

Record Group [RG] #01**Name: Town Record Books****Dates: 1760-1992****Size: 10 bound volumes, 1 volume with metal binding, 7 li.ft.****Name of Creator: Town Clerk of Amherst, NH**

Historical note: The Town of Amherst was incorporated in 1760. The Selectmen and Clerk even in colonial times recognized the importance of creating and maintaining certain records. Provincial and then state laws included some requirements for what information needed to be recorded by the Clerk in the "Town Record Book" and publishers produced guides to assist town officials in understanding those requirements, even providing step by step procedures and sample forms and language to use.

Scope and Contents: Town Record Books are ten volumes with various spine titles that contain the Clerk's recording of many Board of Selectmen actions and duties as well as those of the Clerk, Treasurer, and other town officials. As laws and town government changed over time, Record Book contents changed.

The volumes contain the town meeting warrants and voting results. Selection of town officials and jurors are included. Reports of various committees, petitions, perambulations of town lines, tax assessments, tax sales, tavern licenses, contracts, including ones with the minister, school/tax districts, laying out of roads all may be found in these volumes. The recording of vital statistics (births, marriages, and deaths) by the Clerk long before the State required such information can be found in the early volumes. Later volumes contain minutes of annual town meetings and, except for the last one may include petitions, ordinances, clippings, reports, election records, tax sales.

When the town meeting records began to be included in the published annual town report in 1992, the Town Clerk ceased to maintain a Town Record Book.

The Town Record Books are arranged in chronological order. Most of the early ones are in archival quality boxes, each with a separate index volume prepared at some later date. The indexes list topics or names and pages where found; they should be consulted first.

Note that also included in this record group is a single volume with no title. It contains town meeting warrants and voting results from 1784 to 1803, primarily relating to the salary paid to the Reverend Jeremiah Barnard. These entries appear to be by the Town Clerk. The volume also contains a Memorandum of the Expenditures of the Congregational Church & Society, 1841-1843, prepared by the Standing Committee of Congregational Church & Society. Most of the pages in the volume are blank.

See a brief summary of each volume starting on page 3. Katrina Holman has created a more detailed description of the contents of Volumes 1 to 6 (1760-1900) and the untitled volume.

Conditions governing access: In order to preserve the original early volumes, researchers are urged to use the microfilm copy available at the Amherst Public Library.

Source: Town Clerk

Subjects:

Births	Roads
Deaths	School Districts
Elections	Taverns
Marriages	Tax Assessment
Perambulations	Town meeting
Petitions	Vital Statistics
Poor Farm	

Location: Town Hall Vault, Clerk's Office, Town of Amherst, NH

Related archival materials: RG 7 Town Clerk: Vital Records; RG 2 Annual Town Reports. Also Town Meeting Warrants, 1843, 1847, 1849, are in RG 7 Town Clerk Records. small drop front box #5.

New Hampshire State Library has handwritten transcription of Volume I, 1760-1790. Daniel F. Secomb's *History of the Town of Amherst, Hillsborough County, New Hampshire, 1883* (Concord, NH: Evans, Sleeper & Woodbury) includes his transcription of vital records.

Preparer: C.G. Swank, K. Holman, 2017

See next page for summary of volumes.

Summary of Volumes.

All are bound volumes, except for Volume 9 which has a metal binding. Volume 6 and Volumes 7 through 9, which have red bindings, are not boxed.

Vol 1. Amherst Town Records, 1760-1791. (Original manuscript)

Spine title. Amherst Town Records 1760-1790. Also label MSS/NHT
358 pages, paginated, separate index.

Of note - Town Charter, taxpayer roll for 1760 and two other years, confiscation of Tory property, recording of births, 1739-1790, marriages 1762-1784, and deaths 1754-1786. The vital records are incorporated in Daniel F. Secomb's *History of the Town of Amherst, Hillsborough County, New Hampshire*, 1883 (Concord, NH: Evans, Sleeper & Woodbury).

Available on microfilm at Amherst Town Library (roll #1). Also typescript bound volume available in Clerk's Vault and a manuscript transcription at NH State Library. Note: Needs box. Dimensions 8.25 x 12.5 Index is 8.5 x 13 5/8

Vol 1. Amherst Town Records, 1760-1791. (Typed transcription)

Spine title. Amherst Records Vol. 1. Also stickers 1760 and 1778. 350 pages (single sided typed), no index.

Same contents as original. Of note - Pasted on inside front cover is folded *Map of 12 school districts* "presented to the Selectmen of Amherst by Edward Aiken" and dated 1844. Hand-drawn and colored. The date is incorrect and map likely dates from 1881. It is expected that the map will be removed from this volume, conserved, digitized and a copy print during 2018. The original will be boxed separately.

Note on inside front cover indicates volume borrowed by New Hampshire Historical Society in 1930 and returned after copying in 1931. Note: Needs box 9.25 x 13.25

Box 3) Vol 2. Amherst Town Records, 1791-1842. (Manuscript)

Available on microfilm at Amherst Town Library (roll #1). A certified handwritten transcription also available at the New Hampshire State Library and is included in *The Index to Early New Hampshire Town Records*.

Spine title. Amherst Records Vol. 2. Also stickers 1791 and 1842.
559 pages, separate index entitled incorrectly on inside front cover "Index to Town Record Volume Number 5". Also minimal table of contents / index in random order near beginning of volume.

Town meeting warrants and voting results date from 1791 - 1820; the other Selectmen's records go to 1842. There are marriage recordings from 1782-1793.

Box 3) Vol 2. Amherst Town Records, 1791 (Original covers and spine)

Inside cover. "The Town of Amherst Book of Record" in manuscript.

