

SEARCH & RETRIEVAL POLICY

Responsible Office: Town Clerk

Town of Maidstone

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 in Title 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 in our office at 508 VT RTE 102, Maidstone VT.

Our office hours are:

Tuesday, Wednesday & Thursday

10:00am to 2:00pm

Maidstone Town Clerk

P. O. Box 118

Guildhall, VT 05905

Ph: 802-676-3210

Email: maidstonetownclerk@gmail.com

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Date Approved: _____

This policy will be reviewed annually and updated as appropriate.