

The School of the Clerk – Part 2, Forms
2007 Edition
M. A. Schaffner

General Information:

For background information on Civil War paperwork and the joys of administration, please see Part 1 of “The School of the Clerk.” This second part simply provides the forms without further discussion of process or material culture.

Most of these forms should fit on letter sized paper; others on legal. Several of them, such as the generic invoices, receipts, and passes come in threes for you to cut in even strips from a sheet of letter paper. A good guillotine paper cutter will come in handy.

Remember that 19th century sheets of letter paper typically ranged in size from 7 ³/₄ inches by 9 ³/₄ inches, to eight by ten, or eight by ten and a half. Legal size translates to 19th century “foolscap” which you will generally find in smaller sizes than today, from, say, 7 ³/₄ by 12 ¹/₂ up to today’s 8 ¹/₂ by 14 inches.

You can usually cut the attached to 8 by 10.5 inch sheets; the invoices, receipts, and passes to slips of 8 by 3.5 inches. In a few cases you can get them a little smaller – some variety would reasonably reflect the range of actual paper sizes used during the war.

In most cases this trimming will result in a form of the correct size although some of these in their original form, such as the clothing receipt roll, would have required larger. Also, rather than facsimiles, these simply reflect the closest approximation to the models in the Regulations (or elsewhere) that I could create using Word. You may find, online or elsewhere, original examples better suited to your unit, but these will get you started.

Although regular printer paper will work and you can consider it more authentic than not doing any paperwork at all. But experience will show you that more historically accurate 100% rag or other quality paper, while costing a few pennies a sheet, will prove easier to work with in the dampness and humidity you encounter in the field.

Finally, I selected these more for their relevance to reenacting than their frequency of actual wartime use, which is, in any case, probably impossible to determine now.

Following below you will find, for each, a brief explanation of what the forms are and how to use them.

The Forms

1) **Morning Report** – based on examples from Sullivan Press and originals on-line and elsewhere. Companies received morning report books, hardbound, 10.5” wide by 16” long, with the columns running across two pages and rows sufficient to cover a month for each set of facing pages. The adjutant received the annotated books at the morning first

sergeants' call and returned them later in the day after completing the consolidated report. In the field forms served the same purpose; these often had the same width as the books, which would match up to the consolidated report and make it easier to transcribe the information to the permanent record when the wagons came up with the books.

Questions arise over the use of the terms "total" and "aggregate." The former refers to the sum of enlisted personnel, the latter to the sum of both enlisted men and commissioned officers. This version, and the following tri-monthly and consolidated, uses a phrasing from a sample provided by Mallen Cunningham, which I hope makes the distinction clear. It omits any columns for horses, which cavalry and artillery units should report under "Remarks." It also omits the many columns provided on some period forms for changes from the previous report – you can note these too under "Remarks."

2) **Roster for Duty.** "Form 2" in Kautz's The Company Clerk, which I modified to include horizontal lines. As explained in "School", companies maintained separate rosters for fatigue, guard, and detail, while the adjutant maintained similar rosters for officers and non-commissioned officers. For the typical reenactment you may want to keep track of everyone on a single sheet or even use a "weekly roster" (see #17 below).

3) **Sick Book.** "Form 1" in the same source. The soldier reports his illness at reveille, the first sergeant puts his name in the book, and the first sergeant or other non-com marches the sick up to the surgeon who notes whether the soldier should remain in quarters or can perform some duty with limitations.

4) **Form 13. Provision Return.** From Kautz and the Revised Regulations; for use at the Company level. Companies should fill these out in duplicate, noting only the number of men and laundresses drawing rations. They then run the forms up to the adjutant for a check against the records, thence to the quartermaster or commissary of subsistence (often the same lieutenant) for the rations. The commissary fills out two copies with the actual amounts issued, keeping one copy for himself and giving the other back to the detail from the company. Why bother? Until November, 1863, companies could receive the commuted monetary value of rations they were entitled to but never received. Over time, this could add up.

5) **Form 14. Consolidated ration return.** From the Revised Regulations; for use at the regimental level. Combine 13s on the 14, return the 13s to the companies, who will then draw their rations; give this to the Commissary of Subsistence for a control.

