

TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

Date Request Submitted: _____

Requester Contact Information

First Name: _____ Last Name: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____ Phone Number: _____

Preferred Manner of Written Communication: circle one: Standard Mail Email

Description of the Information Requested (Note: Describe the information as precisely as you can.)

Date Range (optional): From: _____ to: _____

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. You may find information about mandatory and discretionary exceptions at <https://www.texasattorneygeneral.gov>.

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.

In either mandatory or discretionary exceptions, a governmental body is generally required to seek a ruling from OAG unless there is a previous determination allowing the governmental to withhold the type of information it seeks to withhold. Further, if a governmental body has previously released information voluntarily that is not confidential by law, the governmental body cannot claim a discretionary exception to withhold the previously released information.

* 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? Circle one: 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? Circle one: YES NO

INFORMATION PREFERENCES:

* How would you like to have the information provided? Circle one: Inspection Copies

* If available, do you wish to receive an electronic copy of the information? Circle one: Yes NO

Date & Time Received: _____ Date Responded: _____

Date Fulfilled: _____ Responder: _____

Notes: _____

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>.

Form from the Texas Attorney General Website: you may go there, fill out the form, print it, and mail or email to the City.