



RECORDS REQUEST FORM

Most requests for copies of records fall under the Public Information Act:
Chapter 552 of the Texas Government Code

Requests concerning **judicial records** and/or **court proceedings** are governed by Supreme Court Administrative Rule 12 and Article I, Section 13 Texas Constitution, and do not fall under the Public Information Act.

Requestor Contact Information

First Name: _____ Last Name: _____

Address: _____

City, State: _____ Zip Code: _____

Email: _____ Phone: _____

I am submitting this request as a representative of an organization (Provide Name of Organization): _____

Preferred written communication: Email as provided. Standard physical mail.

Category of Record(s) Requested

SELECT AT LEAST ONE:

- Building Permit/Inspection
- Code Enforcement Case
- Other: _____
- Fire Incident
- Municipal Court
- Planning and Zoning
- Utility Billing/Water Service

Date of Records: _____

Description of Records Requested: _____

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.

Electronic Access: Note, most records are available in electronic format and will be made available through the Records Request Center. If the record(s) requested are not available for electronic distribution, the City will make them available for inspection or by paper copy in accordance with the Public Information Act.

Redaction: Exceptions to disclosure fall into two general categories: 1) mandatory exceptions (EX: DL, SS, DOB) and 2) discretionary exceptions (EX: Privileged Communication, Pending Litigation, Working Papers, Bidding). In most instances, a governmental body is required to request a decision from the Attorney General to withhold information. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. For more info visit: <https://www.texasattorneygeneral.gov/>

I voluntarily waive submission to the Attorney General and agree to the redaction of information:

- I agree with the mandatory exceptions.
- I agree with the discretionary exceptions.

REQUESTOR'S SIGNATURE

DATE OF REQUEST