

P.J. "Trish" Fritsche  
Bosque County  
Bosque County Auditor



PO Box 647  
Meridian TX 76665  
254-435-2611  
[auditor@auditor220.org](mailto:auditor@auditor220.org)

## REQUESTS FOR PUBLIC INFORMATION FROM THE BOSQUE COUNTY AUDITOR'S OFFICE

Public information requests must be submitted in writing via mail, email, or in person. A request should include enough description and detail about the information requested that we can accurately identify and locate the information requested.

We may contact the requestor only to clarify the type, amount, etc., of information requested. Requests for information not maintained in the Bosque County Auditor's Office should be submitted to the other appropriate department/entity directly. The Bosque County Auditor's Office may try to suggest such other department/entity to the requestor accordingly.

Public information may be disclosed orally, via email, by providing personal examination of physical records, or by reproducing the records. All requests for information received by the Bosque County Auditor's Office must be directed to the Bosque County Auditor's Public Information Coordinator.

Bosque County Auditor's Office Public Information Coordinator will require a full deposit from the requestor if the request requires charges and is determined to cost more than \$40.00 prior to having the information gathered by the applicable processing department. To estimate the possible cost of you're the information follow the link below.

[https://www2.texasattorneygeneral.gov/open/cost\\_calculator.php](https://www2.texasattorneygeneral.gov/open/cost_calculator.php)

After entering data in the Model a sample shown below should generate.

### Public Information Cost Estimate Model Letter

Mr./Ms.

,

Dear Mr./Ms. :

We have received your request for information dated: 09/18/2020.

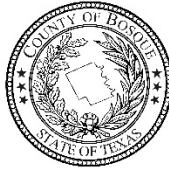
We have determined that complying with your request will result in the imposition of a charge that exceeds \$40. Therefore, we are providing you with this cost estimate as required by section 552.2615 of the Texas Government Code.

#### Itemized List of Charges:

Description	Qty x Price	Total
Standard sized copies	100 x \$0.10	\$10.00
Labor minutes (\$15/hour)	120 x \$0.25	\$30.00
Overhead charges	20% of \$30.00	\$6.00
PC-LAN minutes (\$1.00/hour)	120 x \$.0166	\$1.99
Remote document retrieval		\$30.00
Miscellaneous supplies	Paper	\$5.00
<b>Total cost</b>		<b>\$82.99</b>

NOTE: Certain exceptions to disclosure of public information exist under the Texas Public Information Act to protect against disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, an open records opinion may be sought from the Office of the Attorney General regarding your request.

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## Information Request Form

**Request for records maintained by or for the Bosque County Auditor's Office.**

DATE: \_\_\_\_\_

In accordance with the Texas Public Information Act, Texas Government Code Annotated Section 552.001 et seq., I am requesting inspection of and/or duplication of the following records maintained by or for the Bosque County Tax Office.

Requester Full Name: \_\_\_\_\_

Organization: \_\_\_\_\_

**Requestor must provide a means of contact for delivery of information and any needed clarification of the request.**

Email Address: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Detailed Description of Your Request \*

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Signature:

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Printed:

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**Payment:** \_\_\_\_\_

Mail to: Bosque County Auditor's Office, P. O. Box 647, Meridian, Texas 76665  
Email to: [Auditor@Auditor220.org](mailto:Auditor@Auditor220.org) (Please call after email sent to ensure receipt.)  
In Person: Bosque County Auditor's Office

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