

# **LOCAL GOVERNMENT IN CONNECTICUT, 3<sup>RD</sup> EDITION**

## **Instructor's Guide**

### **Chapter 19**

#### **Class Discussion**

1. What is the role of the Town/City Clerk?
2. How is the Town/City Clerk selected? What knowledge, skills, and abilities does the Town/City Clerk need to perform their job?
3. What types of records would you expect to find if you visited your local town or city clerk's office?
4. What technological changes would you expect to find in the Town/City Clerk's office?
5. How does the Town/City Clerk assist in "getting out the vote" during election times?

#### **Class Assignments**

1. Have each student access the local land records in the Town/City Clerk's office remotely from home or school computer through the town or city website and locate their home deed.
2. Contact the Municipal Clerk's office and ask where the back-up records of the municipality are kept, and in what format.
3. Ask the municipal clerk or research the Connecticut State laws (available on-line) as to what physical requirements are necessary for the preservation, storage, retrieval and conservation of municipal records.

#### **Field Trips and Other Ideas**

- Arrange a class visit to the municipal clerk's office. Have the clerk explain the special requirements for the vault. Also ask the clerk about electronic storage.
- Have the municipal clerk attend a class and bring copies and explain about some of the types of records that are stored in the clerk's office or vault.
- Have the clerk bring absentee ballot registration forms for the students to bring home to their parents and explain the absentee balloting process.
- Have a dog visit the class if allowed and show the class the dog tag and dog registration form.