

Date Stamp Here



Work Order No. _____

Bexar Appraisal District Request for Information under Texas Public Information Act

The Texas Public Information Act allows the public the right of access to government 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 items 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 government information is available under the Act, some exceptions exist.

Written requests submitted under the Texas Public Information Act may be submitted by mail, fax, e-mail or in person to the following individual:

Barbara M. Adan
Records Management Officer

Bexar Appraisal District
411 North Frio, San Antonio, Texas 78207
Phone: (210) 242-2501 Fax: (210) 242-2455 E-mail: pro@bcad.org

Please Print

Requestor: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip code: _____

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that we may accurately identify and locate those items for you.

Account Number(s): _____ Year(s) Requested: _____

Documents to be provided by: Mail* Pick up in office

*If you wish to receive the information by mail, please provide the mailing address where we should mail your documents.

Requestor Signature: _____

Please see other side of page for additional information regarding public information and pricing information.

Bexar Appraisal District Charges for Copies of Public Information

ARB Hearing Audio Transcripts

CD's.....\$6.00/each

Paper Copies

Standard Size Copies* (8 ½ x 11).....\$0.10/each

*If the request contains more than 50 pages, clerical time of \$15.00/hour plus a 20% overhead charge is added to the copying fees due.

Archived Records

Some Bexar Appraisal District records are stored at an off-site records facility. Therefore, there is a fee to retrieve records from archives in addition to copying fees for records that are no longer stored on the District premises. The following are the transportation and delivery fees for Next Day delivery service if the retrieval order is placed before 3:00 pm with the archive company; please ask for current charges if you are interested in retrieving records with Same Day service.

Transportation\$19.87 per retrieval order
 Handling Charge\$1.67 per cubic foot
 Retrieve ARB Hearing Audio Cassette\$8.02 per box
 Retrieve ARB Hearing Paperwork\$8.90 per file

Electronic Data*

The Bexar Appraisal District provides electronic administrative and geographic information on CD and DVD. All completed transactions are **final** and **non-refundable**. Bexar Appraisal District provides all products "as is" without warranty of any kind. Products/data may include inaccuracies or typographical errors. The Bexar Appraisal District is not responsible for any errors or omissions. Information relating to 2009 should be considered a "work in progress", the information may be in various states of entry, correction and verification; the information may be incomplete or inaccurate and will probably change. The data products below can be purchased by mailing your request and payment to the Records Management Officer listed on the previous page.

Appraisal Data Information CD\$6.00
 Property Summary Export CD.....\$6.00
 GIS Public Data DVD\$8.00

*Please note that the prices for our electronic data reflect the price for the most current copy on hand of the specific file. Additional fees will apply should a request call for an unscheduled update.

Good to Know...

- ❖ All requests for Public Information must be in writing to protect the rights of the requestor as well as the rights of the District.
- ❖ Requests for Public Information are processed in the order they are received and will receive a response within ten business days.
- ❖ Appraisal Information for years 2004 through the current year can be found on our website, www.bcad.org. Property Appraisals for years 1982 through 2003 can be obtained by submitting a Request for Public Information.
- ❖ For property value records before 1982, please contact the Archives Department of the Bexar County Tax Office at (210) 335-6595.
- ❖ Copies of recorded deeds and plats cannot be obtained through the Bexar Appraisal District. Please contact the County Clerk's office at (210) 335-2225.
- ❖ The 80th Texas Legislature added Section 552.148 to the Texas Government Code. This new law, effective June 18, 2007, excepts from disclosure information concerning property sales, descriptions, characteristics, and other related information provided by private entities to appraisal districts. This information may be disclosed to property owners or their agents for use at their protest hearings. Due to this change in the law, commercial and residential sales data is no longer generally available.