

**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 _____

PERSON REQUESTING INFORMATION			
Company/Organization:		Date of Request:	
Last Name:	First Name:	Middle Initial:	
Mailing Address:		Apartment/Unit #:	
City:	State:	Zip Code:	
Phone #: -	E-mail Address:		
Preferred Manner of Written Communication: <input type="checkbox"/> Standard Mail <input type="checkbox"/> E-mail			

DESCRIPTION OF THE INFORMATION REQUESTED
<i>(Note: Please describe the information as precisely as you can.)</i>

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

Continue to page 2

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/open-government/members-public/confidential-information-under-public-information-act>
- 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:

- How would you like to have the information provided? **Copies** **Inspection/review only**
- If available, do you wish to receive an electronic copy of the information? **Yes** **No**

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>*

I further understand that my request for an Open Record is also an Open Record itself. Regardless if a deposit is required or not, if I fail to pick up any prior request and pay for it, the City is not obligated to respond to any further request until I have paid my unpaid balance.

X _____
Signature

Date