Getting Started

Things to Keep in Mind
- Not all employment records have been kept, and not all kept records are public – this will effect what you are and are not able to find
  - The examples used in this handout are meant to show the types of records that might be available for any given locality
- Many of these records are not digitized, or if a record is digitized, it may not available online
- You will probably need to utilize historical occupation dictionaries – job titles change and go out of usage over time

Areas of Focus
- Basic Records; i.e. census, military, death records, newspapers
- Labor Union Records; i.e. membership, meeting minutes, insurance claims and payouts
- Agricultural & Manufacturing/Industry Schedules of the Federal Census
- Profession-Specific Records; i.e. state registers, board certification, retirement records

Federal Census Records
- Check the Occupation & Industry (1910-) columns
  - i.e. Occupation: Clerk; Industry: Railroad
  - i.e. Occupation: Merchant; Industry: Grocery
- Combining the occupation with other information on the Census can lead to finding profession-specific records, i.e. state-wide profession registers recorded at the county-level [see page]
- Also applies to censuses taken in foreign countries – but may be written in its respective language

Example: 1900 Federal Census, St. Louis, Missouri

Katie Lammers, 44, born July 1855 in Germany
Occupation: Midwife
Missouri has a state Register of Midwives 1868-1946
Draft Cards

Both WWI and WWII Draft Cards provide occupation information:

- WWI:
  - What is your present trade, occupation, or office?
  - By whom employed?
  - Where employed?

- WWII:
  - Employer's name and address
  - Place of employment or business
Example: WWI Draft Card

Name: Arthur Raymond Kline
Birth Date: 15 Jan 1888
Residence: 605 Highland, Bristol, Virginia
Occupation: Iron Moulder
Employed by: Iron City Stone & Foundry Works; Scott H. Bristol

Advertisement for Iron City Foundry in the Birmingham, Alabama, City Directory [right] [see page 5 for information about directories]

Example: WWII Draft Card

Name: Frank Stewart Nowak
Birth Date: 6 Oct 1891
Residence: 693, Northampton St., Buffalo, Erie, NY
Occupation: Self-employed Wholesale Confectioner
Place of Employment: 619 Broadway, Buffalo, NY

Example: WWII Draft Card

Name: Glenn George Putnam
Birth Date: 24 Aug 1888
Residence: R. R. 2 B, Kalispell, Flathead, MT
Occupation: Self-employed farmer
Death Certificates & Obituaries

- Each state began keeping death records at different times
- Earlier records will not provide as many details
- Certificates might not be digitized – this may require official requests from the state
  - Some states are available on Ancestry and state databases (Missouri Digital Heritage, 1910–1967)
- Obituaries may not exist (especially for women) for deaths prior to the early-1900s

Example: 1953 Indiana Death Certificate
Name: Edmund J. Lanternier
Residence: Fort Wayne, Allen, IN
Occupation: “Retired Florist”
Kind of Business/Industry: “Own business”

1936 Fort Wayne, Indiana, City Directory [below]

Advertisement in 1936 City Directory [left]

Example: Excerpt from Elmer D. Leimkuhler’s Obituary

Occupation: Carpenter
Union: Local 777 Carpenter’s Union
Employers: George Eavey, Dale Webster (1930-1942), Vermillion Construction Company, Pruitt Construction Company
Retired: 1969
Projects: Harrisonville High School, Cass Medical Center, Overland Park Christian Church
City Directories
A city directory is one of the most underappreciated resources available to genealogists

- A directory provides a name, (and sometimes wife’s name), occupation, place of employment, and home address
- Compare multiple years
  - Street names may change
  - Construction may move or remove streets, blocks, etc.
  - Also, compare with maps from the same time (plat, Sanborn, tax records, etc.)
  - Occupations may change over time
- Abbreviations in Directories: [www.genealogyintime.com/dictionaries/city-directory-abbreviations.html](http://www.genealogyintime.com/dictionaries/city-directory-abbreviations.html)
  - Keys to these abbreviations (i.e. “n Raymond” can mean “near Raymond St.”) may also be found at the beginning of the directory
- Advertisements for area businesses are often printed at the beginning and on the edges of each page of the directory
- Some directories include lists of businesses by type, doctors, lawyers, local government building addresses, churches, etc.

