Roxanna Post Office Records (SC-20) Guide

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Description is written in: English.
Describing Archives: A Content Standard
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Summary Information

Repository: Wright State University Libraries, Special Collections and Archives
Title: Roxanna Post Office Records (SC-20)
ID: SC-20
Date [inclusive]: 1899-1906
Physical Description: 0.1 linear feet (1 folder)
Language of the Material: English
Abstract: This collection contains the postmaster's account and record books for the Roxanna (Greene County), Ohio, post office. Please note that the town of Roxanna no longer exists as it was submerged during the creation of Caesar's Creek State Park.

Preferred Citation

[Description of item, Date], SC-20, Roxanna Post Office Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

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Biographical / Historical

The village of Roxanna, in Spring Valley Township, Greene County Ohio, was a small community in the nineteenth and early twentieth century. Originally known as Claysville, it was founded in the 1840s. In 1918, the population was seven. Roxanna appears on the United States Geological Survey's Geographic Names Information System as a "populated place."

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Scope and Contents

The collection consists of two volumes of the postmaster's account and record book kept at Roxanna, Ohio, from March 1899 to June 1906. The accounts were kept in pre-printed ledger books designed for fourth-class post offices. Each volume is divided into three sections: Quarterly Stamp Account, Box Record, and Unclaimed & Unmailable. It opens with quarterly account records, including number of stamps cancelled daily, and financial records. The book's second portion records the rentals of several post office boxes (this appears to be filled out only in the first volume). A third section has space for records of undeliverable letters (neither volume appears to have data entered in this section). The first volume, spanning March 1899 to September 1901, was kept by postmasters J. W. Mullin and J. Evans. The second volume spans December 1901 to June 1906, and was kept by postmasters W. E. Griffy and J. S. Holland.

Arrangement

The collection is arranged in chronological order.

Administrative Information

Publication Statement

Wright State University Libraries, Special Collections and Archives

Special Collections and Archives
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001
Business Number: 937-775-2092
library-archives@wright.edu
URL: http://www.libraries.wright.edu/special
Conditions Governing Access

There are no restrictions on accessing material in this collection.

Conditions Governing Use

Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

Processing Information

A receipt documenting the hire of a clerk, discovered in the second volume, in the pages documenting the January 1902- April 1902 accounts, was removed from the book and placed directly in the folder to allow for easier access.

Collection Inventory

<table>
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<th>Title/Description</th>
<th>Instances</th>
</tr>
</thead>
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<tr>
<td>Postmasters' Account and Record Book for Roxanna, Ohio, 1899 March-1901 September</td>
<td>Folder SC-20 Item 1</td>
</tr>
<tr>
<td>Postmasters' Account and Record Book for Roxanna, Ohio, 1901 November-1906 June</td>
<td>Folder SC-20 Item 2</td>
</tr>
<tr>
<td>Receipt for hire of clerk, 1902 January 1</td>
<td>Folder SC-20 Item 3</td>
</tr>
</tbody>
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