



CITY OF DECATUR – REQUEST FOR INFORMATION

I, the undersigned, hereby request the custodian of the following described public records of the City of Decatur, Texas, to promptly produce said records in accordance with the Texas Public Information Act. I understand there may be charges assessed for duplication and I understand that prepayment prior to preparation of the requested copies may be required. If the City determines that compiling or photocopying the requested documents/records will exceed \$40.00 in charges, a written estimate of charges will automatically be generated and provided to the requestor. I understand that I must respond to the estimate of charges within ten (10) days, in writing, and inform the City whether I will accept the charges or my request for information will be deemed withdrawn.

CHECK ONE:

CITY/ADMINISTRATIVE RECORDS REQUESTED

POLICE DEPARTMENT RECORDS REQUESTED

PLEASE PRINT ALL INFORMATION:

Name of Requestor:		Date of request:	
Address:	City:	State:	Zip code:
Daytime phone:	Email address:		

INFORMATION REQUESTED: Be specific regarding the description of information requested and if applicable include names, dates, and time period. For Police Department requests, list all known information such as case number, name of person(s) involved, location, time of incident, description of vehicle(s) involved and type of offense or incident.

CHECK ONE REGARDING RETURN FORMAT OF RECORDS:

- E-mail documents (IF POSSIBLE)
- Pick up Police Department Records
- Pick up City Records at City Hall
- I request only to view documents at City Hall
- Other: _____

In making this request, I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. 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>. 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. The City reserves its right to seek an opinion from the Texas Attorney General with regard to the release of said information, if an Attorney General’s opinion is sought by the City, you will be notified.

Signature of Requestor: _____

SUBMIT REQUESTS TO: Asucena Delgado, City Secretary adelgado@decaturtx.org Phone: 940-393-0204
201 E. Walnut, Decatur, Texas 76234, Fax: 940-393-0201

FOR OFFICIAL USE:

Date Received: _____ Received By: _____ Department(s): _____

Request Due By: _____ Date Disclosed to Requestor: _____ Fees: _____

Sent to City Attorney for Opinion: Y / N _____ Sent to Attorney General for Opinion: Y / N _____
(Date) (Date)

Request completed and Requestor contacted on: _____ BY: _____ Comments: _____
(Date) (Initials)