

REASONABLE RULES AND REGULATIONS
BROWN COUNTY CLERK'S OFFICE-PUBLIC RECORDS

It is the responsibility of the Brown 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 of the Brown County Clerk's Office so that the integrity of these files can be maintained and preserved.

*Normal Office Hours: Open to the Public Monday thru Friday 8:30 a.m. to 5:00 p.m. The Clerk's office shall be closed for designated and approved holidays or as otherwise determined by the Brown County Clerk. You shall not remain in the office at any time other than usual business hours.

***No food or drinks allowed.** There is a public break room on the 1st floor of the Courthouse. The break room in the County Clerk's office is for employee use only.

***No smoking. This includes electronic/vapor cigarettes.**

*Shall not disrupt the operation of this office and not create a fire or safety hazard.

*The Public does not have the right to reserve, limit, or forbid others from using a record or equipment or space. Due to limited public computers, you are required to share the computers and space.

***No flash photography. No copiers.** No private imaging devices other than laptop computers with hand held scanners. **As approved in Commissioners Court March 26, 2018.

*Shall not remove pages from books or files. Please ask a clerk for assistance.

*All cell phones should be "off" or turned to "silent/vibrate". As a courtesy to others, please take all cell phone conversations to the hallway.

*Shall not remove any book, file, film or record in any form from the records space in the Brown County Clerk's Office.

*Shall not have more than one book, file, film or other record at a time.

*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.**

*The County Clerk shall have the right to modify the terms and conditions of the rules based upon unforeseen causes as determined at the discretion of the clerk.

**BROWN COUNTY COMMISSIONERS COURT
SPECIAL SESSION
MARCH 26, 2018

Item #2. On the motion by Judge West, second by Commissioner Shaw, the Court approved removing all private imaging devices from the County Clerk's Office, other than laptop computers with hand held scanners, without a flash or light, due to the availability of automated Official Public Records (Deed Records) and space issues which always exist in the Clerk's Office. The Commissioner's Court stated no private copiers/scanners will be allowed in the County Clerk's Office. Approved on unanimous vote of the Court.

Thank you for your cooperation.
Sharon Ferguson
Brown County Clerk