



**TOWN OF  
EAST HARTFORD**

# **TOWN CLERK BUDGET PRESENTATION**

**FY 2025**



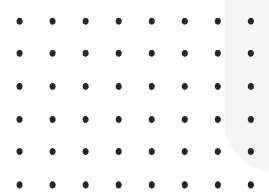


# DEPARTMENT SERVICES

The Town Clerk's Offices responsibilities are fulfilled in accordance with State Statutes, Town Charter, and local ordinances. The department is responsible for the Preparation and maintenance of official town documents, issuance of various licenses and permits and recording various records. It is the responsibility of the department to certify records on file and secure such records in an approved vault. The Town Clerk is the official record keeper and keeper of the town seal.

## DEPARTMENT DESCRIPTION

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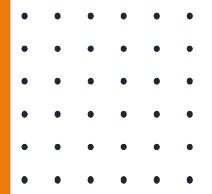


- Recording, indexing, scanning, certifying, microfilming and security/storage of the Towns Official records.
- Recording of Land Records, Maps, Town's Vital records, Trade Names, Liquor Permits, Military Discharge Records (DD-214), Notary Publics and Justices of the Peace.
- Maintaining the minutes of the Town Council and all Boards and Commissions.
- Issuing applicable certificates and permits (birth, marriages, deaths, adoptions, and burials).
- Issuing absentee ballots, prepares and records required forms and reports with the Secretary of the State, and maintains Campaign Finance Records.
- Issuing licenses and collects applicable fees (dog licenses, fish and game licenses and permits, certified copies of birth, marriage, and death certificates, as well as burial and cremation permits).
- Administering Oath of Office to all elected and appointed Town Officials, Justices of the Peace and Notaries.
- Providing Notary Public Services.
- Providing the highest level of customer service.

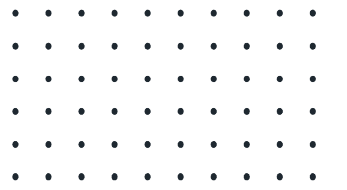
# UPCOMING PROJECTS

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- **Continue project of back indexing and converting microfilm of land records to digital images for remote access.**
  - **Integrate maps into the land records management system for single point searching.**
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# BUDGET CHANGES



ORG	OBJECT	DESCRIPTION	REASON	\$ CHANGE
G1200	60110	Permanent Services	Contractual union increases in addition to staff job reviews and upgrades.	\$1,180
<b>TOTAL</b>	<b>DEPARTMENT</b>			



**TOWN OF  
EAST HARTFORD**

**Thank You!**

