

What is an Open Records request?

An Open Records request is a request for public information contained in the files or records of a Texas county or governmental body. Open Records or Public Information requests are governed by provisions of the Public Information Act (<http://www.oag.state.tx.us/open/index.shtml>), Texas Government Code, Chapter 552.

An Open Records request must be for the inspection or copies of an existing document or record. An agency is not required to generate a new document to respond to a request.

What is "public information?"

Public information is information that has been collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body that owns the information or has a right of access to it (TGC, Chapter 552).

All government information is presumed to be available to the public. However, state law and judicial decisions have established certain exceptions regarding the disclosure of such information.

Your request should be for documents or other information 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 is prepared in the future.

How do I request public information from Wichita County?

To request public information from this agency, put your request in writing and mail, hand-deliver, e-mail or send it through the county website as follows:

- Mail to: Wichita County Criminal District Attorney's Office, ATTN: CIVIL DIVISION, 900 Seventh St., Room 205, Wichita Falls, Texas 76301
- Hand Deliver to: 900 Seventh St., Room 350, Wichita Falls, Texas 76301
- Email to: OpenRecords@co.wichita.tx.us
- Webform: wichitacountytx.com/open-records-request

What should I include in my request?

Be sure to include contact information, including your name, physical and mailing address, email address and telephone number. We must have this information to respond to your request; we may also need to contact you to clarify your request.

Describe the documents that you want with as much detail as possible. If you don't know exactly what documents you need, describe the information you are seeking as **specifically as possible**. If your description is not clear or could result in a very large number of documents, we will contact you to determine if your request can be clarified or narrowed. If you are uncertain about what documents to ask for, you may find it helpful to contact us before you submit your request, so we can assist you in preparing your request. You may tell us your purpose in requesting the information if you believe that would help us locate the documents you seek, but this information is not required. However, as state law prohibits us from asking you the purpose of your request, we will not do so.

How long will it take to fill my request?

We will respond to your request within 10 business days after we receive your request or sooner.

Possible responses to your request could include:

- If the information is readily available and clearly public, we will provide copies of the requested documents or tell you when and where you may examine the documents;
- If the documents cannot be produced for examination or duplication within 10 business days because they are in active use or in storage, we will tell you when and where the requested documents will be available to you;
- If the requested information is clearly exempt from public disclosure, we will tell you which provisions of the Public Information Act, or other statutes apply to your request; or
- In the unlikely situation that it is unclear whether the information you are requesting is open to the public, we will notify you that we are submitting a request to the Attorney General for an opinion concerning the records you have requested.

How much will I be charged? Will I be notified in advance?

Wichita County charges for the costs of responding to Open Records requests in accordance with state law. If the estimated cost for your request exceeds \$40, we will notify you of the estimated cost before we fill your request. We require payment in advance when the estimated cost of producing copies exceeds \$50.00

The most common charges are:

Cost per page standard size up to 8.5" x 14	\$.10/ page
Non standard sizes	\$.55/ page
CD or DVD	\$1.00 each
Flash drive	\$6.00 each
Personnel Cost for more than 50 pages	\$15.00 hour
Overhead charge	(20% of Personnel Charges)
Postage	Actual Cost
Other cost	Actual Cost

IMPORTANT: Please read this before filing a Public Information Act request:

If you're looking for Court Records (Divorce, Civil, Criminal, Felony, Misdemeanor or Traffic Tickets) or Police Department Records, please see the information below. This office does not have access to these records. You must go to the sources listed below.

Court Records of any type: This is not the place to request ANY kind of court record. Judicial (or court) records of all types are typically open records, but do not fall under the guidelines of the Texas Public Information Act. They are maintained and protected exclusively by the District Clerk (for district court cases), the County Clerk (for County Court at Law cases) and the Justices of the Peace (for small claims, evictions, traffic cases, etc.) Judicial records must be requested and obtained from the clerks of these courts, not this office.

Police Department Records: This is not the place to request Police Departments records of any kind. These records must be requested from the specific Police Department that generated the report -- not from this page. For example, reports by records and reports created by Burkburnett, Electra, Iowa Park, or Wichita Falls police departments.

All other requests -- that is, other than court records or police department reports -- can be requested with our online form below.

Wichita County Criminal District Attorney's Office
Civil Division
Wichita County, Texas

Wichita County Courthouse
900 Seventh St., Room 350
Wichita Falls, Texas 76301

Email: OpenRecords@co.wichita.tx.us
Phone: 940-766-8113
Fax: 940-766-8112

Requestor's Name: _____ Contact Phone: _____

PLEASE PRINT

Address: _____

PLEASE PRINT MAILING ADDRESS AND PHYSICAL ADDRESS

Description of Information being requested, **PLEASE BE SPECIFIC:**

Will you accept PUBLIC REDACTED version of information ? YES _____ NO _____ Please mark one.

REQUESTORS SIGNATURE _____ **DATE** _____

FOR OFFICAL USE ONLY BELOW

Cost per page standard size up to 8.5" x 14 per page		\$.10/
Non standard sizes per page		\$.55/
CD and DVD each		\$1.00
Thumb Drive each		\$6.00
Personnel Cost for more than 50 pages	\$15.00/hour	
Overhead charge	(20% of Personnel Charges)	\$ _____
Postage	Actual Cost	\$ _____
Other cost	Actual Cost	\$ _____

Total Charges \$ _____

Fees waived in Accordance with procedures

Yes/ No