



**CORYELL COUNTY**  
**ON-SITE SEWAGE FACILITY (OSSF) FEES**  
**FOR OPEN RECORD REQUESTS**

**The following policy applies to open record requests concerning Septic systems  
on file in the County Judges' office, County of Coryell**

All requests must be made in writing. A response should be sent within a 10 day timeframe from the date of the request.

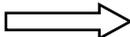
Research Fee: Per name, per record, per search	\$ 10.00
Copy of each page per document	1.00
Postage (if applicable)	Depending on Request

**“Required Information” for all record search requests:**

Clear Description of the records you are requesting in open records requests.

Full Name	Telephone Number
Mailing Address	Fax Number (if applicable)
City, State, and Zip Code	Email Address (if applicable)

**Open Record Requests made by mail or fax:**

Mail record request and payment  
to this address: 

Fax requests: 254- 865- 2040

**Payment Address:**

Coryell County Courthouse  
ATTN: Office of the County Judge  
620 E. Main Street  
Gatesville, TX 76528

**Open Record Requests made by email to: [cojudge\\_asst@corvellcounty.org](mailto:cojudge_asst@corvellcounty.org)**

- **Include the “Required Information” (see above)**
- **Subject line stated as “Open Record Request”**
- **Fee schedule for special requests, call Office of the County Judge, (254) 865- 5911, ext 2221 or email**
- **Payment must be received before response is sent; See above for address**

**\*\*Note: If an open request is received with no results, then a \$10 search fee is applied.**

For questions, call the Administrative Assistant, County Judge’s office, 254- 865- 5911,x2221.