

Connecticut Town Clerks  
Association

1962 - 1983

History

Taken from the late Bolton Town Clerk  
Catherine K. Leiner's notes.

A Day in the Office of the Town Clerk

Tuesday Afternoon - June 7, 1983

The subjects and participants in this session will be:

TRADE NAME CERTIFICATES

Russell A. Didsbury CMC, Winchester

Who must file, filing fee, management of filing systems.

NOTARIES PUBLIC

Salvatore A. Franco ACMC, New Haven

Town clerk's role in appointment process, filing system, and certifications of notaries, justices of the peace, and commissioners of the superior court.

FREEDOM OF INFORMATION

Caroline B. LaMonica, Avon  
Rita D. Brown CMC, Bristol

Notice of meeting, minutes and votes, complaints against the town.

CONDOMINIUMS

Bernard Neville, Cromwell  
John W. Case, Sr., CMC, Simsbury

Appropriate map systems and indexing procedures.

FILING PROCEDURES

Elizabeth F. Jolley CMC, Bloomfield  
Beverly Casey Muldoon CMC, Norwich

Filing vs. recording, filing systems, use of retention schedules, and proper methods of disposal.

If you have a specific problem in one of the above areas that you want the panelists to address, you may send it, in writing, to Anna M. Johnson CMC, Town Hall, Sharon, CT 06069. She should receive it not later than June 1.

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Directions to the Lord Cromwell were omitted from the printed program. It is located on Route 72 at Exit 21 off I-91.

# Second Annual School for Connecticut Town Clerks

## Connecticut Town Clerks Association

### Education Committee

George J. Tudan, Windsor, Chairman  
W. Dudley Birmingham, Wethersfield  
Charles N. Enes, South Windsor  
Edward J. Friedeberg, Glastonbury  
Hazel J. Gunskay, Ledyard  
Marjorie C. Hatch, Durham  
Elizabeth F. Jolley, Bloomfield  
Evelyn Konefal, Middlefield  
Bernard Neville, Cromwell  
Sally M. Sawyer, Grafton

Edward S. Seremet, Newington  
Edward J. Tomkier, Manchester

### Registration

Enrollment in the School for Connecticut Town Clerks and assistant town clerks and other personnel of the clerk's office is open to all Connecticut town clerks and assistant town clerks and to other personnel of the clerk's office designated by the town clerk. Enrollment is for the entire period of the school; attendance at individual sessions is not permitted except for the Tuesday afternoon session on election law reform which is open to all clerks. Pre-registration, for the school, using the enclosed form, is requested; and early registration will be appreciated. Deadline for registration is Monday, July 2.

### Housing and Meals

Residents will be housed in Shippee Hall. All rooms are arranged for double occupancy. All meals, except the Tuesday night banquet, will be served in Shippee Hall cafeteria. Meals will begin for residents with Sunday night supper (5:00 to 6:00 p.m.) and for commuters with lunch on Monday.

### Fees

The fee for full participation in the School is \$90.00 for residents and \$65.00 for commuters. Fees may be paid in advance, at registration, or be billed after the School. Checks should be made payable to The University of Connecticut.

### Classes

All sessions of the School will be held in Room 7 of the Merlin D. Bishop Continuing Education Center. Classes will meet from 8:30 a.m. to 4:00 p.m., Monday through Wednesday.

### Time of Arrival

It is recommended that residents arrive Sunday afternoon or evening after 4:00 p.m. Sunday supper will be served from 5:00 to 6:00 p.m. On arrival Sunday go directly to Shippee Hall.

Commuters and residents arriving Monday morning should do so not later than 8:30 a.m. On arrival Monday morning go to the lower level registration desk in the Merlin D. Bishop Center.

### Parking

Parking is available in the lot adjacent to the Merlin D. Bishop Center.

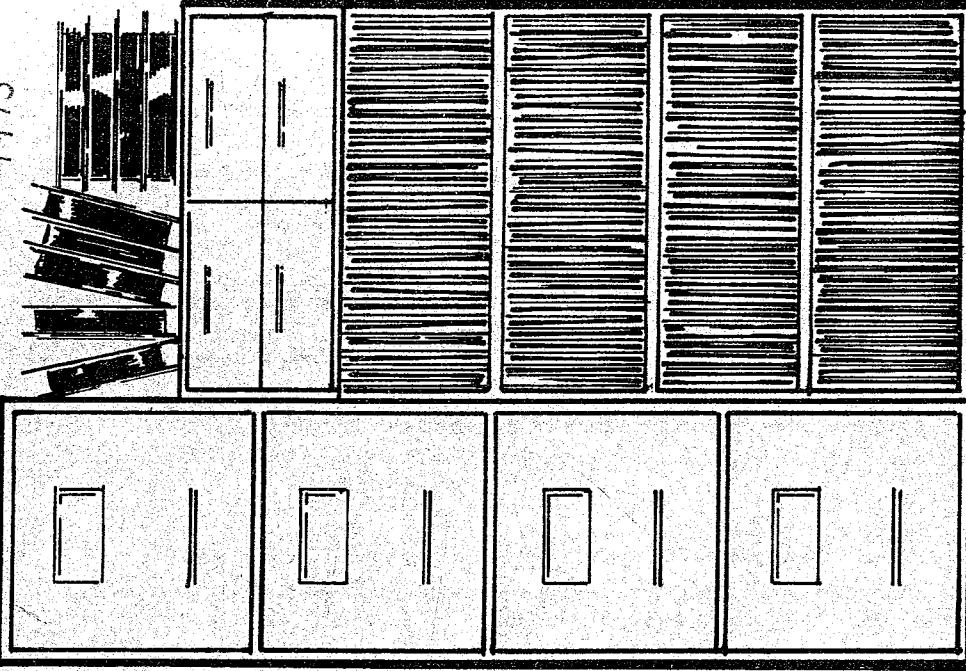
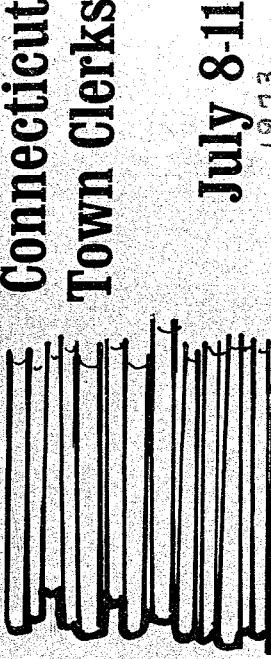
### Sponsored by

Connecticut Town Clerks Association  
Institute of Public Service,  
The University of Connecticut

at the Merlin D. Bishop  
Continuing Education Center,  
The University of Connecticut, Storrs

1973

July 8-11  
1973



SUNDAY July 8	HOURS	MONDAY July 9	TUESDAY July 10	WEDNESDAY July
	7 a.m. to 8 a.m.	BREAKFAST	BREAKFAST	BREAKFAST
	8:30 a.m. to 12 noon	REGISTRATION  <u>RECORDS MANAGEMENT AND THE TOWN CLERK</u>  Rockwell H. Potter, Jr.	<i>LAND RECORD DOCUMENTS AND INTERPRETATION OF DEEDS</i>  Thomas F. Gallivan, Jr.	<i>VITAL STATISTICS</i>  Relationship between Town of Occurrence and Town of Residence.  Harold Burdo
	12:15 p.m.	LUNCH	LUNCH	LUNCH
	1:30 p.m. to 4:00 p.m.	REGISTRATION  <u>CONSERVATION OF DOCUMENTARY MATERIAL</u>  4:00 p.m. to 9:00 p.m.	<i>ELECTION LAW REFORM</i>  George M. Cuhna	<i>WHAT'S NEW IN THE OFFICE?</i>  Richard J. Carlson
	5:00 p.m. to 6:00 p.m.	SUPPER	SUPPER	BANQUET
	7:00 p.m. to 9:00 p.m.	REGISTRATION	FREE TIME	SCHOOL ADJOURNMENT
				6:00 - Dinner 6:30 - Dinner
				Facility Available
				ALL SESSIONS WILL BE HELD IN ROOM 7 OF THE MERLIND BISHOP CONTINUING EDUCATION CENTER

Connecticut Town Clerks Association Education  
Committee

George J. Tudan, Windsor, Chairman  
W. Dudley Birmingham, Wethersfield  
Charles N. Enes, South Windsor  
John F. Callahan, East Hartford  
Peter T. Lennon, Plainville  
Edward S. Seremet, Newington  
Edward J. Tomkiet, Manchester;  
President, CTCA

**Registration**

Enrollment in the School for Connecticut Town Clerks is open to all Connecticut town clerks and assistant town clerks and to other personnel of the clerk's office designated by the town clerk. Enrollment is for the entire period of the School; attendance at individual sessions will not be permitted.

