Using the Morrisville Document Archive
Last Revised 1 February 2018

Overview

Along with redesigning our website, the town has also expanded our online public records archive. This document will provide you with some tips for using and searching the archive, in the form of an FAQ list. The archive can be found here:

http://publicrecords.townofmorrisville.org

All set?

Good, off we go then.

FAQ

What's in the archive?

All sorts of historical documentation related to the Town of Morrisville. This includes agendas and minutes for the Town Council as well as various boards and committees, newsletters, ordinances, press releases, proclamation and resolutions.

Neat!

Yep, we think so.

How far back does all this go?

Depends on what you're looking for. We have council minutes that go back as far as 1946.

What type of files are in the archive?

They are all either PDF or Microsoft Word files.

Can I download them?

Yep. Just right-click the one you want and use the "Save Link As…" function in your browser of choice.

Do I need a specific browser to use the archive?

No, the site is browser-agnostic.

How do I get started?

The main page, the one I listed above, has two options. You can either use the search bar or click the link just below it. They look like this:

Please click below to start your search.

Town of Morrisville Public Records Search

Using the search bar will perform a search of the entire archive, which means you're likely to get a large list of results. If you'd like to narrow things down a bit, click the link.

Where does that take me?

To a page that looks like this:

Live connected. Live well.

Home   **Browse**   Search   MorrisvilleRecords > Public Access

Public Access

☆ Entry Properties

Path
MorrisvilleRecords\Public Access

Creation date
2/11/2014 9:41:17 AM

Last modified
1/18/2018 1:25:16 PM

☆ Metadata

No metadata assigned

Name		Page cou
📁 Boards and Committees		
📁 Cert of Sufficiency		
📁 Engineering - Public		
📁 Newsletters		
📁 Ordinances		
📁 Press Releases		
📁 Proclamations		
📁 Resolutions		
📁 Town Council		

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The Town of Morrisville offers access to various public records via this website. From here, citizens can browse, search, view and print documer

From here, you can either browse around using the folders or you can do another search using the bar circled in red.

How do I search a specific folder?

Just open up the one you want to search. As you open folders, you'll notice that the search bar doesn't move. All you have to do is find the folder you're looking for, enter the terms you're looking for and press enter.

For example, if you want to search Town Council minutes in 2016 for the McCrimmon Parkway Extension, then open the Town Council folder, then Minutes, then 2016 and type *McCrimmon Parkway Extension* into the search bar. The results you'll see will only be from Town Council minutes in 2016.

There are different folders for Agendas and Agenda Packets in some places. What gives?

An agenda is just a list of items up for discussion during a particular meeting. An agenda packet is not just the agenda but all the corresponding documentation for each item on the agenda. As a rule, agendas are only a few pages long whereas agenda packets usually run hundreds of pages.

What does "Unified Search" mean?

It's another function that we've added to the new website. Essentially, using the search bar on our primary website searches both the website itself and our documents archive. The archive search is at the highest level possible, the same as though you had performed a search from the main archive page, the one I told you about earlier. If you wanted to do a targeted search, you'll need to go to the archive itself and find the right folder, like we just talked about.

What's all that extra stuff in my search results?

I assume you mean this stuff:

📄 20170808A

Public Access - 4 page(s)

Page count: 4   Template name: Public Access

Page 1 ...uncil Comments 6.a.**McCrimmon** Parkway Road Closure Communications Plan - Stephan...
Page 1 ...Informaton Officer **McCrimmon**_Parkway_Extension_Railroad_Closure.pdf McCrimmon ...
Page 1 ... McCrimmon_Parkway_**Extension**_Railroad_Closure.pdf McCrimmon Parkway Railroad C...
Page 1 ...ilroad_Closure.pdf **McCrimmon** Parkway Railroad Closure Communications Plan.pdf ...
Page 2 ...H 8 - Excerpts from **McCrimmon** Parkway Extension Development Guide.pdf 2017-168...

⌄ Show more information...

Yep.

Good question. That's just more detailed information about where your particular search term is located. For example in the result above, you can see that McCrimmon Parkway is in several places on page one and page two. If you click on page two, the site will open the document with page two already open so you don't have to go digging for it. Pretty handy, huh?

Totally! Anything else you can tell me?

Well, yeah, I know loads of great stories and anecdotes and this one joke about a priest and a rabbi—

--No, no, no. Anything else about the archive?

Nope, that about covers it. If you have any more questions, you're welcome to send an e-mail to townclerk@townofmorrisville.org and we'll be happy to help out.