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## Guidelines for Viewing Vital Records

*To ensure the long-term preservation of city records, we request that you observe the following guidelines. These are designed to provide records security, care and protection in accordance with professional archival standards.*

- Please wash hands prior to using records.
- No Food or drink is allowed in the viewing area.
- Anyone using records is required to sign a use log.
- There is absolutely no writing on any of the records. Special care is required when consulting rare records, and it is requested that you use a pencil rather than an ink pen for any note taking when consulting these records.
- No records may be removed from the viewing area.
- Do not lean on or put paper on top of the records
- Avoid all use of sticky notes, tape, rubber bands, paperclips etc., on the records.
- Notify staff if you find items in disrepair, do not attempt to clean or repair records yourself.
- Photocopying, taking of photographs and use of handheld scanners may damage the records and are only allowed by permission of the staff.
- Return records to staff when finished reviewing
- Please do not hesitate to ask for assistance.

Thank you for your cooperation!