

**REASONABLE RULES AND REGULATIONS**

**BROWN COUNTY DISTRICT CLERK'S OFFICE-PUBLIC RECORDS**

**It is the responsibility of the Brown County District 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 District 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 District Clerk's office shall be closed for designated and approved holidays or as otherwise determined by the Brown County District 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 1<sup>st</sup> floor of the Courthouse. The break room in the District 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.

\*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 District 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 District Clerk's office.**

\*The District 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 #3 On the motion by Judge West, second by Commissioner Shaw, the Court approved the Reasonable Rules and Regulations for the Brown County District Clerk's public records and removing all private imaging devices from the District Clerk's Office, other than laptop computers with hand held scanners, without a flash or light. The Commissioner's Court stated no private copiers will be allowed in the District Clerk's Office. Approved on a unanimous vote of the Court.

Thank you for your cooperation.  
Cheryl Jones  
Brown County District Clerk

March 26, 2018  
(Exhibit #2)