

TEXAS PUBLIC INFORMATION REQUEST FORM

(Texas Government Code, Chapter 552)

Under the Texas Public Information Act (PIA), you have the right to request access to government records. This form is provided for your convenience; you are not required to use this form, but it may help us process your request efficiently. Requests must be in writing and should be as specific as possible regarding the records you seek.

Requestor Information:

First Name:		Last Name:	
Organization (if applicable):			
Mailing Address:			
City:	State:	Zip Code:	
Phone:		Email:	

Request Details:

(Please describe the records you are requesting. Be as specific as possible, including dates, times, names, addresses, or any other information that will help us locate the records. Attach additional pages if necessary.)

Under the PIA, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions at <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you receive? YES NO
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? YES NO

Information Preferences:

- Preferred Format (select one): PAPER COPIES ELECTRONIC COPIES INSPECTION ONLY
- Delivery Preference (if applicable): EMAIL MAIL IN-PERSON PICK UP

Please Note: If the information requested is unclear or if a large amount of information is requested, you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>

Additional Notes / Details (optional):

Submission Instructions:

All public information requests must be submitted in writing to the Public Information Office using the delivery methods listed below. Requests sent to other offices or staff may not be received or processed. Requests must seek records that already exist. The governmental body is not required to answer questions, perform legal research, or create new records in response to a request.

Submit written requests to the Public Information Office in the following manner:

EMAIL TO:
CITY OF NEWARK
ATTN: CITY SECRETARY
mpeterson@newarktexas.com

U.S. MAIL / HAND DELIVERY TO:
City of Newark
Attn: City Secretary
209 Hudson St. (PO Box 156)
Newark, TX 76071

STAFF USE ONLY BELOW THIS LINE

Date of Receipt:	
Log Number:	

Records Released: **IN FULL** **IN PART** **WITHHELD**

Request and release/withholding reviewed and approved by:

Michelle Peterson
City Secretary, City of Newark

Date