



TANDIE MANSFIELD
COUNTY CLERK

P.O. BOX 823
BANDERA, TEXAS 78003

PHONE (830)796-3332
FAX (830)796-8323

RULES FOR OFFICIAL PUBLIC RECORDS

The Bandera County Clerk offers the public free and unhampered access to the use of public records subject to reasonable rules and regulations set out below by the County Clerk to protect the records and to minimize the interference in the Clerk's office.

The rules are applicable to all parties.

1. We are not attorneys. Please do not ask for legal advice.
2. We will help you get started with your research, but we cannot do your research for you. If you need help, please ask.
3. To protect the integrity of the records, **NO DRINKS, FOOD OR TOBACCO** are allowed.
4. All cell phones should be "off" or turned to "silent/vibrate". If you must take or make a phone call, please step into the hall.
5. Cameras are allowed, but **NO FLASH** photography will be tolerated.
6. The public does not have the right to reserve, limit or forbid others from using a record, equipment or space.
7. The Public may not remove any page from a volume or a plat from the plastic cover.
8. If you need copies from books made on the copy machine, fill out a request for copies and place it with your books. The Public **IS NOT** to use the copy machines. Copies **MUST** be made by the Bandera County Clerk staff.
9. Record Books or Case Files are **NEVER** to be removed from the County Clerk's office. Writing in the record books is prohibited.
10. The Public may not take any books, file or other records from the designated records inspection area.
11. All requests for copies should be made by 4:30 p.m. to ensure fulfillment that day. Requests made after 4:30 p.m. will be filled the following business day.
12. No children may use the computer or handle a book.
13. The County Clerk may impose such reasonable and necessary requirements to insure safety of the records and the office and maintain efficiency of the office.
14. Office Telephones are for County Clerk business use only.
15. Please keep visiting with others to a minimum as our Clerks are working.
16. All plain copies made by the County Clerk staff are \$1.00 per page and Certification is \$5.00 if requested. **Mandated by Local Government Code 118.011 (a)(3-4)**