

**EXAMINATION OF INDEXES AND INSPECTIONS  
OF LAND RECORDS OF THE TOWNS**

Form RC-074 (Revised 01/2010)



STATE OF CONNECTICUT  
Connecticut State Library  
Office of the Public Records Administrator  
231 Capitol Avenue, Hartford, CT, 06106  
[www.cslib.org/publicrecords](http://www.cslib.org/publicrecords)

Pursuant to *Connecticut General Statutes Sec. 7-14 and 7-25 and Regulations of Connecticut State Agencies 11-8-13 thru 11-8-18.*

**INSTRUCTIONS:**

1. Examination Certificates can only be accepted for an entire calendar year – not for a fiscal year or partial year.
2. Please fill-out the form completely and legibly and submit it to the Office of the Public Records Administrator **by December 31<sup>st</sup>** of the current year for the preceding calendar year.
3. Send only this form. **Do not send actual examination.**

<b>Local Government Entity:</b>	<b>Examination Performed on (dates):</b>	<b>Period Covered by Examination:</b>
<b>First Selectman or Administrative Head (Type or print):</b>	<b>Address:</b>	
<b>Examiner / Firm (Type or print):</b>	<b>Address:</b>	

**CERTIFICATE OF EXAMINER**

This is to certify that an examination of the indexes and inspection of land records has been completed.

**Examiner (Signature):**

**Date:**

**CERTIFICATE OF TOWN CLERK**

- No errors or omissions found.
- Errors and omissions as reported by the examiners have been duly noted and fully corrected in the proper pages in the indexes of the land records as required under *Connecticut General Statutes Sec. 7-26.*

**Town Clerk (Signature):**

**Date:**

**EXAMINATION AND INSPECTION CERTIFICATE**

The First Selectman / Administrative Head of the city / town hereby certify to the Public Records Administrator that the examinations of indexes and inspections of records as required by section 7-14 of the *General Statutes of Connecticut* have been completed for the period January 1, 2\_\_\_\_ to December 30, 2\_\_\_\_.

**Selectman / Administrative Head (Signature):**

**Date:**

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ (day) of \_\_\_\_\_ (month) of \_\_\_\_\_ (year).

**Notary Public (Signature):**