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005 Clerk of the Peace, Sussex County
140 Annual Meeting Proceedings
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142 Annual Stated Meeting Proceedings
200 1900
210 1915
220 1900, 1902-1903, 1910-1915
241 3.87 cubic feet
261 Report filed with the Clerk of the Peace documenting the meeting held to elect commissioners and clerk as well as a summary form of finances for each district.
27X Stated meetings in Sussex County were held on the last Saturday in June. At these meetings voters were to appoint a chairman and secretary, present the report of the old committee of the district, appoint a special committee to audit accounts, elect, when necessary, new commissioners and a clerk of the district, determine if any additional monies were to be raised by the district; and if monies was to be levied, voters were to determine the amount and means of raising supplemental funds (tax or subscription). The Clerk of the district was to prepare three certificates of the proceedings. One was kept by the clerk of the district, one was sent to the Auditor of Accounts, and one was kept by the county clerk of the peace as a public record (1915 Revised DC ch 71 § 2286).

The clerk of the district was also responsible for keeping all financial records of the district and submitting reports of the finances to the Auditor of Accounts and the Clerk of the Peace. (1915 Revised DC ch 71 § 2303)

Annual stated meeting proceedings forms were used to record the meeting and financial settlement information for each district. Entries include number of school district; date of meeting; date of filing with clerk of the peace; clerk of the peace's signature; location of meeting; names of chairman, secretary, outgoing committee, audit committee, newly elected committee people and their position; name of person being succeeded; amount, if any, of additional money to be raised in the district; reason for additional funds; and number of people voting for the funding. Also included was the abstract of the audit committee of the district. Entries include amounts expended; (e.e., on teacher's salary, fire insurance, fuel, school furniture, repairs, incidentals, etc.) amounts received (i.e., from old committee, from state dividend, from taxes); amount raised by subscription; balances of receipts, expenditures, and due district or committee; signatures of the auditors.

The clerk of the district submitted a statistical portrait of the district. Entries herein include name and number of district, name of teacher employed, monthly salary, number of days open, number of male and female scholars, value of texts from previous settlement, value of new books, total value of books, estimated values of school grounds, building, and furniture; bonded indebtedness, amount of insurance on schoolhouse. Entries also included names of school officers, post office address, and expiration date of term.

329	WORK STATUS <input type="checkbox"/> needs sorting <input type="checkbox"/> needs unfolding <input type="checkbox"/> needs foldering/reboxing <input type="checkbox"/> other: _____	ARCHIVIST: <input type="checkbox"/> review for identification/ further determination <input type="checkbox"/> processing <input type="checkbox"/> determine origin/purpose <input type="checkbox"/> other: _____
	CONDITION: <input type="checkbox"/> totally disorganized <input type="checkbox"/> order not apparent <input type="checkbox"/> origin questionable <input type="checkbox"/> other: _____	FILM: <input type="checkbox"/> for security <input type="checkbox"/> destroy original <input type="checkbox"/> other: _____
330	Arranged chronologically by year of meeting and thereunder numerically by school district number.	
331	No index.	
332	Form written; form printed with writing.	
360	Fair/poor; acid damage; light damage; storage damage; dirt damage.	
390	None.	
430	For earlier meeting formats, refer to "Stated Meeting Proceedings, Certificates, and Orders" and "district settlements" in this collection.	
900		
990	08/23/1988; 06/30/1995	
995	June 6, 1989	
996		
999	While this appears to be the same as earlier documents, the format changed enough that it needs to be a separate series as it combines the earlier orders, duty, and proceedings as well as the district settlement information.	
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