Example: 1936 Omaha, NE, Directory
Name: John P. Clarke (wife Mary)
Occupation: Comptroller at Hayden Bros.
Residence: 311 N 28th Ave.

1940 Omaha, NE, Directory
Occupation: Clerk, employer unknown
Residence: 2752 Capitol Ave.

1955 Omaha, NE, Directory
Occupation: Auditor at Hill Hotel
Residence: 2776 Capitol Ave.
Sanborn Maps

*Fire Insurance Maps* – Late 19th (1867) – mid 20th Century
- Maps cover ~12,000 U.S. cities
- Digitized by the Library of Congress, available online: [www.loc.gov/collections/sanborn-maps](http://www.loc.gov/collections/sanborn-maps)
- A Sanborn map will:
  - Describe the building material (concrete, wood frame, stone, etc. – color-coded, each has its own color)
  - Note dwellings, stores, flats, and lofts
  - Include the name of companies in larger buildings (i.e. factories and mills)
    - And sometimes the owner’s name
  - Include the type of business in smaller buildings
  - Note the height in feet and number of floors the building has

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County and Local Histories
- Narrative histories of an area may also include biographies of notable people
- Check libraries and historical societies for local histories or donated family histories

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*Example: 1887 Sanborn Map of Brooklyn, NY*

Small stores are noted as “farrier,” “Iceman,” “Laundry Supplies warehouse” [*bottom left*]

Larger buildings and factories are labeled, *i.e.* “Automobile Garage (John Wanamaker),” “Knickerbocker Ice Co.,” and “Conley Foil Co. Tin Foil Factory” [*below*]

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*Example: *History of Cass County, Missouri, by Allen Glenn*

**Name:** A. J. Sharp

**Occupation:** Owns A.J. Sharp & Company’s foundry and machine shop, established in 1883 as “A.J. Sharp & Bro. Foundry;” the biography also mentions a previous career as draftsman for the Memphis Railroad Company in Kansas City.
Newspapers
- Check the “local gossip” section for mentions of new jobs, promotions, advertisements, etc.
- Search newspaper databases using the company, business, or union name as a keyword

LABOR UNION RECORDS

Membership Records
- Lists current members of a union
  - Typically kept at local level
- Often based on payment of membership dues
- May include
  - Names of those who still owe their dues at the time
  - Members who have been expelled for failing to pay dues
- Some are bound in book form
  - Most often held by repositories, typically university libraries & labor union museums (Worldcat)
  - Some are available online for purchase
  - Some are digitized (Google Books)
  - Partial membership lists may be printed in newsletters and annual reports

Meeting Minutes
- Written record of an official meeting
  - Attendees, upcoming events, current issues under consideration, responses and decisions, etc.
- May be handwritten or typed
- Most public unions kept records of meeting proceedings
  - But all may not have been archived
- These records are most often not digitized, not indexed, and kept at libraries, union museums, and archives

Example: Meeting Minutes for the Amalgamated Clothing Workers Union, Chicago, IL

Details an official complaint made by Sister Fanny Slavchik regarding a recent change in position

A collection of these records for the ACWU (1914-1980) kept at the Kheel Center for Labor-Management Documentation and Archives, Cornell University Library

Annual Reports
- A great source of photos
- Provides contextual information regarding the union
- Particularly beneficial if your ancestor was a part of union leadership
- Most unions had National Conventions and the reports or Official Proceedings were typically published annually

Union Newsletters
These monthly, quarterly, or annual journals or magazines were published and distributed to members
- Of particular interest to genealogists:
  - Insurance Claims
- Details injuries and death that occurred in the line of duty
- May serve as alternatives to death records
- Often lists family members if they are beneficiaries
  - **Expulsions**
    - Records members who were expelled from the union
    - Typically for unpaid dues
    - Also for “conduct unbecoming” of a member (like defrauding another member or committing a crime)
  - **Transfers**
    - Records of individuals who relocate but remain a member of the union
      - Number of union transferring from
      - Number of union transferring to
    - Can be used to track an individual over time
  - **Personal Notices & Deaths**
    - Notices from individuals within or outside of the union
      - “I’m looking for my brother. He was a member of this local in 1897, etc.”
    - Deaths of members are posted, including interment details

