

**CITY OF NEW HAVEN
OFFICE OF THE CITY TOWN CLERK
*Michael B. Smart, City Town Clerk***

January 9, 2014

To: All Staff

From: Michael Smart, City Town Clerk

Re: Office of the City Town Clerk

In order to clarify some of the items within my memos of January 6, 2014:

With the acceptance of documents recorded on land records which will be revisited, everything outlined in the two memos issued 1/6/13 are effective immediately. For clarification please review the following again;

- Press/ Media inquiry requests for interviews, documents etc., but not limited to inquiries from other individuals/representatives of any entity are to be directed to the City Town Clerk, who will give office staff a directive on how to proceed;
- City Clerk stamp will be used for notary certificates, Justice of the Peace cards, absentee ballot returns, outer envelopes, Board of Alderman items, certification of land records. Any and all questions or concerns must be directed to the City Town Clerk;
- Applications for any and all permits will be signed by the City Town Clerk unless otherwise authorized;
- Agreements and contracts require the City Clerks signature. I will always be accessible and if not directly accessible and a document requires my immediate signature, I can be reached on my cell phone 203-676-8488 or by email msmartu@newhavenct.net. I will make arrangements for the required signature;
- Deputy Clerk's office will relocate **to the front office to the right at the site of the former assistant deputy.**

I believe the directives outlined in my memos of January 6, 2014, and the clarifications above should address any confusion.

Thank you.