

**YORK COUNTY HISTORY CENTER  
LIBRARY & ARCHIVES**

**BUSINESS REQUEST PROSPECTUS**

Each Business Research Request is limited to **one business**. If you are interested in genealogical data on business owners, please fill out a separate genealogy request. Upon receipt of payment and the requested information about the business and your research question, we will search the following sources in the Library & Archives collection:

1. Business Records, General Manuscript, and Photograph Collections
2. Appropriate special collections (e.g. Grant Voaden Mill collection, etc.)
3. Indices to published York County histories (by Gibson and Prowell)
4. York City/County directories (1856-2000; coverage varies)
5. Occupational Index (derived from 1800-1860 tax lists)
6. Jere Carl Scrapbooks (1880s-1906)
7. York County Chamber of Commerce publications (1940s-1950s)
8. Sanborn fire insurance maps and other appropriate maps (due to copyright restrictions, Sanborn maps cannot be photocopied)
9. Newspapers.com (*York Daily Record*, *York Dispatch*, *York Daily*, and others)

Please provide as many known details on the subject of your search as possible to enhance our searching capabilities. The sources listed above are the major reference collections and indices available in the Library and Archives. Only the sources listed above will be searched. Therefore, other references may exist. If you desire to have additional research performed, a list of professional researchers can be provided upon request.

The fee for each Business Research request is US\$50.00 for non-members or US\$35.00 for members of the York County History Center, and includes research time and up to fifteen (15) copies from the above sources. Additional photocopies are 50¢ each and will be limited to twenty (20) extra copies. **This fee is payable in advance and is nonrefundable regardless the outcome of the search.**

We cannot trace the history of a property or copy entire manuscript or records collections. Due to copyright restrictions, some materials may not be photocopied.

**PLEASE ALLOW SIX TO EIGHT WEEKS FOR A REPLY.**

**Research requests are processed in the order they are received,  
regardless of how they are sent.**

## **RESEARCH REQUEST ORDER FORM**

Please provide as much information as is known. All research requests are completed as described in the prospectus. Requests are answered in the order they are received, regardless of how they are sent. Fees are non-refundable regardless of the outcome of the search. If you are unsure of your current member status, please contact Kate Redshaw at [kredshaw@yorkhistorycenter.org](mailto:kredshaw@yorkhistorycenter.org) or (717) 848-1587.

**PROCESSING TIMES: Business Request and Genealogy Requests: 6 to 8 weeks**  
**Family Report Request and Obituary Requests: 2 to 4 weeks**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

- BUSINESS REQUEST - Fee: \$50.00 for non-members, \$35.00 for members**

Business Name \_\_\_\_\_

Approximate Years of Operation \_\_\_\_\_

County Location \_\_\_\_\_

Product \_\_\_\_\_

Research question \_\_\_\_\_

**NOTE: Please see the searchable database on our Business Request webpage to confirm that a collection for the business is available. Collections are not available for every business.**

- FAMILY REPORT REQUEST - Fee: \$15.00 minimum research fee plus 50¢ per page**

Family Name \_\_\_\_\_

Volume Number \_\_\_\_\_ Pages \_\_\_\_\_

**NOTE: Please see the searchable database on our Family Report Request webpage to confirm that a Family Report is available, and to obtain the Volume Number and Pages.**

- GENEALOGY REQUEST (research limited to one individual) - Fee: \$50.00 for non-members, \$35.00 for members. Fee includes up to 15 copies; additional copies (up to 20 additional copies) are 50¢ per page.**

Person's Name \_\_\_\_\_

Birth Date c. \_\_\_\_\_ Death Date c. \_\_\_\_\_ Marriage Date c. \_\_\_\_\_

Known Parents and/or Siblings \_\_\_\_\_

Spouse \_\_\_\_\_

Family connections to York County \_\_\_\_\_

York County residence (town and/or township) \_\_\_\_\_

- OBITUARY REQUEST - Fee: \$15.00 if full date (month/day/year) is known; \$25.00 if only month & year is known. Different individuals require separate Obituary Requests.**

Person's Name \_\_\_\_\_

Month/day/year of Death \_\_\_\_\_

**Please Mail Order Form with Check to the Attention of the Library & Archives**