

**GREGG APPRAISAL DISTRICT  
REQUEST FOR OPEN RECORDS INFORMATION**

*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 you are requesting allowing the governmental body to accurately identify and locate the items which you are requesting. The request must be for records or information that already exists. The Public Information Act does not require a governmental body to create new records, perform legal research or to answer questions. The requestor may ask to view records, get copies of the records, or both. Although most government's information is available under the Act, some exceptions exist. There is a charge for furnishing the information.*

*Requests submitted under the Texas Public Information Act may be submitted by mail, fax, e-mail or in person.*

<b>NAME OF APPLICANT:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE NUMBER:</b>	
<b>TYPE OF REQUEST:</b>	
<i>(please provide detailed description of information needed and in what format)</i>	
<b><u>VERY IMPORTANT:</u></b> <b><u>SEE BACK OF FORM</u></b>	

**BREAKDOWN OF CHARGES**

DESCRIPTION	CHARGE		ESTIMATED COST
	\$		
Photocopy of each page of a standard letter or legal size document	\$	0.10	\$
Photocopy of each page of a standard letter or legal size document which contains more than 50 pages, clerical time of \$15.00 per hour plus a 20% overhead charge is added to the copying fees due			
Computer printed copy of each page of a document, record or account (screen print)	\$	0.10	\$
Photocopy of a standard size map	\$	0.50	\$
Photocopy of a map not standard size map	\$	3.00	\$
GIS Maps (on file)	\$	7.00	\$
Special Request GIS Maps	\$	28.50 per hour	\$
Standard Data Processing Request	\$	40.00	\$
Duplication of existing information on CD (Example: appraisal roll)	\$	25.00	\$
Parcel Finder	\$	50.00	\$
Parcel Finder Updates	\$	25.00	\$
<b>TOTAL ESTIMATED COST</b>			

**ACTUAL COST**     \$ \_\_\_\_\_

**THIS FORM MUST BE PRESENTED BEFORE DOCUMENT(S) CAN BE RELEASED**

## Request for Information

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PAYMENTS must be made in advance before any request will be processed. All completed requests are **final** and **non-refundable**. It is the responsibility of the purchaser to understand the data files being purchased. The Gregg Appraisal District provides all products/data **“as is”** without warranty of any kind and is not responsible for recreating data files free of charge due to misordering of data.

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 District.

Requests for Public Information are processed in the order they are received and will receive a response within ten business days.

The 80<sup>th</sup> Texas Legislature added Section 552.148 to the Texas Government Code. This new law, effective June 18, 2007, excepts from disclosure information concerning property sales, descriptions, characteristics, and other related information provided by private entities to appraisal districts. This information may be disclosed to property owners or their agents for use at their protest hearings. Due to this change in the law, commercial and residential sales data is no longer generally available.