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**Example: Brotherhood of Locomotive Engineers Monthly Journal; Insurance Claims, April 1903**

**Name:** Harry Watts  
**Age:** 48  
**Division:** 136  
**Date of Admission:** 1 July 1895  
**Date of Death or Disability:** 18 January 1903  
**Cause of Death or Disability:** “Softening of brain”  
**Amount of Insurance:** $3,000  
**Beneficiaries:** Mrs. H. Watts (wife) & Howard R. Watts (son)

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**Example: Brotherhood of Locomotive Engineers Monthly Journal; Expulsions, April 1903**

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**FOR NON-PAYMENT OF DUES.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount of Insurance</th>
<th>Cause of Death or Disability</th>
<th>Date of Death or Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Watts</td>
<td>$3,000</td>
<td>“Softening of brain”</td>
<td>18 January 1903</td>
</tr>
</tbody>
</table>
Farmer’s Unions

These records are most likely not digitized, not indexed, and not available online

- To search and/or view these records, you will have to submit inquiries and requests to state archives, county historical societies, and academic libraries
  - Also, try using some of the following as keywords for Google searches
- Grange
  - “National Grange of the Order of the Patrons of Husbandry”
  - Founded in 1867 to help educate farmers and provide a social outlet
  - Records are typically held in state archives, repositories, and university libraries (Worldcat)
- National Farmers Union, 1902
  - Farmers Educational and Cooperative Union of America
- Farmers’ Alliance, 1870s
  - National Farmers’ Alliance and Industrial Union
  - National Farmers’ Alliance
  - Colored Farmers’ National Alliance and Cooperative Union

Non-Population Schedules of the Census

What are Non-Population Schedules of the Federal Census?
Non-population schedules or “special schedules” of the census were designed to gather statistical information on a specific group within the overall population. They are referred to as “non-population” to distinguish them from the decennial (once every ten years) Federal Census that enumerates the entire population of the United States.

Agricultural Schedules, 1850-1880
This schedule of the census focused on enumerating the value of and production on farmland on a farm-by-farm basis. The 1850-1870 schedules consist of two pages; 1880 is one page. Questions asked by these schedules include:

- Proprietor of the farm
- Cash value of the farm; amount (in acres) of land; value of farming implements
- Number of livestock by type, and total value; value of animals slaughtered
- Number and value of crops, by-products, and manufactured goods produced in the last twelve months

Not all states were enumerated and not all states that were enumerated were enumerated every year between 1850-1880. Records for these schedules are available for the following states:

- Alabama
- California
- Connecticut
- Georgia
- Illinois
- Iowa
- Kansas
- Maine
- Massachusetts
- Michigan
- Minnesota
- Nebraska
- New York
- North Carolina
- Ohio
- South Carolina
- Tennessee
- Texas
- Virginia
- Washington Territory

Exclusions from the Schedule
Not every farm was enumerated on this schedule. For 1850 and 1860, small farms that produced less than $100 worth of products, including crops, livestock, and by-products like sugar, molasses, honey, etc., were not enumerated. For 1870 and 1880, the criteria was at least 3 acres of land and $500 worth of products.
Note: If you are searching for a farmer ancestor who lived in a state that was enumerated in this schedule, but are unable to find them, this could be due to a typical spelling variation or transcription issue with searching the census. Or it could be because your ancestor’s farm was too small to meet the requirements outlined above.
Nonresidents Present on the Schedule
Individuals enumerated on the agricultural schedule in a specific location may not actually have been a resident of that area. The owner of the farm may not even live in the same town, county, or state. i.e. a farm may be located in southwest Walnut Township, Bourbon County, Kansas as enumerated on the Agricultural Schedule, but the proprietor (which can include the owner, agent, proprietor, or manager) of the farm may live over the county line in Allen, Neosho, or Crawford Counties

Search Tip: Remember to check the manufacturing schedule too!
You might also want to cross-reference the Agricultural schedule with the Manufacturing schedule for the same year. If your farmer ancestor had a “sideline” business, you might find that they were enumerated on both. For example, a dairy farmer might also have a lucrative cheese-making business.

