

TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

For guidance regarding your right 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>.

Requestor Contact Information

Date: _____

First Name: _____ Last Name: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Manner of Written Communication: ☐ E-Mail ☐ Standard Mail

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.

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 ☐ 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:

**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 charges under the Public Information Act.

All requests must be directed to Records Administrator by email at pdrecords@cityofhewitt.com or fax at 254-666-6294, or by mail or in person at 100 Patriot Court, Hewitt Texas 76643.

Per the Public Information Act, a response will be made within ten (10) business days or twenty (20) business days for body camera request, of the date of request unless records are not easily accessible. The city will notify the requester when the records will be made available.

Signature of Requestor: _____

FOR OFFICE USE ONLY

Request Received By: _____ Date/Time Rec'd: _____

Forwarded to (Dept. Contact) _____ Date/Time: _____

- ☐ A complete response, as requested, has been provided.
- ☐ The request is denied because record(s) are not subject to the Public Information Act.
- ☐ The request has been or will be submitted to the Texas Attorney General for an opinion.
- ☐ The information does not exist.
- ☐ Other

Signature of City official providing record(s): _____ Date: _____