The Placer County Museums Digital Collections and How to Use Them.

A Quickstart Guide to the Clerk-Recorder Collection

Hello and welcome to our new online portal to the past!

We hope this guide will help you navigate our online database. While we have many collections to prepare, we have begun with the massive Clerk-Recorder Collection.

This particular collection dates back to 1851 and has a few unique research tasks to undertake so this guide should help you to find what you are looking for.

First, an overview of the new portal.

The Screenshot to the right is what the website looks like and you can access it at the following address: placer.access.preservica.com

Placer County Museums Digital Collections

The BROWSE ARCHIVE button gets you to the page that hosts the entirety of our digital collections and will be added to as more collections are prepared and made available.

In addition to the browse button, there are several other buttons to use that will help access different features.

Up at the top of the page is a navigation bar that consists of four buttons. HOME – takes you back to the home page.

COLLECTION GUIDES – takes you to a listing with finding aids for the different records we have online and very helpful additional information for researching them.

Collection Guides

Below are guides for using the Placer County digital collections.

Deeds and Official Records

Mining Records

Homestead Records

Land Claim Records

ARTIFACT HIGHLIGHTS – takes you to a list of online presentations of artifacts from our collection.

Artifact Highlights

Click the images below to check out some highlights from our collection!

Wax Squeaker Doll in Egg Candy Container

Artifact Highlight #1

CONTACT US- which takes you to our contact information.

...spended until further notice. However, we are still taking distanc... y Monahan, at **(530) 889-7789** or **kmonahan@placer.ca.gov** to s...

...e visit www.placer.ca.gov/museums.

Researching the Clerk-Recorder Collection of Deeds and Official Records:
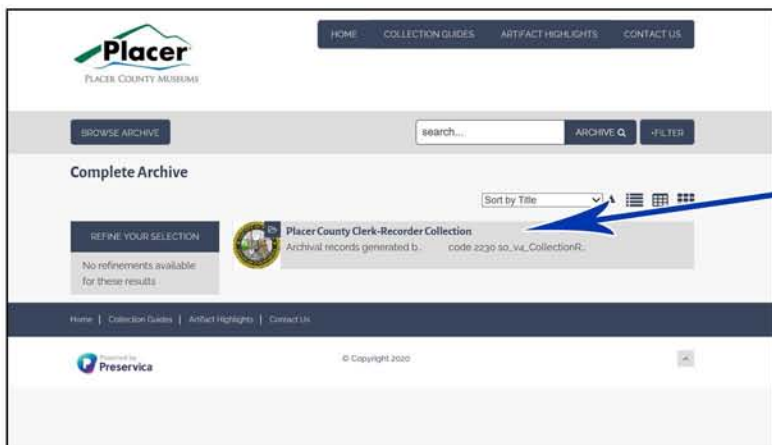
After clicking BROWSE RECORDS you will end up on this screen.

The Clerk-Recorder Collection includes many different categories including Mining Records; Deeds and Official Records; Land Claims; Women as Sole Traders; and more that will become available over time.

Clicking on any of these sets will open them up for page-by-page searching.

For the purposes of this guide, we will look at the DEEDS AND OFFICIAL RECORDS (1851-1971).

When searching for records you'll often start with the INDICES to those records. If there is no historic "Index Book" our volunteers have undertaken the task of indexing the books and these typed documents are available under "Collection Guides." For the Clerk-Recorder Collection, however, there are historic indices.

