

Board of County Commission Records

CollierClerk.com provides access to documents and records relating to the Board of County Commissioners (BCC) and their various established advisory boards meetings and subsequent actions.

From the CollierClerk.com homepage, click on ***“Records Search”*** and then ***“BMR Records Search”***. Please read the ***“Disclaimer Statements”***, if applicable, or follow the simple access instructions, currently placing into the boxes a **User Name and Password (both given on the screen)**.

The BMR (Board Minutes and Records) page appears. The folders displayed show the various areas of interest that are stored on this database. Click on the folder marked ***“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:

- **BCC Recaps** (Summary of Board Actions at a BCC Meeting)
- **BMR – BCC Minutes** (Transcripts)
- **BMR Advisory Boards**, such as:
 - Collier County Planning Commission
 - Code Enforcement Special Magistrate
 - Code Enforcement Board
 - Coastal Advisory Committee
 - Contractors’ Licensing Board
- **BMR Agendas** (Executive Summaries)
- **BMR Backup Documentation** (At/After BCC Meeting Submittals)
- **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**
- **Document/Folder Name**
- **Within Folder**
- **Within Volume**
- **Creation Date**

A popular choice for doing a customized search is to select **“text”** and **“within volume”**. If you want to access minutes only or ordinances only, go to “within volume” section and then **“highlight a key volume”** in the box. ***By clicking the down arrow on your keyboard you can highlight your selection of choice. If you want to select more than one volume, hold the “CTRL” key on your keyboard while selecting the various volumes.***

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 to begin the search launch of the entire image database.

The **“Search Results”** will appear as a listing, showing the document where the “hit” was found and then the various pages within the document where the “hits” were found. The “hit” will be highlighted on the page where it resides. If the document name is selected instead of the individual pages where the “hit” was found, the entire document 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, then click on the **“pdf”** icon”. An instruction box will appear asking what particular pages you want to download and print. Insert the desired page range and click **“Download & Print”**.

Remember: Select only the pages that you want before creating a .pdf file. Please **LOGOUT** (located on the Menu Bar at the top right) when finished.

If you need further assistance in searching these records, please contact the Board Minutes and Records Department. The contact information is located on CollierClerk.com’s Clerk to the Board section of the website.