Recorded on the inside cover are names of grand jurymen chosen 1792-1800. There also are three loose sheets and, in manuscript on both sides, the following: 1 sheet -1792 warrant; 2 sheets -School District Divisions in 1806 by residents' names.

Box 4) Vol 3. Amherst Town Records, 1821-1847

Available on microfilm at Amherst Public Library (roll #1)

Spine title. Town Records Vol. 3. Also stickers 1821 and 1847.

340 pages, manuscript. Separate index entitled Amherst Town Record Volume No. 3".

Town meeting warrant and votes, 1821 - 1845 Feb. Annual financial reports, beginning with 1830/1831 fiscal year. Also of note - Poor House, pauper graveyard, other burying grounds, sale of meetinghouse.

Box 5) Vol 4. Amherst Town Records, 1845-1861

Available on microfilm at Amherst Public Library (roll #2)

Spine title. Amherst Records Vol. 4. Also stickers 1845 and 1861.

690 pages, manuscript. Note. blue ruled paper and difficult to read microfilmed copy.

Two separate indexes: Index 4A entitled *Index Vol. 4* is organized by subject, and not in alphabetical order. Index 4B on inside cover inscribed *Amherst Town Record / Volume No. 4*.

Of note - militia enrollment, 1855; Amherst Steam Mill stockholders; stock provisions Pauper Farm, 1853.

Box 6) Vol 5. Amherst Town Records, 1861-1870

Available on microfilm at Amherst Public Library (roll #2)

Spine title. Records Amherst Vol. 5. Also stickers 1861 and 1870

560 pages, preprinted pagination, rest manuscript. Note: blue paper, difficult to read microfilmed copy. Separate index inscribed on inside front cover *Town of Amherst/ Vol 5*.

Of note - soldiers to whom Town presented revolver, 1861; enrollment of able-bodied men Aug 1862 and 1867

Vol 6. Amherst Town Records, 1870-1900

Available on microfilm at Amherst Public Library (roll #3)

Spine title. Amherst Records Vol. 6/ 1870-1900

560 pages, preprinted pagination, rest manuscript. Separate index without cover and found inserted in volume.

Of note - inventory of contents of schoolhouses, 1881.

Vol 7. Amherst Town Records, 1900-1943

Available on microfilm at Amherst Public Library (roll #4)

Spine title. Town Records Vol. 7 Amherst N.H.

596 pages. pre-paginated, manuscript except for a few typed reports stapled into volume. Town meeting warrants & voting results; juror selections; votes of residents in elections (including presidential primary of 1916); other official activities of Selectmen such as town line perambulation and hearings on road petitions; tax collector's bonds; records of sales of land of nonresidents for unpaid property taxes.

Of note are permissions to the electric light and telephone companies to erect poles in the early 1900s; automobile bylaw in 1903; and Sunday laws in 1932.

Vol 8A. Amherst Town Records, 1944-1971

Available on microfilm at Amherst Public Library (roll #5)

Spine title. Town of Amherst Records Volume 8A

340 pages, pre-paginated, manuscript. Extra glued together pages in front and back designed to accommodate scrapbook-like nature of the volume with its inclusion (taped, pasted or stapled) of many separate typed documents filed with Town Clerk.

Minutes of town meetings written by Town Clerk; ordinances by Selectmen; several emendations of Commissioners' Return of Highway Layout Milford-Amherst 1970; resignations of town officers (e.g., police chief in 1946). Notes in 1971 the moving of the Town Clerk, Tax Collector and Zoning Administrator to Town Hall.

Vol 8B. Amherst Town Records, 1971-1988

Available on microfilm at Amherst Public Library (roll #5)

Spine title. Town of Amherst Records Volume 8B

600 pages (used through page 590). Pre-paginated, manuscript. Extra glued together pages in front and back designed to accommodate scrapbook-like nature of the volume with its inclusion (taped, pasted or stapled) of many separate typed documents filed with Town Clerk. Also loose inserts.

Minutes of town meetings (the final one Recessed Town Meeting 15 June 1987) Town ordinances and other responsibilities of Board of Selectmen, including stop sign erection locations; petitions for roads; memo to Town Clerk regarding dump stickers; and memo to firewards authorizing them to assign fire apparatus to Mutual Aid at their discretion (May 1972). Also election records – local, county, state, and primaries.

Includes clippings about the awarding of the Boston Post Cane in 1960

Vol 9. Amherst Town Records, 1988-1992

Not available on microfilm.

Spine title. Town of/ Amherst/ Record// Volume 9

Not paginated, most pages blank. Manuscript by Town Clerk Nancy Demers.

Minutes of annual town meetings, 1988-1992. Loose insert "Synopsis of Town Meeting March 10, 1992," 13 pages (not paginated), typescript.

Bound volume [no title], 1784-1803, 1843.

Not available on microfilm. [NEEDS BOX 7.75 x 12]

Contains town meeting warrants and voting results 1784 -1803 and *Memorandum of the Expenditures of the Congregational Church & Society, 1841-1843*, prepared by the Standing Committee of Congregational Church & Society. The volume has its original rigid parchment binding.

Container List

Shelf #	Box # (if applicable)	Volume Number / Description	Date range
1a	1 (get box)	Volume 1. Original manuscript	1760-1791
1a	2 (get box)	Volume 1. Typescript	1760-1791
1top	3	Volume 2. Manuscript. Also original covers and spine with inscriptions described above 1792-1806.	1791-1842
1a	4	Volume 3.	1821-1847
1f	5	Volume 4.	1845-1861
1a	6	Volume 5.	1861-1870
1g		Volume 6.	1870-1900
1g		Volume 7. Mostly manuscript	1901-1943
1g		Volume 8A.	1944-1971
1g		Volume 8B.	1971-1988
1g		Volume 9.	1988-1992
1a	(get box)	Bound volume, no title	1784-1803, 1843