Example: 1860 Agricultural Census for Jefferson Township, Polk, Iowa

Page 1 of this record details the name of the proprietor, the value and size of the farm, livestock and the first half of the crops, all listed individually by type.

Example: 1860 Agricultural Census for Jefferson Township, Polk, Iowa

Page 2 of this record details the rest of the crops by type, animal and farm byproducts like cheese, butter and bees wax, and value of animals slaughtered.
Manufacturing Schedules, 1850-1880

These schedules also referred to as “Industry” or “Industrial” schedules, recorded statistical information regarding the value and production of manufacturers, both small businesses and large companies alike. The years of this schedule readily available in most online databases cover the years 1850-1880, though the schedule was also taken in 1820 and some manufacturer’s annotations were included on the pages of the 1810 Federal Census (both held at the National Archives). To be enumerated on this schedule, the business had to produce at least $500 worth of manufactured goods and the information provided is for the twelve months preceding the date.

Questions these schedules asked include:

- Name of corporation, company, or individual; name of business (or type, i.e. “baker”)
- Capital invested in the business; type, quantity, and value of raw materials used; type of power (i.e. steam)
- Number of employees by gender, and their wages
- Annual products manufactured, their quantities and value

Like the Agricultural schedule, not all states are enumerated by this schedule and not all states that were included were enumerated every year. The amount and detail of information included in this schedule varies from year to year as different questions were asked.

Records for these schedules are available for the following states:

- Alabama
- California
- Georgia
- Illinois
- Iowa
- Kansas
- Maine
- Massachusetts
- Michigan
- Minnesota
- Nebraska
- New York
- North Carolina
- Ohio
- South Carolina
- Tennessee
- Texas
- Virginia
- Washington Territory

Example: James M. Davidson, living in Williamsburg, Kings County, New York, enumerated on the 1850 Federal Census as having the occupation of “tool maker” [below]

In the same year, James is also enumerated on the Manufacturing Schedule, not just as a “tool maker,” but a “spirit level maker.” It also shows that he employs five men and makes $5,000 worth of levels annually.
1880 Schedule: For miscellaneous industries that did not have a schedule form with the industry category already noted in a pre-printed heading, the category was often handwritten in at the top of the page. These were categories like “Artificial Flowers,” “Zinc and Bronze Works,” “Pharmaceutical Preparations,” “Human Hair Goods.” All manufacturers that belonged to that category were enumerated together on the same page.

Remember! Check both the Manufacturing and the Agricultural schedules! You might find that your ancestor was enumerated on both.

Example: Orrin Tucker, Chardon, Geauga, Ohio; enumerated on the 1850 Agricultural and Manufacturing Schedule for his farm and his coopering side business:
PROFESSION-SPECIFIC RECORDS

Profession Registers

- City, county, or state-wide register of recognized practitioners
  - i.e. doctors, midwives, teachers, etc.
- Usually kept at the state or county level in archives
  - Often not digitized, not online

Examples at the Missouri Archives:

- *Physician’s Register*, 1883-1911
  - Digitized but not online, several other registers not yet digitized
- *Register of Midwives*, 1868-1946
  - Also recorded in the Physician’s Register; digitized but not online
- *Register of Pharmacy*, begins 1881
  - Partially indexed, but not digitized

Example: *Missouri Register of Physicians and Accoucheurs*

*Register lists the Certificate Number, Name, School of Practice, Residence and Post Office, County, Age, and Nativity.*

*Male and female midwives are also registered in this record.*

Teachers & School Records

Types of Records

- Teachers Unions Records
- School Board Minutes
- Teachers’ Grade Books
- County Enumeration Records
- Yearbooks
- Newspapers

*Rural School Reports, 1928-1946*

- Reports for school districts without a high school
- Information regarding the superintendent, teachers, organization of school, furnishings and supplies, library, school house, yard and out buildings and recommendations
Annual Report of Public Schools, 1856–Present
- Mostly financial and general reports on demographics and funding
- Changes to faculty of state schools and universities is often recorded

