

INSTRUCTIONS - Finding Documents in the Shelburne Land Records

The Shelburne Land Records electronic index has over 10 years worth of older electronic records that were imported into the ACS System. These older electronic records used a different format of database fields that required the use of different kinds of punctuation such as apostrophes, commas and spaces. Consequently, there are records in our database both with and without punctuation and spaces.

Please be aware that punctuation marks & spaces, or the lack of punctuation marks & spaces, in an electronic index can produce vastly different search results. Each search will produce a different non-overlapping set of information.

When searching for the Last Name; “West”, check the index for both:

“West” (without a comma directly after the name) **AND**

“West,” (with a comma directly after the name)

When searching for the Last Name “O’Brien”, in addition to commas after the name, check the index for variations in how the apostrophe is represented:

“OBrien” (no apostrophe) **AND**

“O Brien” (a space between the O and the B but no apostrophe) **AND**

“O’Brien” (an apostrophe between the O and the B)

To get around searching for the same name with and without punctuation and spaces;

- 1.) Try a name search using “Soundex” under the Name-Summary tab.
- 2.) Try putting the last name in the “Word” search field instead of the “Last Name” field under the Name-Summary tab.
- 3.) Try searching using the Property tab.
- 4.) Try a document search of a date specific data set under the Document tab. This will pull up all documents our office has recorded within the time frame you have specified. Once the data set has loaded, reorganize the data set into ascending or descending order by clicking on the headings at the top of the page. Find the subset of documents you think are relevant and scan through the images. As of today's date, there are 95,577 records in the ACS System. If you try to load the entire database it may take a few minutes.

Please call our office at (802) 985-5116 or email us, and ask for help if you cannot find a document in the Shelburne Land Records that you think should be there.