



STATE OF CONNECTICUT CONNECTICUT STATE LIBRARY



198 West Street • Rocky Hill, Connecticut 06067

OFFICE
of the
PUBLIC RECORDS ADMINISTRATOR

GENERAL LETTER 92-2

DATE: April 1, 1992

TO: TOWN CLERKS

FROM: EUNICE G. DiBELLA
PUBLIC RECORDS ADMINISTRATOR

A handwritten signature in cursive script that reads "Eunice G. DiBella".

SUBJECT: CORRECTIONS TO LAND RECORD INDEX VOLUMES
(STATUTORY AUTHORITY: CGS 7-24)

1. Each page of the Land Record Index (Grantor/Grantee) shall be dated with the date the index is printed and produced.
2. In the event that an entry has been corrected, the town clerk shall retain a copy of the original incorrect entry (Original Entry Report).
3. The Original Entry Report shall be maintained for a minimum of 15 years.
4. The date the correction has been made shall appear in the description column, in addition to any other data that the town clerk deems necessary.
5. This system has been devised to accommodate the numerous indexing systems utilized by the Connecticut Town Clerk. It has been developed in consultation with the Connecticut Town Clerks Association.
6. Please post this directive in your office or vault in a place where it is visible to searchers.
7. This directive is effective for all corrections made after July 1, 1992.