



**TOWN OF WESTFIELD**  
38 School Street • Westfield, VT 05874

*Office hours:*  
Monday-Thursday: 8 am to 4 pm  
Phone: 802-744-2484 • Fax: 802-744-6224  
Email: [townclerk@westfield.vt.gov](mailto:townclerk@westfield.vt.gov)  
Website: [www.westfield.vt.gov](http://www.westfield.vt.gov)

### **Town of Westfield** **Land Records Search and Retrieval Policy**

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The Westfield Town Clerk's Office maintains the Town's official property land records and recorded survey maps. These records are open to the public for inspection and copying during regular office hours, Monday-Thursday 8AM-4PM.

Although the Town Clerk's Office maintains these records, staff do not provide search or retrieval services. This policy is consistent with the Vermont Secretary of State's general opinion regarding the Public Records Law. The Town does not carry title insurance and assumes no liability for research conducted for legal, financial, or real estate transactions.

The Town of Westfield contracts with a third-party vendor to provide online access to many of the land records. The link to the land records portal can be found on the town's website, [westfield.vt.gov](http://westfield.vt.gov). These records currently only go back roughly 50 years. The cost for these records is \$2.50 per page. Records that are available through this portal will not be emailed or printed in the Town Office for a lesser charge.

Copies of Lister Cards and Tax Bills are provided by request and at no cost.

When a request for land records to be copied, printed, emailed or mailed is made to the Town Clerk's Office, the staff may fulfill the request if time allows, if the records are not available on the online land records portal, and only when the specific volume and page numbers are provided. The appropriate fees are to be paid in advance. The following applies:


1. All charges for copies and staff time must be paid in full prior to delivery of the requested copies as per 32 V.S.A §1671.

The following fees will apply as per 32 V.S.A. §1671:

1. For examination of records by others, a fee of \$4.00 per hour is charged.
2. Uncertified copies of records or documents on file or recorded will be charged at a rate of \$1.00 per page, with a minimum charge of \$2.00.
3. Certified copies of land records are \$10.00 per page.

This policy may be amended at any time by the Town Clerk of the Town of Westfield, Vermont, as provided by law.

Dated at the Town of Westfield this 5<sup>th</sup> day of February, 2026.

  
LaDonna Dunn, Westfield Town Clerk