Step 1: Select INDICES TO DEEDS AND OFFICIAL RECORDS (1851-1971)
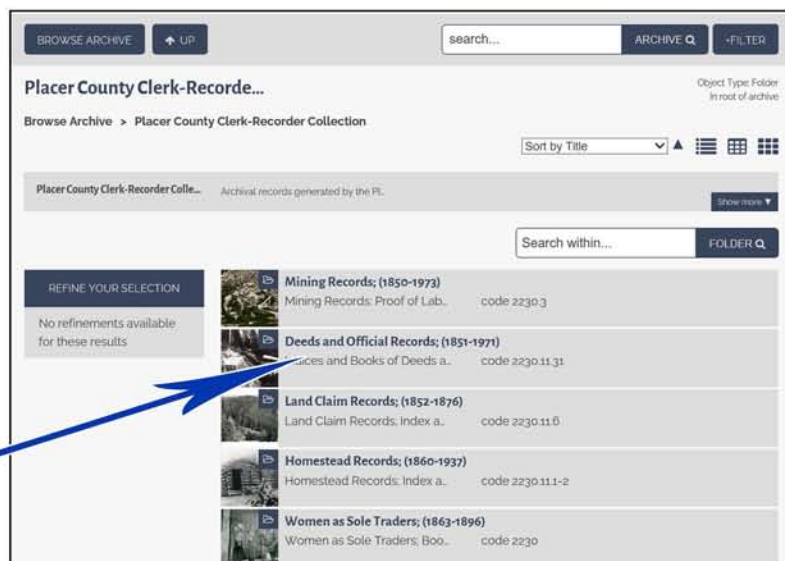
Let's pick INDICIES TO DEEDS AND OFFICIAL RECORDS (1851-1971)

This will open up a list of each individual book that covers a specific date range.

You can either scroll down to find the date you are looking for, or, click on the date range in the REFINE YOUR SELECTION box.

This will eliminate all entries outside that date range so you don't have to scroll through all the records.

Step 2: Pick your Index

In our example, we will click on "1904-1908 INDICES TO DEEDS."

The books are organized into two different categories: Grantees and Grantors. Sometimes they are in separate books or sometimes they alternate page-by-page within the same book, depending on the year the book was created.

In our example, there are separate books so we will select "1904-1908 INDEX TO DEEDS GRANTEES A-D"

As we dive deeper into the books, they are organized alphabetically. Index books are provided in PDF form for ease of browsing.

We'll chose 1904-1908 INDEX TO DEEDS GRANTEES A-D.
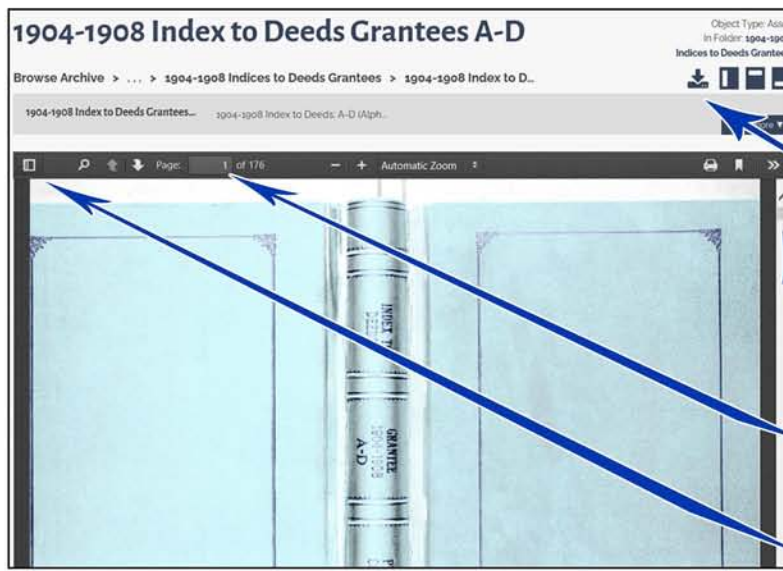
Step 3: Search Within the Index

At this level of search you have several different options for finding what you are looking for.

DOWNLOAD – this button allows you to download a PDF of the entire book to your computer to peruse on your PDF reader.

SCROLL BAR – using this you can scroll through the book.

PAGE NUMBER – this will fast-forward you to any page of the book.

THUMBNAIL SCROLL – this button opens a vertical window of thumbnails for quicker scrolling.

For our purposes, we're going to pick the THUMBNAIL SCROLL.

At the top of the pane there are ZOOM BUTTONS you can use in concert with the scroll bars to enlarge the pages to better decipher the text.

