

ALACHUA COUNTY CLERK OF THE COURT
OFFICIAL RECORDS
GUIDE TO OFFICIAL RECORDS DOCUMENTS
1928 to PRESENT

STATUTORY REQUIREMENTS:

28.222 Clerk to be county recorder

- (1) The Clerk of the Circuit Court shall be the recorder of all instruments that he or she may be required or authorized by law to record in the county where he or she is clerk.
- (2) The Clerk of the Circuit Court shall record all instruments in one general series called "Official Records." He or she shall keep a register in which he or she shall enter at the time of filing the filing number of each instrument filed for record, the date and hour of filing, the kind of instrument, and the names of the parties to the instrument. The Clerk shall maintain a general alphabetical index, direct and inverse, of all instruments filed for record. The register of Official Records (OR) must be available at each office where official records may be filed.

GENERAL INFORMATION:

Prior to 1958, public records were recorded in many different books depending on the type of document, i.e., mortgages, deeds, assignments.

After 1958, public records were and are currently recorded in one series of books called "Official Records" and are recorded by type of document, i.e., mortgages, deeds, judgments.

HISTORY:

The "Official Records Book" in Alachua County was started January 1, 1958. As of January 1, 1958, all recorded documents types were placed in this one book except for plat related documents. Prior to this date, there was a book for each document type. There are approximately **13** different books in official records for the time period "Beginning of County to 1958".

The indexes to Official Records and recorded documents are arranged as follows:

- Individual indexes by specific years and book type
- Individual indexes by specific years and book type in each book
- Beginning of the County to 1928
- 1928 – 1964, Index for each book/document type
- 1964 –1971, Direct and Indirect index to OR by individuals and corporations
- 1971 – Current, Online index to OR Book

In 1958 when the first OR Book series was started, the index was not combined. Prior to the inception of the OR Book, each book type had its own index. The separate indexes by document types were maintained until 1964. In 1964, the indexes were combined into one OR Book index broken down between individuals and corporations.

The Official Records manual index was maintained until August 21, 1971. When the system was automated in 1971, the index started with OR Book 732. The manual indexes do not include the instrument number or the number of pages in the document, only the Book and First Page Number.

The index is available online (i.e., Clerk's Website) from August 21, 1971 to present, except for marriage licenses which are available online from January 1973 to present.

Images of documents recorded from 1980 to present are available online and through our website with the following exception:

The images of certain document types recorded after October 1, 2002 are not available through the Internet website if that image or copy is of a:

- Military discharge
- Death Certificate
- Court file, record, or paper relating to matters or cases governed by the Florida Rules of Family Law, the Florida Rules of Juvenile Procedure, or the Florida Probate Rules
- Florida law requires that images and copies of the above listed documents remain on file and available to the public in the Office of the Clerk/ County Recorder

Searches can be done online from August 1971 to present. Searches are done by name, instrument number, book and page number, legal description, and subdivision or condominium. However, searching by name is the most common search method. Searches prior to August 1971 are done by name. These indexes were manually indexed as they came into the office and were indexed alphabetically under the A's, B's, C's, etc.; therefore, the names are not in alphabetical order. Therefore, it's important to search further than just alphabetical. The more common names, i.e., Jones, Smith, appear in the back pages of each index. Also, a last name listed and several entries of "DO" after that name stands for "ditto" and means the last name prior to "ditto" is repeated.

THE FOLLOWING PUBLIC RECORDS ARE AVAILABLE ON FILM AND IN BOOK FORM:

REVISED INDEX TO NO. 1 & 2 INDEX TO DEEDS GRANTORS – 1848 – 1895: Lists the grantors on the left side of the book and the grantees on the right side of the book with the book and page of the document.

REVISED INDEX TO NO. 1 & 2 INDEX TO DEEDS GRANTEES – 1848 – 1895: Lists the grantees on the left side of the book and the grantors on the right side of the book with the book and page of the document.

INDEX TO DEEDS 1886 – 1928 BOOKS 1 THROUGH 14: Lists the grantors on the left side of the book and the grantees on the right side of the book with the book and page of the document.

MISCELLANEOUS RECORDS BOOKS 1 – 52, 3/27/1896 – 12/31/1957: Instruments indexed in these books are leases, deeds, agreements, etc. The index is located in the front of the book and the actual documents are found after the index. The index and documents are not available on film.

SOLDIERS AND SAILORS DISCHARGE RECORDS INDEX 1919-1963 AND BOOKS 1 – 31, 10/24/1919 – 12/31/1957: These are military discharges. There is a separate book for the index and the documents are in books 1 – 31. The index is from 1919 through 1963; however, the books where the documents can be found are from 1919 through 1957. After 1957, the documents can be found on the film. After 1963, the index for discharges can be found in the Direct Index to Official Records Individuals.

