

# City of Santa Clara Open Records Request

*By submission of this document, I am requesting the information stated below. I understand that some records may be subject to non-disclosure under the Texas Public Information Act, Government Code Chapter 552, and other laws. I further understand that there is a fee charged per request to cover the cost of reproduction or copying.*

## Requestor Contact Information:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Preferred Method of Written Communication:      **Standard Mail**      **Email**

## Description of the Information Requested:

\_\_\_\_\_  
\_\_\_\_\_

**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.*

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

## For Official Use Only

Request Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Request Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_