

## OPEN RECORDS REQUESTS

Public access to appraisal records is crucial to good public relations. A climate of openness and transparency shall be established in the appraisal office. Appraisal office employees must understand policies and statutes pertaining to open records, public disclosure, and confidentiality, including an awareness of compliance timeliness. The Chief Appraiser shall educate appraisal district employees on the guidelines for the dissemination of real estate records or taxpayer information and should be sensitive to privacy concerns. Information requests must be delivered to the Chief Appraiser who may process it himself or designate an employee to do so and provide that employee specific guidelines to use. All open records or public information requests shall be processed in a manner that is compliant with state law and state time requirements.

### Policy

All records of the Kaufman Central Appraisal District are subject to the Texas Public Information Act – Government Code Chapter 552, unless determined to be confidential by law and will respond to the public requests as soon as practicable and without unreasonable delay, in the manner described below.

All formal public records requests must be submitted in writing or by e-mail and directed to:

Public Records Request  
Attn: Vicki White  
Kaufman Central Appraisal District  
P.O. Box 819  
Kaufman, Texas 75142  
Phone: 972-932-6081 ext. 107  
Email: [vicki.white@kaufman-cad.org](mailto:vicki.white@kaufman-cad.org)

### Initial Response to Public Records Request

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

- A statement that the Kaufman Central Appraisal District does or does not have custody of the requested documents.
- Copies of all requested public records for which the Kaufman Central Appraisal District is the custodian of is exempt from disclosure.
- A statement that the Kaufman Central Appraisal 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 Kaufman Central Appraisal District is uncertain whether it possesses any requested records and that it will search for the requested records and respond as soon as practicable.

### **Clarification of Public Records Request**

If the Kaufman Central Appraisal District receives an unusual request or the scope of the request is unclear, the appraisal district may request additional clarification before responding to the request.

### **Charging for Public Records Request**

The Kaufman Central Appraisal District is allowed to recover their actual costs in fulfilling a public records request. If the estimated fee is greater than \$40, the Kaufman Central Appraisal District will provide the requestor with written notice of the estimated amount of the fee. In such instances, the public records request coordinator will not fulfill the request until the requestor confirms in writing that the requestor wants to proceed with the request despite the estimated cost.

# KAUFMAN CENTRAL APPRAISAL DISTRICT OPEN RECORDS REQUEST FORM

The Texas Public Information Act (PIA) allows the public the right to obtain government information. **Requests must be submitted in writing.** A request under this act should be for the records or information that already exists. The PIA does not require a governmental body to create new records, perform legal research or answer questions. A requestor may ask to inspect records, obtain copies of records or both. Although most government information is available under the PIA, some exceptions exist. In accordance with Subchapter C, Ch. 552.148 of the Government Code, sales information is no longer considered public. However, for requests made for evidence under Sec 41.461 (A)(2) Texas Property Tax Code before an Appraisal Review Board hearing, sales information will be disclosed. This sales information is required to be kept confidential.

Requestor Name: \_\_\_\_\_  
Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
\_\_\_ Work \_\_\_ Home \_\_\_ Mobile

E-Mail: \_\_\_\_\_

I hereby request the following under the PUBLIC INFORMATION ACT pursuant to TEXAS GOVERNMENT CODE Chapter 552:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Delivery Method Preference: \_\_\_ Pick up in person \_\_\_ US Mail \_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_

Submit this request to the Kaufman Central Appraisal District, P.O. Box 819, Kaufman, Texas 75142. The phone number is 972-932-6081 ext. 107. The email address is [vicki.white@kaufman-cad.org](mailto:vicki.white@kaufman-cad.org).

----- **Please let us know if you wish to receive your response in a special format or media.** -----

NOTE: This form may be copied; however, it should not be altered or modified from its existing content. Additionally, certain items requested may be exempted from disclosure under the law and certain costs may be assessed for providing copies of requested information.

## THIS SECTION TO BE COMPLETED BY AUTHORIZED PERSONNEL

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Est. Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Records Available: \_\_\_ Yes \_\_\_ No (Check One)

Reason for Unavailability: \_\_\_\_\_

\_\_\_\_\_ Individual Completing Records Request: \_\_\_\_\_