



## 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: [rmo@bcad.org](mailto:rmo@bcad.org)

---

---

### Please Print

Requestor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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.

Property or Geographic ID Number(s): \_\_\_\_\_

Appraisal Year(s) Subject to Your Request: \_\_\_\_\_

Detailed Description of the Records You Are Seeking: \_\_\_\_\_

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

Requestor's 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 Recordings

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

## Paper Copies

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

\*If the request involves more than 50 pages of records, clerical time of \$15.00/hour plus a 20% overhead charge will be accrued in addition to the copying fees.

## 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.

Transportation .....\$22.75 per retrieval order  
Handling Charge .....\$2.14 per cubic foot  
Retrieval Fee.....\$5.85 per box

## 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. The data products below can be purchased by mailing your written 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 to the Appraisal Data Information or Property Summary Export.

---

## 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 2005 through the current year can be found on our website, [www.bcad.org](http://www.bcad.org). Property Appraisals for years 1983 through 2003 can be obtained by submitting a Request for Public Information.
- ❖ For property value records before 1983, 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 80<sup>th</sup> Texas Legislature added Section 552.148 to the Texas Government Code. This new law, effective June 18, 2007, exempts 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.