


**REASONABLE RULES AND REGULATIONS**  
**FOR INSPECTION AND COPYING OF PUBLIC RECORDS HELD IN THE**  
**TERRY COUNTY CLERK'S OFFICE**

*The Terry County Clerk's Office maintains official public records ("Public Records"). Consistent with the obligations to maintain and preserve those Public Records and rights of the public to have full access to those Public Records, the Terry County Clerk has implemented these Reasonable Rules and Regulations. The County Clerk reserves the right to impose or implement any additional reasonable and necessary requirements or rules to insure the safety of the Public Records and maintain efficiency of the office of the County Clerk.*

1. Public Records may be inspected only during Normal Office Hours - - Monday thru Friday 8:30 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.
2. **NO** Public Records may be removed from the Clerk's office.
3. Pages contained in any bound Public Record may **NOT** be removed from the binder. This includes volumes or plats from a protective cover.
4. Due to the limited amount of space available, during times of heavy inspection of Public Records, space allocation is 3 ft. x 3 ft. per person.
5. All equipment brought into the Clerk's office must be battery operated. Power sources or internet access will not be provided by the Clerk's office.
6. No outside copy machines will be allowed in the Clerk's office because due to space limitations this accommodation cannot be afforded to everyone. Hand held scanners and cameras (**FLASH NOT PERMITTED**) may be used. The Clerk also has the authority to impose reasonable and necessary restrictions on the use of equipment based on the particular equipment or technique described.
7. The following applies to copies of Public Records requested by the public):
  - A. Copies of Public Records may be obtained through either (i) print requests of digitized records made through computer terminals; or (ii) a request for hard copies maintained in the Clerk's office.
  - B. A request for a copy (whether through a print request of digitized records or of a hard copy) shall be brought to the attention of an employee of the Clerk's office who will arrange for copies within a reasonable time upon an appropriate request. When requesting a hard copy, the requested record must be physically brought to the employee and must be returned to its proper place after copy. As noted above in Rule 2, pages contained in any bound Public Record may **NOT** be removed from the binder. This will be done by an employee of the Clerk's office.
  - C. Personnel in the Clerk's office will make copies for the public between the hours of 9:00 a.m. and - 4:00 p.m. Request for copies will need to be brought to the counter before 4:00 p.m. **CUSTOMERS WILL NEED TO BE PAID OUT BY 4:30 P.M. NO REQUESTED COPIES WILL BE MADE AFTER 4:00.**
  - D. made by employees of the Clerk's office will cost \$1.00 per page. This is the fee prescribed by Tex. Local Gov't Code §118.01(a) (4).
8. Any potential disruption to the operation of the office will not be allowed. Please be courteous of everyone in the office. Foul language, cursing, offending gestures or jokes will not be tolerated.
9. **NO FOOD, NO DRINKS WITH EXCEPTION TO BOTTLED WATER WITH A CAP, OR TOBACCO IS ALLOWED IN RECORDS ROOM.**
10. Failure to adhere to these rules by any person will result in suspension of access to the records' room until compliance is assured.

Effective and Updated July 2, 2019

  
Kim Carter  
Terry County Clerk