



OPEN RECORDS REQUEST

Effective June 18, 2007, (in accordance with Subchapter C, Chapter 552.148, Government Code), sales information is no longer considered open records. However, evidence requested under Section 41.461 (a)(2), Texas Property Tax Code, for Appraisal Review Board hearings, must be disclosed. To request this, use a Request for Evidence Form, for all other open records request, use this form.

You will be contacted within 10 days with fees related to requested information. Payment options are cash or check.

DATE: _____

FROM: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____ **EMAIL ADDRESS:** _____

SPECIFIC INFORMATION REQUESTED:

Requestor's Signature

Open Records Policy

Written requests should include the following information at a minimum:

- Name and contact information
 - How the information should be delivered
 - Format for the information
 - Detailed description of the information requested
 - Any other information that may help identify the information and respond to the request
 - Request must be in writing.
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- All request should be answered as soon as possible and no later that 10 days. If there are costs associated with filling the request, the requester will be notified in writing.