

ERIC C. SEARS
GREENE COUNTY RECORDER'S OFFICE
PUBLIC RECORDS POLICY

(EFFECTIVE OCTOBER 1, 2007)

PUBLIC RECORDS ARE AVAILABLE FOR INSPECTION IN THE GREENE COUNTY RECORDER'S OFFICE BETWEEN THE HOURS OF 8:00 AM AND 4:30 PM, MONDAY THROUGH FRIDAY, WITH THE EXCEPTION OF ADOPTED HOLIDAYS.

REQUESTS TO INSPECT PUBLIC RECORDS OR REQUESTS FOR COPIES OF PUBLIC RECORDS MAY BE MADE TO ANY PERSON ON THE RECORDER'S STAFF.

THE FEES FOR OBTAINING COPIES ARE AS FOLLOWS:

COPIES MADE BY THE REQUESTER - .50 CENTS PER PAGE

COPIES MADE BY RECORDER'S STAFF - \$2.00 PER PAGE

POSTAGE CHARGES WILL BE ASSESSED FOR MAILING DOCUMENTS.

ALL OTHER FEES ARE LISTED IN THE FULL PUBLIC RECORDS POLICY.

THE GREENE COUNTY RECORDER'S OFFICE DOES NOT PROVIDE TITLE SEARCHES. IF WE CANNOT REASONABLY IDENTIFY WHAT PUBLIC RECORDS ARE BEING REQUESTED, THE OFFICE MAY DENY THE REQUEST AND PROVIDE THE REQUESTER AN OPPORTUNITY TO REVISE THE REQUEST.

THE GREENE COUNTY RECORDER'S OFFICE HAS ADOPTED A PUBLIC RECORDS POLICY THAT IS AVAILABLE ON REQUEST.