



#### Recorder Department

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## Recorder's Public Records Access Announcement and Safety Guidelines

May 22, 2020 **Revised June 22, 2020**

The Wright County Board of Commissioners adopted an Emergency Declaration in response to COVID-19 back on March 17<sup>th</sup> which closed our public counters and public access area. The Wright County Board announced that we will re-open public counters by Appointment ONLY Wednesday, May 27<sup>th</sup>. The Recorders' Office has devised a plan for working with county residents while maintaining social distancing guidelines.

We have provided services electronically, by mail and/or drop box during the closure of public counters. We will continue to encourage everyone to utilize our online resources for services, searching, deposits, payments, etc.

Drop box is available outside our office (2<sup>nd</sup> floor) from 8:00 AM – 4:30 PM. Drop box available after hours at the entrance of the Government Center (left of front doors).

### Public Records Area Appointments and Safety Guidelines

[Make an Appointment Online:](#)

Public Records Access (30 min) or (60 min)

If you require more time you can make more than one appointment.

Check-in will be required for all appointments; the public access door is locked, and staff will be required to let you in.

Please bring your own supplies (pens, scratch paper, etc.). We have removed several items from the public area to allow for easy cleaning in between customers.

**Face coverings are required when entering the public records area per Governor Walz executive Order 20-81.**

Hand Sanitizer or washing your hands for at least 20 seconds with soap and water is required before entering the public records area.

Frequent cleaning and disinfecting will be conducted in common areas throughout the day.

Disinfecting is recommended before the use of equipment in our office. Disinfecting will be required after the use of the public records area, please wipe down all surfaces and equipment touched while in our office. Example: monitors, keyboard, mouse, counters, microfiche reader and rotary touchpad, chair, etc.

OUT Cards used for microfiche are sanitized and available for use. Please place used cards into the "to be sanitized" bin. Please use a new card for each microfiche card pulled – don't reuse the same card multiple times.

Social Distancing is required in public records area – maintain 6 feet from other users. We are limiting the public records area appointments to 1 person per appointment and allowing 2 appointments at the same time.

Staff assistance – please leave the public access area and go to the counter if you require assistance with the public records. Please stay within the public records area, we don't want anyone approaching or going into employee areas.

**CAUTION/DISCLAIMER:** Microfiche, bound books and pages cannot be sanitized this will result in damage to our historical records. We have a limited supply of gloves that can be used for your safety if you choose.

**HISTORICAL RECORDS:** The historical records were scanned last year, and we are planning on uploading images back to 1970 within the next couple months. We are getting ready to test the Tract Book Module in Landshark within the next 30 days and plan on importing all historical tract books within the next 3 to 6 months. We have contracted the vendor to do full indexing on all records dating back to 1800's.

Thank you for patience during this time.

Tanya West, Wright County Recorder and Registrar of Titles