

NOTE:

All vital statistics and land records commence in the year 1877. **We had a fire in September, 1877.** A statewide vital records law went into effect **June 1, 1907**; Vital Records were not required to be filed before that time.

All **SERVICE DISCHARGES** are confidential and not open to view by the public. These books are marked with a **RED dot**. Please respect our veterans' privacy.

If it is necessary to view the following records, please request assistance from office personnel.

These volumes are marked with a **YELLOW dot**: Birth Records since **1962 (Vol. 117 thru 147)**
Marriage Records since **1968 (Vol. 50 thru 62)**

RULES FOR VITAL STATISTICS SEARCH

1. Sign in at the front desk and leave by 4:30 p.m.
2. Use only pencils.
3. No CAMERAS, cell phones, scanners, food or drinks are allowed. Ask Registrar for approval to bring a laptop computer into the search area.
4. DO NOT write on, alter, mutilate or destroy any records or index.
5. DO NOT remove pages from books.
6. Be respectful to others and work quietly.
7. Report any damages to records or inappropriate searching.
8. Unless approved prior to 4:00 p.m. copies will not be made after 4:00 p.m.

REMEMBER THE MATERIALS ARE OLD AND DELICATE.

1. Have clean hands, be gentle, use care, and ask for assistance.
2. DO NOT pile open books on top of each other.
3. DO NOT place your work sheet on top of an open index or volume, as pressure marks of the pencil will go through onto the record.

1. OFFICE POLICY FOR VITAL RECORDS RESEARCHERS:

- a. Five people are allowed in the research area at one time. This office reserves the right to limit the number of people allowed to research and the hours available for research.
- b. Employee assistance is available between 8:30 a.m. and 4:00 p.m., depending on staff availability and workload.
- c. Register of Deeds staff has first priority use of all indexes and records to conduct their daily business.
- d. You assume all responsibility for conforming with the laws of library and literacy property rights which may be involved in your use of the vital record.
- e. Statute or administrative rule restricts the use of certain records and indexes. See 2j below. This office reserves the right to restrict access to records which are not arranged or being arranged, records which are confidential or contain confidential information.

2. STATUTE OR ADMINISTRATIVE RULE REQUIRE USERS OF VITAL RECORDS MUST DO THE FOLLOWING:

- a. All researchers must complete an "Application for Records Search" form prior to their first entry to research area for the current calendar year. This form will be kept on file and will expire on December 31st of the current calendar year. Researchers must complete a new form each year.
- b. Once you have registered for the year, you must sign in each day before you enter research area and indicate family name(s) being searched.
- c. Present satisfactory proof of identity to the registrar.
- d. Only pencils may be used. The following are not allowed in the records area:
 - ❖ Children under the age of 12
 - ❖ Pens and markers
 - ❖ Binders and folders
 - ❖ Private copy machines, scanners, cell phones or cameras of any type
 - ❖ Coats and sweaters must be placed on the coat rack. Purses, briefcases or bags are recommended not to be brought into the search area. If they are brought in, then they must be placed on the floor or on the coat rack at your own risk.
- e. No smoking, eating, or drinking.

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Search Rules

- f. Refrain from loud talking, laughing and noise making.
- g. Record indexes must be used to locate the records you are searching for. Searching through the individual vital records without the use of the indexes is not allowed. Searching through the individual paper records should only be done as a last resort and can only be done with the assistance of office staff.
- h. Must not ask staff to perform tasks that are contrary to statute or administrative rule.
- i. Must handle all records carefully. They must not be written on, marked, altered, leaned upon, bent, torn, mutilated or destroyed.
 - ❖ Work with one book at a time.
 - ❖ DO NOT pile open books on top of each other.
 - ❖ DO NOT MARK or WRITE on any record or in any index.
 - ❖ DO NOT place your work sheet on top of an open index or volume as pressure marks of the pencil will go through onto the record.
 - ❖ RETURN each book to its proper place as you finish.
 - ❖ DO NOT remove pages from books.
- j. May not examine or try to examine the birth records dated since 1962 (Vol. 117 thru 147) and marriages since 1968 (Vol. 50 thru 62), unless assisted by office staff only.
- k. Observe office specific rules for the use of books & records.
 - ❖ When using indexes, please remain in the index area. Do not go into the restricted areas.
 - ❖ Since space is limited, be cooperative in sharing indexes, workspace, and staff assisted time with others.

USERS THAT VIOLATE OFFICE RULES WILL BE GIVEN ONE VERBAL WARNING, IF VIOLATION CONTINUES USER WILL IMMEDIATELY BE EXPELLED FROM THE OFFICE AND WILL NOT BE PERMITTED TO RETURN FOR 2 MONTHS. A SECOND VIOLATION WITHIN A YEAR WILL RESULT IN EXPULSION FROM THE OFFICE FOR 6 MONTHS. A THIRD VIOLATION WITHIN A YEAR WILL RESULT IN EXPULSION FOR 6 MONTHS AND A NOTICE OF THIS VIOLATION WILL BE SENT TO THE VITAL RECORDS OFFICES THROUGHOUT THE STATE.

PENALTIES: Up to \$10,000 and 2 years imprisonment; mutilating or destroying an original vital record. Up to \$1,000 and 90 days imprisonment; willfully and knowingly neglecting, violating, or refusing to comply with requirements of this subchapter.