

NEW VAULT HOURS
8:00 A.M. – 4:30 P.M.
MONDAY – FRIDAY

VAULT RULES:

- ✧ NO electronic devices are permitted for making copies of records inside the vault (*please see posted printing policy*).

This includes:

- ✓ cameras
 - ✓ cell phones
 - ✓ iPads/tablets
 - ✓ laptops
 - ✓ scanners
 - ✓ any recording equipment
- ✧ NO food or beverages.
 - ✧ DO NOT remove any pages from the books.
 - ✧ DO NOT remove any records from the vault.
 - ✧ PLEASE ask staff for assistance with the microfilm if you do not know how to use the viewer.

ALSO: Our records can be searched through a link on our website after business hours.

THE VAULT CLOSSES AT 4:30 P.M. DAILY!

IF YOU HAVE NOT COMPLETED YOUR RESEARCH, YOU WILL BE ASKED TO COME BACK.

ANY VIOLATIONS OF THESE RULES MAY RESULT IN YOUR ACCESS TO THE VAULT BEING LIMITED OR PROHIBITED AND IS AT THE DISCRETION OF THE REGISTER OF DEEDS.

Please remember: These rules are intended to protect the integrity of the records.