

RESOLUTION ADOPTING PUBLIC INFORMATION ACT POLICY

STATE OF TEXAS §
 §
COUNTY OF ECTOR §

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ECTOR COUNTY UTILITY DISTRICT THAT:

WHEREAS, Ector County Utility District (“District”) is a political subdivision of the State of Texas, operating under Chapters 49 and 51 of the Texas Water Code (the “Code”); and

WHEREAS, the District is subject to Chapter 552 of the Texas Government Code (“Public Information Act” or “Act”), and the Act gives the public the right to request access to government information; and

WHEREAS, the Board of Directors of the District desires to adopt a policy to set forth reasonable procedures regarding receiving and responding to requests made under the Public Information Act, including establishing reasonable limits pursuant to Section 552.275 of the Act;

NOW, THEREFORE, KNOWALL PERSONS BY THESE PRESENTS:

Section 1. The Board of Directors wishes to adopt this Resolution and the District’s Public Information Act Policy. The Ector County Utility District Public Information Act Policy attached hereto as Exhibit “A” is part of this Resolution.

Section 2. The Secretary of the Board of Directors is directed to file a copy of this Resolution Adopting Public Information Act Policy in the official records of the District.

ADOPTED this 10th day of January, 2024.

ECTOR COUNTY UTILITY DISTRICT



Stephanie Shaw, President
Board of Directors

ATTEST:



Margaret Burton, Secretary
Board of Directors

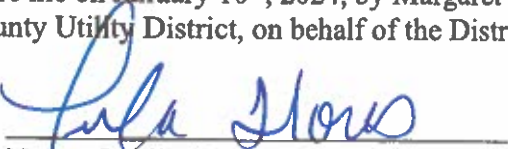
SIGNED AND SEALED the 10th day of January, 2024.

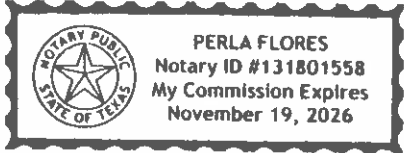
(SEAL)


Margaret Burton, Secretary
Board of Directors

STATE OF TEXAS §
 §
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This instrument was acknowledged before me on January 10th, 2024, by Margaret Burton, Secretary of the Board of Directors of Ector County Utility District, on behalf of the District.


Notary Public Signature



ECTOR COUNTY UTILITY DISTRICT PUBLIC INFORMATION ACT POLICY

I. POLICY

This policy is intended to comply in all particulars with the Public Information Act as set forth in Chapter 552, Texas Government Code (the "Act" or "PIA"), as it exists, as it may be amended, and as it may be interpreted by Attorney General Rulings, Decisions, Opinions, and applicable case law. The Attorney General has published a *Public Information Handbook* that provides guidance to both staff and citizens on the process and applicable rules. In accordance with the Act, all persons or entities requesting public information from Ector County Utility District ("ECUD") shall be treated uniformly. **ECUD employees and officials are advised to carefully read this policy to ensure awareness of the applicable law.**

It is important to recognize that while virtually all records held by the ECUD fall within the PIA's definition of "public information," that term is often misinterpreted. It does not mean that the ECUD's records may always be released to the public. As used in the Act, the term "public information" is best viewed as meaning "the information is owned by the general public through a governmental entity", however, the Texas Legislature has determined it is in the public interest to establish numerous exceptions to mandatory public disclosure under the Act. This policy sets forth the procedures used by the ECUD to permit reasonable access to its records while simultaneously protecting the interests and rights of persons whose information may appear in ECUD records.

Questions regarding the scope and application of this policy should be directed to the Public Information Officer. ECUD employees and officials should generally presume that any record relating to their functions within the ECUD will be within the scope of the Act, but there may be exceptions to mandatory public disclosure which call for or allow withholding of the information from the public.

II. DEFINITIONS

Business day means any day that the general administrative offices of the ECUD are open and conducting business, in accordance with Section 552.0031 of the Act.

Department Contact means Public Information Officer, or their designee to implement the policy in the department.

Normal Business Hours means between 9:00 a.m. and 4:00 p.m., Monday through Friday, on all Business days.

OAG means the Office of the Attorney General of the State of Texas.

PIA (or "Act") means the Texas Public Information Act (Texas Government Code Chapter 552, as amended).

Public Information Officer means the ECUD Secretary or his/her designee.