Pre-registration, using the enclosed form, is requested; and early registration will be appreciated. Deadline for registration is Wednesday, July 12.

**Housing and Meals**

Residents will be housed in Shippee Hall. All rooms are arranged for double occupancy. All meals, except the Tuesday night banquet, will be served in Shippee Hall cafeteria. Meals will begin for residents with Sunday night supper, (5:00 to 6:00 p.m.) and for commuters with lunch on Monday.

**Fees**

The fee for full participation in the School is \$90.00 for residents and \$65.00 for commuters. Fees may be paid at registration or be billed after the School. Checks should be made payable to The University of Connecticut.

**Classes**

All sessions of the School will be held in the Pequot Room of Lester D. Shippee Hall. Classes will meet from 8:30 a.m. to 4:00 p.m. Monday through Wednesday and Monday evening from 7:00 to 9:00 p.m. Two simultaneous sessions are planned for Wednesday morning. The class on real estate documents and deeds, planned for newer town clerks, will meet in Room 15 of the Bishop Center.

**Time of Arrival**

It is recommended that residents arrive Sunday afternoon or evening after 4:00 p.m. Sunday supper will be served from 5:00 to 6:00 p.m. Commuters and residents arriving Monday morning should do so not later than 8:30 a.m. On arrival go directly to Shippee Hall for registration.

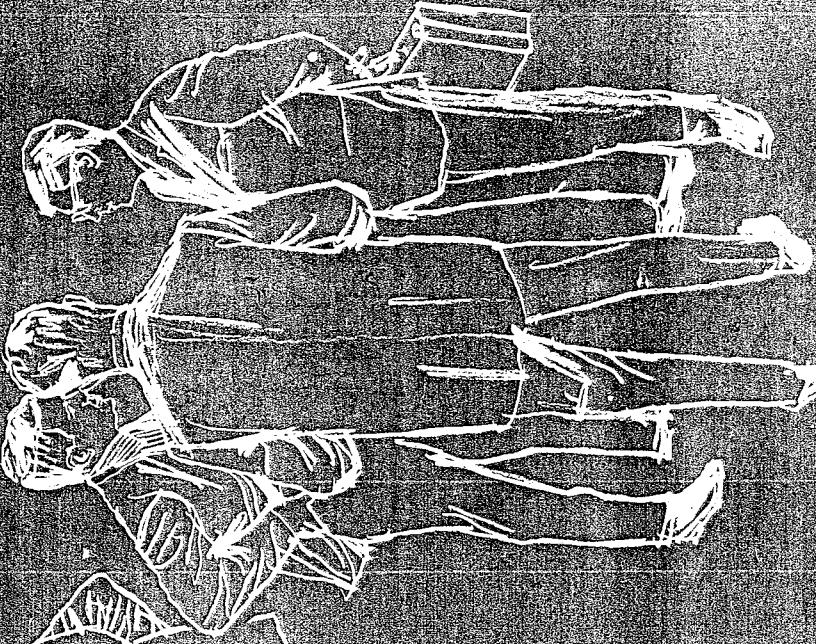
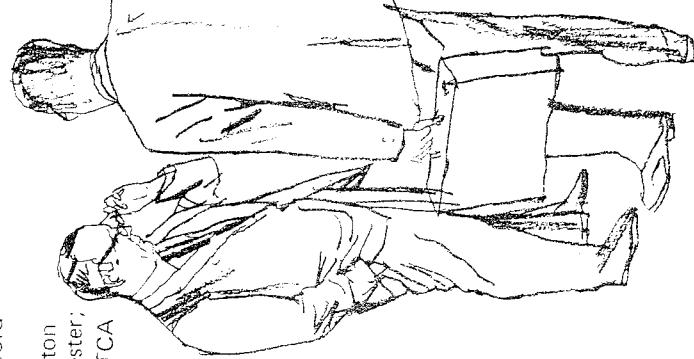
**Parking**

Parking is available in the lot adjacent to Shippee Hall.

**SCHOOL FOR CONNECTICUT TOWN  
CLERKS**

**July 16-19, 1972**

**at The University of Connecticut, Storrs**



**STAFF**

Rockwell H. Porter, Jr., Public Records Administrator, State of Connecticut  
Myron E. Weiner, Associate Extension Professor, Institute of Public Service

Harold Burdo, Research Analyst, Public Health Statistics, State Department of Health  
Attorney Thomas F. Gallivan, Jr., Executive Vice President, Connecticut Attorneys' Title Guaranty Fund, Inc.

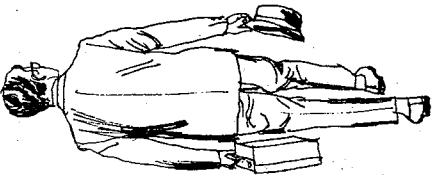
Frank Gozzo, Associate Systems Director, Travelers Insurance Company  
David C. Phillips, Consultant in Communications, Storrs, Connecticut

Patricia Stuart, Assistant Extension Professor, Institute of Public Service  
Dennis W. Brown, Consultant, Planning Consultants, Inc.

**Sponsored by**

**Connecticut Town Clerks Association  
Institute of Public Service, The University of  
Connecticut**

SUNDAY July 16	HOURS	MONDAY July 17	TUESDAY July 18	WEDNESDAY July 19
	7 a.m. to 8 a.m.	BREAKFAST	BREAKFAST	BREAKFAST
	8:30 a.m. to 12 noon	<p><b>REGISTRATION</b></p> <p>8:30 a.m. to 9:00 a.m.</p> <p><i>KEEPING AND PRESERVATION OF RECORDS</i></p> <p>Rockwell H. Potter, Jr.</p>	<p><i>VITAL STATISTICS</i></p> <p>Harold Burdo</p>	<p><i>LAND RECORD DOCUMENTS AND INTERPRETATION OF DEEDS</i></p> <p>Thomas F. Gallivan, Jr. <sup>President</sup> (Bishop Center, Room 19) <sup>Secretary</sup></p>
	12:15 p.m.	LUNCH	LUNCH	LUNCH
	1:30 p.m. to 4:00 p.m.	<p><b>DATA PROCESSING AND THE TOWN CLERK</b></p> <p>Myron E. Weiner</p>	<p><i>THE FUTURE OF COMMUNITY PLANNING IN CONNECTICUT</i></p> <p>Dennis W. Brown</p>	<p><i>EFFECTIVE COMMUNICATIONS</i></p> <p>David C. Phillips</p>
	4:00 p.m. to 9:00 p.m.			<b>SCHOOL ADJOURNMENT</b>
	5:00 p.m. to 6:00 p.m.	<b>SUPPER</b>		<b>BANQUET</b>
	7:00 p.m. to 9:00 p.m.		<p><i>DISCUSSION OF PROBLEMS OF MINUTES AND PETITIONS</i></p> <p>Members of CTCA Education Committee</p>	<p>Faculty Alumni Center</p> <p>6:00 – Dutch Treat Cocktail Hour</p> <p>6:30 – Dinner</p>
				<b>ALL SESSIONS WILL MEET IN PEQUOT ROOM OF LESTER D. SHIPPEE HALL EXCEPT AS NOTED</b>