For our search we'll use a transaction between Charley A. Anderson and A.J. Burkett.
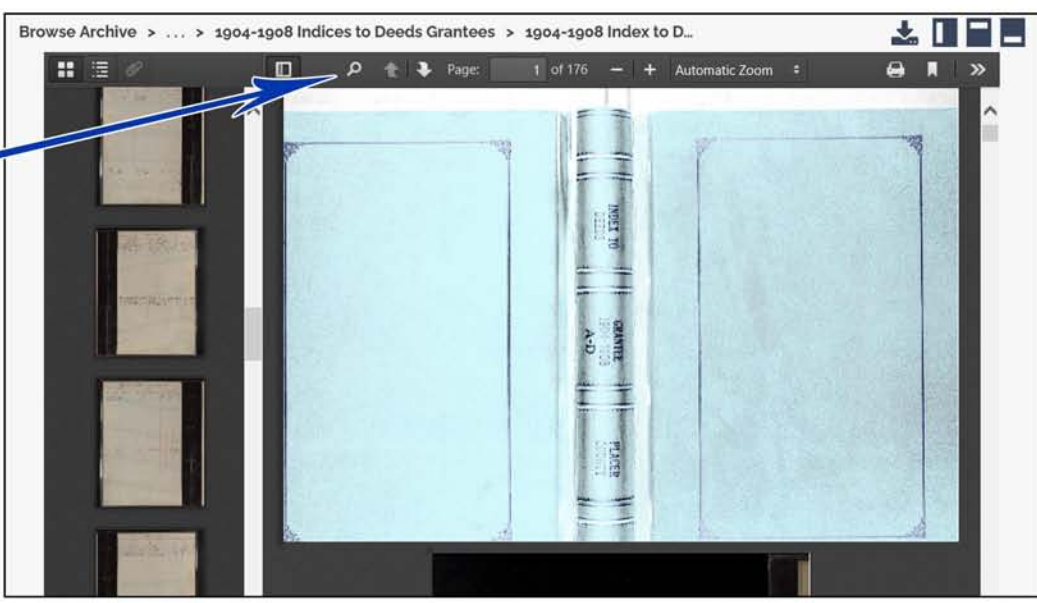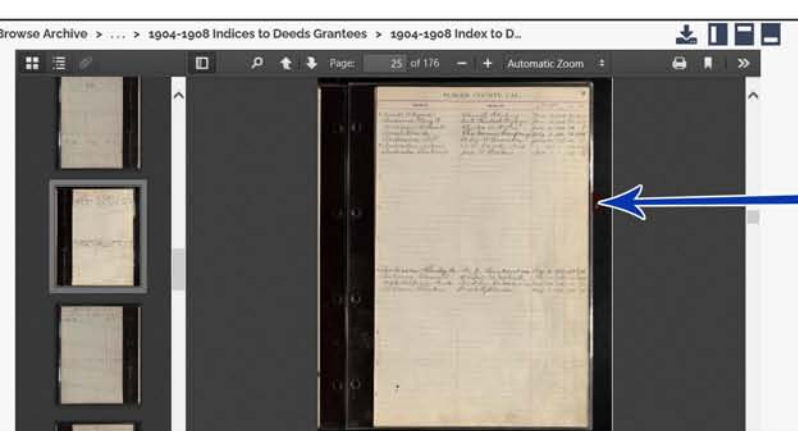
When you click on a page in the thumbnail window it will pop up full size in the main window.

These entries are arranged alphabetically so scroll down to find the names you're looking for.

The page number will pop into the pages counter.

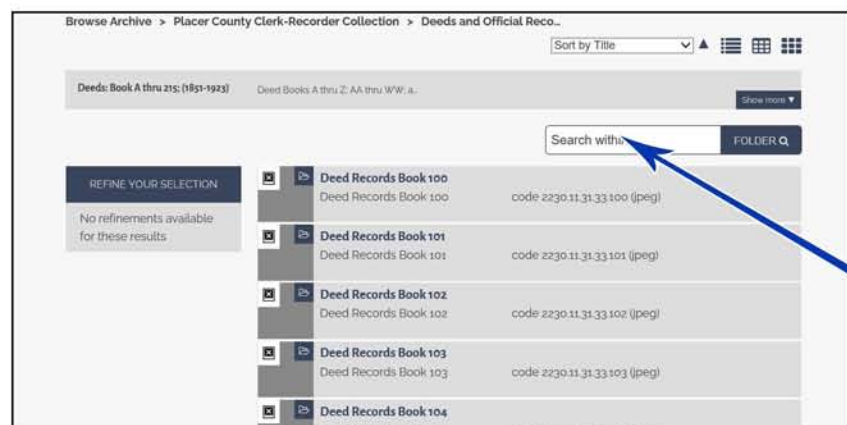The numbers at the end of that line will tell us the BOOK and PAGE numbers we need to find the transaction.
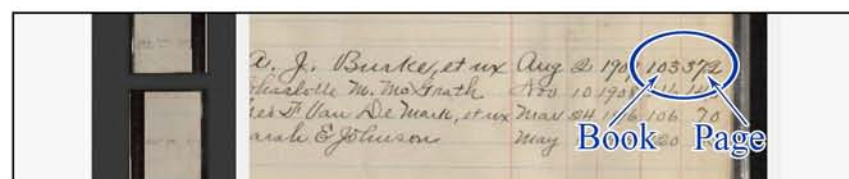
In our case, the BOOK NUMBER is 103 and the PAGE NUMBER is 372.

