

Please use this form to request records from the City of Sanger. Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules, there are incidents when the disclosure of records may take the full amount of time allowed by law.

**PLEASE PRINT ALL INFORMATION**

NAME:	PHONE:	
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

**Pursuant to Chapter 552 of the Texas Government Code ("Texas Public Information Act"), I hereby request the following information currently existing in the records of the City of Sanger, Texas:**

<p><b>Description of Requested Record</b> (Please be as specific as possible with your request and include names, dates, addresses, times, places, etc.): You may receive a request for clarification if your request is vague and ambiguous, which will postpone the deadlines referenced above.</p>

You may receive a request for clarification of your request if it is vague and ambiguous, which will postpone the deadlines referenced above.

- I do not want copies but wish to inspect the originals of the requested information.** Please notify me with information on when they will be available for inspection and/or how to schedule an appointment. I reserve the right to request copies after inspecting the originals and understand that an estimate of the charges will be provided to me in advance.
- I wish to receive copies of the requested information.** I understand that I must pay .10 cents per page for standard size copies and that a charge for labor may be included for larger requests. Information copied onto non-standard size paper and other medium will require additional charges. All charges must be paid at the time of delivery. An estimate of the charges will be provided to me in advance.

**PLEASE CHECK THE DELIVERY CHOICE FOR YOUR REQUEST BELOW:**

- I will pick up the copies
- I would like the information e-mailed after the city receives quoted payment
- I would like the information mailed via US Postal Service (additional fee required)
- I would like the information faxed to me after the city receives quoted payment.

**SIGNATURE REQUIRED ON ONLY ONE OPTION BELOW.** For Additional clarification on the Signature Options see information below. If both boxes are signed the request will be returned to you:

**OPTION A**

**OPTION B**

By signing you agree to all redactions made by the City of Sanger, City Secretary, or the release of only the public portion for this request (See Option A explanation below):  Signature: _____	By signing you are requesting an Attorney General's Opinion on release of the information you are requesting from the City of Sanger. This process takes approximately 6-8 weeks (See Option B explanation below):  Signature: _____
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**OPTION A - I hereby agree to limit the scope of my requests.** I want only those documents and/or information contained the city's records that the City believes is non-confidential and available to the public pursuant to the Texas Public Information Act or any other applicable law. I will accept documents/information that may have certain information redacted on this basis and consider my request completely fulfilled. I understand that if I am not satisfied with the information provided under this basis, that I can make a new request at any time, which includes the redacted information, and the City will seek an opinion of the Texas Attorney General regarding whether the redacted information sought in the new request can be excluded from public disclosure as explained in Option B.

**OPTION B – I do not agree to limit the scope of my request.** I want all available documents regardless of whether the City considers the information to be confidential or subject to being excluded. If the City provides me with all available documents, with no redactions, I understand that an Attorney General's Opinion will not be requested. If the City wishes to withhold any information, I understand that the City has the duty to seek an opinion from the Texas Attorney General's Office Open Records Division, which will consist of the following:

- 1) A written request for an opinion from the Texas Attorney General by the City within ten (10) business days (excluding weekends and holidays recognized by the City) from the date that the City receives my request;
- 2) A written brief sent to the Attorney General's Office within fifteen (15) business days from the date that the City received my request;
- 3) A waiting period of up to forty-five (45) days for the Attorney General's Office to render an opinion from the date they receive the written brief. I understand that until an opinion is rendered, the City cannot fully respond to my request until a final decision is made by the Texas Attorney General's Office regarding my request. I understand that the Texas Attorney General may rule that the information can or cannot be released and I understand that the City may disagree with the opinion provided by the Texas Attorney General's Office. In such cases, the City may seek a decision from a higher court, before records are released.

You may receive a request for clarification of your request if it is vague and ambiguous, which will postpone the deadlines referenced above.

**FOR CITY OFFICIAL USE ONLY**

DATE REQUEST RECEIVED: \_\_\_\_\_

SENT TO DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

The information requested above is information pertinent to your department. This information is to be returned to the City Secretary by \_\_\_\_\_ for disclosure to the requestor along with this original request.

NOTE: Should there be a reason this information cannot be furnished in the time frame requested please so note below and return this form the City Secretary. Department Signature: \_\_\_\_\_

\_\_\_\_\_

DATE DISCLOSED: \_\_\_\_\_

FEE DUE:\$ \_\_\_\_\_ FEE PAID:\$ \_\_\_\_\_ RELEASED BY: \_\_\_\_\_