



**Town of East Hartford**

**2017 – 2018**

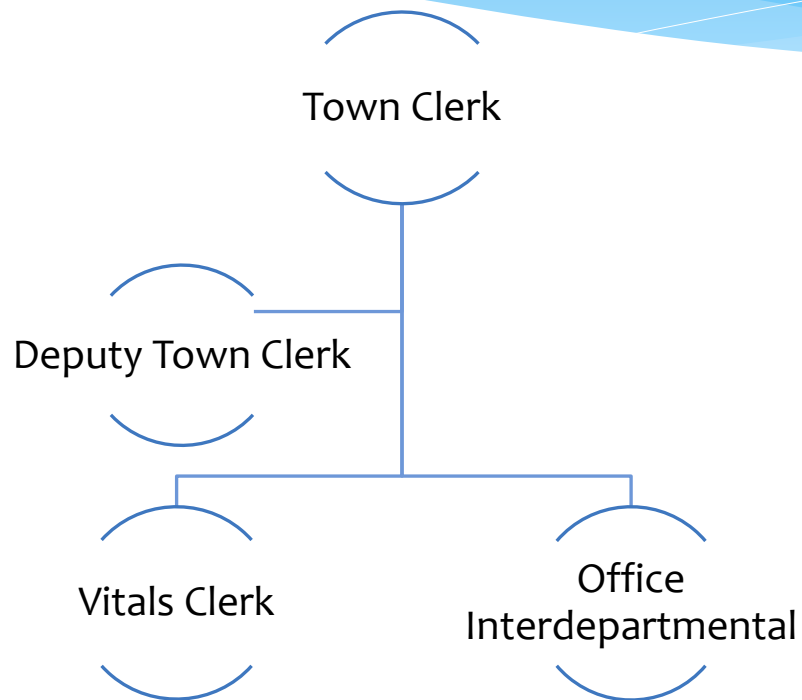
**Town Clerk's Office**

# 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



	2015	2016
Land Record Documents Recorded	6,315	6,799
Vital Records Processed	1,563	1,572
Births	644	620
Marriages	414	443
Deaths	431	509
Dogs Licensed	1,836	1,855
Land Record Index Conversion	7,275 book images	Converted to computer