## SCHOOL FOR CONNECTICUT TOWN CLERKS

July 16-19, 1972

DIRECTORY

<u>Name</u>	<u>Position</u>	<u>Town</u>
1. Cilesta V. Adamick	Town Clerk	Granby
2. Dennis W. Brown	Principal	Brown, Donald and Donald
3. Elaine Bugbee	Town Clerk	Tolland
4. Harold Burdo	Research Analyst	State Department of Health
5. Henry F. Butler	Town Clerk	Vernon
6. John Callahan	Town Clerk	East Hartford
7. Florence E. Carlson	Assistant Town Clerk	Waterford
8. Patricia Carroll	Town Clerk	Plainfield
9. Inez T. Clark	Town Clerk	Southbury
10. Philip E. Clarkin	Town Clerk	Enfield
11. Rita T. Cloutier	Town Clerk	Columbia
12. Juanine S. DePaolo	Town Clerk	Southington
13. Russell A. Didsbury	Town Clerk	Winchester
14. Charles L. Doherty	Town Clerk	Old Saybrook
15. Eleanor C. DuPilka	Town Clerk	Willington
16. Madelyn Eremita	Acting Town Clerk	Mansfield
17. Ethel M. Erickson	Town Clerk	Westbrook
18. Albert E. Forte	Town and City Clerk	West Haven
19. Margaret A. Fox	Town Clerk	Hampton
20. Edward J. Friedeberg	Town Clerk	Glastonbury
21. Thomas F. Gallivan, Jr.	Executive Vice President	Connecticut Attorneys' Title Guaranty Fund, Inc.
22. Frank Gozzo	Associate Systems Director	Travelers Insurance Co.
23. J. Richard Gebhardt	Town Clerk	New Milford
24. Hazel J. Gunuskey	Town Clerk	Ledyard
25. Clara N. Hamernick	Town Clerk	Burlington
26. Marjorie C. Hatch	Town Clerk	Durham
27. Ruth L. Herron	Town Clerk	Scotland
28. F. Veronica Hibbard	Assistant Town Clerk	Woodstock
29. Anna M. Johnson	Town Clerk	Sharon

<u>Name</u>	<u>Position</u>	<u>Town</u>
30. Elizabeth F. Jolley	Town Clerk	Bloomfield
31. Anne R. Kelley	Town Clerk	Norfolk
32. Evelyn Konefal	Town Clerk	Middlefield
33. Mrs. Douglas Krom	Assistant Town Clerk	New Hartford
34. Catherine K. Leiner	Assistant Town Clerk	Bolton
35. Helen M. Littlefield	Town Clerk	Lebanon
36. Barbara Metsack	Assistant Town Clerk	Ashford
37. Ruth K. Munson	Town Clerk	Andover
38. Edna W. Norris	Town and City Clerk	Ansonia
39. David C. Phillips	Consultant in Communications	Storrs
40. Rockwell H. Potter	Public Records Administrator	State of Connecticut
41. Mildred E. Quinn	Assistant Town Clerk	East Haddam
42. Thomas Raccio	Town Clerk	Hamden
43. Barbara E. Rawson	Assistant Town Clerk	Guilford
44. Elizabeth R. Rychling	Town Clerk	Coventry
45. Olive B. Sabol	Town Clerk	Woodbury
46. Sally M. Sawyer	Town Clerk	Groton
47. Eldoretta Secord	Town Clerk	Marlborough
48. Joan C. Simpson	Assistant Town Clerk	Bethany
49. Marguerite Simpson	Town Clerk & Treasurer	Canterbury
50. Jane H. Squires	Town Clerk	Montville
51. Patricia Stuart	Associate Extension Professor	Institute of Public Service
52. Margaret J. Tucker	Town Clerk	East Haven
53. George J. Tudan	Town Clerk	Windsor
54. Doris Tyler	Town Clerk	Sterling
55. Theresa M. Valli	Town Clerk	East Hampton
56. Cherina M. Viau	Assistant Town Clerk	Stonington
57. Louisa B. Viens	Town Clerk	Killingly
58. Myron E. Weiner	Associate Extension Professor	Institute of Public Service
59. Sylvia Winakor	Town Clerk	Salem

RFD#4 Box 414  
Adkins - Hartford Number  
249-2091

Catherine  
Elections  
566-3106

# Connecticut Town Clerks Association

## ANNUAL CONFERENCE

September 18-19, 1969

Hartford, Connecticut

Compliments of  
MICHIE CITY PUBLICATIONS  
COMPANY

Charlottesville, Virginia

## SAFEGUARDS FOR VITAL STATISTICS

WALTER H. SCHULER

VITAL RECORDS are an important national resource. Their data provide society and the individual with a basis upon which to determine many rights, duties, privileges, and responsibilities. A fundamental right like citizenship may be established by the place of birth. Social security, veterans, or pension benefits may be affected by date of birth. The settlement of insurance claims may hinge upon establishing the recorded fact, manner, and cause of death.

Because such personal and monetary stakes can hinge upon these records, certain people have attempted without scruple to perpetrate fraudulent registrations. Even ordinarily honest persons have, at times, tried to bend the truth.

To illustrate this situation, a few selected cases are set forth below. These are among the few in which the defrauders were apprehended. It is difficult to estimate how many such frauds are undetected.

About 8 years ago, a man living in a northeastern State, discovering that it was possible to make a better income "dead" than alive, arranged to file a death certificate for himself. The fraud was not discovered until he and his family had collected more than \$40,000 in welfare and veterans benefits. Because he had legally changed his name prior to filing the death certificate, he was even able to continue at his usual residence and work while his family cashed in on his "death."

A few years ago, a far western city jailed a man who had in his possession three passports and seven birth certificates, all bearing different names. In addition, he had a list of birth facts

for more than 20 other persons. Inquiries to appropriate vital records offices established that, with the exception of one birth fact on one record, the listing was complete and accurate. Interrogation of the suspect soon revealed the purpose of the listing. He had applied to various local registration offices for fictitious records. When they could not be located, he simply asked to look at the index personally on the pretext that names had been misspelled. It was no feat then for him to memorize birth facts of valid records, so that he could apply for copies as though they were his own. A galling aspect of this case was that offices from which he had fraudulently obtained copies of records either did not require or did not keep applications for records. He could not be prosecuted for impersonation, but, following questioning, which divulged his objectives, he committed suicide in jail.

Birth records are a valuable aid to espionage agents. In August 1952 a woman agent was taken into custody trying to enter the United States from Canada. She was attempting to masquerade as an American citizen, using an authentic copy of a birth certificate previously issued to an American citizen. Less than a year later, another agent responsible for the theft of important military information was arrested in New York City posing as an American photographer under the name of Emil R. Goldfus.

In 1952 a Federal agent was assigned to investigate a delayed birth registration filed for a notorious hoodlum in a middle Atlantic State. His search of building permits turned up the fact that the house where the hoodlum was allegedly born was not built until 4 years after the professed birth date. Another 4 years of investigation was needed, however, to get sufficient evidence to rebut the delayed birth

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*Mr. Schuler is acting chief of the Registration Methods Branch, National Vital Statistics Division, Public Health Service.*

certificate, establish that the hoodlum was born abroad, and deport him.

