

FILED
LAURA ROGERS
COUNTY & DISTRICT CLERK

2022 SEP 12 PM 2:24

SHERMAN COUNTY, TEXAS
BY *Laura Rogers*
DEPUTY



POLICY FOR INSPECTING SENSITIVE DOCUMENTS IN-PERSON

Date September 12, 2022

As the general custodian of election records, Sherman County & District Clerk must balance 3 priorities: (1) Providing transparency of the election process by allowing public access for inspection of election records, (2) Ensuring the security and integrity of election records are maintained, and (3) maintaining security and public access without compromising elected duties and responsibilities of the Office. This policy establishes procedures as authorized by law to accomplish the priorities of document preservation and public access to those documents. To that end, the Sherman County and District Clerk's Office adopts the following rules of procedure pursuant to Texas Government Code section 552.230 relating to the inspection of sensitive documents:

The term "documents" refers to any physical records being interacted with, to include paper ballots and printouts.

Requests to conduct an in-person inspection must be made a minimum of three (3) business days in advance of the desired date of inspection.

Dates will be scheduled based on availability of space and resources. Because the Clerk's Office is consistently in the process of preparing for or conducting an election, it may be up to 90 days or more before an in-person inspection of documents at the Clerk's Office can be scheduled. The Clerk will make every effort to allow an in-person inspection of documents as soon as practicable but cannot guarantee any specific turnaround time for every request.

Per Texas Government Code section 552.225(a), requestors have up to 10 business days to complete their inspection of documents and may only do so during normal business hours of the Clerk's Office.

Anyone wishing to view public records will be required to present a valid government-issued photo ID, and a log of all individuals participating in in-person inspection of election records must be signed by all attendees and will be maintained as part of the election records.

Normal business hours are Monday through Thursday, 8 AM to 5 PM, and 8 AM to 2 PM on Fridays. excluding County holidays.

There will be specific tables designated for handling the documents:

No writing or marking instruments are allowed around the documents while they are on the inspection tables.

No food or drinks are allowed on the inspection tables.

All interaction with the documents by non-elections personnel may be subject to both video and in-person monitoring.

No more than two boxes or containers (insomuch as the documents are in boxes or containers) may be simultaneously accessed per table. This constraint may be reduced to one box or container based on space and resource availability.

In the event that the documents are not boxed, the Elections Administration may limit the number of documents that may be accessed at the same time as allowed by physical restrictions and/or availability of said documents to avoid any potential issues.

The number of persons allowed simultaneous access to the documents is limited to the amount of space available in order to reasonably monitor such access but will not exceed the capacity as determined by Sherman County Clerk at any given time.

Laptops, tablets, or any other electronic devices which contain network capability are not allowed to be connected to any County network.

Ethernet cables are strictly prohibited in the inspection area.

Any attempt to plug a device into an ethernet jack in the Sherman County Courthouse at any time is prohibited.

Laptops, tables, cell phone, and other electronic devices that do not have ethernet ports may be brought into the inspection area.

Those conducting the in-person inspection may use imaging devices to take photos or make copies of the election records (subject to exclusion of records containing personally identifiable information). Sherman County & District Clerk staff, on request, will make copies of the requested records at the cost of 10 cents per page, if the requested copies are more than 50 pages. Sherman County & District Clerk may also charge and Requestor costs for labor and/or overhead as allowed by Section 70 of the Texas Administrative Code.

The room in which in-person public inspection is taking place may be equipped with video surveillance to monitor all activities in the inspection room during the time that the election records are made available for inspection.

Adherence to these guidelines is mandatory. Failure to comply with the policy can result in Elections asking the person to leave and the review of documents being rescheduled to a future date