

## **RESEARCH AND RETRIEVAL POLICY**

The Chelsea Town Clerk's Office maintains the Town's official property land records and recorded survey maps. These records are open to the public for inspection and copying during regular office hours and all research is by appointment only.

Although the Town Clerk's Office maintains these records, staff do not provide search or retrieval services. This policy is consistent with the Vermont Secretary of State's general opinion regarding Public Records Law<sup>1</sup>.

The Town does not carry title insurance and assumes no liability for research conducted for legal, financial, or real estate transactions. Town Clerk staff may fulfill copy requests, as time allows, only when specific book and page numbers are provided and the appropriate fees are paid in advance<sup>2</sup>. All requests must be made in writing.

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:**

**\$4.00/ hour** with a minimum fee of \$2.00 for up to 30 minutes time

**\$5.00/hour** for clerk's time to copy and email any records

#### **Copies (\$2 minimum):**

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

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

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

<sup>1</sup> Vermont Secretary of State publication "OPINIONS" Volume 8, Number 5 May 2006 (7) Public records do not have to be faxed to a caller. The public records law in 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 of documents to anyone, or require that the custodian conduct research to find documents. 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.

<sup>2</sup> 32 V.S.A. § 1671 (5) Town clerks may require fees for all filing, recording, and copying to be paid in advance.