

The Town of Isle La Motte Town Clerk's Office Records Research Policy

The Town of Isle La Motte does not research or interpret records which we have on file. Other than tax bills and lister cards, the Clerk's Office does not provide nor is required by law to deliver copies of records by mail, Email, fax or any other means.

By state statute, the office is only obligated to provide access to public records for inspection and copying. This means that an individual (or their representative) has to visit the Town Office during regular business hours to inspect, research and to ask to have a copy of any public records, provided that those records are not protected from disclosure. (1 V.S.A. § 316). There is a fee of \$4.00 per hour for research time in the vault, and \$1.00 per page for copies. The fees are the same for current property owners.

Usually, our office is visited by a "searcher" or real estate agent who researches a property or other interest and makes copies of records on behalf of a client. They are familiar with the process and are tasked with doing a thorough search. There is an index system which a visitor may inspect to see what documents are available. If a document or report that an individual is requesting does not exist, Vermont law does not require us to create such a record. After providing basic instructions, a Town office staff may be able to assist you onsite for an additional fee, but only if their workload permits. The office employee providing this assistance cannot guarantee that they can locate or provide all existing documents. This is why a professional searcher usually handles this process.

HOURS:

Tuesday 9am - 3pm, Wednesday 1pm – 5 pm, Thursday 9 am – 3 pm and Friday 1pm – 5 pm.

FEES:

\$4.00 per hour research time in the vault (\$1.00 minimum)

\$1.00 per page for copies (not per document)

.33 cents a minute (after first 20 minutes – when available)