

# TOWN OF HARRISON



## GENEALOGY RESEARCH POLICY

This Genealogy Research policy passed by the Board of Selectmen on February 20, 2014 shall supersede any previous Genealogy Research policy in place prior to this date.

# ***GENEALOGY RESEARCH POLICY***

## **1 PURPOSE**

- 1.1 The Town Clerk's office will provide genealogy research according to the State of Maine guidelines for Accessing Vital Records and Genealogical Research in Maine and as time permits.

## **2 RESEARCHER QUALIFICATIONS**

- 2.1 To access closed records, a Researcher Identification Card is required from the Department of Health and Human Services, Maine Center for Disease Control and Prevention, Data, Research and Vital Statistics and must be presented to access records.

<http://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/index.shtml>

## **3 TYPE OF RECORDS**

### 3.1 Completely Open Records

3.1.1 Vital records prior to January 1, 1892.

3.1.2 "Hands on" access is at the discretion of the Town Clerk based upon the condition of the record.

### 3.2 Open Records

3.2.1 Records are available after a set number of years have passed since the date of occurrence.

3.2.1.1 Births – 75 years

3.2.1.2 Marriages – 50 years

3.2.1.3 Deaths – 25 years

3.2.1.4 Fetal Deaths – 50 years

3.2.2 Non-certified copies are available without identification.

3.2.3 Certified copies require identification to process.

### 3.3 Closed Records

3.3.1 Records unavailable until after the set number of years have passed since the date of occurrence unless proper identification is provided.

3.3.1.1 Births – less than 75 years

3.3.1.2 Marriages – less than 50 years

3.3.1.3 Deaths – less than 25 years

3.3.1.4 Fetal Deaths – less than 50 years

## **4 IDENTIFICATION**

4.1 Requester must have direct and legitimate interest in the record

4.2 Only one form required

4.2.1 Driver's license, passport or other government issued picture identification card

4.3 Two forms are required

4.3.1 Utility bill, bank statement, car registration, copy of income tax return, personal check with address, previously issued vital record, Dept. of Corrections ID card, Social Security card, rental agreement, pay stub, W-2, voter registration card, Medicare/Mainecare insurance card, private or public school photo, college photo ID, employee photo ID, disability award.

## **5 OTHER RESEARCH OPTIONS**

5.1 See Attachment A

## **6 RESEARCH LIMITATIONS**

6.1 No research is done during the two weeks prior to an election.

6.2 Research is done as time and staffing permits.

## **7 FEES**

7.1 See Fee Schedule

7.2 Payable to the Town of Harrison before information is released.

# ATTACHMENT A

## Helpful Internet Websites for Genealogy

[www.nara.gov](http://www.nara.gov) – National Archives – census records from 1790-1920; military records Revolutionary War to WWI; passport applications back to 1795; ship passenger lists; Immigration records; naturalization and more.

[www.locweb.loc.gov/rr/genealogy](http://www.locweb.loc.gov/rr/genealogy) Local history and Genealogy Reading Room through the Library of Congress, help for beginners, searching tips and other resources to help you locate information

[www.ancestry.com](http://www.ancestry.com) Social security death index, voter registration, marriage and birth records and other databases. Connect with other researchers.

[www.rootsweb.com](http://www.rootsweb.com) Look at family trees, create charts and graphs, connect with others around the world

[www.usgenweb.org](http://www.usgenweb.org) Free genealogy web access to search every county and state in the United States

<http://members.ngsgenealogy.org/FV.htm> National Genealogical Society - For those new to genealogy

[www.state.me.us/dhs](http://www.state.me.us/dhs) Office of Vital Statistics – records for birth, marriage and death for each town in Maine from 1923 to present. Also has divorce records from state courts.

<http://www.maine.gov/sos/arc/> Maine State Archives - Birth, marriage and death records from each town in the state from 1892-1922.

GIVEN UNDER OUR HANDS THIS 13<sup>th</sup> DAY OF FEBRUARY A.D. 2014

HARRISON BOARD OF SELECTMEN:

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William Winslow, Chairman

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Kathy Laplante, Vice Chairman

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Christine Davis

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Matthew Frank

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Richard St. John

A True Copy

Attested \_\_\_\_\_

Date \_\_\_\_\_