In June 1960, a southern vital records office was apprised of a case in which a man found a way to discard a wife without divorce. He obtained a valid photostatic copy of a death certificate, altered it unlawfully, and rephotostated it. He submitted the altered record as proof that his first wife had died. He then obtained a marriage license and remarried.

In April 1962, a leading newsmagazine published an article on capers of collegians in Florida during spring recess. The article noted that many had difficulty buying liquor because they were underage. But one girl among them had no such trouble: she had been given a false birth certificate for a Christmas present.

In a southwestern State in August 1961, a 50-year-old woman whose husband was deceased attempted to file a birth certificate for her daughter, then 1½ years old. The local registrar reported the application to the State registrar for investigation, which disclosed that the child was born abroad and had been smuggled across the border.

A particularly brazen impostor once brought suit to obtain a passport on the ground that the State Department had refused to accept an altered certificate as proof of his alleged birth in the United States. To his chagrin, the U.S. Government attorney was able to bring two facts to the attention of the court. The birth certificate was valid. On the basis of an alleged baptismal record (from what proved to be a nonexistent church), the plaintiff had changed the registration from female to male, with an appropriate name change. But the child for whom the certificate was issued had died 3 months later.

In a midwestern city, a number of suspect birth certificates were submitted to obtain passports. During an investigation, it was learned that the local registration office always started birth entries for a new month at the top of a new ledger page. This left unfilled blanks on the preceding page. Some enterprising man, discovering this fact earlier, had managed to fill in some of these blanks.

A counterfeit ring was uncovered by the printers' union label. The ring's reproductions were perfect copies of current birth certificate

forms. Unfortunately, the certificates the counterfeiters were copying, including the printers' union labels, were for events occurring in the late 1890's, whereas the printers' union label did not appear until 1910.

Such examples of flagrant and grave abuse of our vital records system could be continued indefinitely. But these few may be sufficient to demonstrate the threat. To tighten the system, the National Vital Statistics Division of the Public Health Service in 1961 established an Ad Hoc Committee on Fraud Associated With Vital Records.

Federal and State representatives appointed to the committee were: W. D. Carroll, State registrar of vital statistics, Texas; Edwin Coile, Intelligence Branch, Immigration and Naturalization Service; Jacob Deutch, Claims Policy Division, Social Security Administration; Carl Erhardt, director, Bureau of Records and Statistics, New York City; Walter H. Schuler, National Vital Statistics Division, Public Health Service; Carroll Seeley, Legal Division, Passport Office; Everett H. Williams, Jr., director, Bureau of Vital Statistics, Florida; Melvin R. Wise, director, Bureau of Vital Statistics, Arizona.

The committee was charged with determining the extent to which fraud threatens our national vital statistics system, to examine fraud techniques and patterns, and to recommend steps for reducing and containing such threat.

On May 29, 1962, the following findings and recommendations were offered:

1. Fraud associated with vital records is a matter of serious import. It involves not only the creation of fraudulent records but also the use of valid records by persons to whom they do not relate.

2. A broader awareness of the many ramifications of the problem is needed. To this end a statement of "Minimum Safeguards Recommended for Vital Records" was drafted.

3. States need to tighten up procedures in both State and local offices to reduce opportunities for fraud and misuse of records.

4. A mutual exchange of information on fraudulent use of records between vital records offices and Federal agencies is not only feasible but will also serve to strengthen both the vital records system and national security.

5. This type of liaison between security agencies and vital records offices should be initiated by joint meetings of small groups of registration offices and Federal agencies until cooperative exchange processes are formally established.

The National Vital Statistics Division is co-operating with State vital records offices and Federal agencies in the development and es-

tablishment of minimum safeguards. While no one is naive enough to believe that fraud can be eliminated from our national vital records system, it is clear that a general strengthening of standards and practices is needed. Whatever standards and practices are developed, success or failure will depend in turn upon the thousands of dedicated and trained vital records custodians throughout the country.

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## CHAPTER I

### RECORDING PROCEDURES

#### Part A. - State-approved Methods for Transcription of Instruments

1. GENERAL To "record" an instrument means to copy it at length and verbatim, generally into a book kept especially for the purpose.

The Attorney General of Connecticut, in a letter to the examiner of public records dated September 28, 1936, has said: ". . . regarding the application of the verb 'record' . . . we are of the opinion that the proper definition to be given this verb as it applies to town clerks and the record books of town clerks is that it means to transcribe or to copy into some permanent book or record."

Section 7-23 of the General Statutes, revision of 1958, specifies that such recording may be done either by transcription or by an approved photographic process.

Whatever the method employed, the record copy must reproduce the original instrument work for word, comma for comma. No changes in its contents, no short cuts or abbreviations, no pasting in or stapling can be permitted. Errors of spelling or punctuation, omissions, inadvertant repetitions occurring in the original may not be corrected; they must be recorded as they stand in the original.

2. RECORDING BY TRANSCRIPTION Two methods of transcription are acceptable in the process of recording.

A) Longhand Transcription. In this method the instrument is copied by hand into a record book. Only inks, papers and looseleaf binders or sewn bindings approved by the examiner of public records may be used. (See sections 1-9, 1-10 and 1-11 of the General Statutes.)

Each record copy must bear the attestation of the town clerk or assistant town clerk, over his personally handwritten signature (stamped or facsimile signatures are not permitted) that it is a

true and accurate copy of the original, and showing the date and time the original was received for record. This attestation is in fact a certification by the recording officer that he has carefully compared the record copy with the original and that they are in word for word agreement.

B) Typewritten Transcription. The basic process is the same as for longhand transcription, except that a typewriter is used to create the record copy, as is permitted by section 1-12 of the General Statutes. The typewriter ribbon used must be one approved by the examiner of public records, (see section 1-10 of the General Statutes) and the same restrictions on paper and bindings apply as in (A) above. The requirement for attestation of the record copy is also the same as for records made in longhand.

3. RECORDING BY PHOTOGRAPHIC PROCESS Authorization to employ a photographic process in recording is given in section 1-7 of the General Statutes, but this section clearly provides that any process so used must have the prior approval of the examiner of public records. Processes having this approval may be divided into two main classes: direct, and indirect.

Direct photographic systems approved for use on public records in Connecticut include the Photostat, Dexigraph and Rectigraph systems. Recording machines sold under these trade names come in many sizes and models but all operate on the same basic principle, permitting completion of the recording process in the record office. There is no intermediate film processing step which must be handled in an outside photographic laboratory; a camera lens transfers the image to be copied directly to a paper target which is coated with a light-sensitive emulsion. This latent image must then be developed and

fixed through proper darkroom techniques, although in machines such as the Dexigraph County Recorder the "darkroom" takes the form of a light-proof tank built into the machine itself.

The resultant record copy is a negative print (white letters on a black background). When properly developed and fixed, and when made on approved photocopy paper, this copy will be "permanent" in the archival sense, and should last as long as the best handwritten record. But it must be remembered that in this, as in any other method, the only papers which may be used for the record copy are those approved by the examiner of public records.

An indirect photographic process is so called because it includes as an essential step the creation of a negative micro-image of the original on 35 mm. cellulose acetate film. The only major item of equipment required in the recording office is a suitable planetary microfilm camera using 35 mm. film. By means of this camera a picture is taken of each instrument received for record. At periodic intervals the exposed film is removed from the camera and sent to a photographic laboratory, where the latent images are developed and fixed. This developed film, called a "master negative", is then used to produce a paper copy at the same or close to the same size as the original record. This may be done in one of two ways: either by conventional photographic enlarging and printing techniques, often referred to as "silver process", or by the newer electrostatic process known as xerography and developed by the Xerox Corporation. Whichever of these means is used to make the record copy, the paper it is made on must be one approved by the examiner of public records. The final step in this process involves the trimming and punching of the finished copies and their return to the recording office ready for insertion into binders.