6) **Return of Killed, Wounded, and Missing.** "Form 21" in Kautz's Clerk. Used by the company to report casualties as soon as possible after action.

7) **Invoices.** A generic form to record anything you receive; have the issuer sign it.

8) **Receipts.** A generic form to give to someone turning over property. Don't use it if you're providing another form, such as the 13.

9) **Passes.** A generic form based on Kautz, but these weren't standard. Here's an alternate form from the Order Book of the 16th Michigan:

Not having been in arrest for the past month, his accouterment and Tent in good order and police,
 _____ has permission to leave camp to go to _____ on important private business,
 Viz., _____. He will return by ____ o'clock this P.M.

_____ Orderly Sergeant
 _____ Captain

10) **Form 52, clothing receipt roll.** If you issue clothing at an event (from a "group buy", say), this is a good way to keep track of who got it.

11) **Weekly strength report.** This is not an official form, but an example of the sort of additional records that might be required by commanding officers. This example comes from the Order Book of the 8th New Jersey, courtesy of Rob Jonas.

12) **Consolidated Morning Report.** For your weekends as a regimental clerk. Like the morning report itself, this could vary from unit to unit throughout the war and would frequently be printed on much wider paper.

13) **"Tri-monthly" Company Morning Report.** Sort of a cross between a one-day form and the Morning Report book, this is lined for ten days; it would be turned in to the adjutant by 9:00 and returned at first sergeant's call for reuse.

14) **Guard Report.** For keeping a complete record of those assigned to, and incidents occurring on guard. Special thanks to Kim Perlotto for drawing this up in Word.

15) **Register of Ordnance and Ordnance Stores** and

16) **Register of Camp and Garrison Equipage.** These forms track who has what at the company level, for the benefit of the officer in command, the first sergeant, and any noncommissioned officer charged with camp equipage for a squad. They would also serve as source documents for monthly and quarterly reports. Taken from Kautz's Company Clerk.

17) **Roster for One Week.** A reenactorism. Call me a farb and shoot me, but I find the full 30 day form too cumbersome for a weekend event, so I created this variant. I justify myself on the assumption that it's better to use a period-style form than nothing, and that they, too, devised their own forms and reports when they thought it appropriate.¹

18) **Certified Statement for Losses Incurred in Action.** Not a form, per se, but the form of statement to make in order to explain ordnance and ordnance stores lost in action, provided in Instructions for Making Quarterly Returns of Ordnance and Ordnance Stores (GPO, 1863), also presented in Kautz's Company Clerk.

¹ Examples include not only the 8th NJ weekly form above, but squad daily forms and others discussed in the October 22, 1864 number of the Army and Navy Journal under "The Care and Discipline of Troops" (thanks to Mark Jaeger).

19) **Safeguard.** Drawn up from the description in Scott's Military Dictionary, two copies of this would be provided – one for the individual owning the property placed under safeguard, the other prominently displayed on the building or structure concerned.

20) **Receipts for Orders.** These are based on the requirement in the Regulations that enlisted men delivering orders obtain receipts stating where and when delivered. Officers needn't do this, which is one reason I'm happy to have ADCs at events – saves paperwork. Note that this format allows a single receipt for varying types and numbers of orders: another time-saver.

21) **Requisition for Fuel.** The "Division of Regular Supplies" in the U.S. Quartermaster's Department provided forms for requisitioning fuel, straw, and stationery. For everything else officers could submit a "Special" requisition – this saw such wide use that Jackman, the Confederate clerk, even mentions spending a day consolidating them and the Ordnance Department Instructions strictly warn against it (it is, after all, a QM form and has nothing to do with Ordnance).

That said, most "requisitions" were simply requests written in longhand, some quite informal (see Taylor's example of a requisition to AQM Simon Perkins that opens with a touching "Dear Sime").

22) **Requisition for Straw.** See above.

