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[DATE]

The Honorable Attorney General Ken Paxton
Office of the Attorney General of the State of Texas
Attention: Open Records Division
P.O. Box 12548
Austin, Texas 78711-2548

[METHOD SENT]

Re: Request for Open Records Decision: City of [CITY]/[LAST NAME OF REQUESTOR]

Honorable Attorney General Paxton:

On behalf of the City, I respectfully submit this request for a decision from the Office of the Attorney General regarding the City's authority to withhold from the public certain requested information. This request is submitted pursuant to the Texas Public Information Act, Tex. Gov't Code §552.301.

On [DATE OF REQUEST], the City received a public information request from [NAME OF REQUESTOR] ("Requestor") for the following:

[CUT AND PASTE REQUEST]. *See Exhibit A.*

Pursuant to section 552.301 of the Government Code, the City hereby requests a decision from the Attorney General about whether the requested information is excepted from disclosure under the Public Information Act (the "Act"). Specifically, the City claims that the requested information is not information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body or for a governmental body or is excepted from disclosure as: (1) information made confidential by law under section 552.101; (2) certain personnel information under section 552.102; (3) information concerning litigation or settlement negotiations involving the state or a political subdivision under section 552.103; (4) information relating to competition or bidding under 552.104; (5) information relating to location or price of property under section 552.105; (6) information relating to certain legislative documents under section 552.106; (7) information pertaining to certain legal matters under section 552.107; (8) information concerning certain law enforcement records under section 552.108; (9) information regarding execution of convict under section 552.1081; (10) sensitive crime scene image under section 552.1085; (11) information concerning certain private communications of an elected office-holder under section 552.109; (12) certain trade secrets and certain commercial information under section 552.110; (13) agency memoranda under

section 552.111; (14) certain information related to the regulation of financial institutions or securities under section 552.112 (15) geological or geophysical information under section 552.113; (16) student records under section 552.114; (17) birth and death records under section 552.115; (18) audit working papers under section 552.116; (19) information concerning certain addresses, telephone numbers, social security numbers, and personal family information of public officials and employees, peace officers, Texas Department of Criminal Justice Employees, and certain law enforcement personnel under section 552.117; (20) confidentiality of addresses, telephone numbers, social security numbers, and personal family information of peace officers, county jailers, security officers, and employees of Texas Department of Criminal Justice or a prosecutor's office under section 552.1175; (21) confidentiality of certain information maintained by state bar under section 552.1176; (22) official prescription program information under section 552.118; (23) photographs of peace officers under section 552.119; (24) rare books and original manuscripts under section 552.120; (25) certain documents held for historical research under section 552.121; (26) test items under section 552.122; (27) names of applicants for Chief Executive Officer of Institutions of Higher Education under section 552.123; (28) identity of private donor to institution of higher education under section 552.1235; (29) records of library or library system under section 552.124; (30) certain audits under section 552.125; (31) name of applicant for superintendent of public school district under section 552.126; (32) personal information relating to participants in neighborhood crime watch organizations under section 552.127; (33) certain information submitted by a potential vendor or contractor under section 552.128; (34) motor vehicle inspection information under section 552.129; (35) motor vehicle record information under section 552.130; (36) information relating to economic development negotiations under section 552.131; (37) confidentiality of crime victim or claimant information under section 552.132; (38) crime victim impact statement under section 552.1325; (39) public power utility information related to competitive matter under section 552.133; (40) certain information relating to inmate of Department of Criminal Justice under section 552.134; (41) school district informers under section 552.135; (42) confidentiality of credit card, debit card, charge card, and access device numbers under section 552.136; (43) confidentiality of certain e-mail addresses under section 552.137; (44) information relating to family violence shelter center and sexual assault program information under section 552.138; (45) government information related to security issues for computers under section 552.139; (46) military discharge records under section 552.140; (47) information in application for marriage license under section 552.141; (48) records subject to order of nondisclosure under section 552.142; (49) civil penalty for dissemination of certain criminal history information under section 552.1425; (50) confidentiality of certain investment information under section 552.143; (51) working papers and electronic communications of administrative law judges at State Office of Administrative Hearings under section 552.144; (52) Texas No-Call List under section 552.145; (53) certain communications with assistant or employee of Legislative Budget Board under section 552.146; (54) the social security number of living persons under section 552.147; (55) certain personal information maintained by municipality pertaining to a minor under section 552.148; (56) records of comptroller or appraisal district received from private entity under section 552.149; (57) information that could compromise safety of officer or employee of Hospital District under section 552.150; (58) information regarding select agents under section 552.151; (59) information concerning public employee or officer personal safety under section 552.152; (60) information concerning proprietary records and trade secrets involved in certain partnerships under section 552.153; (61) information concerning name of applicant for Executive Director, Chief Investment Officer, or Chief Audit Executive of Teacher Retirement

System of Texas under section 552.154; (62) information concerning certain property tax appraisal photographs under section 552.155; (63) information concerning continuity of operations plan under section 552.156; and (64) confidentiality of personal information regarding applicant for appointment by Governor.

If there are any third parties whose proprietary interests may be implicated by the release of the requested information, the City will notify them pursuant to section 552.305 of the Act of their right to submit comments to you as to why the information should not be released.

In accordance with section 552.301(e) of the Act, the City will be sending, within fifteen (15) business days of the date that it received the request for information: (1) written comments stating the reasons why the stated exceptions apply that would allow the information at issue to be withheld from the requestor; (2) a copy of the written request for information indicating the date on which it was received by the City or a statement certifying when the City received it; and (3) a copy of the specific information requested, or representative samples of the information, labeled to indicate which exceptions to disclosure apply to which parts of the copy.

Sincerely,

Attachments: Exhibit A – Original Request

Cc: [NAME OF REQUESTOR], Requestor – via E-mail
[\[EMAIL ADDRESS\]](#)