

FRANK TRULL, County Judge
CAROL ANDERSON, Commissioner Precinct 1
RANDY DEANS, Commissioner Precinct 2
JASON BEHRENS, Commissioner Precinct 3
RICK KEMP, Commissioner Precinct 4
MATT ANDREWS, Sheriff



MAGGIE SAWYER, Justice of the Peace
MARK A. MARSHALL, County Attorney
MICHELLE PITCOX, District Clerk
CHRISTINE JONES, County Clerk
SILVIA CAMPOS, Tax Assessor-Collector
MIKKIE WILLIAMS, County Treasurer

MCCULLOCH COUNTY

199 COURTHOUSE SQUARE

Brady Texas, 76825

Phone: 325-597-0733

Website: www.co.mcculloch.tx.us

Open Records Request Form

Date: ___ / ___ / ___

Requestor's Name: _____
(Please Print)

Address: _____
(Please Print) Street Address

(City) (State) Zip Code

Telephone: _____ Email: _____

Records Requested: ** Please provide as much specific detail as possible so the office can identify the information. *Please use additional sheets if necessary.*

DO YOU WANT COPIES? YES OR NO

DO YOU WANT TO INSPECT THE RECORDS ON SITE? YES OR NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF COST EXCEEDS \$100? YES OR NO

FOR AGENCY USE ONLY

DATE RECEIVED: ___ / ___ / ___ # of Pages _____ Total Cost _____

RECEIVED BY: _____

Please complete other side

I understand that:

1. My request is limited to the information in existence at the time and on the day my request is received.
2. McCulloch County has no duty to answer questions or create documents to respond to a request pursuant to the Texas Public Information Act, but if I ask a question, the County will make diligent effort to determine whether there is information responsive to my question in its records and respond.
3. Certain information held by McCulloch County may be confidential as a matter of law, or may be excluded from public disclosure when applying various provisions of the Texas Public Information Act.

Therefore, to assist in processing your request, please choose Option A or Option B below:

OPTION A: Initial _____, *I hereby agree to limit the scope of my request* to only the documents/information contained in McCulloch County's records that the County believes is non confidential and available to the public pursuant to the Texas Public Information Act (Texas Government code 552) or any other applicable law. I will accept documents/information with certain information redacted on this basis and consider my request completely fulfilled. I understand that if I am not satisfied with the information provided under this basis, that I can make a new request at any time which includes the redacted information and the County will seek an opinion of the Texas Attorney General regarding whether the redacted information sought in the new request can be excluded from public disclosure as explained in Option B.

OPTION B: Initial _____, *I do not agree to limit the scope of my request*. I want all available documents regardless of whether McCulloch County considers the information to be confidential or subject to being excluded. I understand that McCulloch County has the duty to seek the opinion of the Texas Attorney General's Office, Open Records Division which will consist of the following:

- 1) A written request for an opinion from the Texas Attorney General by McCulloch County within ten (10) business days (excluding weekends and holidays) from the date that the County receives my initial request.
- 2) A written brief sent to the Attorney General's Office within fifteen (15) days from the date that the County received my initial request.
- 3) I might receive a request for clarification or my request if it is vague and ambiguous which will postpone the deadline for the County's request for an opinion from the Texas Attorney General's Office.
- 4) A waiting period of up to forty-five (45) days for the Attorney General's Office to render an opinion from the date the receive the written brief. I understand that until an opinion is rendered the County cannot fully respond to my request until a final decision is made by the Texas Attorney General's Office regarding my request. I understand the Texas Attorney General may rule that the information can or cannot be released and I understand that the County may disagree with the opinion provided by the Texas Attorney General's Office. In such cases McCulloch County may seek a decision from District Court or higher court before records are released.

A governmental body will utilize the methods established in 1 TAC § 70.3(c) - (e) when calculating allowable charges under Section 552.275 of the Texas Government Code.

Charges Per Request:

- \$.10 per page for 25 pages or less; or
- \$.10 per page + \$18 per hour for personnel costs necessary to compile the documents if more than 25 pages.

Additional Charges:

- actual cost of postage or delivery method requested; and
- \$20 per certificate plus \$1 per page for certified copies of pages attached to each certificate.