RESEARCH REQUEST FORM

The fee for Research Requests is $60 for non-members and $45 for members of the Hart Cluett Museum. Our current response time to Research Requests is 6-8 weeks. All responses will include a list of sources that have been searched, whether we find the information requested or not. In the event that we cannot find the information sought, we will provide you with a list of local researchers who may be able to help.

Please note that we cannot guarantee that we will find the information you request, as it may not exist in our collections, or at all.We do not research outside of our collections, although we may be able to point you toward other repositories and resources.

All fees for photographic reprints, photocopying, and postage/handling will be billed to you. A list of our reproduction fees is attached.

Please print this form, fill in the information, sign and date, and mail with your payment to:

Research Requests

Hart Cluett Museum

57 Second Street

Troy, NY 1218

Describe your request (please include as much information as possible, and attach pages as needed):

I authorize the Hart Cluett Museum to undertake a basic search relative to my research request. My check for is enclosed. I understand that I will be billed for all photographic reprints, photocopied materials, and postage/handling.

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Signature Date

HART CLUETT MUSEUM
Research Information & Fees

HCM has reference materials and books on:

* Local History - including personal papers, business and organization records
* Decorative arts and fine arts - furniture, cabinet makers, etc.
* Genealogy research, City directories, Architecture
* Maps, photographs, slides, and post cards

**Research Fees:**

**Research Request** **Surrogate Court Record Request** (per file)

Non-Member | $60 Non-Member | $30

HCM Member | $45 HCM/TIGS Member | $25

HCM holds Rensselaer County Surrogate Court Records, 1791-1915 – later records are at the Surrogate Court. On-site researchers can have up to 2 files pulled as part of daily admission fee, additional files pulled at $5/file. The index to this collection is available online at our research partner, the Troy Irish Genealogical Society website: [www.troyirish.org](http://www.troyirish.org).

**Reproduction Fees:**

Reproductions are for personal use only. Commercial/Non-profit rates may apply – contact HCM Registrar for additional info/fees.

**Photocopying Reproduction of Images**

1-20 pages | $0.25/page Hi-Res Digital Scans | $10/scan

21+ pages | $0.35/page

*\*Note: Due to the fragility of some materials, not all items can be photocopied*.

HCM does not have birth records, obituary notices, census information or local newspapers. This
information may be available at Troy Public Library.

Land Records, deeds, etc. are at the County Clerk's Office. Online searches of Rensselaer County land records can be made at [www.nylandrecords.com](http://www.nylandrecords.com) for a fee. Naturalization records are available by mail at Rensselaer County Clerk’s Office. Wills, etc. after 1915 are at the County Surrogate Court Office.

Rensselaer County was founded in 1791, so records before 1791, if they exist, may be available through
Albany County at the Albany County Hall of Records. You may also wish to contact the appropriate Rensselaer County Town Historian – a current listing is at the HCM website: www.hartcluett.org.