

## NAVARRO COUNTY, TEXAS OPEN RECORDS INSTRUCTIONS

While there is no strict form required to request public information, there are certain guidelines that must be met. Navarro County has produced an Open Records Request form that will guide you through the process.

1. Your request must be in writing. (Only written requests trigger a governmental body's obligations under the Public Information Act.
2. Your request should be for documents or other information that is already in existence. Governmental bodies are not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis as such information that will be prepared in the future.
3. We recommend that all request be sent U.S mail and that a copy of the original request and proof of its receipt by the governmental body be kept.
4. We recommend that you go to the Attorney General's web page to obtain further information about on Open Government.

<http://www.oag.state.tx.us/open/requestors.shtml>

While it is not a requirement, Navarro County asks that you use the form provided to initiate your request. All requests should be addressed to the individual office holder or department.

1. We ask that you completely fill out the top portion of the form including name, phone number, and address. This information should be provided, so that we may contact you with any questions regarding your request.
2. Your request should be as detailed as possible (may be on a separate page).
3. Sign and date your request.
4. Mail to the appropriate office at the following address:

For Offices Located in Courthouse:

Navarro County  
Attn: Office Holder/Office Name  
300 West 3<sup>rd</sup> Avenue  
Corsicana, TX 75110

For Sheriff Department:

Navarro County Sheriff's Department  
312 West 2<sup>nd</sup> Avenue  
Corsicana, TX 75110

Public Records Request Form  
 Navarro County Auditor's Office  
 Navarro County, Texas

Requester's Name:		Telephone Number:	
Name of Business:			
Address (P.O. Box, Street, etc.)		(City)	(State) (Zip Code)
Description of Information:			
Requester's Signature		Date	Written Request Attached? Yes / No
<b>For Office Use Only</b>			
<b>Is requested information considered an open record? Yes / No If No, explain on reverse side of this form.</b>			
<b><u>Copies</u></b>	# of Copies, hours, etc..	Item/Unit/Price	Item/Unit Price
Cost per Page (Standard Size - up to 8.5" X 14") -----		\$.10/page	
Non-standard Sizes -----		\$.50/page	
VHS Video Cassette -----		\$2.50/each	
Audio Cassette -----		\$1.00/each	
Other -----		Actual Cost	
<b><u>Personnel Cost</u></b>		Sub-Totals	
Personnel Cost - more than 50 pages		\$15.00/hour	
<b><u>Other Cost</u></b>		Sub-Totals	
Overhead Charges (20% of Personnel Charges)			
Postage/Shipping Charges		Actual Cost	
Other Cost		Actual Cost	
Notes/Comments:		Sub-Totals	
		Total Charges	
Fees Computed by		Date	Fees Waived in Accordance with Procedures (Yes/No)
Release of Information and Fee Assessment Approved by (Office Holder/Department Head)			Date
Information/Documents Received by			Date