

# Camp Central Appraisal District

## Open Records Request Form

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### Please Print

Requestor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date requested: \_\_\_\_\_

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that the governing body may accurately identify and locate those items requested. If your request cannot be determined, it will be returned to you for clarification.

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#### Please Select Delivery:

E-MAIL ADDRESS: \_\_\_\_\_  
 FTP SITE ADDRESS: \_\_\_\_\_  
 CD PICKUP  
 CD MAIL ADDRESS: \_\_\_\_\_  
 OTHER: PICKUP IN PERSON

**PAYMENT IS GIVEN ONCE THE REQUEST IS RECEIVED. BEFORE REQUESTED INFORMATION IS PROVIDED PAYMENT MUST BE RECEIVED. YOU CAN CONTACT OUR OFFICE FOR THE CHARGE ASSOCIATED WITH OBTAINING THE INFORMATION.**

**CAMP CAD WILL RESPOND TO ALL WRITTEN OPEN RECORDS REQUESTS WITHIN 10 BUSINESS DAYS.**

**CAMP CENTRAL APPRAISAL DISTRICT PROCEDURES FOR RECEIVING & RESPONDING TO OPEN RECORDS REQUESTS WILL COMPLY WITH ALL ASPECTS OF CHAPTER 552 OF THE TEXAS GOVERNMENT CODE.**

#### Request for Information under Texas Public Information Act

The Texas Public Information Act allows the public the right of access to governmental information. All persons who request information must do so in writing, submitting a written request that includes enough description and details of the information you are requesting, allowing the governmental body to accurately identify and locate the item (s) 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 inspect records, obtain copies of records or both. Although most governmental information is available under the Act, some exceptions exist.