



TOWN OF MONTGOMERY  
OFFICE OF THE TOWN CLERK

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## SEARCH AND RETRIEVAL POLICY

(Rev. April 2018)  
(Rev. March 2020)  
(Updated June 2023)

Property records are housed in the Town Clerk's Office and are open to the public for inspection (see hours below). Although we house the records, our office policy is that we do not provide search or retrieval services consistent with the Secretary of States' general opinion on Public Record Law. Our staff are not trained for title research nor does the town carry Title Insurance to cover the liability associated with conducting research for the purposes of legal transactions. Our staff *may* fulfill a record request, as time allows, when given a specific volume and page number(s) provided that appropriate fees are collected. We require that fees for filing, recording, and copying be paid at time of service. We accept cash, checks, credit cards, and Money Orders. Documents requested electronically, with proper references (book/page), can be paid for in advance with a credit card online or over the phone. Electronic copies of our current Index information pertaining to a property owner can be requested via email and will be treated as a single request for a one-time transmittal of current information. Should you wish to receive subsequent updates of the Index you must send a new request each time.

### **Office hours:**

**Monday 9:00-3:30**

**Tuesday 9:00-3:30**

**Wednesday 9:00-3:30**

**Thursday 9:00-2:30**

**Friday 9:00-2:00**

### **Vermont Statutes Annotated**

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

### **Vermont Secretary of State Publication "Opinions" Volume 8, No. 5 May 2006**

7. Public records do not have to be faxed to 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.