



City of Lawrence
Office of the City Clerk
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WILLIAM LANTIGUA
MAYOR

WILLIAM J. MALONEY
CITY CLERK

CAROLE MORIN
ASSISTANT CITY CLERK

Date:

TO WHOM IT MAY CONCERN

Please note that the Staff of the City Clerk's Office is unable to conduct searches on your behalf for the record(s) requested. Also, for your safety and for the protection of information that may be confidential, the Office of the City Clerk cannot respond to requests for information or records by telephone, e-mail, or fax. You are invited to conduct record searches or to engage someone on your behalf for your purposes. All records and information maintained by The Office of the City Clerk will be made available for genealogical searches each business day between 9:00 a.m. and 11:00 a.m. and 2:00 p.m. to 4:00 p.m. A fee of \$10.00 is charged to search the available records that appear in the index files and an additional \$10.00 fee charged view registers. Certified copies can be provided for an additional charge for each record requested. Please note that there is a limitation on the total number of people that may be permitted to conduct record searches at any given time due to the size of the area where the records are kept and to allow staff to conduct its daily business. Please contact the office in advance if you wish to have a search of the records conducted and to be sure the records can be accessed.

Thank you for your understanding, patience, and cooperation concerning this matter.

Truly yours,

William J. Maloney
City Clerk