## PUBLIC INFORMATION ACT REQUEST FORM



Mail to: Public Information Officer (PIO) PO Box 1269 Anthony, Texas 79821 Or Return the Form in Person: Attention Town Clerk 401 Wildcat Dr Anthony, Texas 79821 Office Hours: 8:00AM to 4:30PM

Email: PIO@townofanthony.org

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 <a href="http://www.texasattorneygeneral.gov/open-government">http://www.texasattorneygeneral.gov/open-government</a>.

REQUESTOR CONTACT INFORMATION		
First Name:	Last Name:	
Company/ Organization:		
Mailing Address:		
City:	_ State:	Zip Code:
Email Address:	Phone No. (_	)
Preferred Manner of Written Communication:	Standard Mail [ ]	E-mail [ ]
DESCRIPTION OF THE INFORMATION F (Note: Describe the information as precisely as	•	
Date Range (optional): From	To	

## PUBLIC INFORMATION ACT REQUEST FORM



Mail to: Public Information Officer (PIO) PO Box 1269 Anthony, Texas 79821

Email:PIO@townofanthony.org

Or Return the Form in Person: **Public Information Officer** 401 Wildcat Dr Anthony, Texas 79821 Office Hours: 8:00AM to 4:30PM

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 on the link below: https://www.texasattorneygeneral.gov/open-government/members-public/confidential-informationunder-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 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.

	provided such redactions are clearly labeled on the information you received?
	Yes [ ] 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?
	Yes [ ] No [ ]

Do you agree to the redaction of information that is subject to mandatory exceptions,

## INFORMATION PREFRENCES

•	How would you like to have the information provided? Copies [ ] Inspectio	$\mathbf{n} [ ]$	
•	If available, do you wish to receive an electronic copy of the information? Yes	] No	[ ]

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 on the link below:

https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-publicinformation

Pursuant to section 552.2615 of the Public Information Act (the PIA), chapter 552 of the Government Code, if a request for information under the PIA will result in charges of more than \$40, a governmental body must send a cost estimate to the requestor before doing any work on the request.