There is one company in the state which offers recording officers the conveniences and efficiencies of photographic recording without the expense of purchasing a camera. This firm will contract to bring a truck-mounted camera to the recording office at stated intervals to photograph accumulated documents. The film is processed and a xerographic copy produced, as outlined above, in the company's own laboratory, and the finished prints returned either by mail or by delivery.

In the case of records made photographically by any of the above methods, the attestation procedure is different from that required for transcribed records. Public Act No. 48, session of 1963, eliminates the requirement for the town clerk or assistant town clerk, in offices where a photographic process is used, to attest the correctness of each record with his personally handwritten signature. He must still indicate on the face of each record the date and time of filing, and the name of the recording officer, but this may now be done with the aid of rubber stamps or printed slips. The formal attestation is added in the form of a certificate at the end of each record volume, signed and sealed by the town clerk, and worded as follows:

....., 19.....  
This is to certify that all of the copies of instruments in volume ....., pages.....through....., of the land records of the town of....., covering the period from.....through....., are true copies of the original instruments received for record.  
.....(Seal)  
Town Clerk.

## RECORDING PROCEDURES

## Part B. - State Approved List of Materials For Use in Recording Procedures

The following is a list of inks, ribbons, papers, carbon papers, loose-leaf binders, and specific photocopy processes currently approved for use on public records in the State of Connecticut. The examiner of public records does not publish lists of approved microfilm cameras or of firms engaged in the processing of public records through microfilm. However, his office is always available for advice or assistance, and questions relative to specific cameras, processors or systems are welcomed.

## INKS

Name of Ink:	Manufacturer:
Kleerite Copying & Record Ink (blue black)	American Writing Ink Co. 40 Purchase St., Boston, Mass.
Record Ink (no longer manufactured)	The Carter Ink Co., Cambridge 42, Boston, Mass.
Black American India Ink) Higgins Eternal Ink )	Higgins Ink Co. 271 9th St., New York, NY
Combined Writing & Copying Ink	Sanford Mfg. Co. Chicago, Ill.

## TYPEWRITER RIBBONS

Name of Ribbon:	Manufacturer:
Star) Hub )	F. S. Webster Ribbon Co. Boston, Mass.
93AA) 39 )	Copy Craft, Inc., N.Y.
Secretarial ) Type Bar Brand)	L. C. Smith & Corona Co. Syracuse, N.Y.
Ideal Midnight Stylewriter Nylon Typewriter Ribbon) National )	Carter's Ink Co. Cambridge 42, Boston, Mass.
Rocket	Allied Carbon & Ribbon Co. 165-167 Duane St., N.Y.

Name of Ribbon:	Manufacturer:
Hardware City	Adkins Printing Co. New Britain, Conn.
Marathon ) Silk Gauze) Pinnacle ) Classic )	Columbia Ribbon & Carbon Co. Glen Cove, New York, NY
De-Fi Al Utility	De-Fi Mfg. Co. New York, N. Y.
Standard No. 50, Part 1010202	International Business Machines Hartford, Conn.
Distinctive Silk Type Ribbon) Gold Box Ribbon No.1275710 ) Gold Medal )	Underwood Corp. 1 Park Ave. New York, N. Y.
Typal ) Old Town Regular) Secretarial )	Old Town Ribbon & Carbon Co. Brooklyn, N. Y.
Royal, Standard/electric, black, No. 1639	Write, Inc. 178 Wade St., Bridgeport
Tri Brand	Tru-Rite, Inc. 110 Lafayette St., New York, 13, N.Y.
Super Ultimo ) Panama Bronze) Standard ) Rhino ) Iustra )	Manifold Supplies Co. 188-90 3rd Ave., Brooklyn, N. Y.
The Progress	Neidich Process Co. Burlington, N.J.
Value ) Vertex) Vogue ) Vulcan)	Royal Typewriter Co. 1429 Park St. Hartford, Conn.
Carnation) Elk )	Miller-Bryant-Pierce 2 Park Ave., N. Y.
Tagger	Mittag & Volger Park Ridge, N. J.
Better Brand ) Kee-Lox Brand)	Kee-Lox Mfg. Co. 2 Park Ave., N. Y.
Patrician Cotton Ribbon) Remrandco )	Remington-Rand, Inc. 1087 Railroad Ave., Bridgeport, Conn.

## ONE TIME CARBON PAPER RIBBONS

No. of Ribbon:	Manufacturer:
No. 140)	International Business Machines
" 335)	Hartford, Conn.
" 355)	
" 540)	

Regular	Manifold Supplies Co.
	188-90 3rd Ave.,
	Brooklyn, N. Y.

## PAPER

Name of Paper:	Manufacturer:
Brown's Linen Ledger (Sub. 24, Lot S.2804; Sub.28, Lot S.2808; Sub.32, Lot S.11167; Sub.36, Lot S.1183, or later)	L. L. Brown Paper Co. Adams, Mass.
Byron Weston Company's Linen Record (Lot No.30-1806, or later)	Byron Weston Co. Dalton, Mass.
Parsons Scotch Linen Ledger (Lot No. A-0-125, B-0-104, or later)	Parson's Paper Co. Holyoke, Mass.
Hurlbut Permanent Ledger	Hurlbut Paper Co. Adams, Mass.

## CARBON PAPER

Name of Paper:	Manufacturer:
Blackstone STANDARD Weight ) Regular No.885 ) Blackstone INTERMEDIATE Weight ) Regular No.855 ) Blackstone LIGHTWEIGHT Weight ) Regular No.845	Manifold Supplies Co. 189-90 3rd Ave., Brooklyn 17, N. Y.
Keelox Wonder Brand New Process No. 8	Kee-Lox Mfg. Co. 2 Park Ave., New York 16, N. Y.
Multikopy Micrometric AR 79	F. S. Webster Co. 1-23 Amherst St., Cambridge, Mass.
Mayflower No.4) Park Lane No.7)	Royal Typewriter Co., Inc. Roytype Division West Hartford, Conn.
Buccaneer ) Midnight ) Silver Craft)	Carter's Ink Co. Boston, Mass.

## LOOSE LEAF BINDERS

## Trade Name of Binder:

## Manufacturer:

Hall & McChesney, Automatic Square }  
 Post Record Book Binder }  
 Hall & McChesney Aluminum Binder }  
 Style (PHO) }  
 Hall & McChesney Round Post (H&M) }  
 Hall & McChesney Upright Square }  
 Post Record Book Binder }  
 Hall & McChesney Vital Statistic }  
 Binder (full canvas-two solid }  
 posts with long pull rod )

Master-Craft Loose Leaf Binder

Hall & McChesney  
Syracuse, N. Y.

Model "A" and Model "Vv" Flex-Site Binder

Master-Craft Division of  
Shaw Walker Co.  
Kalamazoo, Mich.

Model "G" Loose Leaf Binder with }  
 reinforced back & extra hubs }  
 Model "D" and Model "R" Loose }  
 Leaf Binders )

Visible Records Equipment Co.  
Chicago, Ill.

Safety Flat Opening Typewriter Record (Flexible Post)

Remington-Rand, Inc.  
1087 Railroad Ave.,  
Bridgeport, Conn.

Durabilt Solid Post Record Binder

Stationers Loose Leaf Co.  
Milwaukee, Wis.

Shur-Lock Loose Leaf Binder)  
Varicap Loose Leaf Binder )

Stationers Loose Leaf Co.

Tenacity Loose Leaf Binder

Wilson & Jones Co.  
Elizabeth, N. J.

