



**CITY OF EL PASO
PUBLIC INFORMATION REQUEST
Phone: (915) 212-0033
Fax: (915)212-0034**

Name: _____ Company: _____ Date: _____

Address: _____
Address, City, State, Zip Code

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Preferred Method to Receive Records:

- Electronic Information Center
- Fax
- Pick-up copies (charge may apply)
- Regular mail (charges will apply)
- Certified mail (charges will apply)

To help the City provide the needed/wanted documents and avoid incurring additional costs, provide as much detailed information as possible to describe the records sought. Requests for "any and all" or similar broad, non-specific requests will incur higher charges in accordance with the Texas Public Information Act.

1. Specify a date range to search for documents.
2. For email requests:
 - a. Specify the employee name/email address to be searched
 - b. Specify the search word or phrase for IT to include in the email search.

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 at: www.texasattorneygeneral.gov

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."

Please Select:

- I agree to redaction.
- I do not agree to redaction and understand that I may have to wait at least 45 business days for the Texas Attorney General to respond to the City's request for a decision.

If you agreed to redaction, you must select one or both boxes:

- 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?
- 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?

Please provide a specific, detailed request description:
