

Guide to the Records of the Licking County Auditor' Office

Repository: Licking County Government, Records and Archives Department

Inclusive Dates: 1910-1911, 1920-1950

Administrative History: The office of County Auditor was created in 1820. Originally, the Auditor was an appointed position, but a year later changed to an elective position serving a one-year term. In 1919, the term was extended to four years. Today, the office has numerous responsibilities. The Auditor is the chief fiscal officer of county government. It is the responsibility of the Auditor to account for the millions of dollars received each year by the county and to issue checks for all county obligations, including distribution of tax dollars. The office also maintains the official records of all receipts, disbursements and fund balances. For property owners, the Auditor establishes the real property value and calculates the property tax for every parcel within the county and registers all manufactures homes for tax purposes. As an agent for the Ohio Department of Taxation, the Auditor is responsible for administering the Tangible Personal Property Tax Laws. He or she is the Sealer of Weights and Measurements, and issues licenses for dogs, kennels, vendors and cigarettes.

Arrangement: The collection is divided into the following series:

Series 1: Sanborn Fire Insurance Map. 1920 with addendums to 1950. 1 volume.

Series 2: Special Tax Duplicate, Duplicate of Special Taxes Assessed on Town Lots. 1910-1911. 1 volume.

Preferred Citation: [Series Title]; [Agency]; [Volume and Page Numbers or Box and File Numbers]; [Date]; Records & Archives Department, Licking County Government, Newark, Ohio

Records Series

Series 1: Sanborn Fire Insurance Map. 1920 with addendums to 1950. 1 volume.

Scope and Content: Sanborn Fire Insurance Maps were initiated by Daniel Alfred Sanborn, a surveyor from Somerville, Massachusetts between 1867-1970, to assess fire insurance liability in urban areas of the United States. The Sanborn Company systematically gathered information about residential, commercial, and civic buildings including building use, number of stories, location of firewalls, sprinkler systems, water mains and fire hydrants, property lines, addresses, names and widths of roads, and natural features such as rivers, canals and railroads. The finely drawn maps were meticulously hand-colored to indicate building materials (for example gray represents iron, pink for brick, yellow for wood frame, blue for stone, and brown for fireproof construction). The maps are at a scale of 50 feet to one inch in bound volumes. When new or altered buildings were created, new drawings referred to as "slips" were pasted over the old maps to reduce expense and preserve accuracy. Today, Sanborn maps are found primarily in archives and special collections.

Arrangement: Geographical with street-name indexes

Use Note: The Records & Archives Department is unable to provide official copies of these documents. Official copies must be obtained from the Auditor's Office.

Series 2: Special Tax Duplicate, Duplicate of Special Taxes Assessed on Town Lots. 1910-1911. 1 volume.

Scope and Content: This volume is similar in format to a Special Assessment Record, and indicates sewer, street or sidewalk locations, transfer information, names of property owners, property locations and frontages, valuations, delinquencies of the year 1909 and taxes for the year 1910. Information is included for Newark and other locations in Licking County. Separate sheets entitled "Specials" show payment information related to sewers, ditches and pavings. Another separate sheet includes data of a "Special Tax Collection for August Settlement 1911," with dollar amounts associated with sewers, sidewalks and other pavements. Other hand-written notes are also included.

Arrangement: By location and then alphabetically by name of property owner. Also, "Specials" sheets provide some index information.

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