



Robertson Central Appraisal District

Open Records Request Form

All records of the Robertson Central Appraisal District are subject to the Texas Public Information Act-Government Code Chapter 552, unless determined to be confidential by law and will respond to the public requests as soon as practicable and without unreasonable delay, in the manner described below.

Mailing Address:

Robertson Central Appraisal District

P.O. Box 998

Franklin, TX 77856

Phone: (979) 828-5800

Fax: (979) 828-5137

Website: <https://www.robertsoncad.com>

Requestor Information

- **Full Name:** _____
- **Company/Organization (if applicable):** _____
- **Mailing Address:** _____
- **City:** _____ **State:** _____ **Zip:** _____
- **Phone:** _____ **Email:** _____

Preferred Delivery Method

- ☐ Inspect in person
- ☐ Paper copies
- ☐ Electronic copies (PDF via email)

Description of Records Requested

(Please provide as much detail as possible: property address, account number, date range, document type, etc.)

Date Range (if applicable): _____

Fee Authorization

- ☐ I agree to pay applicable fees.
☐ Please notify me if charges exceed \$_____.

Redaction Agreement

Do you agree to receive records with legally required redactions clearly marked?
☐ Yes ☐ No

Signature & Date

Signature: _____ Date: _____

Important Notes

- Requests must be **in writing** under Texas Government Code Chapter 552.
- RCAD cannot ask why you want the records.
- If your request is unclear or overly broad, RCAD may contact you to clarify or narrow it.

You will receive an itemized estimate if costs exceed \$40 before work begins.

For Authorized Personnel Only:

Date Received: ____/____/____ Estimated Completion Date: ____/____/____

Records Available: ____ Yes ____ No (Check One)

Reason for Unavailability (if applicable): _____

Other: _____

Staff Member Completing Request: _____

Date Records Sent/Picked Up: ____/____/____

Payment Received: _____