

Open Records Request

Open Records Request for Information Under Texas Public Information Act

The Texas Public Information Act allows the public the right to request access to government information. All persons who request information must do so by submitting a written request that includes enough description and detail of the information being requested to allow the government body to accurately identify and locate the items which you are requesting.

Written requests submitted under the Texas Public Information Act may be submitted by mail, email, or in person to the following:

Andrews County Appraisal District
600 N Main
Andrews, TX 79714
chiefappraiser@andrewscad.org

Please include the following:

Full name of requestor

Business/Cell or home phone number

Mailing Address

Year(s) Subject to Request

Description of Records Requesting

How you would like to receive the requested information

- Electronic format (e-mail or FTP site upload)
- Thumb drive mailed

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. All completed requests are final and non-refundable. It is the responsibility of the purchaser to understand the data files being purchased. The Andrews County Appraisal District provides all products/data "as is" without warranty of any kind and is not responsible for recreating data files

Most commonly requested files are available for free download on our website under the Tax Information tab. This includes: GIS Shape files, the full Certified Appraisal Roll, the Certified Mineral Appraisal Roll, and the Certified Real Appraisal Roll.

If your request is out of the scope of staff capabilities and requires help from our software vendor or contract appraisal companies, additional costs could incur.

Response to Request

After receiving a request for a public record or document, the district will respond to the public records request as soon as practicable and without unreasonable delay. The district will respond with one or more of the following:

- A statement that the appraisal district does or does not have custody of the requested documents.
- Copies of all requested public records for which the district is exempted from disclosure.
- A statement that the district is the custodian of some responsive records, an estimate of time in which copies will be provided or inspection will be available, and an estimate of the fees the requestor must pay.
- A statement that the district is uncertain whether it possesses any requested records and that it will search for the requested records and respond as soon as practicable.

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.

Please note:

All requests for Public Information must be in writing to protect the rights of the requestor as well as the rights of the Appraisal District. Requests for Public Information are processed in the order they are received and will receive a response within ten (10) business days. The day for processing starts on the first business day after the day it was received. Weekends and holidays are not counted as business days.