



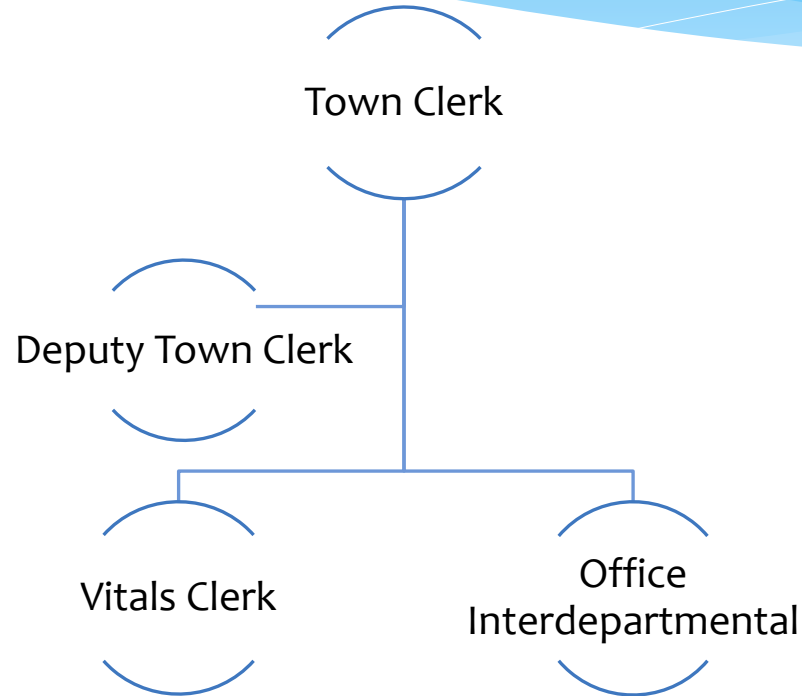
Town of East Hartford
Town Clerk's Department 2016 – 17
Mayor's Recommended Budget

The Vault





Town Clerk's Office





Town Clerk's Duties

- “Keeper of the Town Seal”
- Records, maintains and preserves Land Records and Maps
- Records, maintains and preserves Town and State Vital Statistics
- Issues Certified Copies of Vital Certificates
- Prepares Regular & Absentee Ballots for all Elections
- Warns the Election and Certifies Election Results
- Boards and Commissions, records agendas and minutes, swears in members

Town Clerk's Duties

- Issues Dog Licenses
- Issues Sporting Licenses
- Provides Notary Public services
- Registers Justice of the Peace
- Administers Oath of Office to all elected and appointed Town Officials
- Records and maintains Veteran Discharge Papers (DD-214)
- Assists the public in person, as well as by phone, mail ,email and fax



	FY2014	FY2015
Land Record Documents Recorded	6,719	6,315
Vital Records Processed	1,542	1,712
Births	675	793
Marriages	427	488
Deaths	431	440
Dogs Licensed	1,872	1,851
Microfilmed Images Converted	46,878	237,500

