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OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

### GENERAL LETTER 2010-3

**Date:** October 25, 2010

**To:** Town Clerks; Administrative Heads of Municipalities

**From:** LeAnn R. Power, CRM   
Public Records Administrator

**Subject:** Recording of Land Record Instruments Containing Graphical Representations

In recent months, this office has received inquiries regarding the recording of land record instruments that include graphical representations, such as sketches or drawings. Questions and concerns have centered on whether such instruments should be accepted for recording. The Office of the Public Records Administrator is issuing this general letter to provide clarification.

As you are aware, town clerks are required to receive and record "all instruments required by law to be recorded" on the land records, pursuant to *Connecticut General Statutes* §7-24. Town clerks may receive maps and plans for filing, pursuant to *CGS* §7-31 and §7-32. When received for filing, maps and plans must be filed in accordance with the *Filing Requirements for Maps, Conn. Agencies Regs.* §11-8-19 through §11-8-26.

While the statutes and regulations specify requirements for recording instruments and filing maps, they do not prohibit the use of graphical representations within instruments. Provided that the instrument meets existing statutory requirements for recording, there is no basis for refusing to record an instrument that contains graphical representations.

If there are questions regarding this matter, this office may be contacted at (860) 757-6540.