Foto-Fax Space Saver for use in }  
 end binding photocopies }  
 The McMillan Vital Records Binder }  
 with locking posts for per- }  
 manently binding original }  
 vital record certificates }  
 McMillan Record Book (Square Post)

McMillan Book Co.  
Syracuse, N. Y.

The Minute Book Binder  
(for binding Tax lists only)

Union Book Bindery Co., Inc.  
156 Pearl St.,  
Boston, Mass.

Adinco Vital Statistic Binders  
(full vellum with two piece  
locking post)

Adkins Printing Co.  
66 Church St.,  
New Britain, Conn.

Columbia County Record Book

Columbia Loose Leaf Corp.  
121 Varick St., New York 13, N.Y.

## PHOTOCOPY PROCESSES

Photostat  
Rectigraph  
Dexigraph  
Xerox

## CHAPTER II

### GENERAL LAND INDEXES

#### Part A. - Grantor - Grantee Relationships

Generally, the items received by Town Clerks for recording in the Land Records are referred to as instruments or documents. These items may be deeds of conveyance, mortgages, leases, contracts, agreements, attachments, liens, assignments, easements, options, et cetera. In one way or another each of these items affects the ownership of real property or an interest therein. Real property may be described as land. As so used land means more than the mere solid part of the surface of the earth or ground. The law definition of "land", according to Webster, is (a) any ground regarded as the subject of ownership, with its appurtenances, and (b) an interest or estate in land.

In the examples of the Grantor-Grantee relationships set forth below, certain terms are used which we define as follows:

**LAND** - a lot, piece, parcel, or tract of ground, or several such, with or without buildings and improvements thereon, acreage, or a part or portion thereof, or an interest therein.

**OWNER** - a person or persons, natural or corporate, and the sovereign, having the right or privilege to use, control, and enjoy land. May be a person, or several persons, a company or corporation, the estate of a deceased person or persons, etc.

**CONVEYANCE** - a recordable instrument or document by which the interest, whether entire or partial, of an owner in land is transferred from one owner to another. Such transfer will extinguish or diminish the interest of one owner and will create or increase the interest of another. This may be a deed, mortgage, lease, etc.

**GRANTOR** - an owner who diminishes his interest in land (by sale, mortgage, etc.) by granting or giving his interest to another person.

**GRANTEE** - the person who secures an interest in land (by purchase from, lending money to, renting from the owner)

When an owner extinguishes or diminishes his interest in land by a conveyance (deed of sale, gift, mortgage, lease, for example), voluntarily executed by him, he transfers or grants such interest to another person, and thus the owner (seller, donor, mortgagor, lessor) who executed the conveyance is known as the GRANTOR. Similarly when the interest of an owner is involuntarily extinguished or diminished (foreclosure, condemnation, tax sale, attachment, lien, for example), such owner is known as the GRANTOR. And also when the interest of an owner is extinguished by death, the deceased person in any post mortem instrument or document pertaining to his former interest is known as the GRANTOR.

The person or sovereign who becomes an owner by having had land transferred to him by a conveyance (deed of purchase, gift, mortgage, lease, foreclosure, condemnation, tax sale, attachment, lien, for example) voluntarily or involuntarily, such person or sovereign having had created or increased in him an interest in land, is known as the GRANTEE. Similarly when land is acquired by inheritance or will, the heir or the devisee is known as the GRANTEE.

Generally the Grantor-Grantee relationships are apparent from the placement of the names of the parties on the conveyances. Sometimes, however, the relationships are not immediately clear and it is necessary to apply considerations such as those set forth herein.

Usually with respect to a conveyance of land the GRANTOR is the last grantee or present owner of record. In this respect note that in deeds by fiduciaries conveying land of a deceased or incompetent person, such deceased or incompetent person is the GRANTOR, and not the executor, administrator, trustee, or conservator, unless such fiduciary is the owner by a conveyance to him as such. Similarly, in a tax sale deed by a tax collector, the delinquent taxpayer is the GRANTOR, and not the tax collector who signs the deed. The Grantor-Grantee relationships sometimes become obscure and it is for the purpose of clarifying these relationships that the following explanations are given:

- a. when land is sold, the seller is the GRANTOR; the Buyer is the GRANTEE.
- b. when land is mortgaged, the owner of the land who borrows the money is known as the mortgagor and is the GRANTOR; the lender is the GRANTEE.
- c. when land is liened or attached, the owner of the land is the GRANTOR; the person on behalf of whom the property is attached is the GRANTEE.
- d. when an easement is given, the owner of the land on which the easement applies is the GRANTOR; the person to whom the easement is given is the GRANTEE.
- e. when a mortgage is foreclosed, the owner of the land (the borrower or mortgagor) is the GRANTOR; the person who loaned the money (usually the bank) is the GRANTEE.
- f. when land is devised (given) by terms of a will, the estate of the deceased is the GRANTOR; the person (or persons) to whom the property is given is the GRANTEE; e.g. Smith, John J. (Est. of) to Smith, Mary.
- g. when land is devised according to statute (where a deceased property owner left no will) the indexing procedure is the same as in "f" above.
- h. when the executor of an estate conveys land to a person (or persons) the estate of the deceased is the GRANTOR; and the person (or persons) to whom the land is conveyed is the GRANTEE, same as "f" above.
- i. when a property is leased (house, vacant land, etc.) the landlord is the GRANTOR; the tenant is the GRANTEE.
- j. when a change of name is filed, the original name is shown as the GRANTOR; and the new name as the GRANTEE.
- k. when a mortgage is assigned, the mortgagee presently of record is the GRANTOR; and the new mortgagee is the GRANTEE; e.g., First National Bank (GRANTOR) (present mortgagee) to Essex Savings Bank (GRANTEE).
- l. when land is sold through a tax sale:
  - I. enter the notice of tax sale in the General Land Index, showing the landowner (the delinquent taxpayer) as the GRANTOR and the Town as the GRANTEE. Under type of deed show Notice of Tax Sale.

II. approximately 14 months later, when actual deed to the property is given to the person who purchased the land at the tax sale, show the original land owner (the delinquent taxpayer) as the GRANTOR and the purchaser as the GRANTEE. Enter again with the Town as the GRANTOR; purchaser as the GRANTEE.

m. when an agreement between two or more persons is recorded, both parties to the agreement should be listed as both GRANTOR and GRANTEE.

n. when restrictions or covenants affecting parcels of land (usually developments) are filed, the named corporation filing the restrictions is the GRANTOR, and the named development is the GRANTEE. It is preferable to cross-index such filings for ease of reference.

o. when a "lis pendens" is filed, the land owner (the person whose land is to be foreclosed), plus those other persons shown in the lis pendens as having an interest in the land are the GRANTORS.

p. Deceased Persons - 1. Death Notice - Real Estate Ownership: here it is recommended that the deceased person be considered both GRANTOR and GRANTEE; the fiduciary may also be shown as GRANTEE.

2. Certificates of Descent, Distribution, or Devise: The deceased person only is the GRANTOR; the person to whom the land descended or to whom it was distributed or devised is the GRANTEE. (Note that neither the Probate Court nor the judge nor the clerk is grantor or grantee.)

Note: 1. That in some instruments, particularly Agreements, each party may be both GRANTOR and GRANTEE, as where each, being an owner at the time of Agreement, is transferring an interest in his land to the other, or otherwise creating a mutual and reciprocal arrangement.

2. Some of the instruments and documents noted are not, strictly speaking, conveyances, in that no transfer of land is effected. They are rather declarations of information which are deemed helpful in establishing a record continuity of record ownership and for the most part are required by statute. Such is the Name Change Certificate, the Death Notice-Real Estate Certificate, the Certificate of Descent, Distribution, or Devise, the Lis Pendens, and the Certificate of Foreclosure, for example. (Note that in the case of a deceased person the "transfer" of the land is accomplished either by the laws of inheritance or the terms of the will; in the case of a foreclosure by court judgment.)

