

## **RESEARCH AND RETRIEVAL POLICY**

(Adopted 10/20/2010)  
(Revised 07/17/2025)

Property records are housed in the Town Clerk's office and are open to the public during regular business hours **by appointment**. The Clerk does not research deeds. The Clerk may be able to retrieve documents, if time allows, when given a book and page number. Requests for documents must be made in writing. Due to time constraints and liability issues, we are unable to email copies of deeds at this time. Our most recent deeds are available on Cott Systems and we are working to upload older deeds.

### **Vault time and document fees as of 4/1/2025 are as follows:**

#### **Vault Time:**

Minimum Fee (up to 30 minutes): \$2.00

1 Hour: \$4.00 per hour

**Vault Copies:** \$1.00 per page

**Survey Copies:** \$1.00 per page

**Lister Cards:** \$1.00 per page

*The Public Records law in Title 1 V.S.A. 315-318 provides 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 or e-mail copies to anyone, or that the custodian conduct research to find documents.*