment only. You can reach us at (209) 536-1163. Appointments are made Monday through Friday 9:00 a.m. – 4:00 p.m. except for holidays.

Services. At the present time we do not offer photocopy service. You may use a digital camera.

Care and Handling. Please exercise all possible care to prevent damage to the records. Records should not be leaned on, written on, folded anew, traced or handled roughly. White, cotton gloves are provided by Archive staff to be worn when handling all records. Unbound documents are to be kept in the same order in which they are received. Use pencils only for taking notes. This precludes accidental ink marks on the records. Pencils are available upon request.

Microfilm. As a Tuolumne County supported repository of public records, the archive is open and free, subject only to limitations and restrictions necessary to preserve and ensure the safety of the records. For this reason the staff may insist on the use of microfilm instead of the original records.

Equipment Use. Personal computers, scanners, digital cameras, typewriters, and tape recorders maybe used with the permission of Archive staff.

Prohibited Activities. Eating, drinking, smoking, or loud talking is prohibited in the Research Room. Use of cellular phones is not permitted in the Research Room.

Records may not be removed from the Research Room. Theft or mutilation of records is a crime. (Penal Code Sec. 490.5).

**THANK YOU FOR HELPING US TO PRESERVE THE COUNTY OF TUOLUMNE
ARCHIVAL RECORDS FOR FUTURE GENERATIONS.**

CARLO M. De FERRARI ARCHIVE

Research Registration Form

Date _____

ID# _____

NAME: _____
(please print)

AFFILIATION: (if any)

ADDRESS: _____

PHONE: _____

Is this your first visit to the County Archive? ____Yes ____No (If yes, please continue)

How did you learn about the County Archive?

Purpose of your research?_____

I have read and understand the rules and procedures of the Carlo De Ferrari Archive printed on the reverse of this form.

Signature

Date

XX

FOR ARCHIVE USE ONLY

RECORDS USED: Archive number

Assessment Records

____ Justice Court Records

____ **Sheriff/Coroner/Jail**

Auditor Records

Oral History

Superior Court Records

Board Of Supervisors Records

Marriage Records

 Treasurer Records

Clerk Records

Naturalization Records

Map Materials

Declaration of Intentions

Newspapers

Other Records

Election Records

Probate Records

Great Registers

School