



<p><b>For Office Use Only:</b>  LGC: 552.275  Amount of time to complete said request. _____  Date: _____</p>
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**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>.

NAME OF REQUESTER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**RECORDS REQUESTED:** \*Provide as much specific detail as possible so the office can identify the information requested. Please use additional sheets if necessary.

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\_\_\_\_\_

**Date Range:** 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 [Confidential Information under the Public Information Act | Office of the Attorney General \(texasattorneygeneral.gov\)](http://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.

Do you agree to the redaction of information that is subject to mandatory exceptions?  Yes  No

Do you agree to the redaction of information that is subject to discretionary exceptions?  Yes  No

**Requesting:**                      **Paper copies**                       **Digital copies/disk**                       **View access**

**X** \_\_\_\_\_  
**Signature of Requestor** **Today's Date**

**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 [Charges for Public Information | Office of the Attorney General \(texasattorneygeneral.gov\)](http://www.texasattorneygeneral.gov)