



## GREENE COUNTY ARCHIVES AND RECORDS CENTER RESEARCH REQUEST POLICY

Effective August 1, 2017

The Greene County Archives and Records Center accepts e-mail and postal mail requests for research services. In order to offer the best and most equitable services to researchers, the following procedures have been adopted for the receipt of and response to queries.

1. Each request should include your full name, e-mail address, and postal mail address.
2. Submit only one request at a time and allow us to complete the research before submitting another. If multiple requests are received, only the first request will be answered.
3. Each genealogical request should contain the following information:
  - a. The full name of the individual whose record is requested.
  - b. Specify the exact type of record you would like researched.
  - c. Provide exact dates, if known.
4. Each research request should be clearly written with a specific question.
5. If the requested records have restrictions, we will inform you of what office to contact for that information.
6. Fees:
  - a. Copies are \$0.10 each. Color copies are \$0.25 each.
  - b. Research fees are waived for the first 30 minutes.
  - c. For research requiring more than 30 minutes, there is an hourly fee of \$15, payable in advance. An estimate of the time required to complete the research will be given at the time of the request. Checks should be made payable to "Greene County Clerk".
  - d. Researchers may submit research requests by phone or by e-mail using the Archives website on-line request form.