

CITY OF BASTROP

City Secretary's Office 1311 Chestnut Street Bastrop, Texas 78602 (512) 332-8800 http://www.cityofbastrop.org

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 <u>http://www.texasattorneygeneral.gov/open-government</u>.

PERSON REQUESTING INFORMATION					
Company/Organization:			Date of Request:		
Last Name:		First Name:			Middle Initial:
Mailing Address:			Apartment/Unit #:		
City:	State:			Zip Code:	
Phone #:	E-mail	Address	5:		
Preferred Manner of Written Communication: Standa			Standard Mail	E-m	ail

DESCRIPTION OF THE INFORMATION REQUESTED

(Note: Please describe the information as precisely as you can.)

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 at https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act
- Do you agree to the redaction of information that is subject to mandatory 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 discretionary exceptions, provided such redactions are clearly labeled on the information you receive? Yes No

INFORMATION PREFERENCES:

- How would you like to have the information provided? Copies Inspection
- 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 at https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information