

**CITY OF COTTONWOOD SHORES
PUBLIC INFORMATION REQUEST APPLICATION**



NAME OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

HOW DO YOU WISH TO RECEIVE YOUR RECORDS:

EMAIL INSPECT ON SITE MAIL PICK UP

RECORDS REQUESTED: _____

Please provide as much information as possible so we can better assist you. **NOTE:** The Public Information Act does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence.

IMPORTANT NOTE: The City is prohibited from releasing some types of information, or may seek an opinion from the Texas Attorney General (AG) for the release of other information. In an effort to expedite your request, please check the box(es) if you agree to exclude information as defined in the category exclusions list (attached), or as indicated below.

I AGREE TO AUTHORIZE THE CITY TO EXCLUDE ANY AND ALL INFORMATION THAT MAY BE CONSIDERED CONFIDENTIAL BY LAW, PER THE PUBLIC INFORMATION ACT, SECTION 552 OF THE LOCAL GOVERNMENT CODE.

Yes No

I AGREE TO AUTHORIZE THE CITY TO REDACT (OMIT) ANY ATTORNEY/CLIENT INFORMATION;

Yes No

The City may seek an opinion from the AG as it relates to Attorney/Client communication and by checking "Yes", you agree to have any such information excluded in responding to this request without an opinion from the AG.

REQUEST APPROVED/DENIED BY: _____ DATE: _____

Request for an Opinion from the Attorney General ? Date Requested: _____

Amount Due: _____ Amount Paid: _____ Date Request Closed: _____

Exclusion Category	Description	Notation
Child Abuse or Neglect	The City may exclude any records of abuse or neglect of a child, including sexual assault of a child, indecency with a child, child neglect, child endangerment, and/or injury to a child.	This information must be withheld under <i>section 261.201 of the Texas Family Code</i> .
Concealed Handgun Licensees	The City may exclude any information about concealed handgun licensees.	This information must be withheld under <i>section 411.192 of the Texas Government Code</i> .
Criminal History Information	<ul style="list-style-type: none"> a. The City may exclude results of checks for criminal history record information maintained in state and local criminal history record information systems. b. The City may exclude compilations of an individuals' criminal history. 	<ul style="list-style-type: none"> a. This information is confidential pursuant to <i>28 C.F.R. § 20.21(c)(1)</i>. b. This information is confidential pursuant to <i>Open Records Decision No. 565 (1990) (citing United States Dep't of Justice v. Reporters Comm. for Freedom of the Press, 489 U.S. 749 (1989))</i>.
Dates of Birth	The City may exclude dates of birth.	This information is confidential pursuant to the doctrine of <i>Common Law Privacy</i> . See <i>Att'y Gen. of Tex. v. City of Dallas, No. 03-13-00546-CV, 2015 WL 3394061 (Tex. App.</i>
Juvenile Records	The City may exclude any juvenile law enforcement records.	This information must be withheld under <i>section 58.007 of the Texas Family Code and former section 51.14 of the Texas Family Code</i> .
Medical Information	The City may exclude medical records, information taken from medical records, confidential medical information, and information disclosing a mental illness.	This information is confidential pursuant to <i>section 159.002 of the Texas Occupations Code Section 159.002</i> and the doctrine of <i>Common Law Privacy</i> .
Motor Vehicle Records	The City may exclude confidential information.	This information is confidential pursuant to <i>section 552.130 of the Texas Government Code</i> .
Personal Financial Information	The City may exclude any individual's personal financial information.	<p>This information is confidential pursuant to the doctrine of <i>Common Law Privacy</i>.</p> <p>Note: Personal financial information does not include salary or government-paid benefits of a public employee. Information about salary and government-paid benefits is not being excluded.</p>
Personal Information of Public Employees	The City may exclude the home address, telephone number, family member information, and emergency contact information of any peace officer and of any public employee who is not a peace officer who made an election to keep such	This information must be withheld under <i>section 552.117 of the Texas Government Code and Tex. Comptroller of Pub. Accounts v. Att'y Gen. of</i>

Exclusion Category	Description	Notation
	information confidential prior to the date the City received my request. The City may exclude public employee dates of birth.	<i>Tex., 2010 WL 4910163 (Tex. Dec. 3, 2010)</i>
Police and Fire Fighter Records	<ol style="list-style-type: none"> The City may exclude the departmental personnel file of a police officer or fire fighter. The departmental personnel file contains information regarding investigations of job-related misconduct by a police officer or fire fighter that did not result in disciplinary action under chapter 143 of the Texas Local Government Code. The City may exclude the name and badge number of undercover officers when disclosure of the information would subject the officer to a substantial threat of physical harm 	<ol style="list-style-type: none"> This information is confidential pursuant to <i>section 143.089(g) of the Texas Local Government Code</i> (Flower Mound is a Civil Service City). This information must be withheld under <i>section 552.151 of the Texas Government Code</i>.
Polygraph Examination	The City may exclude information obtained as a result of a Polygraph Examination.	This information is confidential pursuant to <i>section 1703.306 of the Texas Occupations Code</i> .
Utility Records	<ol style="list-style-type: none"> The City may exclude information regarding utility customer usage data, billing and personal information The City may exclude utility account numbers 	<ol style="list-style-type: none"> This information is confidential pursuant to <i>section 162.052 of the Texas Utilities Code</i> and cannot be released if the utility customer has requested that the government-operated utility keep the information confidential This information is confidential pursuant to <i>section 552.136 of the Texas Government Code</i>.
Victims of Sexual Assault/Harassment	The City may exclude any records concerning the identity of victims of sexual assault or sexual harassment and other information which would identify the victim including addresses and names of relatives.	This information is confidential pursuant to the doctrine of <i>Common Law Privacy</i> .

For more information on the Texas Public Information Act, please visit the [Texas Attorney General Public Information Handbook](#).