

**CARSON COUNTY APPRAISAL DISTRICT  
PO BOX 970  
PANHANDLE, TX 79068**

**OPEN RECORDS REQUEST**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please include your e-mail address only if you check your e-mail at least once daily.

**Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request the following information currently existing in the records of Carson County Appraisal District:**

*Please provide detailed information about what type(s) of information and/or documents you want to receive. Feel free to use the back.* \_\_\_\_\_

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

**NOTE: The more information you give us about what information you want, the easier it will be for us to comply with your request**

I wish to receive copies of the requested information. I understand that I must pay 10 cents per page for standard size copies and that a charge for labor may be included for larger requests. Information copied onto nonstandard-size paper, cassette tapes, computer discs, photographs and other medium will require additional charges. All charges must be paid in advance. An *estimate* of what will be charged will be provided to you in advance.

For a CD in Excel Format:

For a Mineral Roll or an Appraisal Roll the charge is: \$60.00

For a Combined Appraisal Roll the charge is: \$110.00

†Please mail copies to me.

†I will pick up the copies.

†Please e-mail copies to me.

†I do **not** want copies, but wish to inspect the originals of the requested information.

E-mail me, or send me a letter with information on when they will be available for inspection, and how to schedule an appointment for this. I reserve the right to request copies after inspecting the originals, and understand that an estimate of charges will be sent to me shortly thereafter.

In making this request, I understand that Carson County Appraisal District is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that Carson County Appraisal District has ten business days in which to request such a determination.

\_\_\_\_\_  
**Signature**

**Information regarding your request will not be conveyed by phone.**