

Summit County, Ohio Records and Research Facilities

This is not meant to be an all-inclusive list, but rather, a list of records most often asked about. All offices, except as noted, are open to public search during regular business hours. These offices have a heavy workload, and are NOT equipped to do research or conduct extensive searches, especially by telephone. However, many will send copies through the mail if you can provide the exact information required to locate the record and the proper copy fee. Please include a long, self-addressed stamped envelope with your request. Requests should be specific and to the point. Limit your requests to one or two items per letter. *Note: Offices may change their hours or services at any time. It is always best to call or write for current policies and fees before visiting or submitting a request.*

AKRON-SUMMIT COUNTY PUBLIC LIBRARY, Special Collections Division

60 South High Street, Akron, Ohio 44326-0001

Phone: 330.643.9030

<http://www.akronlibrary.org/locations/main-library/special-collections>

E-mail: speccollections@akronlibrary.org

Hours of Operation: Monday-Thursday, 10 am to 8 pm; Friday, 10 am to 6 pm, Saturday, 10 am to 5 pm,
Sunday, 1 to 5 pm

The Special Collections Division at Main Library maintains genealogical materials for all states, with the primary focus on Ohio, Pennsylvania, New York, New England, West Virginia, Virginia, Maryland, Kentucky and Alabama. Books include county histories, transcribed records, city directories, compiled family histories, military records, passenger and immigration indexes, maps, atlases and gazetteers. The microform collection includes the U.S. Census for selected states, Summit County records, and Ohio death certificates and indexes, Dec. 20, 1908-1953. The *Akron Beacon Journal* and other local newspapers are available on microfilm. A complete list of microform holdings may be viewed at the Special Collections website. Available databases include *Access Newspaper Archive*, *Akron Beacon Journal* (1985-present), *American Ancestors* (formerly New England Ancestors), *Ancestry Library Edition*, *Find My Past*, *Fold 3* (formerly *Footnote*), *Heritage Quest*, *Historic MapWorks*, *My Heritage - World Vital Records*, and *Sanborn Fire Insurance Maps*. Local history collections include archival collections, books, and vertical files about people, places, and events in Summit County. Special Collections publishes a quarterly e-mail newsletter, *Past Pursuits*. Reference and photocopy requests are accepted via e-mail, mail, and telephone. Interlibrary loan service includes access to microfilmed records from the Church of Jesus Christ of Latter-Day Saints.

LDS FAMILY HISTORY CENTER

106 East Howe Road, Tallmadge, Ohio 44278

Phone: 330.630.3365

Hours of Operation: Monday, Wednesday, Saturday 10:00 am to 2:00 pm. Other hours as announced locally or requested. Closed on major holidays and during inclement weather.

The FHC is located at the East end of the Church of Jesus Christ of Latter-Day Saints and is open to the public for research. Their collection includes microfilm, microfiche, books and genealogy society periodicals. Equipment includes computers, microfilm and microfiche reader, printer and a copier. Staff is available to assist you in your research while in the Family History Center. Researchers may order and pay for LDS microfilm loans online and have them sent to the FHC, see www.familysearch.org/films for instructions. Seminars and group tours may be scheduled by calling the Director, Judith Porter, at 330-745-1821.

SUMMIT COUNTY CLERK OF COURTS

205 South High Street, 1st Floor, Akron, Ohio 44308

Phone: 330.643.2205

www.cpclerk.co.summit.oh.us

Hours of Operation: Monday-Friday 7:30 am to 4:00 pm

- Civil and Criminal Records from 1840 to present
 - Divorce Records
 - Naturalization Records from 1850 to 1991 available online at www.cpclerk.co.summit.oh.us
- Uncertified copies are \$.10 per page. Certification is \$1.00 additional **per page, not per document.**

SUMMIT COUNTY FISCAL OFFICE, Recording Department

175 South Main Street, Akron, Ohio 44308

Phone: 330.643.2712

<http://fiscaloffice.summitoh.net/index.php/recorded-documents>

Hours of Operation: Monday-Friday 7:30 am to 4:00 pm

- Land Records from 1840 to present
- Indices for Land Records, for both Grantor (seller) and Grantee (buyer)
- Duplicate Deeds for 1795 to 1840
These are for land that is now in Summit County but for which the deed was originally filed in one of the parent counties (Stark, Medina, or Portage) between 1795 and the formation of Summit County in 1840. Some Trumbull County Deeds are also on file.
- Indices for Duplicate Deeds, for both Grantor (seller) and Grantee (buyer)

(cont.)

SUMMIT COUNTY FISCAL OFFICE, Recording Department (cont.)