23) **Requisition for Stationery.** See above. Interestingly, most of the categories on this form no longer apply by 1861. Units draw steel pens instead of quills, ounces of ink instead of papers, and envelopes rather than not cartridge paper. Wafers are scarcely used in Washington, much less the field, and companies don't seem to have any use for wax. Interestingly enough, an original requisition in my possession is printed "portrait" rather than "landscape" and marked for "triplicates" rather than duplicates. "Quills" and "Papers of ink-powder" are lined out and "steel pens" and "ounces of ink" are written in, both on the table and the text below it.

24) **Special Requisition.** See above. Used for all non-regular supplies issued by the Quartermasters Department. Using it for Ordnance is a violation of the regs, but an authentic one.

25) **Sutler Warrant.** This is not modeled on an original, but takes original text and presents it in essentially the same format as an NCO warrant. Special thanks to Charles Heath for researching this document and putting it to good use at an authentic event.

26) **Form of Parole.** Based on paroles issued at Vicksburg under the terms of the 1862 Exchange Cartel. Should be issued in duplicate.

Morning Report of Captain _____, Company (), _____ Regiment of _____ Volunteers

PRESENT.														ABSENT.						REMARKS.													
For Duty.										Sick.				On Extra, or Daily Duty.		In Arrest, or Confinement		Detached Service	With Leave	With-out Leave.	Present and Absent		Alterations since last Report.										
Captain.	1 st Lieutenant.	2 nd Lieutenant.	Sergeants.	Corporals.	Musicians.	Privates.	Total.	Aggregate.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.				Non-Commissioned Officers.	Musicians.		Privates.	Total Present.	Aggregate Present.	Commissioned Officers.	Enlisted Men.	Commissioned Officers.	Enlisted Men.	Commissioned Officers.	Enlisted Men.	Total Present and Absent.

Station:

Date:.....

(Signed).....

Commanding the Co.

(Signed).....

First Sergeant.

Note – The names of the absentees, both Officers and Soldiers, must be given on the back of the report

Morning Report of Captain _____, Company (), _____ Regiment of _____ Volunteers

PRESENT.														ABSENT.						REMARKS.													
For Duty.										Sick.				On Extra, or Daily Duty.		In Arrest, or Confinement		Detached Service	With Leave	With-out Leave.	Present and Absent		Alterations since last Report.										
Captain.	1 st Lieutenant.	2 nd Lieutenant.	Sergeants.	Corporals.	Musicians.	Privates.	Total.	Aggregate.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.				Non-Commissioned Officers.	Musicians.		Privates.	Total Present.	Aggregate Present.	Commissioned Officers.	Enlisted Men.	Commissioned Officers.	Enlisted Men.	Commissioned Officers.	Enlisted Men.	Total Present and Absent.

Station:

Date:.....

(Signed).....

Commanding the Co.

(Signed).....

First Sergeant.

Note – The names of the absentees, both Officers and Soldiers, must be given on the back of the report

Sick Book

Company __, _____ _____ Names _____, 186__	In hospital	In quarters	For duty	Excused	REMARKS

In the Field near _____, _____, 186__

Invoice of _____, this day turned over to _____,
Co. __, _____, by _____, _____, viz:

Number	Articles

Signed _____

In the Field near _____, _____, 186__

Invoice of _____, this day turned over to _____,
Co. __, _____, by _____, _____, viz:

Number	Articles

Signed _____

In the Field near _____, _____, 186__

Invoice of _____, this day turned over to _____,
Co. __, _____, by _____, _____, viz:

Number	Articles

Signed _____

In the Field near _____, _____, 186__

Received this day, of _____, _____, _____
the following articles of _____, viz:

Number	Articles

Signed _____

In the Field near _____, _____, 186__

Received this day, of _____, _____, _____
the following articles of _____, viz:

Number	Articles

Signed _____

In the Field near _____, _____, 186__

Received this day, of _____, _____, _____
the following articles of _____, viz:

Number	Articles

Signed _____

In the Field near _____, _____, 186__

_____, Company __, _____, has permission to be absent for the purpose
of _____, until _____.

1st Sergt., Co. __, _____

Capt., Co __, _____

In the Field near _____, _____, 186__

_____, Company __, _____, has permission to be absent for the purpose
of _____, until _____.

1st Sergt., Co. __, _____

Capt., Co __, _____

In the Field near _____, _____, 186__

_____, Company __, _____, has permission to be absent for the purpose
of _____, until _____.

1st Sergt., Co. __, _____

Capt., Co __, _____

No. 52.

