

LaGrange County Health Department

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Resolution: 2009-07-20d

GENEALOGY POLICY

The following shall be the policy for the LaGrange County Health Department on the subject of genealogy request and fees as of July 20, 2009.

Genealogy request shall NOT be done over the telephone. Caller shall be instructed to mail a request along with appropriate fees. Each name requested for searching shall be subject to the genealogy fee. Name and date of death/birth within a range of 10 years must be provided before a search will take place. Births are only available for genealogy purposes if they are 75 years old or older. Fees must accompany request.

Persons who come to the department in person may do an independent search in the genealogy card files provided by the health department. Any request for a search done by the registrar/or designee must include the name and date of death/birth with 10 years. Records will be searched and appropriate fees charged. The fee shall include one hard copy, if found.

All genealogy requests are done AS TIME PERMITS. Persons coming directly into the office will be told that if the registrar/or designee is busy providing other services or if other priority services requests come in while genealogy searches are being completed the genealogy search will take place AFTER the present/priority items of business are completed. Priority services include funeral home request for certified death certificates, telephone calls to the department, customer greetings or other services that the registrar/or designee feel need priority attention.

LaGrange County follows The Access to Public Records Act as set forth in Indiana Code 5-14-3. The Office of the Public Access Counselor will be the final authority on issues Involving the Public Records Act.

GENEALOGY FEE

A non-refundable fee of \$8.00 should be charged for each name requested for a search.