



Upton County Appraisal District

P.O. Box 1110
McCamey, Texas 79752

Phone (432) 652-3221

Fax (432) 652-337

Web-Site: uptoncad.org

Open Records Requests

POLICY

The Upton County Appraisal District will fully comply with the Texas Public Information Act and will respond to the public information request as soon as practicable and without unreasonable delay, in the manner described below.

PROCEDURES

1. Public records request procedures

The Chief Appraiser is responsible for coordinating public records requests made to the Upton County Appraisal District and may direct other staff in fulfilling those requests. All formal public information requests must be submitted in writing, including fax or e-mail, to:

Upton County Appraisal District
PO Box 1110
McCamey, Tx 79752
432-652-3221
432-652-3372 (Fax)
lzarate@uptoncad.org
info@uptoncad.org

2. Initial response to public records request

Each open records request will be stamped with the receive date if received by mail, the email dates will serve as the date received. After receiving a request for public record or document, the Chief Appraiser, or the designated staff member, will respond to the public records request promptly and without unreasonable delay. By the 10th business day after the request is receive, the district will respond with one or more of the following:

a. Copies of all requested public records

- b. A statement that the requested information is available on the district's website, www.uptoncad.org
- c. A statement that the Upton County Appraisal District does not have custody of the requested documents, or that the documents are confidential
- d. A statement that the Upton County Appraisal District is custodian of some of the requested documents, an estimate of time in which copies will be provided or inspection will be available, and an estimate of the fees the requested must pay.
- e. A statement that the Upton County Appraisal 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 Upton County Appraisal District receives an unusual request, or the scope of the request is unclear, the appraisal district may send a written request for additional information or clarification before responding to the request. Requests requiring clarification may take longer to fulfill than the typical 10 business day. The district's written for clarification will be monitored, ensuring that the public information request is processed, pending the return of written clarification from the requestor. A request for information is considered withdrawn if the requestor does not respond in writing to the appraisal district's written request for clarification or additional information within 61 days.

4. Charging for public records request

The Upton County Appraisal District is allowed to recover their actual costs in fulfilling a public records request. A fee of \$20.50 per hour may be charged for the labor associated with locating, compiling or reproducing the documents, any tax rolls and appraisal rolls on CD are \$25.00. If the estimated fee is greater than \$20.50, the Upton County Appraisal District will provide the requestor with written notice of the estimated amount of the fee. In such instances, the appraisal district will not fulfill the request until the requestor confirms in writing that the requestor wants to proceed with the request despite the estimated cost.

Completed request are filed in the Chief Appraiser's office.

Resources

Public Information Handbook published by the Texas Office of the Attorney General

Linda Zarate, RPA
Chief Appraiser