Request, Public Information Request or PIR means a properly submitted written request for information held by the ECUD. (Attachment 1)

Requestor means the person or entity who submitted a Request.

Responsive Information means all of the ECUD's public information falling within the scope of a Request, including all forms of media (paper documents, electronic data files and emails, photos, audio/video recordings, etc.).

III. ACCESS TO INFORMATION

A. Recognized Methods of Making Requests for ECUD Records

It is important to remember that not every inquiry to the ECUD seeking information triggers the duties implemented under the Act and described by this policy. As amended on September 1, 2019, the PIA only applies to written requests for information. The Act specifies that the ECUD can establish reasonable procedures for the submission of requests. All requests must include a completed Attachment 1 as a cover page. (Attachment 1 is the Open Records Request form – not attached to this sample draft).

The only methods which are permissible for submission of requests to ECUD are:

1. United States mail

Must be addressed to either the Secretary of the Board of Directors or Executive Assistant for receipt of public information requests at the address below. As of the date this policy was adopted the primary recipient to receive U.S. Mail is the ECUD Secretary, and/or the Executive Assistant as his/her designee.

Ector County Utility District, 1039 N. Moss Ave., Odessa, Texas 79763

2. Electronic mail

Must be sent to the email address designated for receipt of public information requests. As of the date this policy was adopted, the ECUD Secretary, and/or the Executive Assistant as his/her designee primarily monitor the designated email address below.

info@ecud.org

3. Hand delivery

Must be hand-delivered to the Executive Assistant as ECUD Secretary's designee for receipt of public information requests. As of the date this policy was adopted, the ECUD Secretary's sole designee to receive hand-delivered requests is the Executive Assistant.

These approved methods for submission of PIRs shall be published on ECUD's website, and they may also be listed on signs posted by the ECUD in accordance with Texas Government Code § 552.205.

No other methods of submission have been approved by the ECUD Board. As such, the following examples do not constitute Requests for purposes of the PIA and this policy, and matters should be handled according to the direction of the General Manager or Executive Assistant:

- Inquiry via telephone
- Verbal walk-in inquiry
- Correspondence to ECUD employees other than the ECUD Secretary or Executive Assistant (email or paper)
- Submissions to any ECUD website or social media account

B. Information Subject to the PIA The PIA defines "public information" as:

Information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business. Tex. Gov't Code § 552.002(a).

Information is in connection with the transaction of official business if the information is created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer's or employee's official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to the official business of a governmental body. Tex. Gov't Code § 552.002(a-1).

[Public information] applies to and includes any electronic communication transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business. Tex. Gov't Code § 552.002(a-2).

This definition is extremely broad and applies to all forms of media. NOTE: the physical location of the information is not dispositive of whether the information is considered to be the ECUD's "public information." As such, ECUD officials and employees should presume that all information relating to ECUD business, even that held/maintained/created by outside entities (such as contractors) is Responsive Information if within the scope of a Request. **In addition, ECUD officials and employees should be mindful that any information on a personal device (smartphone or computer), or which is stored remotely-including off-site shared drives and/or cloud storage-could fall within the definition of "public information" for purposes of the PIA.**

Public information shall never be maintained on a privately-owned device. ECUD employees and officials shall use only ECUD-supplied, ECUD-owned devices and email accounts for handling records and communications relating to the official business of the ECUD. Any information which might be contained on a privately-owned device is not created, transmitted, received, or maintained by any officer or employee of the ECUD in their official capacity, and constitutes only personal notes for the convenience of the owner (e.g., a memory aid). The official business of the ECUD shall never include use of private electronic mail accounts, private

social media accounts/posts/messages, or similar tools, and they shall never be used to transact ECUD business.

Failure to comply with this policy could result in an employee/official being deemed a "temporary custodian" of ECUD records under state law, imposing additional special duties regarding preservation of the information. Any and all public information which is inadvertently stored on a privately-owned device shall be promptly forwarded or transferred to the ECUD and/or the ECUD cloud for preservation. Until such forwarding/transfer is accomplished, all record retention rules must be observed and all public information must be preserved in its original form on the privately-owned device. ECUD employees and officials must surrender or return public information to the ECUD no later than the 10th day after the date ECUD's Secretary requests the information or be subject to disciplinary action and other penalties under state law.

