



New York State Archives

**Specifications of an index for searching records or books
A1185**

New York State Archives
222 Madison Avenue
Albany, NY 12230
archref@nysed.gov
URL: <http://www.archives.nysed.gov/>

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Overview of the Records

Repository:	New York State Archives
Summary:	This series from the Comptroller's Office contains an early example of "forms management". It contains an outline of an improved method of indexing books of judgments, deeds, mortgages, etc., devised by William Stebbins, and files by him in the U.S. Patent Office preparatory to taking out a patent.
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Scope and Content Note

The document outlines an improved method of indexing books of judgments, deeds, mortgages, etc., devised by William Stebbins of New York City, and files by him in the U.S. Patent Office preparatory to taking out a patent. This copy was presumably filed by the Comptroller's office as a useful model for indexing its own records, and is an early example of "forms management".

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of the material.

Access Terms

- Indexing documents
- Searching records
- Public records
- New York (State)
- Indexing
- Specifications
- Stebbins, William.
- New York (State). Department of Audit and Control