



COUNTY CLERK

Sasha Kelton

Clay County Courthouse Annex - 214 N. Main Street
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OPR Extract Request Policies & Procedures

Est. March 2012 - Updated August 2021

- At written request Official Public Records (OPR) data extracts will be provided to the public at a cost of \$10.00 per disc or online upload (up to one month of recordings per disc/upload.)
- If bulk data is requested (more than one month of recordings), please contact County Clerk's office for procedures and fees associated with bulk data extracts.
- Each extract will contain two files: one file folder of images, and one file of index data, of public instruments filed and recorded during the requested time span.
- County Clerk's Office allows title companies/ other approved companies to pay in advance, up to three months at a time. Appropriate fees will be deducted from the house account each time an extract is provided. It will NOT be the County's responsibility to invoice the requestor.
- NO extracts will be provided if there are not adequate funds in the house account.
- **The house account will be for discs ONLY.** Requestor may NOT use these funds for filing fees. The money in the account will be dispersed to the appropriate fee lines the day it is received. The fee lines differ for filing fees, and this money cannot be transferred for such.

- Clerk's Office reserves the right to close an empty account at any time, or discontinue disc processing services to a requestor for any reason, including but not limited to: malfunctions or change in software that may change or prevent extract processing, or consistent issues with house account (including issues with the software, issues within the Clerk's, County Treasurer's or Auditor's office(s), or non-payment from the requestor). Clerk's Office is not able to issue refunds of any kind.
- **Requestor must make request in writing EACH time an extract is needed.** County Clerks may not honor standing records requests. Written request may be mailed, faxed or emailed to Clerk's Office. Written requests will aid in speedier production and eliminate discrepancies with house account. Requests will be processed in the order they are received. Extract production may be slower during busy times when the Clerk's Office is dealing with elections, court, and/or during holidays.
- County may provide CD's or DVD's, and may provide disc cases (cases may be paper or plastic, depending on stock). **County does not provide padded envelopes.** If requestor needs disc mailed to their office(s), requestor may provide County with padded envelopes and prepaid postage for mailing purposes. Clerk's Office may collect fees for mailing the disc, as provided by law.
- County Clerk's Office takes no responsibility of the disc or data contained on the disc, after it has left Clerk's Office. Every disc is opened and files are checked before disc is released to requestor. Clerk's Office is not responsible for lost or damaged discs, and must charge extract fees for every disc produced.

Clerk's Office reserves the right to amend or add policies and procedures at any time. The County Clerk has the authority to determine based upon the nature of a request, a reasonable amount of time and space needed to fulfill a records request, and to impose such reasonable rules based upon particular request. Any potential disruption to the operation of the Clerk's Office will not be allowed.

For the purpose of this document, "County" refers to Clay County, Texas, "Clerk's Office" refers to the Clay County Clerk's Office under the direction of County Clerk, Sasha Kelton, "disc", "CD", or "DVD" refers to any disc or media that may be used for the purpose of transferring records from Clerk's Office software system to requestor of such records.