We, the undersigned Non-commissioned Officers, Artificers, Musicians, and Privates of _____, do hereby acknowledge to have received of _____ the several articles of Clothing set opposite our respective names.

Date of the issue.	Name and designation of the soldier.	UNIFORM COATS.				UNIFORM JACKETS.				Trowsers, pairs.	Flannel shirts.	Drawers, pairs.	Boots, cavalry, pairs.	Bootes, infantry, pairs.	Stockings, pairs.	Leather stocks.	Great-coats.	Fatigue overalls.	Stable-frocks.	Blankets.	Signatures.	Witness.		
		N. C. S.	Sergeants	Corporals	Musicians	Privates	Sergeants	Corporals	Musicians														Privates	
														</										

FORM OF GUARD REPORT

Report of a Guard mounted at _____, on the _____, and relieved on the _____.

Parole.											Articles in Charge.						Received the foregoing articles.
Countersign.																	
Detail.																	

LIST OF THE GUARD

Reliefs, and when posted.										Where Posted	Remarks.	
1st Relief. From ___ to ___ and ___ to ___			2d Relief. From ___ to ___ and ___ to ___			3d Relief. From ___ to ___ and ___ to ___						
No.	Name.	Co	Rt.	Name.	Co	Rt.	Name.	Co	Rt.			

LIST OF PRISONERS

No.	Names.	Company	Regiment.	Confined.		Charges.	Sentences.	Remarks.
				When.	By whom.			

Lieut., _____ Regt. _____

Commanding the Guard.

[FORM OF CERTIFIED STATEMENT FOR LOSSES INCURRED IN ACTION]

Camp near Murfreesboro' Tenn.,

December 31, 1862

I certify, on honor, that on the 30th day of December, 1862, at Murfreesboro', Tenn., the Stores enumerated below were lost, under the following circumstances:

The Regiment to which my company belongs was directed to advance under the fire of the enemy to take a certain position; in so doing, ten privates and two non-commissioned officers were killed, and ten privates and one non-commissioned officer were severely wounded.

The arms carried by all these men were left on the field, as we were repulsed, and they could not be recovered. The following is the list of Stores so abandoned:

23 Springfield rifled muskets, calibre .58.

12 Infantry cartridge boxes and plates.

12 Infantry cartridge-box belts and plates.

12 Infantry waist belts and plates.

12 cap pouches and picks.

12 gun slings.

10 ball screws.

1 spring vise.

JAMES G. BROWN

Captain 250th Del. Vols.

Commanding Company C

IN DUPLICATE.

SAFEGUARD.

Whosoever, belonging to the armies of the United States, employed in foreign parts, shall force a safeguard, shall suffer death. (Art. 55)

By authority of _____

The person, property, and the family of (or other property specified herein):

are placed under the safeguard of the United States. To offer any violence or injury to them is expressly forbidden; on the contrary, it is ordered that safety and protection be given to him, or them, in case of need.

Done at the head-quarters of _____, this ____ day of _____, 186__.

Signed _____

In the Field near _____, _____, 186__

Received this day, at Head-Quarters _____, _____
the following orders, viz:

Type	No.(s)	Subject
General		
Special		

Signed _____
Time _____ a.m. p.m.

In the Field near _____, _____, 186__

Received this day, at Head-Quarters _____, _____
the following orders, viz:

Type	No.(s)	Subject
General		
Special		

Signed _____
Time _____ a.m. p.m.

In the Field near _____, _____, 186__

Received this day, at Head-Quarters _____, _____
the following orders, viz:

Type	No.(s)	Subject
General		
Special		

Signed _____
Time _____ a.m. p.m.

No. 29. —(VOUCHER TO ABSTRACT F.)

Requisition for Fuel for _____ Company, _____ Regiment of _____, commanded by _____, for the month of _____, 186 .

