

Town of East Montpelier, Vermont
Annual Records Management and Land Records Review
Rosie Laquerre, Clerk - June 17, 2021

RECORDS MANAGEMENT

- Bulk purges have been performed twice this year, utilizing the guidelines included in the Records Retention Plan approved in June 2018. The Plan and all disposition records are kept in the Clerk's office and are available to the public at any time upon request.
- The option of keeping a permanent shred box with weekly pickup was explored this year but is not economically feasible. We will instead, plan to have purge totes delivered four times per year to maintain consistent flow with the various shred deadlines and keep the office and vault de-cluttered.
- The Records Retention Committee has not met since before COVID shut state agencies down, so new criteria for remaining records have not been established. I am not asking the Board to approve any changes to the plan this year.

LAND RECORDS

- During April and part of May last year, records were generally sent via e-mail to researchers on an as-needed basis. After mid-May, 2020, the vault was accessible in person with COVID restrictions in place throughout the pandemic and State of Emergency. While other COVID safety protocols have loosened, I plan to continue utilizing an appointment system for researcher and requesting that gloves be used when handling books.
- The Board approved the digitization and upload of additional records dating December 1, 1988, to November 30, 2008, last year. These records were uploaded to our online system for viewing by August. This was a great help to researchers doing title updates for mortgage refinances. We receive a share of the revenues generated from online searches.
- The Town received a grant for the purchase of a map scanner. Over the next year, I would like to get our recorded maps digitized and loaded into the online system.

Goals for digitization of paper records:

- Digitize documents to 1980 (Books 29-44) or earlier to allow for complete 40-year searches utilizing our online system. These documents have already been scanned to microfilm.
- Scan the General Index labeled Book 3 to have a digital copy of our most-used index. Doing this will facilitate 40-year searches until the actual documents have been digitized and indexed. I plan to do this in-house since the book used on a regular basis.
- Digitize, index and load maps into the online system.

Future Preservation Needs

Books 25 and/or Book 27 need new binders and archival treatment