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Regulations of Connecticut State Agencies

Examination of the Indexes and Inspection of Records of the Towns

Sec. 11-8-13. Examination of the indexes and inspection of the records of the towns

Sections 11-8-13 to 11-8-17 inclusive apply to the performance of the examination of the indexes of the land records of the towns and an inspection of the records for the preceding year as required pursuant to Connecticut General Statutes, Section 7-14.

(Effective December 23, 1988)

Sec. 11-8-14. Definitions

(a) "Land records" means a designated series of books in the custody of the Town Clerk in which all instruments affecting real property which are required by law to be recorded, are so recorded pursuant to Section 7-24 of the General Statutes.

(b) "Indexes of the land records" means the grantor and grantee indexes to the land records prepared in accordance with the provisions of Connecticut General Statutes, Section 7-25.

(c) "Examination of the indexes" means an examination to determine the accuracy of the indexes of the land records prepared pursuant to Section 7-25 of the General Statutes.

(d) "Inspection of the records" means a physical inspection of all records of a town in order to ascertain their condition pursuant to Section 7-14 of the General Statutes.

(e) "Verification process" means a method of examination of indexes of land records in which the accuracy of entries made onto the indexes is determined through the use of the microfilm prepared for archival storage of the original land records.

(f) "Certificate" means a written statement which affirms that the examination of the indexes and inspection of records pursuant to Connecticut General Statutes Section 7-14 have been completed.

(g) "Summary statement" means a concise narrative prepared by the selectmen or administrative head of the town setting forth the results of the examination of the indexes and the inspection of the records pursuant to Section 7-14 of the General Statutes.

(Effective December 23, 1988)

Sec. 11-8-15. Conduct of the examination of the indexes of the land records

(a) An examination of the indexes of the land records of each town in the state must be done annually for the preceding calendar year as required pursuant to Section 7-14 of the General Statutes.

(b) The selectmen or administrative head of the town shall annually appoint a suitable person or persons to examine the indexes of the land records of their respective towns pursuant to Section 7-14 of the General Statutes.

(c) Examinations of the indexes of the land records may take place on-site in the office of the town clerk or at off-site locations using the verification process.

(d) The person appointed to conduct the examination shall provide the selectmen or administrative head of the town, and the town clerk with a report in writing stating all errors and omissions in the land records indexes.

(e) The town clerk of each town shall correct all errors and omissions in the land records indexes pursuant to Section 7-26 of the General Statutes.

(Effective December 23, 1988)

Sec. 11-8-16. Inspection of records

(a) The selectmen or administrative head of the town shall for the preceding calendar year, undertake an inspection of the town records as defined by Section 11-8-14 (d) of these regulations as required pursuant to Section 7-14 of the General Statutes.

(b) The selectmen or administrative head of the town shall cause any records found, as the result of such inspection, to be in need of repair or rebinding to be so repaired or rebound.

(Effective December 23, 1988)

Sec. 11-8-17. Certification

The selectmen or administrative head shall, on or before December thirtieth of each year, file a summary statement as defined by section 11-8-14 (g) of these regulations and a certificate with the public records administrator that the examination of the indexes and inspection of the records have been completed pursuant to Section 7-14 of the General Statutes.

Such certificate shall be in the following form:

CERTIFICATE

THE SELECTMEN/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, 20 TO DECEMBER 30, 20 .

Selectmen or Administrative Head

Subscribed and sworn to before me this _____ (day) _____ Month of 19____.

Notary Public
Commissioner of the Superior Court
(Effective December 23, 1988)

Sec. 11-8-18. Enforcement

The public records administrator may withdraw or withhold his acceptance of a certificate if he believes an examination and inspection were not done in accordance with Sections 11-8-15 to 11-8-17 of these regulations, and shall seek enforcement of the regulation by the state librarian pursuant to Section 11-8 of the General Statutes.

(Effective December 23, 1988)