

Somervell Central Appraisal District

Open Records Request

All requests for open records should be submitted to Somervell Central Appraisal District. This procedure allows the district to accurately document the date each request is received and respond to the requestor promptly. If the request cannot be produced within ten (10) business days, the Somervell Central Appraisal District will notify the requestor of the reasonable date and time of when the information is expected to be available.

Procedures for making a request: The request must ask for records or information already in existence. The Act does not require the district to create new information, to do legal research, or to answer questions.

Charges to the requestor: A person can ask to view the information, receive copies of the information, or both. The district will assess copying and/or compiling fees based on the fee schedule set out by the state. If charges should occur, the district will send an itemized estimate and ask for a response in writing and/or payment within ten (10) business days, verifying that the requestor accepts, modifies, or denies the cost being charged.

Responsibility of the requestor: Any person who requests public information has the responsibility to:

- Submit the request to Somervell Central Appraisal District by:
- Mail – Somervell Central Appraisal District, 112 Allen Drive, Glen Rose, Texas 76043
- Fax – (254)897-3258 Attention: Open Records Request
- Email – somervellcad@yahoo.com
- In person – Somervell Central Appraisal District, 112 Allen Drive, Glen Rose, Texas 76043
- Include enough description and detail of the information being requested so that they can accurately identify and locate the information
- Cooperate with the district's reasonable requests to clarify the type, or amount, of information that is requested. The district shall promptly release requested information that is not confidential by law. Documents considered public information shall be made available for review and/or copying.

Any other questions concerning Open Records Requests should be directed to the Somervell Central Appraisal District, (254) 897-4094.