#### SUMMARY

In general, however, by a Conveyance a transfer of Land is accomplished from one Owner to another person who thus becomes an Owner. The person from whom the land is transferred or "passes" is the GRANTOR; the person to whom the land is transferred or "passes" is the GRANTEE.

More generally, the Grantor-Grantee relationship is like a Before and After Picture. The Before is the GRANTOR - the After is the GRANTEE.

## CHAPTER II

### GENERAL LAND INDEXES

#### Part C. - Timing of Documents

In the usual sale of a one-family house, the Town Clerk is presented with a Release of Mortgage, a Warranty Deed and a Mortgage Deed, with the documents frequently numbered in that order by the attorney involved, requesting that they be recorded in the same order, so as to show a time lapse between the documents. The legal reason for filing them in this sequence, with a time interval between, is to clearly show that the original mortgage was released and that the property was unencumbered prior to the actual transfer of ownership. The Warranty deed states that the GRANTOR (the seller of the property) swears that the property "is free from all incumbrances whatsoever". The GRANTEE (the buyer) then has the right to place an "incumbrance" (usually a mortgage) upon the property. Thus the mortgage becomes the third document to be recorded.

Legally, when does this transfer of ownership become effective? It becomes effective at the moment the GRANTOR (the seller) gives the GRANTEE (the buyer) the deed to the property. This usually takes place in the attorney's office, is duly noted in the diary with the time the transfer took place and that day, or the day following, he delivers to the Town Clerk the documents involved, either in person or by mail.

In the example given above, an attachment or other incumbrance placed upon the property after the moment of legal transfer (as noted by the attorney in his diary) and prior to the documents being recorded by the Town Clerk is not binding and does not affect the property. This matter has been before the Connecticut courts and they have ruled as indicated above.

The technical question of dating documents submitted for recording is relatively simple. The date the document is received is noted thereon.

However, the time a document is received is more complex and it is recommended that a uniform procedure be adopted by the Town Clerks. If such a uniform procedure is adopted, it will be recognized by the courts as a working method. Some offices use a time-date stamping machine, which records the time and the date as of the moment the Town Clerk receives the document. Other offices note the time from the office clock and record as of that moment.

With regard to documents to be recorded in sequence, such a release of mortgage, a deed and a mortgage, some offices record all at the same moment, with no time interval shown; others time these documents a minute apart and still others use a five-minute interval between the documents. Additional local variations also exist which are not covered here.

It should be noted that the exactness of the time is somewhat relative, since few of us have our clocks or time stamps geared to Naval Observatory for precision.

The question for us to consider is which single method might all Connecticut Town Clerks adopt for the sake of professional uniformity. Or, because of the differences in the size of our towns and operating problems, which several methods, limited in number, are recommended for consideration.

First, we should agree that documents submitted for recording in a specific sequence should be so recorded as to show a time lapse between the documents. Second, we should agree on the handling of documents received by the Town Clerks through the mail. In our opinion, all envelopes containing

"documents to be recorded", received by the Town Clerk in one mail delivery, have in effect been received by the Town Clerk at the same moment. When the Town Clerk actually opens a specific envelope is thereafter dependent upon his method of operation, usually interruptions and to a degree, chance. We do not feel that these factors should enter into the question as to what time of receipt should be noted on the document. Similarly, we do not feel that if the Town Clerk's mail is received by him at 9:00 AM and is not processed by him until 9:30, that he should enter a document delivered to him personally at 9:15 AM as having been received by him prior to the documents contained in his 9:00 AM mail delivery.

If we are resolved on the first two points, then we may consider specific methods for uniformity of "timing" of documents.

To begin with, all documents received in any single delivery of mail should all be recorded as of the same time, with the exception of documents to be recorded in sequence. In the latter case, sequence documents should be recorded with the first numbered document recorded as of the time of the receipt of the mail and a time interval between that and the succeeding documents in the particular group. Documents received in additional mail deliveries on the same day should be recorded as of the time such mail delivery was given to the Town Clerk, with sequence documents handled as above.

Documents presented in person must be timed as of the time presented to the Town Clerk, with sequence documents handled as above.

In the recording of "sequence documents" what time interval should be used? Several interesting variations are used in different towns, all of which essentially accomplish the same purpose. In one town, the Town Clerk times all individual documents on an 'even' minute basis - thus all documents received by him in the 9:00 AM mail, except sequence documents, bear the time "9:00 AM". Sequence documents, however, bear an 'odd' minute time. Thus in a three-document sequence, the release of mortgage will show 9:01, the warranty deed 9:03 and the mortgage 9:05. It is his feeling that this gives the searcher a clue to the fact that such a sequence of documents exists.

Other towns will time "sequence documents" as 9:00 AM, 9:01 AM, and 9:02 AM. Still other towns use a time interval period of up to 5 minutes between documents, with the feeling that any clerical error in noting the time difference can be simply corrected by selecting a time difference in between the five-minute span for noting on the document involved. Thus in a release of mortgage, warranty deed and mortgage sequence, where the release was recorded at 9:00 AM and the mortgage at 9:05 AM, instead of 9:10 AM, the warranty deed could be inserted as having been received at 9:03 AM.

As noted before, additional variations exist in other areas, which by tradition and custom have been used by the Town Clerks and the searchers.

What method is suggested for the purpose of achieving a more professional uniformity?

One proposal, probably more suitable to the smaller towns, would be no time "sequence" documents on the "one" minute basis. Thus, in the typical example we have been discussing above of the release of mortgage, warranty deed, and mortgage, the time sequence might read 9:00 AM, 9:01 AM, and 9:02 AM. This would still permit correction of any clerical error such as was previously discussed, and yet would not provide an unusual time span between documents. Where the morning mail contains a series of documents from one source marked #1, #2, #3, etc., and a mechanics lien or other encumbrance from another source

Timing of Documents

3

it is recommended that all of these documents be noted as having been received at 9:00 AM. The parties involved will have recourse to the courts for a judicial determination of the procedure of the documents involved.

## CHAPTER III

### STANDARD METHODS FOR INDEXING OF DOCUMENTS

1. GENERAL. The statutory requirement for an index to land records is found in section 7-25 of the General Statutes, and is referred to specifically in section 7-14. Such index must be in book form, and must show the names of grantors and grantees arranged in alphabetical order, the nature of each instrument, the date and time it was received for record, and the location of any real property affected (if the location is given in the instrument). All of this information must be entered in the index within 24 hours of the time the instrument is received for record.

It is important to note that this statute requires the index entries to be made in alphabetical order, by names of grantors and grantees. For this reason a daybook or daily register of deeds which lists instruments in chronological order according to the time of their receipt by the recording officer cannot be held to satisfy the legal requirements for indexing.

It must also be borne in mind that the law requires each index to be in two parts, index of grantors and index of grantees, and that each named grantor or grantee requires a separate index entry. Thus, if a particular instrument lists five persons as grantors and three as grantees a total of eight index entries for that instrument must be made.

Since the index is a public record, only papers, inks, typewriter ribbons and binders approved by the examiner of public records (see section 6 above) may be used in its preparation.

2. SIMPLE INDEX. In many of the smaller record offices a simple index may suffice. This may take the form of a book, either bound or looseleaf, containing pages ruled and columned to accommodate the basic information set out above plus the standard volume and page references, and provided with tabbed guide sheets or "throw sheets" to indicate major alphabetic divisions. Within each major division separate pages may be used for subdivisions of names. For example: under the major division "B" there may be separate pages provided for names beginning with BA, BE, BI, BL, and so forth.

