

PUBLIC INFORMATION ACT REQUEST FORM

Your request must be in writing to the governmental entity you believe maintains the documents. Only written requests trigger a governmental body's obligations under the Public Information Act.

Your request should be for documents or other information that is already in existence. Governmental bodies are not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis as such information is prepared in the future.

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Requestor's Full Name:

Address:

Phone Number:

Email address:

Description/Details of information requested:

Signature of requestor: _____