

GENEALOGY RULES

The purpose of these rules is to assist staff and genealogists in understanding expectations when visiting our office and the research area. Genealogists must read and abide by Register of Deeds research rules. Signing the research appointment book indicates that the following rules have been read and understood.

COVID-19 PRECAUTIONS: Strict adherence to the County Executive's and/or County Board's COVID-19 orders is required. All genealogists and researchers must comply with any other orders such as social distancing and mask requirements in effect at the time of their appointment. Masks and hand sanitizer are provided by the office.

APPOINTMENTS:

- Research time is available by appointment only and must be scheduled in advance by calling 414-278-4027 up to one month ahead. Children under 18 years of age are not allowed in the research area. All genealogists visiting our office must be named on the appointment calendar or they will not be admitted.
- There are two morning appointments from 8:30 am to 11:30 am and two afternoon appointments from 1:30 pm to 3:30 pm. Genealogists cannot be admitted early and cannot stay late. Only one appointment per person per week is allowed. All personal items must be stored in the lockers provided. If you cannot keep your appointment, call to cancel as soon as possible.

IDENTIFICATION: A valid state ID, driver's license or passport must be presented to ROD staff. Genealogists must sign-in and out on the Research Appointment Book with each visit.

PROHIBITIONS:

- No food or beverages are allowed in the research area.
- No smoking or vaping devices of any kind.
- No cell phones, tablets, computers, cameras, smart watches, video or audio recording devices or copy machines or devices are permitted in research area.
- No pens or markers. Only pencils and a note pad are permitted in the research area.
- No writing on any document, book or volume.
- No copying or taking images of any vital records, books or indexes. Copying vital records is a crime per Wis. Stat. Chapter 69.
- No opening or use of file drawers in space-saver cabinets.
- No disruptive behavior.

PENALTIES FOR RULE VIOLATIONS:

- First infraction of rules will result in a verbal warning and the genealogist will be asked to leave the office.
- Second infraction will result in a two-year suspension of research privileges.
- Third infraction will result in a permanent suspension of research privileges.

USE OF RESEARCH MATERIALS:

- Vital Records staff have priority in use of indexes and mobile files when necessary.
- Indexes and bound *volumes* must be handled with care. Red bound volumes may be taken to your work area, but **do not remove the indexes from the counter tops**. Return all volumes to their original position and close indexes. Do not climb on shelves or drawers; use the ladder or stepstool. Remove the ladder/stool from the mobile file immediately after use.

VIEWING RECORDS:

- **Records filed prior to 1931:** These records are found in the red bound volumes. Researchers may access these themselves at no cost.
- **Records filed from 1931 to present:** These records are individual paper documents and must be pulled by Vital Records staff for researchers to view after a pull slip is completed. Effective January 2, 2009, each record pulled for viewing incurs a fee of \$7.00 per state statute 69.22 (l)(b); this fee is waived if a copy of the document is purchased but must be made prior to the record being pulled. Up to ten documents may be pulled per visit. If no documents will be purchased, payment for pulls will be made at this time; if copies will be purchased or not sure about purchasing, payment will be made when records are returned prior to leaving.
- When preparing the pull slip, please group by document type first and then by year - e.g., all birth records by year, then all death records by year. Present the completed slip to Vitals Clerk.
- The use of certain records and indexes is restricted by Wisconsin statute. This office reserves the right to restrict access to records which are not arranged or being arranged and records which are confidential or contain confidential information.
- Morning appointment pulls must be turned in before 11:00 am; afternoon appointment pulls must be turned in after 2:00 pm but before 3:00 pm (no pulls between 11:00 am and 2:00 pm or after 3:00 pm). Staff will not repull if there is an error by the genealogist.

PURCHASING RECORDS:

To purchase copies of documents, please complete the appropriate application. The cost is \$20 for one copy (if the record was pulled, the \$7.00 fee is waived).

(Revised 01/09/2023)