

**Danville Town Clerk**  
802-684-3352



**Post Office Box 183, Danville, Vermont 05828**

## **Search & Retrieval Policy**

Property records are housed in this office and are open to the public during our office hours as noted below. Although we house the records, our office policy is that we do not provide search or retrieval services. The public records law in Title 1 V.S.A. Section 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, mail, or electronically submit copies to anyone, or that the custodian conduct research to locate documents.

In addition, the Office of the Vermont Secretary of State's Opinion's newsletter of May 2006, Volume 8, #5 states that "*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.*"

Our office hours are Monday-Friday 8 a.m. until 4 p.m.

Danville Town Clerk  
P. O. Box 183  
Danville, VT 05828

Revised April 24, 2015  
*Attest: Wendy M. Somers, Town Clerk*