

**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.**<sup>1</sup>

\*Normal Office Hours: Open to the Public Monday thru Friday 8:30 a.m. to 5:00 p.m. The Clerk's office is closed for designated and approved holidays or as otherwise determined by the Brown County Clerk. The public is not permitted in the office other than during Normal Office Hours.

\* To protect the integrity of the records, NO FOOD, DRINK, TOBACCO PRODUCTS OR ELECTRONIC/VAPOR CIGARETTES are allowed.

\* Customers may not disrupt the operation of the Clerk's office or create a fire or safety hazard. The Clerk may remove from the office any person or persons causing any such disruption or creating such condition.

\*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. Depending upon circumstances and the length of use, the Clerk may ask a patron to limit their time on the public computer terminals.

\*Customers are required to limit their research/work area space to a 3 x 3 foot area.

\*Hand-held photographs are permitted so long as it does not require use of a flash. No electronic copiers or scanners may be used except a laptop, tablet or hand-held device with hand-held scanners. Customers are not allowed to plug in to any electrical, computer or USB outlets in the Clerk's Office. Charging of private electronic devices in the Clerk's Office is prohibited.

\*Books or files may not be opened and pages may not be removed for any reason. Please ask 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.

\*No document, book, file, film or record may be removed from the Brown County Clerk's Office.

\*Customers are limited to using one book, file, film or other record at a time.

\*No customer, agent, company, individual or business may connect any electronic device into the computer systems, either owned or leased in the County Clerk's Office.

All plain copies made by the County Clerk staff are charged at \$1.00 per page. Certification, if requested, is \$5.00. Texas Local Government Code § 118.011(a)(3-4)

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<sup>1</sup> **Effective May 1, 2019.** The County Clerk shall have the right to modify the terms and conditions of the rules based upon unforeseen circumstances as determined at the discretion of the clerk.

