



TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

The information may or may not be available at the time requested or may not be available for public inspection. Should this occur, the information will be released at the earliest convenience. A fee may apply. After completion, email to asolis@cityofrgc.com. 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>.

First Name: _____ Last Name: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____ E-mail Address: _____

Phone Number: _____

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. 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.

SIGNATURE

DATE

CITY SECRETARY

INTERIM CITY MANAGER

Date Records Released: _____
Fee paid: _____
Receipt No. _____