



TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

Request must be submitted by mail, email, or in person to:
City of Beach City, 12723 FM 2354, Beach City, Texas 77523-0915
281.383.3180 Email: city@beachcitytx.us

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 https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf

Requestor Contact Information

First Name: _____ Last Name: _____

Company/Organization: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

Preferred Manner of Written Communication: Email Address: _____ OR

Mailing Address: _____

Description of the Information Requested: (Note: Describe the information as precisely as you can, add additional pages if necessary)

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. You may find information about mandatory and discretionary exceptions:

<https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-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.

- 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** _____

INFORMATION PREFERENCES:

- How would you like to have the information provided? **Email** _____ **Mail** _____ Copies? _____
- 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.

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>