



## RULES FOR OFFICIAL PUBLIC RECORDS BAILEY COUNTY CLERK

It is the responsibility of the Bailey County Clerk's Office to maintain and preserve the records of this county that have been filed with this office for future generations without inhibiting public access to them. Please adhere to the following rules and regulations that were approved in Commissioners Court on October 23, 2023 so that the integrity of these files can be maintained and preserved.

Normal Office Hours: Open to the Public Monday thru Thursday from 8:00 a.m. until 5:00 p.m. & Friday from 8:00 a.m. until 1:00 p.m. The Clerk's office shall be closed for designated and approved holidays or as otherwise determined by the Bailey County Clerk. You shall not remain in the office at any time other than usual business hours.

The rules are applicable to all parties.

1. We are not attorneys so please do not ask for legal advice.
2. We will help you get started with your research, but we cannot do your research for you. Please let us know if you need assistance.
3. To protect the integrity of the records, **NO DRINKS, FOOD OR TOBACCO** are allowed in the records inspection, storage or office area.
4. All cell phones should be "off" or turned to "silent/vibrate". If you must take or make a phone call, please step outside the office.
5. Be considerate of others. No music, loud talking and other distractions.
6. The Public may not disrupt the operation of this office or create a fire or safety hazard.
7. Cameras are allowed, but **NO FLASH** photography. No copiers or private imaging devices other than laptop computers and hand-held scanners are allowed.
8. Each person is allowed 3 ft x 3 ft working space.
9. The Public does not have the right to reserve, limit or forbid others from using a record, equipment or space.
10. The Public may not remove any page from a volume or a plat from the plastic cover if one exists.
11. 15 Minute Rule: If another customer needs a book that you are using, you must give up that book within 15 minutes of the request for such book. \*This only applies if another customer is asking to use the same book or record.
12. You must re-shelve the books you pull before you leave the office.
13. All plain copies made by the County Clerk staff are \$1.00 per page and certification is \$5.00 if requested. **Mandated by Local Government Code 118.011 (a) (3-4)**
14. Any activity not related to reviewing or accessing the public records in this office is prohibited.
15. Due to trademark and other legal rights to any hardware system and/or proprietary software, no citizen, agent, company or other individual or business shall connect any electronic device into the computer systems, either owned or leased in the County Clerk's Office.
16. The County Clerk, within her discretion, shall have the right to modify the terms and conditions of the rules.
17. Violation of these rules could result in temporary or permanent suspension of your right to remain on the property and access public records.

Thank you for your cooperation.