



# City of Ingram

## Texas Public Information Act Request

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

This is a request under the **Texas Public Information Act**, Chapter 552 of the Government Code (formerly V.T.C.S. article 6252) as well as Article I, Sec. 8 of the Texas Constitution, the First Amendment to the United States Constitution, the common law of the State of Texas and any statute providing for public access to government information. I hereby request the following information currently existing in the records of the City of Ingram, Texas: (Provide detailed information about what type(s) of information and/or documents you want to receive)

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I wish to receive copies of the requested information. I understand that I must pay 10¢ per page for standard size copies and that a charge for labor may be included for larger requests. Information copied onto non-standard size paper, cassette tapes, computer disc, photographs and other medium will require additional charges. All charges must be paid at the time of delivery. An estimate of the charges will be provided to me in advance.

I will pick up the copies. When the information is ready, you can notify me by:

Email or  letter via postal service or  other \_\_\_\_\_

Under the Public Information Act, 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

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 received? YES or 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 or NO

In making this request, I understand that the City of Ingram is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the City of Ingram has ten (10) business days in which to request such a determination and/or to comply with this request.

\_\_\_\_\_  
Requester Signature

Deliver this completed form to the appropriate City of Ingram Elected Official or Department Head. For general questions on where to submit your public information request, please contact the City of Ingram at 830-367-5115. Frequently asked questions and Statutes for Public Information Act Requests can be viewed on the [Attorney General's website under the Open Government tab](#).