But what to do with these numbers?!?!

We have to go UP.

Up   Up   Up

Until you get back to this page.

Since we're looking for book 103 we're going to select DEEDS: BOOK A THRU 215;(1851-1923)

There are a few different ways to search the DEED RECORDS BOOKS on this page.

First, you can scroll down the page through all the entries.

Second, you can use the SEARCH FIELD and type in the number of the book, for our purposes 103, and press the enter key or click on the FOLDER BUTTON.

Once your search result list populates, click on the correct result.

Click on the correct result to get an enlarged version of the page.

PRESTO! The document we're looking for has appeared.

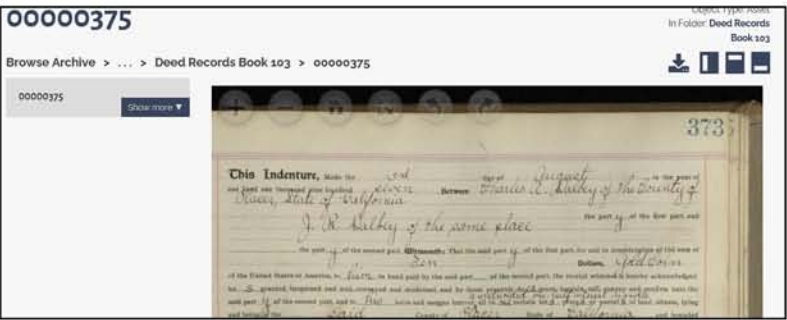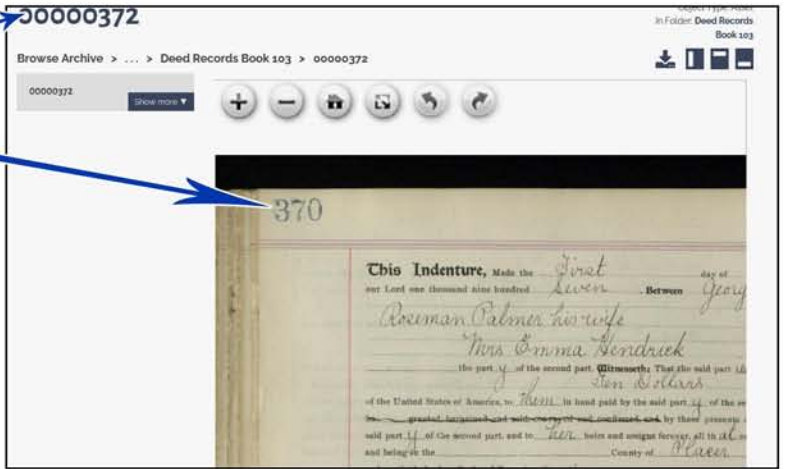Click on the download icon to save a copy of the page to your desktop

Use navigation buttons to zoom in on the page to make sure you have the correct page, because you don't want to download the wrong one.

Wait a second here. Something is not adding up. The file name is the one we were looking for but the page number is off by two pages.

What gives?

Sometimes the name of the scanned files differ from the actual page numbers.

To get to the actual page 372 you need to go back a page and search two pages higher.

Once you confirm the correct page name, as well as the correct names of the people you were looking for, click on the DOWNLOAD BUTTON if you would like to save a copy to your computer.

But what if you just want to browse records without looking for a specific page? When in a record book, click the VIEW GALLERY BUTTON to go through the book page by page.