

TRANSACTIONS, PROCEEDINGS, AND ORDERS IN SUITABLE BOOKS FOR THAT PURPOSE. THE CLERK SHALL ENDORSE, FILE, AND NUMBER ALL PAPERS PRESENTED TO THE BOARD AND ACTED UPON BY THEM.

(2) THE CLERK SHALL KEEP AND CAREFULLY PRESERVE ALL BOOKS AND PAPERS PERTAINING TO THE OFFICE OF THE BOARD OF COUNTY COMMISSIONERS.

(3) DURING REGULAR OFFICE HOURS EVERY WEEKDAY, OTHER THAN LEGAL HOLIDAYS, THE CLERK, AT THE REQUEST OF ANY CITIZEN OR TAXPAYER OF THE COUNTY, SHALL EXHIBIT BOOKS IN THE COUNTY COMMISSIONERS' OFFICE TO THAT PERSON AND MAKE AND CERTIFY COPIES OR EXTRACTS FROM THEM, WITHOUT CHARGE.

(4) THE CLERK SHALL GIVE BOND IN THE PENALTY OF \$5,000 PROPERLY CONDITIONED FOR THE FAITHFUL PERFORMANCE OF THE CLERK'S DUTIES, TO BE SECURED BY A BONDING OR SURETY COMPANY, THE PREMIUM ON THE BOND TO BE PAID BY THE COUNTY COMMISSIONERS AND TO BE APPROVED BY THEM. (P.L.L., 1930, Art. 20, sec. 343; 1963 Code, sec. 274; 1910, ch. 10, sec. 217 (p. 1132); 1939, ch. 254, sec. 343; 1963, ch. 441, sec. 343; 1977 Code, sec. 50; 1988, ch. .)

2-203. CLERK; OATHS ADMINISTERED BY.

THE CLERK MAY ADMINISTER THE OATHS AND TAKE THE PROBATES OF ALL PUBLIC ACCOUNTS PRESENTED TO THE COMMISSIONERS FOR ALLOWANCE, IN THE SAME MANNER AND TO THE SAME EFFECT AND EXTENT AS PROBATES HAVE BEEN MADE PREVIOUSLY BEFORE A COURT OF COMPETENT JURISDICTION. (P.L.L., 1888, Art. 20, sec. 44; 1930, sec. 35; 1963 Code, sec. 15; 1874, ch. 109; 1963, ch. 429, sec. 35; 1974, ch. 277, sec. 15; 1977 Code, sec. 13; 1988, ch. .)

2-204. COUNTY ADMINISTRATOR.

(A) APPOINTMENT. THE COUNTY COMMISSIONERS MAY APPOINT A COUNTY ADMINISTRATOR.

(B) TERM; VACANCY. (1) THE TERM OF THE COUNTY ADMINISTRATOR IS 4 YEARS FROM THE FIRST TUESDAY IN DECEMBER, 1986 AND EVERY 4 YEARS THEREAFTER.

(2) IF THE OFFICE OF COUNTY ADMINISTRATOR BECOMES VACANT BECAUSE OF DEATH, RESIGNATION, OR FOR INCOMPETENCY OR OTHER DISQUALIFICATIONS FOR THE OFFICE, THE COUNTY COMMISSIONERS MAY FILL THE VACANCY FOR THE PERIOD OF THE UNEXPIRED TERM.

(C) SALARY. THE SALARY OF THE COUNTY ADMINISTRATOR SHALL BE SET ANNUALLY BY THE COUNTY COMMISSIONERS. (1985, ch. 66; 1977 Code, sec. 9A; 1988, ch. .)

### SUBTITLE 3. FISCAL MATTERS