INDEX TO DEEDS, GRANTORS, A-Z, 1928 – 1963: These indexes list the transfer of property by grantors (sellers), by last name, in the County from 1928 through 1963. The Grantor is also known as the "Direct Party." The documents listed in these indexes are deeds. However, you will also find other documents in this index that affect property such as easements, agreements, contracts, death certificates, disclaimer affidavits, wills, and power of attorneys. The index lists the grantors, grantees, kind of instrument, date of recording, book and page and, sometimes, the legal description of the property. This index also lists business names. The location of individuals and business can be found in the front of the index.

INDEX TO DEEDS, GRANTEES, A-Z, 1928 – 1963: These indexes list the transfer of property by grantees (buyers) by last name in the County from 1928 through 1963. The Grantee is also known as the “Indirect Party.” The documents listed in these indexes are deeds. However, other documents that affect property such as easements, agreements, contracts, death certificates, disclaimer affidavits, wills, and power of attorneys are also indexed. The index lists the grantees, grantors, kind of instrument, date of recording, book and page and, sometimes, the legal description of the property. This index also lists business names. The location of individuals and business can be found in the front of the index.

DEED RECORD BOOKS 204 – 373, 9/21/1944 – 12/31/1957: Hold copies of the original documents recorded.

DIRECT INDEX TO OFFICIAL RECORDS INDIVIDUALS 1964-1971: Lists the official records by direct party and includes indirect party, kind of instrument, date of filing, book and page, and legal description.

INDIRECT INDEX TO OFFICIAL RECORDS INDIVIDUALS 1964-1971: Lists the official records by indirect party and includes direct party, kind of instrument, date of filing, book and page, and legal description.

DIRECT INDEX TO OFFICIAL RECORDS CORPORATIONS AND FIRMS 1964-1971: Lists the official records by company name and includes indirect party, kind of instrument, date of filing, book and page, and legal description.

INDIRECT INDEX TO OFFICIAL RECORDS CORPORATIONS AND FIRMS 1964-1971: Lists the official records by company name and includes direct party, kind of instrument, date of filing, book and page, and legal description.

DIRECT INDEX TO ASSIGNMENTS AND SATISFACTIONS A-Z 1958-1964: Lists the documents by direct party and includes indirect party, kind of instrument, date of filing, book and page, and recording date.

INDIRECT INDEX TO ASSIGNMENTS AND SATISFACTIONS A-Z 1958-1964: Lists the documents by indirect party and includes direct party, kind of instrument, date of filing, book and page, and recording date.

OFFICIAL RECORDS ALSO HAS THE ADDITIONAL PUBLIC RECORDS AVAILABLE ON FILM AND IN BOOKS:

- Fictitious Names Record Book 1941-1963
- General Index to Liens, Corporations and Lis Pendens Direct and Indirect
- General Index to Marriages A-Z Brides/Grooms 1958-1965
- Incorporation Records Index Books 1, 2, 3, 4, 5, 6
- Index to Bills of Sale Direct and Indirect 1958-1963
- Index to Decrees Defendants A-Z Beginning of County to 1963
- Index to Decrees Plaintiff A-Z Beginning of County to 1963
- Index to Decrees Plaintiffs A-Z Beginning of County to 1963
- Index to Foreign Assignments Books 1 and 2
- Index to Judgments Defendants A-Z Beginning of County to 1963
- Index to Judgments Plaintiffs A-Z Beginning of County to 1963
- Index to Marriage Records 1869-1915
- Index to Mortgage Books 1 & 2 1882-1903
- Index to Mortgage Books 4 through 9
- Index to Mortgages Mortgagees A-Z 1928-1964
- Index to Mortgages Mortgagees Gainesville (Banks other than Gainesville Banks)
- Index to Mortgages Mortgagors A-Z 1928-1964
- Marriage License Affidavits and Index Book 1 1919-1920

- Marriage Records 5/18/1869-1973
- Tax Certificate Records Books 1, 2, 3
- Tax Rolls Real Estate 1894-1994

Subdivision plats are recorded in the Public Records. The index to the plats is on line at www.alachuaclerk.org. Plats are recorded in a plat book with a plat book and page. Copies of the plats are available for public view. Plats are 24" x 36", and full size copies can be purchased at a cost of \$5.00 each.

Minor plats are not recordable instruments; however, they are indexed and filed in this office with a book and page. Full size copies can be purchased at a cost of \$5.00 each.

Condominium maps are not recordable instruments; however, they are indexed and filed in this office with a book and page. Full size copies can be purchased at a cost of \$5.00 each.

Department of Transportation Right of Way Maps are indexed and filed in this office. Full size copies can be purchased at a cost of \$5.00 each.

Unrecorded Maps, such as maps that illustrate the boundaries and subdivision of parcels of land but do not comply with other recording requirements, are recorded in this office with a book and page. Full size copies can be purchased at a cost of \$5.00 each.

ELECTRONIC ACCESS TO OFFICIAL RECORDS: The index is available on a publicly available internet website from 1971 to present; images are available on the website, free of charge, from 1980 to present. As of June 5, 2002, images are not available on the website of military discharges, death certificates, matters or cases governed by the Florida Rules of Family Law, The Florida Rules of Juvenile Procedure, or the Florida Probate Rules.