When an ECUD employee or official no longer has an official capacity with the ECUD (e.g., ends ECUD employment or Director seat), they shall promptly forward or transfer any public information on a privately-owned device to the ECUD. Failure to comply with this requirement could lead to criminal liability on the part of the former employee/official under state law.

C. Information Which is Not Public Information Under the PIA

The PIA only applies to information which exists on or before the date a Request is received. Creation of new documents is not required in order to supply information in response to a Request, and ECUD personnel are expressly instructed to refrain from creating new materials in relation to a Request without authorization from the ECUD Secretary. Further, ECUD personnel should be mindful that the PIA also does not require that ECUD answer questions or conduct legal research.

IV. STAFF PROCEDURES

1. ECUD's policy is to provide a suitable copy of public information which is not subject to withholding under the PIA without undue delay following receipt of a public information request.
2. If the requestor asks that copies be provided a specific format (such as "paper" or designated electronic file type (e.g., "PDF")), the ECUD shall accommodate such requests when practicable, but may seek reimbursement of associated expenses when permitted under the Act.
3. Any staff member receiving a document which is expressly designated in writing as constituting a public information request (whether within the document body or cover letter/email) shall immediately forward a copy of the document and its related correspondence to the Secretary of the Board of Directors and/or Executive Assistant. The request should be date-stamped to reflect the first Business day following receipt (which may be the same day the request was received).

If the receiving staff member is aware of any special ECUD concerns relating to the potentially responsive materials (e.g., anticipated or pending litigation or litigation hold, especially sensitive

information, potential for damage to the ECUD's business interests, etc.), they shall also ensure that the Secretary of the Board of Directors and/or Executive Assistant are/is notified of those potential concerns. The receiving staff member shall also notify the Secretary of the Board of Directors and/or Executive Assistant of the identity of any third-parties likely to hold responsive information on behalf of the ECUD, should any exist.

4. Upon receipt of a request for ECUD records, the personnel responsible for PIR handling shall ensure that the request is properly memorialized in the electronic records management process used by the ECUD, and shall also:

- a) For non-basic requests (see below), supply a copy to the ECUD Attorney or ECUD's Attorney's designee;
- b) Calculate all applicable deadlines for ECUD action/response, and ensure that necessary personnel are apprised of those deadlines;
- c) If requested by the ECUD Attorney, make reasonable efforts to obtain public information from any and all temporary custodians of those materials;
- d) With the assistance of the ECUD Attorney, evaluate whether the ECUD is required to contact any outside agencies to request provision of responsive information;
- e) In consultation with the ECUD Attorney, Secretary of the Board and/or Executive Assistant, identify and contact the ECUD personnel who are likely to hold or help identify Responsive Information, including but not limited to temporary custodians as defined by Texas Government Code 552.003(7).

5. All written requests delivered by means other than the exclusive delivery methods listed in Section III(A)(1)-(3) of this policy should receive the following response, delivered via the same method the ECUD received the correspondence if practicable:

"Please be advised that I have not been designated as an authorized recipient of public information requests to the Ector County Utility District. All requests for public information must be submitted in accordance with ECUD's Public Information Act Policy, Section III. This policy can be accessed at <https://www.ecudwestodessatx.org> or by sending a written request to the Secretary of the Board of Directors and/or Executive Assistant. If you have any questions about this, please direct them to the Secretary of the Board of Directors and/or Executive Assistant. Thank you for your cooperation."

6. If a request is received by one of the methods set forth in Section III(A)(1)-(3), ECUD's General Manager or Executive Assistant may request ECUD's Attorney to engage in written communication with the sender as to the desired objective of the request. The requestor's motivation or reasons for requesting public information will never be considered by ECUD in determining how it processes proper requests, but ECUD via ECUD's Attorney should generally encourage requestors to draft their requests as narrowly as possible and avoid use of open-ended terms ("all documents re: __, including __"; "files, pictures, videos, etc."; "records relating to __, such as").

7. Once it is determined that a submission constitutes a valid written request for public

information subject to the PIA, ECUD is required to make a good faith effort to relate the language of a Request to the public information it holds. However, if a request is overly broad or vague, the requestor may be asked by ECUD via ECUD's Attorney to clarify the request. All requests for clarification must be in writing. All responses for clarification must be in writing and kept as part of the PIA request.

8. If a large amount of information has been requested, ECUD via ECUD's Attorney may contact the requestor in writing on how the scope of the request might be narrowed. All requests for clarification must be in writing and kept as part of the PIA request.