Where the index is comparatively small both grantor and grantee sides may be kept in the same volume, but when the size of the index begins to make handling and reference difficult it is good practice to provide two volumes, one for grantors and one for grantees. For this reason, among others, a looseleaf binder is preferable to a sewn binding for indices.

3. INDEXING SYSTEMS. Over the years various schemes for facilitating alphabetic breakdown of names and speeding up reference procedures have been devised (as for example the Cott System and the McMillan System). Briefly, such systems rely on the use of "key sheets" or "key charts" at the beginning of each alphabetic subdivision. By means of these special finding aids the alphabet is more finely broken down, and names are grouped by the first three or four letters rather than by only the first one or two. In addition, frequently occurring names can be "set out" and assigned special pages for greater ease and speed in finding. Some systems also offer special key sheets for major corporations.

A recent development in dexing, approved for use in Connecticut, is the "Machine Posted Indexing System" offered by Hall & McChesney of Syracuse, New York. Designed primarily to fit the needs of the large or very active office, this system makes use of such modern devices as punched paper tape, tabulating cards, magnetic tape and electronic data processing. Similar systems developed by other firms may be expected to appear in the future.

4. RE-INDEXING. From time to time it may become advisable or even necessary to remake an existing index or set of indices. The books may have become excessively worn through use. They may have grown to such a size that they cannot be used easily or properly. There may be so many sets of indices that searching becomes tedious and difficult. Some of them, particularly the early ones, may be full of errors of commission or omission. For any reason a town clerk may find it advantageous to have a new index prepared for the old records in his office. This is a task requiring special skills, experience and knowledge, and should not be undertaken without the advice and concurrence of the examiner of public records.

When an index has grown to the point that it threatens to become unmanageable it should be closed and a new one started. Many offices make it a practice to do this periodically on a regular basis. This will result sooner or later in the accumulation of several sets of closed indices, which should be consolidated. This is, to all practical purpose, the same as a re-indexing project, and here again the advice of the examiner of public records should be obtained.

## CHAPTER IV

### TOWN MINUTE BOOKS

#### Statutory Agenda For the Annual Town Meeting

As the Town Clerk is normally the Clerk of the Annual Town Meeting, he should be aware of the existing statutes affecting the conduct and agenda of the Annual Town Meeting. The following are some of the more pertinent such statutes:

Section 7 - 1 states: There shall be held in each town, annually, on the first Monday of October, a town meeting for the transaction of business proper to come before such a meeting, which meeting shall be designated as the annual town meeting.

Section 7 - 23 states in part: Town Clerks shall keep the books of their respective towns and truly enter therein, either by transcribing or by photographic process, all votes of the town - - - - -.

Unless otherwise governed by local ordinance or a Special Act of the Legislature, the following would be part of the agenda, not necessarily in the order named, of the items which must be considered at the Annual Town Meeting:

APPROPRIATIONS: Section 7 - 344 states in part: The board (of finance) shall submit such estimate (of the expenditures of the town for the ensuing fiscal year) with its recommendations to the annual town meeting - - - - -.

REPORT OF THE TOWN TREASURER: Section 7 - 80 says in part: The town Treasurer shall - - - - - keep a record of all moneys received and when received and of all moneys paid out, when, for what, and upon whose authority, which record - - - - - shall be presented to each annual town meeting, being first sworn to by him and adjusted by the Selectmen.

Section 7 - 84 says in part: The town Treasurer shall keep a record of all Town orders presented to him for payment, - - - - - and shall make sworn report to the town at its annual town meeting of all outstanding townorders, with the names of the persons to whom given and the amount, date, and number thereof and the interest thereon.

REPORT OF THE SECRETARY OF THE SCHOOL BOARD: Section 10 - 224 says in part: The secretary of the Board of Education shall keep a record of all its proceedings in a book which he shall provide for that purpose at the expense of the town and shall submit to the town at its annual town meetings a report of the doings of the board - - - - -.

REPORT OF THE PLANNING COMMISSION (or Planning and Zoning Commission if so constituted): Section 8 - 23 says in part: The (Planning) commission shall prepare, adopt, and amend a plan of development for the municipality - - - - - . The planning commission of each municipality shall file an annual report with the legislative body thereof.

Section 1 - 1 says in part: " - - - - - the words "legislative body", as applied to unconsolidated towns, shall mean the town meeting; as applied to cities and consolidated towns and cities, shall mean the board of aldermen, council or other body charged with the duty of making annual appropriations; as applied to boroughs and consolidated towns and boroughs, shall mean the board of burgesses; - - - - -"

ANNUAL AND SPECIAL TOWN ELECTIONS: Section 9 - 164 says in part: except as otherwise specially provided by law, there shall be held in each town, annually, on the first Monday of October, a town election.

## STATEMENT OF PURPOSE

At the April, 1962 meeting of the Town Clerk's Association, a committee was appointed to make recommendations concerning uniform procedures which might be adopted by Town Clerks.

The reason for the formation of this committee was, in part, expressed by Brub Dow of West Hartford, when he observed that the "image" of the Town Clerk could be improved.

In addition, no reference work or manual exists which would serve as a working guide for new Town Clerks.

On June 7, 1962 I forwarded a letter to the members of the Committee on Uniform Procedures which endeavored to set forth these reasons as follows:

"The idea for this project is based upon my own experiences as a new Town Clerk plus the questions and experiences discussed at the several luncheon meetings of the Town Clerks in the Southern Litchfield-Northern Fairfield County areas.

It is underscored by a very important observation made by Brub Dow about the "image" of the Town Clerk in the eyes of the public. In this sense, the public consists not only of the layman who have dealings with us, but also the attorneys and others, who are professionals, who view our work and compare our work Town against Town. This latter group has much to say in the Legislature and creates an image of us, which, I believe, needs considerable bolstering."

The first session of the "Questions Unlimited" panel at the September 1962 conference served to point out certain of the differences of procedure followed by the various Towns, and also the fact that there were real questions concerning such procedures.

The manual, or guide book, which we propose would be intended to:

- a. Encourage greater uniformity in our recording practices and procedures.
- b. Assist new Town Clerks in the basic procedures not specifically spelled out in the Statutes.
- c. Suggest general practices applicable to various sized Towns.
- d. Provide information on current recording procedures.
- e. Assist the Town Clerks of this State to achieve a truly professional stature in the eyes of the public.

It could be of a loose-leaf design, so that changes could be made to a particular page or pages which might then be inserted. Additional chapters could also thus be inserted.

Attached hereto please find recommendations on the following phases of our work:

### CHAPTER I RECORDING PROCEDURES

- PART "A" - STATE APPROVED METHODS FOR TRANSCRIPTION OF INSTRUMENTS
- PART "B" - STATE APPROVED LIST OF MATERIALS FOR USE IN RECORDING PROCEDURES

### CHAPTER II GENERAL LAND INDEXES

- PART "A" - GRANTOR - GRANTEE RELATIONSHIPS
- PART "B" - ABBREVIATIONS
- PART "C" - TIMING OF DOCUMENTS

CHAPTER III

STANDARD METHODS FOR INDEXING OF DOCUMENTS

CHAPTER IV

STATUTORY AGENDA FOR ANNUAL TOWN MEETINGS

Many additional chapters dealing with the various phases of our work can be added as may be needed. Your suggestions in this regard will be most helpful.

The Committee on Uniform Procedures would greatly appreciate your comments and constructive criticisms, and your advice as to whether you wish to have this project continued.

It is our hope that this proposed manual will ultimately be a repository of information on procedures affecting all phases of the Town Clerk's operations.

Respectfully submitted: Arthur A. Mulligan  
Town Clerk  
Town of New Fairfield  
Chairman  
August, 1963