

UNL Record Types

Account

A record of costs charged or paid for the exchange of services or goods between a supplier and a customer

Account book

A volume used to record financial transactions; journals record daily expenses, ledgers are maintained by customer

Advertisement

A notice or announcement in a public medium promoting a product, service, or event

Affidavit

A written statement confirmed by oath or affirmation

Agreement

A written mutual understanding made by two or more parties regarding a transaction or the protection of rights and obligations toward each other

Appraisal

A record of the market value of an item or goods as determined by independent evaluators

Bible record

A list of birth, marriage, and death information recorded in a family Bible

Bill of lading

A document issued by a carrier that lists goods being shipped and specifies the terms of their transportation

Bill of sale

A document that records in writing a sale of goods or transfer of property from one party to another

Bond

A written document promising payment of a loan or other financial obligation within a specified period of time

Broadside

A single sheet with information printed on only one side that is intended to be publicly posted

Certificate

An official document attesting to the truth of a fact, qualification, or entitlement

Church record

A document regarding the operations, finances, or members of various congregations, primarily focused on christenings, baptisms, marriages, funerals, and burial services

Commonplace book

A personal collection of observations, short passages from literature, poems, and other notes transcribed to serve the memory or reference of the compiler

Contract

A document that records the terms and conditions of a legally binding agreement

Court record

Information maintained or issued by a court in connection with a civil case, equity suit, or criminal proceeding

Deed

A document that records the terms of a transfer of ownership of property, typically land and improvements, from one party to another

Deed of emancipation

A document that contains the terms and authorizes the release of individuals from perpetual servitude; also sometimes known as a deed of manumission

Diary

A document, usually bound, containing a daily or periodic personal record of the author's experiences and observations

Insurance policy

A written contract providing a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a premium

Inventory

A listing of property or possessions, usually associated with the settlement of an estate

Lease

A contract by which one party rents land, property, services, etc., to another for a specified time

Letter

A written communication, especially one sent by courier or post; correspondence

Letterbook

A volume normally containing copies of outgoing correspondence

List

A written series of items or goods

Memoir

A narrative of past events composed from personal experience

Mortgage

A legal agreement that is designed to convey temporary ownership on an asset or property, usually as security for a loan

Newspaper clipping

An article or image cut from a newspaper or magazine

Notice

A formal announcement or warning of intention to end an agreement, relationship, or contract at a specified time

Other

An undefined record type

Pass

A permit or license to leave and return from one's residence or place of employment

Petition

A formal written document requesting a right or benefit from a person, group, judicial or representative body

Receipt

A written acknowledgement that goods or services have been received

Register

A record containing entries in the form of a list

Scrapbook

A book, often bound, used to store a variety of memorabilia, such as clippings, pictures, and photographs

Will

A document giving instructions on how an individual's property is to be distributed after that individual's death

Writ of Execution

A written order issued by a court in the name of a state or other competent authority, ordering the addressee to do or refrain from doing some specified act