



## Public Information Request

Please provide the following information to request a record from the City of Cisco.

Requestor's Name:		Date of Request:
Requestor's Mailing Address:		
City:	State:	Zip:
Phone #:	Email:	

\*Please indicate the preferred method for receiving the requested records:

Mail

Email

Pickup

Record being requested:

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Texas Law designates certain information as confidential. By initialing here, you agree that the city can redact the following without requesting an opinion from the Attorney General. You are not required to agree to the redaction, however, it could expedite your request.

- a motor vehicle operator's or driver's license or permit issued by an agency of this state or another state or country; or
- a motor vehicle title or registration issued by an agency of this state or another state or country; or
- a personal identification document issued by an agency of this state or another state or country or a local agency authorized to issue an identification document.
- A person's date of birth and social security number
- Records pertaining to juveniles as suspects, offenders, victims, or witnesses.

Initial \_\_\_\_\_

## Important Information About Your Public Information Request

### **Time for Requests**

The City of Cisco will promptly produce any requested information, however, it can take up to 10 business days to fulfill your request. You will be notified by your preferred method once the request is completed.

### **Withholding Records**

With the exception of statutorily confidential information, if the city wishes to exempt any requested records from release, they must seek an opinion from the Texas Attorney General's Office. If an opinion is sought, the requestor will be copied on all correspondence and will receive a response from the Attorney General as to the legality of withholding the requested records within 45 business days.

### **Costs for Requests**

If your request consists of more than 50 pages or is a non-standard document (flash drive/DVD), there will be costs associated with your request. You will be notified in advance of what the estimated costs will be and have an opportunity to amend your request if desired. You can find more information about charges for public information at: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>.

### **Body Camera Footage**

If you are requesting body camera footage, there are very specific parameters that must be met. Requests for body camera footage are regulated by the Occupations Code Section 1701.661. If you do not provide the necessary information, your request cannot be fulfilled. Before requesting body camera footage, please familiarize yourself with the statute to ensure the proper request format.

### **Narrowing and Clarification**

If your request consists of a large amount of information or is not clearly defined, the city will request narrowing or clarification. This can affect the timeliness of receiving your requested information. Please be as specific as possible when requesting records in order to expedite receipt of your information.

### **Special Rights of Access**

Some information may be considered confidential to the general public, but could be available to certain requestors who possess a special right of access. If you are claiming a special right of access to presumed confidential information, you will be required to show photo ID to establish your identity and explain the situation that allows you special access.

### **Attorney General Information**

For further details regarding the Public Information Act or requesting information from a governmental body, you can visit the Attorney General's website at: <https://www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act>.