9. Basic Requests: The Secretary of the Board of Directors is authorized to treat requests for the following types of information as "basic requests", and so long as no other information is within the scope of a request, may release the responsive information held by the ECUD without consulting the ECUD Attorney:

- a) Official and final versions of ECUD documents which were previously made public, such as:
 1. ECUD orders and resolutions passed by the ECUD Board;
 2. Notices of public meetings;
 3. Approved minutes of public meetings;
 4. Official maps of the ECUD areas;
 5. Approved/adopted financial audits and budget; and
 6. Any documents properly published on the ECUD's website.
- b) Copies of documents obtained by the ECUD from outside private parties (but not other government agencies) through any means generally accessible to the public (e.g., downloads from websites), unless related to ongoing or anticipated litigation matters.
- c) Basic requests which involve a cost of response for the ECUD of less than \$40.00 may be fulfilled without seeking to recover said costs from the requestor. In other cases, the preferred method of response shall be to notify the requestor that copies of the requested information will be provided upon payment of the applicable charges.

10. The Secretary of the Board of Directors and/or Executive Assistant or General Manager will consult with the ECUD Attorney to determine whether the Responsive Information sought by a non-basic request is open to the public. If some or all of the information is determined to be public, the Secretary of the Board of Directors and/or Executive Assistant should arrange for the information to be made available to the requestor without undue delay.

11. Public information must be provided in the format requested so long as (a) the ECUD is technically capable of providing the data in the requested format and (b) the requestor is willing to pay any applicable charges authorized under the Act. In some instances, programming and manipulation of data may be necessary to comply with the request. In such cases, additional charges will be assessed to the requestor in accordance with the cost provisions of the Act.

12. The Act calls for the information to be provided promptly. If the information is in active use,

or if the information cannot be provided within ten (10) business days after the date the information is requested, the ECUD via ECUD's Attorney must notify the requestor in writing of that fact and set a reasonable time when the information will be available for inspection or copying. This written notice will typically be sent to the requestor within 10 business days after receiving the request.

13. All official notifications and responses shall come from the ECUD Attorney's office (or their authorized designees) on behalf of ECUD.

14. After the information is provided to the requestor, the Secretary of the Board of Directors and/or Executive Assistant shall attach a copy of the information to the request for inclusion in the ECUD's official record. Requests for Public Information are considered public information.

15. If it appears that the information falls within one of the mandatory or permissive exceptions to public disclosure, the request should immediately be forwarded to the ECUD Attorney. A copy of the information sought shall also be sent to the ECUD Attorney. If the request is for a large volume of information, the ECUD's Attorney may ask to review the information, or to receive representative samples of the documentation. All communication with the ECUD Attorney must be coordinated with the Secretary of the Board of Directors and/or Executive Assistant or General Manager.

16. The ECUD via the ECUD's Attorney will typically only have ten (10) business days after the date the request is received to prepare and submit a request to the Attorney General for a ruling. Any delay in providing the Secretary of the Board of Directors and/or Executive Assistant and/or ECUD Attorney with the request and/or responsive information may affect the ability of ECUD's Attorney to submit a complete and accurate request for Attorney General decision. ECUD's Attorney will coordinate with the Secretary of the Board of Directors and/or Executive Assistant or General Manager to prepare and send the proper notifications to the requestor.

17. If the ECUD via the ECUD's Attorney determines that it is appropriate to ask a requestor to clarify or narrow a request, the deadlines for requesting an Attorney General decision or providing access to responsive materials may be extended in accordance with applicable law.

18. Requests implicating the privacy or property interests of persons other than the ECUD: The ECUD's Attorney shall determine whether the Responsive Information includes materials subject to exceptions to disclosure under the Act. In such cases, ECUD's Attorney on behalf of the ECUD, shall supply a copy of the request to the Attorney General and comply with all other requirements under the Act, not later than the 10th business day after the ECUD received the request. NOTE: The requirement described in this paragraph is cumulative with all other responsibilities of the Secretary of the Board of Directors and/or Executive Assistant imposed by this policy and applicable law.

