

## CITY OF HOLLAND - PUBLIC INFORMATION ACT REQUEST

TO: (title, name, address, email, ph#)

Date of Request: \_\_\_\_\_

### REQUESTOR IDENTIFICATION (*please type or print neatly*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF INFORMATION REQUESTED** (*Please be as specific as possible. Try to include names, addresses, case numbers, etc. List particular dates, if possible. If this is not possible, please list the beginning and end dates. Attach additional sheets if needed.*)

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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's 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

If the City determines that the requested file related to an active case and that release would harm the detection, investigation, or prosecution of a crime, do you still wish to request the specified information?

Yes, the City will seek the Attorney General's opinion to keep the information confidential.     No.

Check the box to indicate your choice:

I want to come by City Hall to:

pick up copies of the information

inspect the information

I want a copy of the information sent to me via:

Emailed to the email address shown above.

Certified/Return Receipt mail to the address shown above.

I understand my rights, according to the Texas Public Information Act. I also understand that there may be charges for the records and that payment must be made before obtaining the documents requested.

Requestor Signature