

Dickens County Appraisal District

Open Records Procedures

Open Record Policy

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for the public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Procedures to Obtain Information

- **Submit a request by mail, fax, email or in person to:**
Dickens County Appraisal District
PO Box 180
Dickens, Texas 79229
dickenscad@yahoo.com or dcad08@caprock-spur.com
 - **Include enough description and detail about the information requested to enable the appraisal district staff to accurately identify and locate the information requested.**
 - **Cooperate with the Appraisal District Staff reasonable effort to clarify the type or amount of information requested.**
- A. Information to be released**
- **You may review it promptly, and if it cannot be produced with 10 working days the Appraisal District will notify you in writing of the reasonable date and time when it will be available.**
 - **Estimated Cost for request of information will be provided.**
- Most information can be found on our website with no charge.**
- dickenscad.org
- B. Information that may be withheld due to an exception:**
- **By the 10th business day after the Appraisal District receives your written request,**
 - 1. Request an Attorney General opinion and state which exception apply;**
 - 2. Notify the requestor of the referral to the Attorney General and**
 - 3. Notify third parties if the request involves their proprietary information.**