19. Requests for "contracting information": If the Secretary of the Board of Directors and/or Executive Assistant determines that a PIR calls for production of "contracting information" as

defined by Texas Government Code § 552.0222 which is not maintained by the ECUD, the ECUD Attorney shall be contacted and a written request to provide such information to the ECUD must be sent to the person/entity having custody or possession of the contracting information no later than the third business day after the date the ECUD received the PIR. See Tex. Gov't Code § 552.371 and related statutes.

V. GENERAL GUIDELINES REGARDING AVAILABILITY OF INFORMATION

1. Upon a determination by the Secretary of the Board of Directors and/or Executive Assistant that the information is available for release, the information should be made available to the Requestor. Or, once notified that the information is available for inspection, requestors shall have ten (10) business days to contact the Secretary of the Board of Directors and/or Executive Assistant and schedule a time for inspection.
2. Generally, a requestor may choose to inspect or to copy public information, or to both inspect and copy public information. When copies are requested, the Secretary of the Board of Directors and/or Executive Assistant shall make the copies and provide the same to the ECUD's Attorney for transmittal to the Requestor.
3. Whenever practical, copies of original records should be made available to the Requestor for review. Original records may not be removed from the offices of the ECUD. Requestors may be allowed to review original records under the supervision of an ECUD employee.
4. The examination of information by a requestor may be interrupted if the information is needed for use by the ECUD.
5. The Secretary of the Board of Directors and/or Executive Assistant dealing with requests for public information shall treat all requests for information uniformly.
6. The ECUD is not required to provide a copy of information in a commercial book or publication purchased or acquired by the ECUD for research purposes if the book or publication is commercially available to the public.
7. The ECUD shall allow the inspection of information in a book or publication that is made part of, incorporated into, or referred to in a rule or policy of ECUD.
8. The Act does not require ECUD to comply with standing requests for documents that may be created in the future. Due to the limited availability of ECUD resources, ECUD shall decline any such requests to provide records on an ongoing basis or to provide periodic updates.
9. Once the information is provided, the Secretary of the Board of Directors and/or Executive Assistant, shall document that the requestor has received the information by one of the following methods:
 - a) The requestor should be asked to sign and date ECUD's copy of the request or suitable

- acknowledgment form if the information is picked up in person.
- b) If the information is faxed to the requestor, the fax transmittal sheet along with the confirmation showing date and time should be kept and attached to the request.
 - c) If the information is e-mailed to the requestor, a copy of the e-mail shall be printed out or converted to PDF for separate archiving, showing the date and time the email was sent.
 - d) If the information is mailed, the sender shall use certified mail, return receipt requested, and ensure that the tracking number and postmarked date are recorded for future reference.
 - e) No matter which delivery method is used, a complete copy of the contents of each item of correspondence sent to a requestor shall be retained (electronic format is acceptable) and kept with the ECUD's other records relating to the request.

10. The ECUD may require that any person seeking to inspect or to pick up copies of information assembled pursuant to a public information request establish proper identification. The preferred method of establishing proper identification is by provision of a driver's license, but other materials might be acceptable as determined by the ECUD Attorney. The ECUD will make copies of all proofs of proper identity offered for this purpose. Failure to establish proper identification may result in a delay or denial of access to the requested information.

VI. COSTS

The Secretary of the Board of Directors and/or Executive Assistant shall ensure that costs assessed are consistent and in accordance with the Act. The following guidelines are to be utilized in determining and collecting costs of providing information.

1. Secretary of the Board of Directors and/or Executive Assistant should carefully document expenses related to producing the information for each request, including time spent collecting and locating information, supplies used, number of copies, etc.
2. The ECUD will charge for public information in accordance with the cost rules established by the Texas Attorney General, as such rules exist and as they may be amended, or as otherwise provided by state law.
3. Certain information developed by the ECUD for the purposes of informing the public such as budgets, orders, resolutions, brochures and pamphlets, may be provided at no cost if approved by Board as in the public interest. To the extent practicable, the ECUD will endeavor to maintain its website up-to-date, including such documents of general interest such as orders, resolutions, agendas, minutes of meetings, maps, budgets, etc.
4. Bond. The ECUD shall require a bond, prepayment, or a deposit if the estimated costs exceed \$100. The Secretary of the Board of Directors and/or Executive Assistant, via the ECUD's Attorney, shall notify requestors in writing of any bond, prepayment, or deposit requirements and the procedures for submission. If a required bond, prepayment, or deposit is not received within ten (10) business days, the request is considered to have been withdrawn. When a bond,

prepayment, or deposit is provided by a requestor, the date that it is received is considered to be the date the request is received by the ECUD.

