

Cobb County

Accessing
Information on the
County Clerk's
Webpage



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To Access Agendas and Minutes

Agendas for Board of Commissioners & Zoning

Click on the Agendas link . *Continue* through the “Viewer Alert” page

Click on the Agenda folder for the type of meeting you are interested in: Regular Board of Commissioners (BOC) or Zoning Hearing agendas (*includes agendas from the BOC Zoning, Planning Commission, or Board of Zoning Appeals hearings*)

Click on appropriate folder for the year (*Inside each year folder, you will find the meeting dates*)

Click on the appropriate meeting date folder

For **BOC Regular meetings**, after opening up the meeting date folder, you will see the several folders as listed below:

Agenda by Tab: agenda items are divided by corresponding tabs from the published agenda

Complete Agenda: complete agenda in one document

Non-Agenda Items: add-on agenda items, which are created and distributed after the agenda book is published

PDF Version of Agenda: bookmarked by tab and agenda item using Adobe

Under Separate Cover documents: attachments to agenda items which are



Minutes

Click on “Minutes (PDF)”

Recommended

Continue through the “Viewer Alert” page

Click on the Minutes (PDF)

folder (*You can access BOC Minutes; Solid Waste Management Authority Minutes; or Zoning Minutes which include BOC Zoning, Planning Commission, or Board of Zoning Appeals*)

Inside you will find a folder for each with meeting dates located inside each year folder

Once inside, you will notice a variety of icons and capabilities. Below are some basic instructions:

Searches:

To limit your search to a *specific* folder: use the "Browse" tab to select the folder to search within; click on the "Search" tab (the folder name will be automatically entered into the "**Within Folder**" search field)

Then enter the search criteria in the "**Text**" search field and enter

After performing a search, a list of documents that match the search criteria will be displayed to the right of the search pane. To display the list of "hits" in a document, click the number in the Hits column next to the desired document. Then click on page identified at the bottom pane to open document page.

Create a PDF

To create a PDF file of the currently displayed document, click on the PDF icon . To create a PDF file of only a portion of the document, enter the page numbers (pages ___ to ___) next to the PDF icon, and then click on the PDF icon.

Printing Tips:

To print an entire document, create a PDF file of the document, and then print the PDF file.

The best way to print the document page that is currently displayed on the screen is to "right click" on the document and then select "Print Picture."

Boards and Authorities

Click on the link for Boards and Authorities. Below the text, you will find an alphabetical list (which is also a link) of all the Boards, Authorities, and Commissions to which the Board of Commissioners appointments.

Available information includes a description, a list of appointees, and contact information.

