

SECRETARY OF STATE:
FINDING AID FOR NINETEENTH AND EARLY-TWENTIETH CENTURY
RECORDS FILED IN THE OFFICE OF THE
INDIANA SECRETARY OF STATE

Many documents of historical significance are to be found in the records of the Secretary of State. Such filings as pardons or remissions of fines, corporations and articles of association, reports of state agencies and institutions, and others are included. However, they are not easy to find. This finding aid will assist the archives staffer to find a selected record.

1985-047 1. Look up the name of the person or entity in the [General] Index of Documents. Five volumes of these indexes are located at 13-76, 13-C-5 + and cover most of the nineteenth and early-twentieth centuries. An 13-C-6 entry will appear something like this:

Name	Type of Document	Box	Doc. #
Gibbons, Albert R.	Pardon file	387	32
or			
Carlisle, John M.	Pardon file	516	1

The indexes are arranged alphabetically; pardon files list the name of the person pardoned, last name first. Companies or corporations, and groups filing articles of association are also listed alphabetically. You can also look up a company or group by going to the "A" section and looking under "Articles of Association". You find them listed chronologically by date of filing within the section. Similarly, pardoned convicts are cross-indexed in the volumes under "P" for "Pardons". Note: election records filed with the Secretary of State were pulled from the files, reboxed and relocated in the L-range along the outside wall.

1984075 2. Find the box. The records are in original SOS box number order. However, it is important to note that the records were reboxed many years ago. The persons who reboxed the records omitted the original SOS box number from the outside of the box. Do not go by the box number currently found on the outside of the manuscript box, which is the new box number. Each of the new boxes contains the contents of several of the original boxes. You will have to look inside a new box or two to find the right (original) one. For example, the pardon file for Gibbons (see above) is to be found at "AR Box 39" at 13-76.

13-76-4
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Indiana State Archives
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