Board Certification
Examples in Missouri:
- Missouri State Board for Examination and Registration of Nurses
  - Digitized, but not online
- State Board of Osteopathic Education, 1920s–1960s
  - At State Archives: organized roughly by Examination Date and then alphabetically by last name within each school
- Board of Law Examiners, 1905–
  - Applications to practice law; closed records, but family can request copies

Apprenticeships
- Often grouped by geographic location rather than occupation
- Indexes are easier to find than the original records, especially as you go farther back in time
- And held in archives at the state or academic-level
- Many records pre-date unions and other employment records

Information provided may include:
- Name of apprentice and date of birth
- Names of parents
- Name of person or business bound to/worked for
- Date and duration of apprenticeship
- Runaway apprentice notices in newspapers

Example: Inspector’s Report for Missouri Rural Schools – School No. 26, Andrew County

Teacher: Leroy Hobbs
School Address: Union Star, MO
Years Taught at School: 1
Salary per month: $90
Subjects Taught: Intro. to Teaching; Meth. Penmanship; Gen. Pay; Rural Sociology
College or University Attended: Maryville Teacher’s College
Example: Apprentice Record and Employment History

Name: Hugh John Monthie, Sr.
Birth Date: 6 Nov 1919
Registration Date: 4 Apr 1955

He was employed by the Hudson Register-Star on April 4, 1955. A year later, he was upgraded and later became eligible for and was given journeymen status.

Example: Index of Apprentice Records in Virginia

Name: Frederick Phillips
Age: 1) 6; 2) 12; 3) 12 (but according to the date he would have been 14)
Bound To: 1) Ellis Evans; 2) Polly Evans; 3) Daniel Gunn
Date: 1) 11 Apr 1814; 2) 13 Apr 1820; 3) 18 Oct 1822

Example: Record of Employee’s Prior Service

Name: Edward Hoff
Residence: 111 S. 4th Street, Northampton, PA (Post Office: Easton)
Employer: Lehigh Valley Railroad Company
Occupation: Trainman, Transportation Division
Began Work: December 1912
**CASE STUDY #1**

**Henry Jackson**

What we know:

- Born 1826, in Ireland
- Lived in Brooklyn, Kings, New York for most of his adult life
- 1870 Federal Census lists his occupation as “Chemical Manuf.,” with $20,000 of real estate
- His son William is enumerated as “clerk in chemical works”

Henry was also enumerated on the Manufacturer’s Schedule that year.

The 1866 Brooklyn City Directory provides a business address.

A section of the 1887 Sanborn Map depicting Raymond Street (now renamed Ashland Place) near Fulton Avenue.

Determining exactly where 102 Raymond was located would require cross-referencing this map with contemporaneous plat maps and additional records.

Perhaps the shop is one of the small, unlabeled yellow squares just south of Fulton.
Benjamin Samuel Share
What we know:
Born 1895, in Russia, immigrated in 1911 (occupation listed as “clerk”)
Settled in Chicago, Illinois by 1916

**WWI Draft Card**

**Occupation:** Cutter  
**Employer:** Hart, Schaffner & Marx  
**Address:** 36 S. Franklin St., Chicago, IL

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**1916 Chicago City Directory**

**Occupation:** Tailor

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**1920 Federal Census, Chicago, IL**

*He was enumerated at “Sears Roebuck Branch of the YMCA” working there in the Tailor Shop as a Cutter*
Visit the library’s locations page (www.casscolibrary.org/locations) for CCPL Genealogy’s location, contact information, and hours of operation.

Information regarding our digital collections, access to online databases, submitting inquiries, and more, can be found on Cass County Public Library’s Genealogy Resources page, located here: www.casscolibrary.org/genealogy

**Chelsea Clarke, Branch Manager**
askgenealogy@gmail.com

Cass County Public Library – Genealogy Branch
400 E. Mechanic St. Harrisonville, MO – 816.884.6285

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1930 Federal Census, Chicago, IL

*He is enumerated at as the Proprietor of a Tailor Shop*

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**Image: Officers of the Chicago Joint Board Local Unions and Shop Chairmen, 1922 Amalgamated Clothing Workers Collection**

*Benjamin Share was present and photographed [right]*

*[Held at the Chicago History Museum]*