

# THE COUNTY CLERK HAS NO DUTY TO SEARCH PUBLIC RECORDS

The duties of the County Clerk are set forth in Articles 1935 – 1948, Vernon’s Civil Statutes. Nowhere do the statutes impose a duty upon the County Clerk to search the records maintained by her, and to certify the results of her findings.

-Attorney General Opinion No. WW-607, April 24, 1959

The Error & Omissions insurance of the County Clerk only covers actions of the County Clerk and her staff which are statutorily required. Therefore, it is in the best interest of all involved for the clerk’s office to refrain from performing any action (including searches of public records) which is not legally required.

The County Clerk offers free and unrestricted access to the County’s public records.

- Copies of the public records are available for purchase for \$1.00 per page, with an additional \$5.00 for certified copies.
- For scanning and sending document’s via email there is a \$2.50 for 5 pages and under, \$5.00 for 6 to 10 pages, \$7.50 for 11 to 20 pages, \$10.00 for 21 to 30 pages, \$12.50 for 31 to 40 pages, etc.
- This office charges a \$7.00 search fee per name or per item,
- This office charges \$15.00 per hour for public request to search records.
- Searches for the public is as time permits, and availability according to workload of staff.