- Soldiers' Discharge Papers and Indices beginning with the Civil War (incomplete)
These are available only with the help of staff, and copies are **free**. Copies of Discharge Papers filed **less than 75 years ago** are accessible only to an "authorized party." All other individuals may only **view** a redacted copy showing only name, rank, date of birth, date of discharge, and type of discharge.

Documents recorded after March 20, 1988 are available online. When visiting the office, copies are **\$.10 per page** if you make them yourself. Staff will help you locate records and show you how to make the copies. Deed copies are **\$4.00** when requested by mail. You must know the address or parcel number and include a SASE with your request. Certification is \$1.00 per Deed in both cases. Other copies (Mortgages, Assignments, Releases, Powers of Attorney, and miscellaneous documents) are \$2.00 per page when requested by mail or made by staff. For mail requests, you should provide the volume and page or reception numbers and include a SASE.

SUMMIT COUNTY MEDICAL EXAMINER'S OFFICE (aka Summit County Coroner's Office)

85 North Summit Street, Akron, Ohio 44308

Phone: 330.643.2101

<http://www.co.summit.oh.us/index.php/departments/medical-examiner>

Hours of Operation: Monday-Friday 8:00 am to 4:00 pm

This office is not open to public search. Requests for Coroner's Reports, from the late 1800s to the present, **must** be made in writing, whether in person or through the mail. Name and year of death is required for a search. (Note: ASCPL's Special Collections Division has a CD of *Summit County Coroners Case Index Cards, 1874-1969* that can be searched for this information.) Reports filed within the last seven years are at the office. Reports filed before then require a one-week wait for copies to be made. Next of kin can receive a copy of the report at no charge. Others must pay \$0.25 per page with a minimum charge of \$1. Exact change is required, and payment must be made at time of request.

SUMMIT COUNTY PROBATE COURT, Courthouse, 1st Floor

209 South High Street, Akron, Ohio 44308

Phone: 330.643.2352 (Records Room)

www.summitohioprobate.com

Hours of Operation: Monday-Friday 8:00 am to 4:00 pm Check the website for observed holidays.

- Birth and Death Record Books from 1869 to 20 Dec 1908 (For later birth and death records, see Summit County Public Health Vital Records Office, below.)
- Marriage Records from 1840 to Present. [Indices for same, male and female.] Certified Copies - \$2.00 each.
- Wills and Estates from 1840 to Present, on microfilm and microfiche. [Indices for same.]
- Guardianships from 1840 to Present, on microfilm and microfiche. [Indices for same.]

Everyone entering the Courthouse must pass through a metal detector. Uncertified copies are \$.10 per page. Certified copies are \$1.00 additional. Photocopies of birth and death records **cannot** be made. Certified **typed** records are \$3.00. Certified birth and death records from 1869-1908 are \$3.00.

SUMMIT COUNTY PUBLIC HEALTH, Vital Records Office www.scphoh.org

1867 West Market Street, Building A, Akron, Ohio 44313

Phone: 330.812.3845 877.687.0002

Hours of Operation: Monday, Thursday 8:00 am to 4:45 pm; Tuesday, Wednesday, Friday 8:00 am to 3:30 pm

Requests may be made in person, by phone, by mail or online providing the name and date of event. Checks and money orders should be made payable to "Summit County Public Health." Credit and debit cards are also accepted in house, over the phone or online (additional fees apply) using the order form at <https://vitals.scph.org/vitals>. Records are not open for public research, but special arrangements may be made.

- Births which occurred in the state of Ohio from 20 Dec 1908 to the present
- Deaths which occurred in Summit County from 20 Dec 1908 to the present

For earlier records, see the Summit County Probate Court above.

Certified Copies - \$22.00, plus \$1.95 handling fee for delivery by mail.

UNIVERSITY OF AKRON, Archival Services

Polsky Building, Room LL-10, 225 South Main Street, Akron, Ohio 44325-1702 (Enter from High Street)

www.uakron.edu/libraries/archives

Phone: 330.972.7670

Hours of Operation: Monday-Friday 8:00 am to 5:00 pm

The University of Akron Archival Services, a division of University Libraries, is located in the Polsky Building in downtown Akron. Archival Services collects, preserves and provides access to important resources that primarily document the history of The University of Akron, Akron and Summit County, the rubber industry, lighter-than-air flight, and Ohio canals. As part of the Ohio Network of American History Research Centers, Archival Services also maintains a selection of historical local government records from a nine-county region including Summit, Stark, Wayne, Portage, Tuscarawas, Coshocton, Richland, Holmes, and Ashland. Archival Services welcomes both on-campus and off-campus researchers. While an appointment is not necessary, it is preferred. Archival Services can provide general information for remote researchers; however, remote research generally is limited to one hour before a research fee is applied. For our fee schedule and more information please visit the website at www.uakron.edu/libraries/archives.