



CITY OF SWEENY

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321 • F: (979) 548-7745

Public Information Request

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

Requestors Contact Information

First Name	_____	Last Name	_____
Company/Organization	_____		
Mailing Address	_____		
City	_____	State	_____ Zip _____
E-mail Address	_____	Phone Number	_____

Preferred Manner of Written Communication: _____Email _____Mail

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

Description of the Information Requested (Note: Describe the information as precisely as you can).

Under the Public Information Act, some categories of information do not have to be release. Exceptions to disclose 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 <http://www.texasattorneygeneral.gov/open-government>.

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

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

Office Use Only

Request Received by:	_____	Date Received:	_____
Date Completed:	_____	Fees Collected:	_____
Requestors Signature of Information Received	_____	\$/Receipt No.	_____
		Date Requestor Received Requested:	_____