5. Requests that Require a Large Amount of Personnel Time:

- a. Consistent with Section 552.275, costs attributable to personnel charges related to a request shall be assessed if:
 - i. The amount of time that personnel are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, exceeds 36 hours in the 12-month period corresponding to the ECUD's fiscal year or 15 hours in one month. The time spent producing public information for each and every request from a single requestor during the corresponding fiscal year is aggregated for purposes of the 36-hour threshold, and the time spent producing the information for each and every request from a single requestor during the corresponding month is aggregated for purposes of the 15-hour threshold.
 - ii. Once the requests exceed 36 hours in a 12-month period corresponding to the ECUD's fiscal year or 15 hours in one month, the requestor shall be required to compensate the ECUD for costs attributable to personnel time exceeding the 36-hour threshold for the fiscal year or for the 15-hour threshold for the month.
 - 1) This provision does not preclude ECUD from assessing labor charges for a request for copies or a request for inspection as authorized under other provisions of the Act. Labor costs are calculated using the hourly rates set by the State of Texas, and were set as \$15.00 per hour in 2014.
 - 2) When necessary, the Secretary of the Board of Directors and/or Executive Assistant will typically provide a written estimate of charges within ten (10) business days of receipt of the request.
 - b. The time limit established herein shall be applied to all requestors equally, except for those exempted under the Act, and the Secretary of the Board of Directors and/or Executive Assistant shall record the number of hours required to respond to each requestor in the ECUD's 12-month fiscal year and each month.
6. The Secretary of the Board of Directors and/or Executive Assistant shall provide each requestor, via ECUD's Attorney, with a statement detailing the time spent in complying with the current request and the cumulative amount of time the requestor has accrued toward the established limit as each request is concluded. Time spent preparing the statement shall not be included in any charges. The statement described in this subsection may be combined with or accompany other ECUD Attorney's correspondence to the requestor, such as an estimate

of copying costs.

7. Charges for Inspection:

a. The Secretary of the Board of Directors and/or Executive Assistant may charge for copies of any page that must be copied so that confidential information may be redacted to enable the requestor to inspect the information subject to release. Tex. Gov't Code, 552.271.

b. If the information requested exists only in an electronic medium and a copy is not requested, requestors may be subject to charges if compliance with the request will require programming or manipulation of data.

c. A deposit, bond, or prepayment of anticipated personnel costs will be required if only inspection is requested if the Secretary of the Board of Directors and/or Executive Assistant estimate that it will require more than 5 hours to prepare the records for inspection (including the time required to locate and compile the records, redact confidential information and to make copies of pages requiring redaction), and:

- The records sought to be inspected are older than 5 years; or
- The records completely fill, when assembled, 6 or more archival boxes

d. Personnel time spent responding to requests for inspection is included in the calculation of the requestor's 36-hour per fiscal year threshold and 15-hour per month threshold.

8. Overdue Balances:

If the requestor has an overdue balance exceeding \$100, the Secretary of the Board of Directors and/or Executive Assistant shall require full payment or obtain a security deposit before processing additional requests from the same requestor.

VII. MISCELLANEOUS

1. Department Contacts should address any questions regarding the policy and procedures for processing PIA requests to the Secretary of the Board of Directors and/or Executive Assistant.
2. Any matters or issues not addressed by this Policy relative to public information shall be governed by the provisions of the PIA and any other applicable laws or policies.
3. The Secretary of the Board of Directors in consultation with the ECUD Attorney, is authorized to amend this policy as may be necessary or appropriate to conform to changes in law or availability of ECUD resources. From time to time, as is administratively convenient in the discretion of the Secretary of the Board of Directors, the as-amended policy shall be subject to re-affirmation by the ECUD Board.
4. Helpful information on the Public Information Act is available at:
 - a. Attorney General's Website: ww.oag.state.tx.us

b. Texas State Law Library: (512) 463-1722

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>.

Requestor Contact Information

First Name: _____ Last Name: _____
Company/Organization: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
E-mail Address: _____ Phone Number: _____
Preferred Manner of Written Communication: **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 [HERE](#).

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?
- 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?

INFORMATION PREFERENCES:

- How would you like to have the information provided?
- If available, do you wish to receive an electronic copy of the information?

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 [HERE](#).