City of Graham

PUBLIC INFORMATION REQUEST FORM

Name: _____ **Date of Request:** _____

Representing Firm/Company: _____

Address: _____

Phone: _____ **Email:** _____

Information Requested: (In order for us to complete your request, it should be as specific as possible.)

_____

_____

_____

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:
https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act

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's 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? o Yes o 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? o Yes o No

If the City determines that the requested file relates to an active case and that release would harm the detection, investigation, or prosecution of a crime, do you still wish to request the specified information?

o Yes, the City will seek the Attorney General's opinion to keep the information confidential. o No

Check the box to indicate your choice:

I want to come by City Hall to:
- o pick up copies of the information
- o inspect the information

I want a copy of the information sent to me via:
- o Emailed to the email address shown above
- o Mailed to the address shown above

I understand my rights, according to the Texas Public Information Act. I also understand that there may be charges for the records and that payment must be made before obtaining the documents requested.

Signature: _____

OFFICE USE ONLY

Request Accepted by: _____ Department: _____

Request Due by: _____ Date Sent back to City Secretary on: _____

Request Completed and Requester Contacted on: _____ By: _____

Amount due:_____ Paid: Yes_ No_ Waived _ (According to the Public Information Policy)

Sent to City Attorney for Opinion: _____ Sent to Attorney General for Opinion: _____

Date Request Completed: _____