Station.	Captains.	Subalterns.	Non-commissioned officers, musicians, and privates.	Laundresses and servants.	Total.	Monthly allowance to each, in cords.	TOTAL ALLOWANCE.						Remarks.
							Wood.			Coal.			
							Cords.	Feet.	Inches.	Busshels.	Pounds.		
Total													

I certify that the above requisition is correct and just, and that fuel has not been drawn for any part of the time above charged.

_____, Commanding Company.

Received, _____, 18 , of _____, Assistant Quartermaster U. S. Army, _____ cords _____ feet _____ inches of wood and _____ of coal, in full of the above requisition.

(Signed duplicates.)

_____, Commanding Company.

No. 36. —(VOUCHER TO ABSTRACT H.)

Requisition for Straw for _____ Company, _____ Regiment of _____, commanded by _____, for the month of _____, 18 _____.

Station.	Non-commissioned officers, musicians, and privates.	Laundresses.	Servants.	Total drawn for.	Monthly allowance to each.	Total allowance.	Remarks.
					Pounds.	Pounds.	
Total.....							

I certify that the above return is correct and just, and that straw has not been drawn for any part of the time charged.

_____, *Commanding Company*

Received at _____, the ___ of _____, 18 _____, of _____, U. S. Army, _____ pounds of straw, in full of the above requisition.
(Signed duplicates.)

_____, *Commanding Company*

No. 40.—(VOUCHER TO ABSTRACT K.)

SPECIAL REQUISITION.

	For
--	-----

I certify that the above requisition is correct, and that the articles specified are absolutely requisite for the public service, rendered so by the following circumstances:

_____, Assistant Quartermaster United States Army, will issue the articles specified in the above requisition.

_____, *Commanding*

Received at _____, the ___ of _____, 18___, of _____, Assistant Quartermaster United States Army _____ in full of the above requisition.

(Signed duplicates.)

NOTE.—The cost of articles issued on special requisitions, and orders of commanding officers, will be entered on the requisition and on the list or invoice furnished the receiving officer.



To Whom It May Concern:

Know ye, that reposing special trust and confidence in the patriotism, fidelity and abilities of

_____ ,

I do hereby constitute and appoint him Sutler to the _____ Regiment of _____ in the service of the United States, with all the privileges and immunities appertaining to said situation. He has therefore carefully and diligently to discharge the duties of Sutler, in conformity with the rules established for the government the Army of the States; and he is to be subject to such laws and regulations having reference to Sutlers as now are or, hereafter may be, established.

This warrant to continue in force; and to be valid to the _____ day of _____ in the year one thousand eight hundred and sixty _____ unless sooner revoked by competent authority. Given under my hand at the city of Washington this _____ day of _____, 186_____.

Secretary of War Edwin M. Stanton

TO ALL WHOM IT MAY CONCERN, KNOW YE THAT:

I,, a of Co. , Reg't
Vols., C. S. A., being a prisoner of War, in the hands of the United States Forces, do in pursuance of the terms
of my surrender, give this my solemn parole under oath -

That I will not take up arms again against the United States, nor serve in any military police or constabulary
force in any Fort, garrison, or field work, held by the Confederate States of America, against the United States
of America, nor as guard of prisons, depots or stores, nor discharge any duties usually performed by Officers
or soldiers, against the United States of America, until duly exchanged by the proper authorities.

signed,

Sworn and subscribed before me at, thisday of, 18....

..... Reg't Vols,
..... *AND PAROLING OFFICER*

TO ALL WHOM IT MAY CONCERN, KNOW YE THAT:

I,, a of Co. , Reg't
Vols., C. S. A., being a prisoner of War, in the hands of the United States Forces, do in pursuance of the terms
of my surrender, give this my solemn parole under oath -

That I will not take up arms again against the United States, nor serve in any military police or constabulary
force in any Fort, garrison, or field work, held by the Confederate States of America, against the United States
of America, nor as guard of prisons, depots or stores, nor discharge any duties usually performed by Officers
or soldiers, against the United States of America, until duly exchanged by the proper authorities.

signed,

Sworn and subscribed before me at, thisday of, 18....

..... Reg't Vols,
..... *AND PAROLING OFFICER*