

Board Minutes and Records (BMR)

I'd like to show you ways to access various types of information related to the meetings and records of the Board of County Commissioners (BCC).

First, from CollierClerk.com click on "**Records Search**" and then "**BMR Records**". Please read and accept the "**Disclaimer Statements**".

On the BMR Records page on the right side of your screen, you can access "**BCC Recaps**" of meetings by year.

Or click on "**Board, Minutes and Records**" to view a complete menu of information available on different aspects of the Board's business.

Some **examples** of information you can access are:

- BMR – BCC Minutes
- BMR Advisory Board Minutes, such as:
 - The Planning Commission
 - Code Enforcement Special Magistrate
 - Code Enforcement Board
 - Coastal Advisory Committee
 - Environmental Advisory Council
- BMR Agendas or Executive Summaries
- BMR Backup Documentation on documents approved or adopted
- BMR Resolutions
- BMR Validated Ordinances

Most of these records are listed by year, meeting date, and agenda item number. Resolutions and Ordinances are listed by year and assigned number.

You can also do a customized search of BMR by clicking on the word "**Search**" just above the viewing window on the left hand side of your screen. Customized searches can be conducted using different search criteria including:

- Text
- Object Name
- Within Folder
- Within Volume or
- Creation Date

BMR (con't)

A popular choice for doing a customized search is **“within volume”**. If you want to access minutes only or ordinances only, go to “within volume” section and then **“highlight a key word”** in the box. *By clicking the down arrow on your keyboard you can highlight your selection of choice.*

Or if you prefer, enter a key word in the **“Enter Search”** box and click on the **“Search button”** at the bottom of the page.

“Name of Documents are listed on the left side of the search results screen; number of hits (within that document) **on the right”**. If you click on **“hits”**, the referenced pages will appear at the bottom by page number. If you select **“document”** the entire folder will appear.

“You can also proceed to the next page by clicking on the down arrow at the top of the displayed page”.

If you want to **print** a document, you can select **up to 75 pages to print** at one time, and download them by clicking on the **“pdf icon”**. Once downloaded, the pages can be printed by selecting **the print key on the left side of the menu bar**.

Remember: Select only the pages that you want before creating a .pdf file and please logout when finished.

We hope that these instructions have been helpful in describing ways for you to access information related to the various business you conduct with the Clerk’s Office.

We are here to serve YOU!

Robert D. St. Cyr, Director, Community Outreach
Clerk of the Circuit Court
3301 Tamiami Trail East
Naples, FL 34112
(239) 252- 6879
robert.stcyr@collierclerk.com