Searching the Historical General Index

A document's recording date determines which search method is best used for locating and retrieving that document. Regardless of search era, the primary searchable item is always the names of parties appearing on the document. Our office is unable to produce a listing of all recordings for a particular location, as our index is required to be built from names and not location. Those seeking a list of recordings associated with a particular parcel should consult a title company.

Viewing Tip: Images of the old index pages may appear unclear until they have been **_enlarged_**.

1974 to current: Documents recorded 1974 and later are searchable by typing party name. Beginning in 1997, documents were further indexed with parcel numbers and searchable location information. Documents recorded _after_ that date _may_ be retrievable by performing a parcel search.

Prior to 1974: The non-automated, handwritten index is the resource tool for searches of this era. The pages from these old index books have been scanned and are available for viewing using the Non-indexed search, a feature of the AcclaimWeb Recording Document search.

Using the Non-indexed search: Within AcclaimWeb, locate the search button labeled Non-indexed search. To set up your search, select the appropriate AZ Book Name using the drop-down arrow to access the range of years desired while also indicating your preference to search based on grantor name (Direct) or grantee name (Indirect). Moving on to the Name field, indicate the first letter of the last name you are searching for.

Your results will contain images from the index book of the era you chose. When you spot an entry for a document you would like to view in full, locate the index column labeled book/page then enter those values on the right-side of the search screen.

Volume and page to be retrieved: Chances are good that the _image_ exists in the current recording system and can be retrieved by searching for the book and page listed. All images in this older group, however, can also be found on microfilm. If a system search for volume/page should come up empty, you will always be able to retrieve the image from microfilm. Please contact our office for details, recording@co.chelan.wa.us

How the historic index is organized:

- Each index era covers a period of approximately 10 years, and both a direct and a reverse index were created for each index period
- The Direct Index is alphabetized by grantor name
- The Reverse Index is alphabetized by grantee name
- Each alphabet letter is split into several sub-groups, using the first 3 letters of the name. Each sub-group may be 1-10 pages long, and entries are chronological within the final subgroup.

Searching _within_ the target alphabet letter subgroups: This is where the finesse comes in. As you move through the pages, there is no visual cue to let you know you have passed from one sub-group of that letter to the next sub-group for that letter. We have come up with the following tips:

- **Half-filled pages**. Remember that these groups were once pages in a book, and entries were made one after another until the time came to finish that index book and move on to the next decade's index book. As a result, the last page for a subgroup was often only partially full, meaning the image following is associated with the next subgroup of that alphabet letter.
- **Progression of dates**. If you track the dates as the pages roll by, you can see the movement through the years covered in that particular index book. Once you progress to the _next_ sub-group for that letter, the dates will shift back to the beginning and will move forward until the next group.

SURNAME	GIVEN NAME OR FIRST INITIAL					GRANTEE	NATURE OF INSTR.	FILED			RECORDED		DESCRIPTION
GRANTOR	A B C D	E F G H	I J K L M	N O P Q R S	T U V W X Y Z			MO.	DAY	YEAR	BK.	PAGE	SUBDIVISION
Hatfield			John			Clara E Svenson	WD	Sept. 24		1935	250	138	L5 B4 Nob Hill

First names were entered in the column containing the first letter of the first name. This made it simpler to scan the page for a particular name. Names that began in other 'first name' columns could then be ignored.

SURNAME GRANTOR	GIVEN NAME OR FIRST INITIAL				GRANTEE	NATURE OF INSTR.	FILED			RECORDED		DESCRIPTION SUBDIVISION	LOCATION		
	A B C D	E F G H	I J K L M N O P Q R S	T U V W X Y Z			MO.	DAY	YEAR	BK.	PAGE		SEC.	TWP.	RG.
Hatfield			John		Clara E. Swenson	WD	Sept.	24	1935	250	138	L5 B4 Nob Hill			
Hayes	Claude				Wm. Fed. S.+L. Assn.	Mtg	Oct	14	"	249	582	L4+5 B2 Miller Add			
Hauber		George A.			Col.+Okanogan Nursery Co	WD	"	18	"	240	281	L6 B3 Nob Hill			
Hausworth			Joe		Wm. Fed. S.+L. Assn	mtg	Nov	6	"	249	633	Tr L7 Richardson's Co Plat	24	18	
Hayden		Eva J.			" " " "	"	Jan	2	1936	251	152	L7 B1 Outlook Hghts			
Hayden			William etal		Ore. Mtg. Co. Ltd.	Rel	"	13	"	228	320	See Inst	30	23	20
Hatfield			John		The Griffith Co. Inc.	Deed	Feb	3	"	250	395	Pt L13+14 B1 Am. Eng.			
Hayden			William		Thomas R. Slack	Rel	"	18	"	253	421	See Inst	30	23	20
Hastings	Gladys	etal			Seattle Trust + Sav. Bk.	Rel	"	24	"	228	332	Pt L2 B45 Replat of Add.			
Hauff			John		Wm. Fed. S.+L. Assn	mtg	June	12	"	253	15	See Inst			
Haynes		Florence Edna etal			Ore. Mtg. Co. Ltd.	Rel	July	3	"	228	362	See Inst	4	22	20
Hayes	Charles F.				Mrs. Jeana Peterson	WD	"	7	"	252	144	L13+14 B4 Am. Eng. Add.			
Hastings			Sarah A.		State of Washington	"	"	31	"	252	202	See Inst	8	26	17
Hawkes			William H		First Fed S+L. Assn	mtg	Sep	17	"	253	253	L3 B4 Col. Hghts			

Book Numbers: Notice that the book numbers seem to jump around, from 250 to 249 to 240, etc. At any given time there were several books in use, each representing a group of similar document types, such as 'Mortgages' or 'Deeds'. This was one of the recording practices that enabled searches based on document type rather than name. Of course, you would need to have a firm idea of when the recording might have occurred, but this did make it possible to pick up a certain book of deeds and flip through all the deeds recorded during an era.