

## RESEARCH REQUEST GUIDELINES

PLEASE: **READ THOROUGHLY BEFORE REQUESTING RESEARCH FILE FOR FUTURE REFERENCE!**

- RESEARCH INITIATION:** If your purpose in becoming a member of The Perry Historians is to have research done by us **PLEASE ADVISE US OF THE RESEARCH TO BE UNDERTAKEN WHEN YOU SEND IN YOUR MEMBERSHIP APPLICATION.**
- RESEARCH TIME:** Research fees are for time and expenses **REGARDLESS OF THE RESULTS.** Please advise us of the amount of time to be spent on your request. Research time will vary greatly depending on the accessibility of the requested data. It is almost impossible to **ESTIMATE** the time required to answer your questions until we do the research.
- BE SPECIFIC:** Do not ask for **EVERYTHING** that can be learned about a family/subject unless that is what you **REALLY** want.
- PROVIDE KNOWN DATA AND SOURCES USED:** This will eliminate the possibility of duplicate work and un-necessary charges.
- COMPLETE DATES (MONTH, DAY, YEAR) & LOCATIONS** of birth, marriage, and death will provide us access to records, which should provide the data requested.
- RESEARCH FEES:** **MEMBERS** of THE PERRY HISTORIANS -- \$8.00 per hour for research in Perry County as well as research in records of other areas which **ARE IN OUR LIBRARY.** When it is necessary to travel to other counties the following **TRAVEL EXPENSES** apply: **ADAMS Co.; CUMBERLAND Co.; DAUPHIN Co.;** (including research in the State Library and State Archives); **FRANKLIN Co.; JUNIATA Co.; and YORK Co.** - \$40.00 plus any additional expenses – such as parking fees, etc. that are incurred by the individual researcher. Research in other areas will be considered on an individual basis, the fees will be determined by whether we have to go there or hire a researcher there. **NON-MEMBERS** of THE PERRY HISTORIANS - \$20.00 per hour and require a deposit for the first hour and travel per the above. **EXCEPT WHERE DEPOSITS ARE REQUIRED, WE PREFER TO BILL YOU WHEN WE FORWARD DATA.** Remittances (**FOR RESEARCH ONLY**) are to be made **PAYABLE TO:** as indicated on invoice.
- COPY SERVICE:** **ZEROX** – Letter size \$.30; Legal size \$.40; Ledger size \$.50  
**MICROFILM** – Letter size \$.60
- S.A.S.E.** (Self-Addresses Stamped Envelope)
  - Enclose a #10 SASE for replies requiring only a letter.  
NOTE: #10 envelope measures 9 ½ “ x 4 ¼”
  - For research that will likely include copies – **DO NOT SEND** a SASE. We will **BILL** you for the **POSTAGE.**
- LEGIBILITY:** Please type or legibly write your communications and inquiries.
- INQUIRIES FOR PUBLICATIONS:** Please write your inquiries **EXACTLY** as you want them printed with dates or some indication of time period and location/residence. Be **SPECIFIC** as to what you want to learn. We suggest a limit of 100 words per inquiry.
- LODGING & RESTAURANTS:** A list of nearby restaurants and lodging facilities will be provided upon request, accompanied by a SASE – should you wish to visit our facility personally to do research.
- PHOTOGRAPH SERVICE:** We will provide photos of tombstone, buildings, etc., for \$5.00 each PLUS \$.45/mile travel expense.

13. **PENNSYLVANIA VITAL STATISTICS:** The county courts of Pennsylvania do not have the BIRTH, MARRIAGE, DEATH RECORDS that county courts in many other states have. The vital statistics available for Perry and most of the Pennsylvania counties are:

A. **BIRTH RECORDS:** 1852-1853, consisting of only 27 births; 1893-1919. From 1906 to present the Division of Vital Statistics has certified birth records (see address under Death Records). **Cost \$10.00.**

B. **MARRIAGE RECORDS:** August 1852 – March 1855, provide the names of parents of both bride and groom plus groom's place of birth, occupation, and residence. Beginning in October 1885 the present Marriage Dockets were started, which continue to the present. Two items in these dockets must be noted: 1) There is no index of BRIDES until 1894. 2.) MAIDEN NAMES OF THE MOTHERS of the bride and groom are **NOT** given until 1913.

C.

D. **DEATH RECORDS:** 1893-1919, give place of birth, marital status, age, occupation, cause of death, duration of illness, place of and date of death and burial, name of the parents of children. In some instances the names of the parents of adults are given. From 1906 to present the Division of Vital Statistics has certified recorded death certificates, which provide all of the above data including the maiden name of the mother, provided all the questions, are answered. **Cost \$9.00.**

Copies of Birth and Death Certificates are available from:

Division of Vital Statistics, PO Box 1528, New Castle, PA. 16103.

Note: **YOU MUST PROVIDE THE "PLACE OF DEATH"** plus the day, month and year of death. These are recorded by **PLACE OF DEATH**, regardless of where the person lived or was buried.

**COUNTY LEVEL DEATH CERTIFICATES [Funeral Directors' Records]:** May 1852-February 1855 provide the name, place and date of birth, death, occupation, name of spouse, parents, cause of death, place of burial and names of children. Unfortunately, these records are incomplete. We hold copies of these for Perry County and also other counties.