



COLLEEN CARMACK
SANDUSKY COUNTY RECORDER
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March 16, 2020

To customers of the Recorder's Office,

The Coronavirus (COVID-19) pandemic is a situation that has *everyone* on alert. My number one concern is maintaining the health and well-being of both my employees and the general public, while continuing to ensure the essential functions of my office are being performed.

At this time, recording of documents will continue in person as usual. If you can limit your recordings to once per day, please try to do so. For specific questions on recording, please contact Deputy Alanna Hasselbach.

In an effort to minimize exposure, I am asking all of you to utilize the resources listed below to limit the need to visit the office during this crucial period:

- Research can be done online by going to www.uslandrecords.com. As of today, you can search the index from 1/1/1994 to 3/12/2020. This will limit visitors to the book room and the use of public terminals and copiers. Questions concerning research can be addressed to Recorder Colleen Carmack or Chief Deputy Tonya Gilson.
- Copies can be requested by emailing recorderstaff@co.sandusky.oh.us. Until further notice, my staff will make the copies and email them back to you along with an invoice, or by charging your copy account. Copies will remain at .25 per page. This will also limit visitors to the office and the use of public terminals and copiers. If you need additional information on this procedure, contact Deputy Anita Hotz.

I know these recommendations will be an inconvenience, however, I feel it necessary during this evolving situation. Thank you for your patience, and I will do my best to keep you updated on any additional changes taking place in my office.

Stay well,

Colleen Carmack
Sandusky County Recorder