



CITY OF KEMPNER

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CITY OF KEMPNER APPLICATION FOR PUBLIC INFORMATION TEXAS PUBLIC INFORMATION ACT

Texas Government Code, Chapter 552

Pursuant to the Texas Public Information Act, Texas Government Code Chapter 552, a person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees.

This request form is provided to assist the City of Kempner in processing requests for public information in an efficient and timely manner. Submission of this form is not required to make a request for public information.

REQUESTOR INFORMATION

Date of Request: _____

Name of Requestor/Organization: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

DESCRIPTION OF REQUESTED INFORMATION

Please describe the records or information requested with reasonable specificity, including applicable dates, departments, addresses, subjects, names, or other identifying details.

FORMAT REQUESTED

Please indicate the preferred method for receiving responsive information:

- ☐ Electronic Copies by Email ☐ Paper Copies ☐ Inspection of Records Only
☐ Electronic Media (USB)

In accordance with Texas Government Code §§ 552.261–552.275, the requestor may be responsible for charges associated with the production of public information, including copies, labor, overhead, programming, or extensive use of information technology resources.

The City will provide an itemized written estimate when required by law.

☐ I agree to pay all allowable charges associated with this request. \$_____

REQUESTOR CERTIFICATION

I understand that:

- The City of Kempner may request clarification of vague or overly broad requests pursuant to Texas Government Code § 552.222;
- Certain information may be confidential or excepted from disclosure by law;
- The City may seek a ruling from the Office of the Attorney General pursuant to Texas Government Code § 552.301 if responsive records are believed to be exempt from disclosure.

Signature of Requestor: _____ Date: _____

FOR CITY USE ONLY

Date Received: _____ Request Received By: _____

Method Received:

☐ In Person ☐ Mail ☐ Email ☐ Other: _____

Request for Attorney General Opinion Required:

☐ Yes ☐ No Date Completed: _____

Disposition:

☐ Completed ☐ Pending Clarification ☐ Referred to Attorney General

☐ Closed

Signature of **Requestor**: _____

Information Received on: _____