

# OGEMAW COUNTY

## PROCEDURES GOVERNING THE INSPECTION OF VITAL RECORDS DOCUMENTS

Administrative rules on Vital Records Inspection and Disclosure effective, April 2, 1983 governs the availability of vital records documents for inspection. A copy of the rules can be obtained from a local registrar or the state registrar.

1. An individual requesting inspection of vital records documents for research purposes must register each time with the local registrar by presenting identification generally in the form of a picture ID. An individual may be required to leave his/her identification with the local registrar when inspecting vital record books or packages.
2. Records and indexes must be handled with care, they must not be leaned upon, marked, altered, folded or otherwise handled in any way likely to cause damage to the record or index.
3. The use of ink pens is prohibited when viewing vital records or indexes. Only a pencil may be used.
4. Tracing over vital record documents is prohibited.
5. The use of portable photo copy machines and cameras is prohibited.
6. The existing order of all vital records and indexes must be preserved.
7. Smoking, eating and drinking are prohibited when viewing vital records or indexes.
8. Records and indexes must remain in an area designated by the local registrar.
9. All records or indexes must be returned to the local registrar before the researcher leaves the area designated for viewing the vital records and/or indexes.
10. The inspection of records which are: not yet arranged; being arranged; of exceptional value; or in fragile condition may be restricted.

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I have read the procedures governing the inspection of vital records in the office of a local registrar and the information contained in "Inspection of Vital Records and Indexes" and I agree to abide by these procedures.

DATE: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
NAME (PRINT) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_

LIBER/INDEX REQUESTED: \_\_\_\_\_  
IDENTIFICATION SHOWN \_\_\_\_\_