Please see below for revised operating procedures in the Recorder’s Office:

- **The counter is now open to the public**
  - The first stage of opening the vault will be limited to searchers, surveyors, and attorneys.
  - A sign in/out sheet will be provided.
  - Masks and gloves will be required to enter the office. Gloves and hand sanitizer will be provided. Hand sanitizing will be required each time you enter (i.e., if you must leave to go to another department).
  - Two persons will be allowed in the vault at a time (with social distancing). This will be one person per company per day and time slots will be scheduled. (more scheduling details listed below)
  - For ease of disinfecting between time slots, the following will be put in place: two computers will be open in the vault, two work areas will be marked for use, no office supplies will be provided, lockers will not be available for use, and no food or drink are allowed.
  - A hands-free honor payment system will be utilized accepting check, venda card, escrow or credit/debit card. A payment form will be kept in the vault for completion then dropped in a provided basket. If using venda card or escrow, please ensure sufficient funds are available before making copies. Payments will be processed at the end of each day.
  - Recorder’s office staff will be available for questions but will not be able to provide hands-on assistance while patrons are present in the vault. A copy request form will be available in the vault if you need staff assistance for copies. This request will be completed and returned by mail, email or fax as soon as possible. This also applies to large plat copies.
  - Sub-division cards have been relocated to the vault.
  - The vault will be closed at 3:15 each day.
  - Scheduling: scheduling will occur on a daily basis from 9:00-10:30 a.m. via email to vaultscheduling@co.madison.il.us. Please submit your top 3 choices for next day time slots and we will try to accommodate you as best we can. Requests will be filled on a first come, first serve basis….no early submissions will be accepted – no exceptions. You will receive a same day email confirming your next day time slot.

**VAULT:**

- Scheduling: please submit an email request to vaultscheduling@co.madison.il.us from 9:00-10:30 a.m. indicating your top three time slot preferences for a next-day search. We will do our best to accommodate your first request, but scheduling is done on a first come, first served basis. Confirmation of scheduling will be sent and early or late requests will not be processed. Searches will
continue to be limited to one person per company per day. Time slots will now be as follows:

Monday – Friday
8:30 – 9:30 a.m.
9:45 – 11:45 a.m.
12:00 – 1:00 p.m.
1:15 – 3:15 p.m.

- Entry: masks are required for entry into the Recorder’s office and vault. Masks are the searcher’s responsibility and are to be worn the duration of the search. Gloves are provided upon entry and we ask you to put them on prior to signing in at the front counter. If you need to leave the Recorder’s office to go to another department, please use the provided hand sanitizer on your gloves when returning. No office supplies are provided by the Recorder’s office. Searchers will continue to have their own gate for entry and exit separate from the public – please wait for a staff member to open the gate for initial entry.

- Vault use: because we are extremely limited on sanitization product due to national demand, we require searchers keep personal items, work supplies, and books you are using within the two designated work areas. We ask for your understanding and cooperation in keeping our staff, you, and your fellow searchers as safe and healthy as we can. If you need a cart to transport books, please let us know if one is not available in the vault. Food and drink are prohibited as is locker use. Designated computers are also available for use.

**DOCUMENT BATCH DROP OFF AND PICK UP:**

- Batch drop off and pick up will resume July 13th with some ‘curb side delivery’ modifications to encourage minimal contact.

- Drop off: please continue utilizing large envelopes marked with date and time of submission of documents. A staff member will meet you at the Searcher’s gate to receive your batches; however, sign in will no longer be required.

- Pick up: following recording, documents will be available for next day pick up. Again, a staff member will meet you at the gate to return your batches and sign out will no longer be required. Recorded documents will no longer be returned by mail unless a return envelope is provided at drop off.

We hope these changes help and we will continue reviewing processes to ensure the smoothest transition possible for our patrons.