

Record Room Research and Genealogy Guidelines and Rules

Hours of Operation: The County Clerk's Record Room and Genealogy Room is opened Monday through Friday 8:30 am until 4:00 pm excluding holidays. All visitors will have to clear the Sheriff Department's building security upon entry into the old courthouse.

Registering: All visitors must register at the Island of the Record Room located in the center of the room. Upon arrival visitors will be required to sign the register stating their name, arrival time, and locker color where personal items are to be stored. A form of identification will be given to and held by County Clerk Staff until departure. Visitors will be assigned a locker and a lock and key. Visitors will be given a copy of the guidelines and rules for review. Upon departure, visitors will return their lock and key and notate their departure time in the register. Visitors' forms of identification will be returned prior to departure.

Personal items to be stored in lockers: The following items must be stored in the lockers located in the Basement Hallway: coats, briefcases, umbrellas, large purses, laptop bags, portfolio cases, and luggage. Please be advised that the contents of briefcases and similar bags are subject to search.

Prohibited: Smoking, eating, drinking, radios, and the use of pens, highlighters, and markers are prohibited in the Record Room and the Genealogy Room. No outside food is to be brought into the Courthouse. Courtesy pencils and tablets can be provided by the staff. Photography without flash is permitted. No record or instrument is to be altered, defaced, marked, or removed from the County Clerk's Office. Please be advised that security cameras are located and monitored throughout the courthouse.

Reproduction: There is a fee of five cents per page per copy. Do not take any of the books apart at any time. Please see the Record Room Staff who will assist you with making copies. The copier is located in the Record Room next to the Island. If any records or pages appear to be missing or need repair, then please notify the Record Room Staff immediately.

Rooms and Inventories: The *Genealogy Room* contains the following records: the oldest deed indices; the oldest deed books; road books; inheritance tax waivers; boundaries and subdivisions; bills of sales; and vacations.

Room A contains the following records: historical court records; older indices for judgments and secured transactions; miscellaneous books; and other obsolete records.

Room B contains the following records: the earliest mortgage books; and other early deed books.

The Title Searcher Basement contains the following records: both mortgage and deed books and their indices; certificates of incorporations; construction liens, older paper filings; and older computer indices for miscellaneous records, secured transactions, assignments, notices of settlements, and construction liens.

The Basement Hallway contains the following: the earliest discharges and releases of mortgages; recorded lis pendens; federal tax liens; and reimbursement agreements. See Record Room Staff for a full record inventory per room.

Mobile Shelving: Mobile shelving is located throughout the basement of the County Clerk's Office including the Title Searcher Basement, Basement Hallway, Room A and Room B. To operate the shelving, press the red blinking light on the stop/reset button. Next press the green arrow on the move button on the shelving carriage that you want to access. Please see record room staff if you need further assistance or if the shelving is not operating properly.

Computers and Paper Indices: County Clerk records can be searched via paper indices and the 20/20 Perfect Vision computer platform. Please refer to the *Gloucester County Clerk Land Records Manual: A History of the Mechanics of Recordation*. This manual provides detailed information on computer indexing, paper indices, and document history including exact dates for individual document indexing and corresponding imaging.

Additional Historical Records: The Gloucester County Historical Society houses additional county records via a deposit agreement per state rules and regulations. Please contact the Gloucester County Historical Society directly for information regarding the county's collection. Their address is 17 Hunter Street, Woodbury, NJ 08096, and their telephone number is 856-845-4771.

Please see Record Room Staff if you have further questions regarding guidelines, rules, or County Clerk records. Thank you for your cooperation.

James N. Hogan
Gloucester County Clerk