

What is an Open Records request?

An Open Records request is a request for public information contained in the files or records of a Texas county, governmental agency. Open Records or Public Information requests are governed by provisions of the Public Information Act (<http://www.oag.state.tx.us/open/index.shtml>), Texas Government Code, Chapter 552.

An Open Records request must be for the inspection or copies of an existing document or record. An agency is not required to generate a new document to respond to a request.

What is "public information?"

Public information is information that has been collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body that owns the information or has a right of access to it (TAC, Chapter 552).

All government information is presumed to be available to the public. However, state law and judicial decisions have established certain exceptions regarding the disclosure of such information.

How do I request public information from Bandera County?

To request public information from this agency, put your request in writing and mail, hand deliver, fax, or e-mail it as follows:

- Mail to: Public Information Officer Laurie A. Blanchard, P. O. Box 1624, Bandera, Texas 78003
- Hand Deliver to: 502 11th St. Bandera, Texas 78003
- Email to lblanchard@banderacounty.org
- *Fax to: PIO Laurie A. Blanchard 830-796-8463*

What should I include in my request?

Be sure to include contact information, including your name, address, and telephone number. We must have this information to respond to your request; we may also need to contact you to clarify your request.

Describe the documents that you want with as much detail as possible. If you don't know exactly what documents you need, describe the information you are seeking as **specifically as possible**. If your description is not clear or could result in a very large number of documents, we will contact you to determine if your request can be clarified or narrowed. If you are uncertain about what documents to ask for, you may find it helpful to contact us before you submit your request, so we can assist you in preparing your request. You may tell us your purpose in requesting the

information if you believe that would help us locate the documents you seek, but this information is not required. In fact, state law prohibits us from asking you the purpose of your request.

How long will it take to fill my request?

We will respond to your request within 10 business days after we receive your request or sooner. Possible responses to your request could include:

- If the information is readily available and clearly public, we will provide copies of the requested documents or tell you when and where you may examine the documents;
- If the documents cannot be produced for examination or duplication within 10 business days because they are in active use or in storage, we will tell you when and where the requested documents will be available to you;
- If the requested information is clearly exempt from public disclosure, we will tell you which provisions of the Public Information Act, or other statutes apply to your request; or
- In the unlikely situation that it is unclear whether the information you are requesting is open to the public, we will notify you that we are submitting a request to the Attorney General for an opinion concerning the records you have requested.

How much will I be charged? Will I be notified in advance?

Bandera County charges for the costs of responding to Open Records requests in accordance with state law. If the estimated cost for your request exceeds \$40, we will notify you of the estimated cost before we fill your request. We require payment in advance when the estimated cost of producing copies exceeds \$50.00.

For any other charges see the bottom of the form below



Bandera County, Texas
Public Records Request Form

County Department : _____

Requestor's _____ Contact Phone _____
(You) **PRINT**

Address _____
PRINT MAILING ADDRESS AND PHYSICAL PLEASE ..LEGIBLE

Description of information requested, please be specific, no statements of ANY and ALL will be accepted.

Will you accept Public redacted version of information? YES or NO circle one

Requestor's signature _____ Date _____

For Office use Below

| | |
|---|--------------------------|
| Cost per standard page up to 8 x 14 | \$0.10 |
| Non-Standard size | \$0.55 |
| CD | \$1.00 ea. |
| DVD BODY CAM under Chapter 70.13 (B) (1),(2) per minute charge of | \$1.00 min + \$10.00 ea. |
| Thumb Drives | Actual cost |
| Overhead charge (20% of Personnel Charges-Labor) | |
| Personnel cost for than 50 pages plus | \$15.00 per hr. |
| Postage | Actual cost |
| Total Charges | _____ |