

TOWN OF SCHROON

REGISTRAR POLICY

Adopted by the Town Board of the Town of Schroon on November 6, 2025

PURPOSE

The purpose of these procedures is to establish guidelines for the appropriate procedures for the Town of Schroon Registrar. To maintain transparency and consistency.

POLICY STATEMENT

- 1.Registrar must adhere to all State and Federal guidelines
- 2.Registrar must be sworn in and oath submitted to the County Clerk's office for recording.
- 3.All registrar requests and transactions must have the appropriate application filled out. All applications must be accompanied by payment, as well as a photo copy of a government or federal issues identification of the applicant.
 - a. Birth Record Search Application
 - b. Marriage Record Search Application
 - c. Death Record Search Application
 - d. Genealogy Search Application
- 4.Completed applications will remain on file for the appropriate retention schedule.
- 5.Receipts will be issues for every submitted application, regardless of payment type.
- 6.A detailed list will be provided to the Town Board every month along with the Town Clerks monthly report.
- 7.Vouchers will be submitted monthly in conjunction with the Town Clerks monthly report for approval by the town board.

ENFORCEMENT

The Town Supervisor, along with the Town of Schroon Town Board and Town Clerk are responsible for monitoring these procedures and ensuring compliance among all registrars. Violations of these procedures will be subject to disciplinary action in accordance with town regulations and applicable laws.

ACKNOWLEDGMENT

By accepting the role of registrar, individuals acknowledge their understanding of, and agreement to comply with the Town of Schroon Registrar Procedures.

AMENDMENT AND REVIEW

These procedures shall be effective upon approval by the Schroon Town Board. It will be subject to annual review and may be amended as necessary to reflect changes in regulations, or best practices by a Town Board Resolution.