

**Williamson Central Appraisal District
PUBLIC INFORMATION /
OPEN RECORDS REQUEST GUIDE**

1. What types of records are subject to the Public Information Act?

Any information collected, assembled, or maintained by or for a governmental body is subject to the Public Information Act. The format (paper, electronic, microfilm, etc.) of the record does not affect its status as a public record.

2. How do I make a public information request?

The request must be submitted in writing either by paper, email, fax, or in person.

Requests are submitted to the Officer for Public Information.

Preferred request delivery is through the form located here: [Public Information Request Form](#)

Requests sent by e mail will go to the Public Information Officer

Emailed requests must be sent to pir@wcad.org.

3. What should I say in my public information request?

Identify the specific documents you would like to request.

****If you request “all documents” the District will contact you to clarify the specific documents as this is considered a broad request and requires clarification.****

Identify the specific year(s) for which you would like documents.

Clearly identify the property for which you would like to request documents:

WCAD Account Number; or

Physical Address

If requesting data, clearly identify the data you are requesting.

If you want to know if WCAD has received your request by email, the District will comply with a “read receipt” from the Requestor verifying delivery.

NOTE: The District is not required to answer questions or conduct legal research and will only provide documents that are already in existence in response to requests. If you have questions, you should contact the Public Services department to obtain information in response to your questions.

4. What type of information is available?

Any information or data that is under the control of the Appraisal District and that is readily available. Data that does not exist does not have to be produced as requested.

Below are examples of documents available from WCAD. This list is not exhaustive, but only provides examples:

Appraisal documents (specific documents must be requested)

Exemption documents (certain parts may be redacted by law)

Appraisal Review Board (ARB) documents

Examples of documents **not** provided by the District:

Tax statements or other tax related documents. WCAD does not assess or collect property taxes. You will need to contact the appropriate taxing entity for tax documents.

Williamson County Tax Assessor/Collector's Website Link:

[Tax Assessor Collector | Williamson County, TX](#)

Deeds – WCAD does not produce deeds or perform deed research. You can contact the Williamson County Clerk's office for official copies of deeds.

Williamson County Clerk's Website Link:

[Self-Service](#)

Foreclosure Notices – contact the Williamson County Clerk's Office (see link above).

Leins – contact the Williamson County Clerk's Office (see link above)

5. How long does the governmental body have to respond to my request for information?

The Act provides that a governmental body must respond promptly to a request for information of documents that is readily available in good faith and within a reasonable time. The Appraisal District must respond to the requested information within ten (10) business days. If the District is unable to produce data within the ten (10) day period, the officer for public information must send you correspondence certifying that he or she is unable to do so and set a date and time when the records will be available to you.

6. What can the Appraisal District do if it is unclear about what information or document is being requested, or that the scope of the information is unduly broad?

WCAD may ask the Requestor to clarify or narrow a request if the Appraisal District, in good faith, has determined that the request for information is unclear or that the scope of the information requested is unduly broad.

A clarification request stops the District's duty to respond until the clarification is received from the requestor for the specific request.

7. What is the Appraisal District not required to do?

Prepare new information in response to a request.

Inform Requestor if the requested information comes into existence after the request is made.

Comply with a continuing request for information.

Prepare answers to questions or conduct legal research.

Compile or calculate statistics.

Copy information onto material provided by the Requestor.

8. Can I inspect documents?

The District shall make the information available to the Requestor for inspection or copying during *normal business* hours, Monday through Friday on a mutually agreeable date.

A requestor is only allowed to inspect and/or copy public information.

Requested copies shall be made by a WCAD employee.

A requestor is not allowed to remove an original public record from the District.

9. How do I receive the open records documents when completed?

When you submit your request for documents, you can notify the District if you would like responsive documents mailed to you or if you would like to pick the documents up at the WCAD Public Services Department. Most request documents and responses are sent via e mail. If you want documents mailed to you, **provide a valid mailing address** with your request.

If you want to pick requested documents up at WCAD, **you will be notified when they are available for pick up** with payment due at the time of pick up.

WCAD does not fax responsive documents.

10. What is the general ability of the Appraisal District to charge for documents?

The Open Records Section of the Office of the Attorney General (OAG) Cost Rules Administration administers the rules promulgated by the Attorney General to determine charges and methods for charging for copies of public information. These rules allow for the recovery of costs of materials, labor and overhead.

Below is a list for *general* charges associated with requests:

ARB Hearing File: \$5.00

Bulk Appraisal Cards: \$0.25 each

Certified Letters: \$5.00 each

Non-Standard Listing: \$15.00/hour to compile and \$28.50/hour to manipulate program

Copies: \$0.10/copy for 50 pages or less, over 50 is \$0.55 for first page and \$0.15 every page thereafter.

WCAD must provide the Requestor with a written itemized statement if the estimated charges will exceed \$40.

For a conclusive list of charges, you may access the OAG website link below:

<https://texasattorneygeneral.gov/og/charges-for-public-information>

11. When may a governmental body refuse to release the information I request?

If the information you request falls within one of the exceptions to disclosure found in the Public Information Act, the governmental body may refuse to release the information while it seeks an open records decision from the Attorney General. Unless the governmental body has a previous determination from a court or the Attorney General regarding the precise information requested, a governmental body cannot determine on its own to withhold information.