



## HYDE PARK TOWN CLERK'S OFFICE SEARCH AND RETRIEVAL POLICY

### Land Records available online:

Land records and recorded surveys are housed in the Town Clerk's Office and on the town website: [Click HERE](#), look on the Town Clerk's page for the hyper-link. You will click "Login as Guest" to start searching. Documents printed online from this service are \$3.00/page. Online records go back to July 1983 (book 50, page 1) and all surveys are indexed with only the most recent surveys not showing images at this time. The office is open to the public for inspection (please call for an appointment; see hours below) and copying of records. Although we house the records, our office policy is that we do not provide search or retrieval services, and we do not fax or email documents.\* We require that fees for filing, recording and copying be paid in advance of service.\*\*

### Tax Maps available online:

To look at tax maps, go to the Town of Hyde Park website at [www.hydeparkvt.com](http://www.hydeparkvt.com), then scroll down to approximately the middle of the page and then click the "Parcel Maps" link to Town View Online.

**Lister Cards available online:** <https://hydeparkvt.com/listers-and-assessors/> Click on "Property Cards" to search for Lister cards

**Property Tax Bills:** These records are not available online but can be obtained in the office for \$.05 per copy.

**Office hours:** (Winter) Monday – Friday, 8:00am to 4:00pm.

(Summer) Monday - Thursday, 7:30am to 4:0pm and Friday, 8:00 to 1:00pm

We are closed the Monday prior to all elections.

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### \* Vermont Secretary of State publication "OPINIONS"

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**7. Public records do not have to be faxed to caller.** The public records law in 1 V.S.A. §315-318 provides that custodians of public documents must make documents available to the public for inspection and copying during reasonable hours. The law does not require that the custodian fax copies of documents to anyone, or require that the custodian conduct research to find documents. While each custodian can establish additional office practices, we caution against policies that create a risk of liability for the town if you miss finding a document that has been requested or send the wrong document.

### \*\* Vermont Statutes Annotated

**32 V.S.A. § 1671 (5)** Town clerks may require fees for all filing, recording, and copying to be paid in advance

EFF: October 1, 2021

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**Municipal Offices:** 344 VT 15 West, PO Box 98, Hyde Park, VT 05655

**Office** (802)888-2300 • **Fax** (802)888-6878

**Highway Department:** (802)888-4625

[www.hydeparkvt.com](http://www.hydeparkvt.com)