

ARTICLE IV. CITY CLERK

Sec. 2-400. OFFICE HOURS.

The office of the City Clerk shall be open daily, except Saturdays, Sundays and legal holidays, from 8:00 A.. to 4:30 P.M..

Sec. 2-401. CUSTODY OF RECORDS.

The records and papers kept or deposited in the City Clerk's Office shall be under the exclusive charge and custody of the City Clerk, and he shall be responsible for the safekeeping thereof.

Sec. 2-402. RELEASE OF RECORDS TO CITY OFFICIALS.

Upon giving the City Clerk a receipt therefor, the Mayor, a member of the Board of Aldermen, or the head of any department may temporarily take from the City Clerk's Office such papers or documents as relate to his department and are necessary for the transaction of city business, except papers or documents required by general law to be kept by the City Clerk.

Sec. 2-403. ACCESS TO VAULT.

No person other than the City Clerk or his assistants shall enter the vault where public records and documents are kept, without the permission of the City Clerk.

Sec. 2-404. EXAMINATION OF RECORDS.

It shall be the duty of the City Clerk to furnish for examination upon all proper occasions, such public records or papers as may be called for to the person who shall apply therefor, and to place such records or papers in a convenient place in his office for examination.

All public records and papers in the charge and custody of the City Clerk shall, if he so requires, be consulted and examined in the presence of the City Clerk or one of his assistants.

Sec. 2-405. EXAMINATION OF RECORDS FEE.

The fee for assistance provided individuals searching for records shall be determined from time to time by resolution of the City Council and shall at no time exceed the amount permitted in Title 32, V.S.A. Section 1671(3). Such fee shall only be payable in cash or check prior to leaving the office of the City Clerk and will be charged in one-half hour increments.

Sec's. 2-406 to 2-499. Reserved.

Enacted July 22, 1970.

Amendment enacted November 9, 1988 [Sec. 4-205 added]. Date of Publication: November 21, 1988.

Effective Date: January 1, 1989.