# HOW TO PAGE

We hope the following will be helpful.
*The example being used is a search for a Coroner's Inquest for Milton Haxton.*

SUGGESTION: Print this page to make it easier to follow the steps.

Steps 1-6

1. **Click Archives Cumberland County** at the very top of this page to return to the Archives web page.

2. **Click Archival Holdings** on the Archives home page.

3. **Click Browse Record Groups.**
   Records managed by the Archives are organized by the County Office
   or Department that created the records or transferred them to the Archives.
   The Record Groups are listed alphabetically.

4. **Click an Office or Department from the list** to see the Record Series titles for that Office or Department. These are records that have been processed by the Archives to some level for viewing on the website.
   *Note: Originally Coroner Inquests were filed with the Clerk of Courts.*
   A synopsis of a Record Series title includes
   1) Description of the content in general
   2) Dates covered
   3) Format (Volumes, Papers, Microfilm, Electronic, Objects)
   4) Location (where the records are stored)

5. *** Click a Record Series title** for a listing of what processed records for a Record Series you may be interested in.
   *Example:       Record Group :Clerk of Courts*
   *                        Record Series title: Coroner Inquests*
   **Click** Coroner Inquests
   Detailed information for a Record Series title includes
   1) Description: the general content of the Record Series
   2) Arrangement: how the records are organized (chronological, alphabetical, etc.).
   3) Index: if an index is available.
   4) Related/Corresponding Records: other Records Series that can contain similar information

6. **TO VIEW A LIST OF INDIVIDUAL DOCUMENTS IN A RECORD SERIES TITLE.**

Step 6 for a Record Series title in <span style="color:red">paper format</span>.

*Example: A search for a Coroner's Inquest for Milton Haxton.*
*Record Group: Clerk of Courts*
*Record Series title: Coroner Inquests*
*Inventory: Name of Deceased column heading*

1. **Click Inventory.**
   Column headings will vary for different Record Series titles, but all column headings are sortable by clicking on the column heading.
   *Example: Coroner Inquests:* **Click** *the "Name of Deceased" column heading to look for a name. Haxton will be on page 14 using the page counter above the column headings.*
2. If a camera icon or the word Image appears in the Image column, the actual document can be viewed. **Click** on the camera icon or the word Image.

Step 6 for a Record Series title in <span style="color:red">volume format</span>.

   NOTE:     There are very few volumes that have been scanned for web site viewing.

   *Example:        Record Group : Clerk of Courts*
   *Record Series title: Slave and Slave Owners Register*
   *Holdings*

1. **Click Holdings**.
2. A list of the volumes in this Record Series title will appear.
   There are two (2) volumes in the Record Series  *Slave and Slave Owners Register.*
3. **Click** the camera icon or word Image in the "Image" column to view the registers.

If you are still having difficulty navigating the website, contact the Archives:
717-240-7886 or e-mail at www.archives@cumberlandcountypa.gov
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SEE FAQ (Frequently Asked Questions) in the <u>Other Resources</u> Links on the Home Page.