

- a. Four people are allowed in the research area at one time. This number will be determined by staff, based on work surface availability.
- b. This office reserves the right to change the number of people allowed to research and the hours available for research.
- c. Employee assistance is available between 9:00 a.m. and 11:00 a.m. and between 2:00 p.m. and 4:00 p.m., depending on staff availability and workload. List the volume and page of all records that require staff assistance.
- d. Register of Deeds staff has first priority use of all indexes and records to conduct their daily business.
- e. 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.
- f. 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:
 - ❖ Pens and markers
 - ❖ Private copy machines, scanners, cell phones or cameras
 - ❖ Coats, purses, briefcases or bags
- e. No smoking, eating, or drinking.
- f. Refrain from loud talking, laughing and noise making.
- g. Make use of paper records only as a last resort to find specific records, use other alternatives first. (Not including indexes)
- 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 original records dated from 1836-1908; marriages in volume 66 to the present; and births in volume 177 to the present, unless assisted by a staff member.
- 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.