



TOWN OF STRAFFORD
P. O. Box 27
Strafford, Vermont 05072

Town Office 1-802-765-4411
Town Garage 1-802-765-4550

TOWN OF STRAFFORD
Office of the Town Clerk

SEARCH & RETRIEVAL POLICY
(07/27/11)

Property records are housed in this office and are open to the public during our office hours as noted below. Although we house the records, our office policy is that we do not provide search or retrieval services. The public records law 1 V.S.A. §315-318 provides that custodians of public documents must make documents available to the public for inspection and copying during reasonable hours. The law does not require that the custodian fax copies to anyone, or that the custodian conduct research to find documents.

In addition in the Office of the Vermont Secretary of State's Opinions newsletter of May 2006 Volume 8, #5 states that "*while each custodian can establish additional office practices, we caution against policies that create a risk of liability for the town if you miss finding a document that has been requested or send the wrong document.*"

You may view the Grand List of properties on our website at www.straffordvt.org

This policy shall become effective immediately upon its adoption by the Strafford Selectboard.

Signatures:



Stephen Willbanks

Roderick Maclay

Victoria Lloyd

Date Adopted: July 27, 2011