

## TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

### Requestor Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Manner of Written Communication: \_\_\_\_\_

### Description of the Information Requested

(Note: Describe the information as precisely as you can.)

**Date Range (optional):** From: \_\_\_\_\_ to: \_\_\_\_\_

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions [HERE](#).

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received?
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?

### INFORMATION PREFERENCES:

- How would you like to have the information provided?
- If available, do you wish to receive an electronic copy of the information?

**Please Note:** If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act [HERE](#).)



# Bexar Appraisal District

Written requests may be submitted by mail, fax, e-mail or in person to the following individual:

Yesica Antu-Sanchez  
Records Management Officer  
411 North Frio, San Antonio, Texas 78207  
Phone: (210) 242-2501 Fax: (210) 242-2455 E-mail: [openrecords@bcad.org](mailto:openrecords@bcad.org)

A response will be provided as promptly as possible but no later than the 10<sup>th</sup> business day.

## Charges for Copies of Public Information

### ARB Hearing Audio Recordings

CD contains native .wav file format; audio hearings are not transcribed: .....\$9.50/each.

### Paper Copies

Standard Size Copies\* (8 1/2 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.

### 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.

Appraisal Data Information DVD.....\$11.50  
Property Summary Export DVD.....\$11.50  
GIS Public Data DVD.....\$11.00

**\*Please note that the prices for our electronic data reflect the price for the most current export available. Additional fees will apply should a request call for a historical data export or an unscheduled update to the Appraisal Data Information or Property Summary Export.**

You can download the most recent, current year **appraisal data export, property summary export or GIS data** from our FTP server. Please state you want FTP server access and provide an e-mail address to receive the login information. All prior year exports can be purchased on DVD for \$11.50 each year, each export dataset.

- ❖ Appraisal Information for the current year, in addition to the last five appraisal years, can be found on our website, [www.bcad.org](http://www.bcad.org). Information for years prior to what is available on the website can be obtained by submitting a Request for Public Information. Please note that our records start in 1983.
- ❖ For 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 552.149 to the Texas Government Code. This 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 law, sales data is confidential.**