

Colorado County Appraisal District

2024 Public Information Request Procedures (formally “Open Records Requests”)

Texas Public Information Act Request Procedures

Requests for Public Information (formally known as Open Records Requests) are handled in accordance with the Texas Public Information Act, Texas Government Code §§ 552.001 - 376. All requests for public information regarding the Colorado County Appraisal District (District) should be submitted to the District office.

Rights of Requestor

- Receive treatment equal to all other requestors.
- Receive a statement of estimated charges in advance.
- Choose whether to inspect the requested information, receive a copy of the information, or both.
- Be notified when the governmental body asks the OAG for a ruling on whether the information may or must be withheld.
- Be copied on the governmental body’s written comments to the OAG stating the reason why the stated exceptions apply.
- Lodge a complaint with the OAG regarding any improper charges for responding to a public information request.
- Lodge a complaint with the OAG or the county attorney or criminal district attorney, as appropriate, regarding any alleged violation of the Act.

Rights of the Appraisal District

- Establish reasonable procedures for inspecting or copying information.
- Request and receive clarification of vague or overly broad requests.
- Request an OAG ruling regarding whether any information may or must be withheld.
- Receive timely payment for all copy charges or other charges.
- Obtain payment of overdue balances exceeding \$100 or obtain a security deposit before processing additional requests from the same requestor.
- Request a bond, prepayment or deposit if estimated costs exceed \$50.

Responsibility of a Requestor

- Submit a written request according to a governmental body’s reasonable procedures.
- Include enough description and detail of the requested information so the governmental body can accurately identify and locate the requested items.
- Cooperate with the governmental body’s reasonable requests to clarify the type or amount of information requested.

- Respond promptly in writing to all written communications from the governmental body (including any written estimate of charges).
- Make a timely payment for all valid charges.
- Keep all appointments for inspection of records or for pick-up of copies.

Responsibility of Appraisal District

- Treat all requestors equally.
- Complete open records training as required by law.
- Be informed of open records laws and educate employees on the requirements of those laws.
- Inform the requestor of cost estimates and any changes in the estimates.
- Confirm the requestor agrees to pay the costs before incurring the costs.
- Provide requested information promptly.
- Inform the requestor if the information will not be provided within ten business days and give an estimated date on which it will be provided.
- Cooperate with the requestor to schedule reasonable times for inspecting or copying information.
- Follow attorney general rules on charges; do not overcharge on any items; do not bill for items that must be provided without charge.
- Inform third parties if their proprietary information is being requested from the *governmental body*.
- Inform the requestor when the OAG has been asked to rule on whether information may or must be withheld.
- Copy the requestor on written comments submitted to the OAG stating the reasons why the stated exceptions apply.
- Comply with any OAG ruling on whether an exception applies or file suit against the OAG within 30 days.
- Respond in writing to all written communications from the OAG regarding complaints about violations of the Act.

Procedure for Making a Request

The requestor must ask for records or information already in existence. The Act does not require the District to create new information, to do legal research, or to answer questions.

Charges to the Requestor

A person can ask to view the information, receive copies of the information, or both. The District will assess copying and/or compiling fees based on the fee schedule set out by the state. A complete schedule of fees is available at the Colorado County Appraisal District. If charges should occur, the District will send an itemized estimate and ask for a response in writing and/or payment within ten (10) business days, verifying that the requestor accepts, modifies, or denies the cost being charged.

How to Make a Request

1. Submit the written request to Colorado County Appraisal District. Pursuant to the Texas Public Information Act, Texas Government Code §§ 552.001 – 376, by one of the following below. We suggest using the Texas Public Information Act Information Request Form:
 - PIF Form: www.coloradocad.org
Information / Public Information / Public Information Act Request
 - Mail: Colorado County Appraisal District
Post Office Box 10
Columbus, TX 78934
 - Fax: (979) 732-6485
 - Email: interimchief@coloradocad.org
 - In Person: Colorado County Appraisal District
106 Cardinal Lane
Columbus, TX 78934
2. Include enough description and detail of the information being requested so that the District can accurately identify and locate the information.
3. Cooperate with the District's reasonable requests to clarify the type, or amount, of information that is requested

Process After Request is Received

Upon receipt of your request, the District will promptly release requested information that is not confidential by law. Documents considered public information will be made available for review and/or copying.

This procedure allows the District to accurately document the date each request as it is received and respond to the requestor within ten (10) business days as defined in Texas Govt Code § 552.0031. If the request cannot be produced within ten (10) business days, the District will notify the requestor of the reasonable date and time when the information is expected to be available.

For any items that the District wishes to withhold, the District will ask for a ruling from the Office of the Texas Attorney General and notify the requestor of that communication.

If the request cannot be produced within ten (10) business days as defined in Texas Govt Code § 552.0031, the Colorado County Appraisal District will notify the requestor of the reasonable date and time when the information is expected to be available.

The Public Information Act Handbook is available on the OAG's website at [Members of the Public | Office of the Attorney General \(texasattorneygeneral.gov\)](#).

All questions concerning Public Information Requests should be directed to the Interim Chief Appraiser, Colorado County Appraisal District, (979) 732-8222.