

## **OPEN RECORDS**

The CAD will comply with the Public Information Act codified in the Texas government Code Chapter 552. All records, which are not an exception to the Public Information Act and rare prepared or maintained during the operation of the business of the District, will be made available upon written request. Information which is an exception to the Public Information Act includes but is not limited to renditions, certain personnel data, certain information relating to litigation, competitive bidding, and information which has been deemed confidential by law or judicial decision, such as tapes transcripts and minutes of executive session and information relative to sale of property.

## **ACCESS TO RECORDS / DATABASE**

Records and the system database may be accessed during normal business hours without an appointment, in the designated Public Research Area. However, if a large number of records are requested, or items needed to be gathered, an appointment should be scheduled in order to avoid unnecessary delay on behalf of the property owner and appraisal district staff.

## **REQUESTS FOR COPIES**

The District shall strive to comply in a timely manner with all requests for copies of district records, which are not an exception to the Public Information Act.

Requests for five or more items, or for information which must be researched or located, must be submitted at least 48 hours prior to expected pickup. When necessary, the District reserves the right to provide the information within the ten (10) day period mandated by law.

Depending upon current workload of the District staff, copies of single appraisal cards, maps and other readily available information may be requested and received immediately.

## **Procedure for Records Believed to be an EXCEPTION to the PUBLIC INFORMATION ACT**

If a public information request is made for records which appear to be an exception to the Public Information Act, such request shall be immediately forwarded to the Chief Appraiser. The Chief Appraiser will determine that the information requested is public in nature, said records shall be furnished within ten (10) days. If the Chief Appraiser believes the requested records are not subject to the Public Information Act, the CAD shall request an opinion from the District's legal counsel. The District shall then proceed based on the legal opinion given, and may seek an Attorney General's Opinion if necessary.

## **CHARGES for COPIES of RECORDS**

Costs of Public Information shall fall in line with the schedules of the Texas Administrative Code Chapter 70 "Cost of Copies of Public Information".

If the estimated cost associated with the written request made exceeds \$40, the District shall provide an itemized statement and obtain approval in writing to generate records requested, which will be considered a guarantee of payment.

Property owners within the jurisdiction of the CAD shall be entitled to a copy of their own individual appraisal record, exemption application, or rendition one time annually at no charge.