

MCDL POLICY & PROCEDURE MANUAL

POLICY: **Genealogy Research Guidelines**

PUB-20

Section: **Public Services**

Newly Created: **March 16, 2009**

Last Reviewed:

Revised:

POLICY:

1. Member must provide complete contact information *before* we process the request.
2. Medina County residents receive research assistance and copies for free.
3. Requests from residents outside of Medina County will be charged \$5 per request.
 - a. Requests will be defined as a maximum of 5 obituary copies per \$5 fee.
 - b. Each marriage record, birth, death, land, or will record constitutes a separate research request.
4. Payment will be on the honor system and payments will go to Accounts Payable.