

ARCHIVES RESEARCH REQUEST FORM



**Madison County Historian &
Madison County Clerk's Office**
PO Box 668, 138 North Court Street
Building 4, First Floor
Wampsville, NY 13163
(315) 366-2453
matthew.urtz@co.madison.ny.us

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email Address: _____

- The office is open Monday-Friday for self-research from 9 a.m. to 4:30 p.m. There is no charge for self research. The historian's hours are Tuesday and Thursdays, 9 a.m.-2 p.m. and Wednesdays 12- 5 p.m. and by appointment.
- If documents need to be pulled from remote storage, they may not be available immediately upon request. If you are coming from a distance, please study the indexes and request records in advance and let us know when you will be here to make your visit most productive. We may not be able to assist "walk-ins" due to records being stored in offsite locations. Please read the "Guidelines for Use of Madison County Archival Materials" beginning on page 3 of this document. We require all researchers that come in to the office to have on file a signed copy acknowledging these guidelines.
- The research service provided by the staff includes a search for ONE PERSON from our specific indexed materials. A nonrefundable search fee of \$15 is required with **each** request. Please be aware that a search may not locate the information that you seek. The \$15 fees includes up to three copies. Additional copies are \$0.65 per page.
- PLEASE NOTE: The staff does not conduct professional genealogical research and there are some materials that cannot be photocopied due to their fragile state.
- Please allow at least two weeks for processing.
- Please fill out the following reference request as completely as possible so that your request may be processed effectively.
- The personal information you submit will not be used for any purpose other than to fulfill your request and will be kept strictly confidential. We sometimes find further information that might aid in your search and this allows us to contact you.

Record Requested
Please fill in completely

Full name of person to be searched:

Specific record requested (From index or deed or mortgage):

Township or village:

Date (or approximate date) recorded:

Other information about the person/entity that may help us to locate a record:

Please enclose a large manila self-addressed, stamped envelope with page 1 and page 2 completed and your \$15 check made out to: Madison County.

| | |
|--|----------------|
| MCC Use Only | |
| Log # _____ | Prev Req _____ |
| Staff _____ | Time _____ |
| Date Received _____ | # copies _____ |
| Date Completed _____ | Amt. _____ |
| <input type="checkbox"/> Records Sent _____ | |
| <input type="checkbox"/> Notification Sent _____ | |

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**GUIDELINES FOR USE
OF
MADISON COUNTY ARCHIVAL MATERIALS**

Archival materials in the County Clerk's office are available for use Monday through Friday, 9:00 a.m. to 4:30 p.m. except during holidays. Materials may not be retrieved after 3:30 p.m. The Historian's office hours are Tuesday & Thursday 9:00 a.m. to 2:00 p.m., Wednesday 12:00 p.m. to 5:00 p.m. or by appointment. Researchers are encouraged to call in advance to be sure the Historian can assist your research.

Registration

Researchers wishing to use archival materials should contact the County Clerk's Office or the County Historian, who arrange materials access from remote locations. It is best to make arrangements in advance for use of the collections to ensure ready availability. Researchers will be asked to register by completing an Archives Research Request form (pages 1 and 2 of this document) so further information can be supplied in the future.

Securing Your Belongings

All belongings must be secured either in the office of the County Clerk or his Deputy or the County Historian before beginning research. Only loose leaf paper, pencils, laptop computers, magnifying glasses, and loupes are allowed in the review area. Digital and film cameras, flat-bed and pen-type scanners are not allowed in the review area.

Using Special Collections

Rare materials may be used only in specified locations depending upon the material. County personnel will retrieve the books or archival materials sought by the researcher, and the amount of materials available may be limited to one box at a time. Archival documents must be maintained in their arranged order. If you find that archival documents are out of order, please do not re-file them, but notify County personnel who will examine the box and re-file the documents.

Absolutely no food or drinks will be allowed in the research area.

Handling Rare Items

Researches are requested to follow all instructions given by County personnel regarding the handling of rare materials. Many are unique, and many are fragile. Please note carefully the following:

- Researchers are asked to handle rare materials with the utmost care, and must use any supporting apparatus, such as a book cradle, as instructed by County personnel. In most cases, rare books should not be laid flat on the work table, but must be placed in a book cradle for support. Books may not be placed in the lap or in any other position off the table and book cradle. Do not lean on any book.
- Researchers should handle pages by their edges to avoid bending or soiling. You may be requested to wear white cotton gloves.
- Do not hold the books open with any weight or other apparatus.
- Do not write or make marks in any book, or fold the pages of any book.
- Notes must be taken on paper laid on the table, not laid on the book. No tracings or rubbings may be made of any pages or binding of any book.
- Should you find any unopened pages (pages which have not been cut), please bring the book to County personnel and do not attempt to cut the pages yourself.
- Should you need to photocopy any pages, please contact County personnel who will determine whether the material may be photocopied and photocopy the materials for you. There will be a 65¢ per page copy charge. In some cases, rare materials may be too fragile to photocopy
- The researcher is responsible for obtaining permission to publish material from the archive materials, if applicable, and for compliance with all laws relating to copyright and defamation which may pertain to their use of the materials.

At the Conclusion of Your Research

When you have finished your research session, please return the materials with which you were working to County personnel. At this time your belongings will be returned to you and you will sign out.

Publication Resulting from Special Collections Research

The County would appreciate receiving a copy of all publications resulting from research performed using the archival materials contained therein, and also appreciates acknowledgment of use of the collections.

For More Information

For information regarding use of the County archival materials, or to arrange an appointment, please contact:

Kevin Orr, Madison County Records Management Coordinator at 315-366-3020, kevin.orr@co.madison.ny.us or Matt Urtz, Madison County Historian, at 315-366-2453, matthew.urtz@co.madison.ny.us.

By signing below you agree to the terms and conditions of the “Guidelines for use of Madison County Archival Materials.”

Signature: _____ Date: _____

We required all individuals conducting onsite research to sign and have on file a copy of these guidelines.