

Open Records

The Hardin County Appraisal District will fully comply with the Texas Open Records laws and will respond to public requests in a timely manner and without unreasonable delay.

Procedures

1. The Information Systems department will be responsible for coordinating public records requests made to the District. Formal public records requests must be submitted in writing and directed to:

Hardin County Appraisal District
Public Records Request
P.O. Box 670
Kountze, TX 77625
Fax: 409-246-4714
Email: head@gtbizclass.com

Response to Request

After receiving a request for a public record or document, the Information Systems department 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.

3. Clarification of Public Records Request

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

4. Charge for Public Records Request

The appraisal district is allowed to recover their actual costs in fulfilling a public records request. If the estimated fee is greater than \$25, the 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. Hardin CAD will process the first 10 pages at no charge, then anything over 10 pages is \$0.10 per page.

5. Request Form

The district maintains an Open Records Request Form. Although not required, use of this form will help to provide all of the necessary information to fulfill the request in a timely manner.



HARDIN COUNTY APPRAISAL DISTRICT

P.O. BOX 670 KOUNTZE, TX 77625 (409) 246-2507

OPEN RECORDS REQUEST

Person making request: _____

Company: _____

Mailing Address: _____

Telephone #: Home/Cell/Business _____ / _____ / _____

Email Address: _____

Type of Request:

• Plat Map (Number): _____

• Appraisal Card: PID# _____ GEO ID# _____

• Appraisal Roll: **Printed** _____ **File** _____ Sort Order: **GEO** _____ **Alpha** _____

• Copy: (Describe) _____

• Other: (Describe) _____

Signature

Date

Cost to Produce Data: _____

Please Note: All Requests must be paid prior to Production

Information Received By:

Signature

Date