

Clay County Clerk Office Rules

- **No food, drinks, or tobacco products in vault/ public areas**
- We are not attorneys. **We do NOT give legal advice.**
- Please step into the hall to talk on your cell phone.
You may text.
- Clerk's office phones/computers/scanners/wireless internet access for employee use **ONLY**.
- Scanning is permitted, however, keep your belongings and books to a 2 ft by 3 ft space to be considerate to others.
- The Clerk's Office may or may not require a company or individual to complete an Application to Copy Open Records, depending on the size of the copying/scanning project, time it began or will be completed, and equipment to be used
- Photographing the books is permitted, however, **NO** flashes
- Do **NOT** stand in chairs. We have a rolling ladder.
- Rules for Public Record books:

If you need copies, you may **take apart ONE book at a time**

Bring us the pages, and we will copy them for you

Tell us the volume and we will write it on your copies for you

We keep copies until they are paid for

Copies are \$1.00 per page (add \$5.00 per instrument for certified copies)

If you and one or more people are making copies, out of two or more books, do **NOT** swap pages and/or books. We will take pages from one person, copy them, and hand the pages back to the **SAME** person.

The County Clerk has the authority to determine based upon the assessment of the request a reasonable space necessary to conduct the copying of records and to impose such reasonable rules based upon particular equipment or technique described. Any potential disruption to the operation of the Clerk's office will not be allowed.

NO CELL PHONES

NO FOOD

NO DRINKS

NO TOBACCO PRODUCTS

NO FLASH PHOTOGRAPHY

THANK YOU