



Public Information Policy

The Chief Appraiser is the designated Public Information Officer (PIO) and shall be the custodian of all records, documents, writings, letters, memorandums, or other written, typed, copied, or developed materials possessed, assembled or maintained by the Milam Appraisal District.

Procedure:

1. All requests for public information are to be submitted in writing. May use the District's form. Written requests shall be submitted to the PIO.
2. The PIO or designee shall determine whether or not the information requested is public in nature.
 - a. Information determined to be public in nature shall be released for reproduction on the premises.
 - b. The PIO may request an Attorney General's opinion in accordance with the Texas Public Information Act, Texas Government Code, Chapter 552, if the information is believed to be confidential. Information determined not to be public in nature, the PIO shall so inform the requesting party and shall for no reason release such information.
 - c. The following items are deemed confidential by law. An Attorney General's opinion is not required:
 - i. Agricultural applications
 - ii. Renditions
 - iii. Special Inventory Statements and Declarations
 - iv. Sales for which confidentiality has been requested.
3. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information (see attached fee schedule).
4. If the information is inactive or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
5. The request shall be filed when completed in accordance with the adopted Record Retention Plan.
6. Office staff may process requests of readily available records if document has been established as public record by the PIO.

Charges for Public Records & Services:

1. The fee for copies and services to the public will be assessed as outlined by the State and approved by the Board.
 - a. No fee will be applied to personal records requested by the property owner and/or provided by the District at time of appraisal hearings.
 - b. If the costs exceed \$50.00 the District will require prepayment.
2. The requestor will receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and an opportunity to modify the request in response to the itemized statement.
3. In accordance with Texas Government Code § 552.275, the District may recover its costs attributable to time required by District personnel to complete when such time exceeds 40 hours during the fiscal year.

Service	Fee/Charge
Appraisal Sheet	\$0.10 per page
Print Screen	\$0.10 per page
<i>Standard Paper Copies/Paper Record</i>	
Readily available -	
Standard size (letter/legal)	\$0.10 per page
Non-standard size (ledger)	\$0.50 per page
Not readily available -	
Standard size (letter/legal)	\$0.10 per page
Non-standard size (ledger)	\$0.50 per page
Labor charge	\$15.00 per hour
Overhead charge	20% of labor charge
<i>Electronic Records</i>	
Labor charge	\$15.00 per hour
Overhead charge	20% of labor charge
CD	\$1.00 each
DVD	\$3.00 each
<i>Maps</i>	
<i>Note: Maps are prepared for ad valorem tax purposes. Information contained therein is not warranted. Computerized area maps only. Requires mapping program on personal computer of purchaser.</i>	
Map DVD of all Appraisal District Properties	\$3.00 each
Postage and shipping charge	Actual cost

See the attached "Public Information Act" notice for additional details.

Unclaimed requested items are destroyed after 30 days and request so noted. Follow up request of same items by same requester requires payment in advance.