

## **Illinois Regional Archive Depository (IRAD) Depository at SIU**

### **For Research, please visit the Depository**

1835 University Press Drive  
Carbondale, IL 62901

Hours: Mon - Fri 9:00am - 4:00pm (except state holidays)

Phone: (618) 453-3040

No Facsimile Capability

Our regional depositories are staffed by graduate student interns. Because of class scheduling conflicts, hours may vary from the above schedule. Researchers are urged to call before planning a visit to avoid schedule conflicts.

### **NOTE: Please send Research Requests and Payments to:**

Southern Illinois University  
c/o Special Collections  
Morris Library - 6632  
Carbondale, IL 62901

### **What Records Does IRAD Have?**

Located on seven state university campuses, regional depositories house and service those records of local governments which have been appraised as having long-term values and have been transferred to the Archives' custody. County records include:

- county board proceedings files and meeting minutes
- records of births, deaths and marriages
- land deeds, mortgage and tax sale records
- assessors' and collectors' tax books
- poll books and voter registers
- naturalization records, including declarations of intent
- probate records, including wills and will records, case files, administrators' and executors' records, guardianship records, and inventory and appraisal records
- civil and criminal court case files, chancery court case files (including divorces), docket books and court proceedings, and insanity proceedings and records
- coroner's inquest records and inquest files
- miscellaneous county records, including almshouse/county home records and jail registers.

Township, municipal, and school records include township meeting minutes, highway commissioners' minutes, school trustees' minutes, pupil registers, school land sale records, city council proceedings files and meeting minutes, ordinance records and city election records.

A special part of IRAD's holdings are from the City of Chicago which includes nearly 35,650 previously unknown documents that predate the Great Chicago Fire of 1871. In addition to these City Council proceedings files of 1833 through 1942, holdings include plats, atlases, and Sanborn Maps. Other Chicago records include election registers for 1888, 1890 and 1892 and ordinance records spanning 1837 to 1916.

### **How to Make A Request To IRAD**

IRAD welcomes requests by mail or telephone. The regional depositories are unable to receive request or send responses by e-mail. While one depository is devoted solely to Cook County, the other six include regions made up of from fourteen to twenty-three contiguous counties. You should contact the depository that holds the records for the county you would like searched.

In order for depository staff to conduct a search of the IRAD holdings, researchers should provide the following information:

- The full names of the persons they are researching
- The approximate year when these persons are expected to appear in the records
- The county which created the records
- Record titles/types to search
- Include any additional information that may assist in locating the person or information requested (such as township or precinct for searches of tax and election records).

Researchers also are asked to limit requests to two (2) names at a time and to wait for a response to one request before submitting another one. Inquiries should be sent directly to the depository holding the records of the county to be searched.

### **Fees**

The research services of the IRAD system are provided at no charge. Therefore, when requesting information by mail a self-addressed stamped envelope is not necessary. However, there may be a photocopy fee for which you will be billed. Unless an expenditure limit is set in advance by the researcher, authorization to produce photocopies will be requested for billings that exceed \$5.00.

### **IRAD - SIU Region:**

Alexander	Jackson	Monroe	Saline
Clinton	Jefferson	Perry	Union
Franklin	Johnson	Pope	Washington
Gallatin	Madison	Pulaski	White
Hamilton	Marion	Randolph	Williamson
Hardin	Massac	St. Clair	