



12325 Hymeadow Drive  
Suite 2-100  
Austin, Texas 78750

Phone: (512) 250-0411  
Fax: (512) 250-0749  
TexasMunicipalLawyers.com

Dear \_\_\_\_\_,

As the City's officer for public information I have the duty to make public information available for public inspection and copying and release public information as required by Chapter 522 of the Texas Government Code. As of September 1, 2013, the definition of public information includes:

Information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business . . . by an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body.

Tex. Gov't Code § 552.002(a)(3).

Additionally, the legislature specifically notes that this definition of public information includes "any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business." Tex. Gov't Code § 552.002(a-2).

Accordingly, per Texas Government Code section 552.203 when the City receives a request for public information seeking information that may be in the possession of a temporary custodian, it is my duty as the officer of public information to collect that information. This letter is my official notice, per Texas Government Code section 552.233(b), asking you to surrender or return any information responsive to the attached request to the City not later than the 10th day after the date of this letter.

Please review the enclosed form and indicate your response to this request for submission of public information. Note that the information you provide to the City may be released to the public if there are no applicable exceptions under the Public Information Act. If after a thorough and good-faith search you do not locate any responsive information, please also indicate as such on the form below and return it to me by the date indicated on the form.

Sincerely,

As the City's Officer of Public Information, I hereby demand, pursuant to Texas Government Code section 552.203, that you turn over the following public information in your possession for which you have been serving as a temporary custodian:

- [quote the request]

I \_\_\_\_\_, have reviewed the above demand for public information and respond as follows:

I have searched my records, including private e-mail accounts for the requested information and the information responsive is enclosed.

I have searched my records, including private e-mail accounts for the requested information, but have no information responsive to the request.

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_