

**CITY OF TOMBALL
OPEN RECORDS/INFORMATION REQUEST FORM
UNDER THE TEXAS PUBLIC INFORMATION ACT (TPIA)**

PLEASE PRINT OR TYPE LEGIBLY:

Name of Requestor:			
Address:			
City/State/Zip Code:			
Phone Number:			
		Signature:	
Date of Request:		Email address:	

Detailed Description of Information Sought (please be as specific as possible):

CASE # (if applicable)	DATE OF INCIDENT/ACCIDENT:
	NAME:

I would like:

Please deliver to me by:

- | | |
|---------------------------------------|--|
| (a) _____ electronic format OR | (a) ___ U.S. Mail (additional charges may apply) |
| (b) _____ paper copies OR | (b) ___ Email (if available) |
| (c) _____ diskette, CD, DVD | (c) ___ Review at City Hall/Public Works/Police Department/Court |
| | (d) ___ Pickup in person upon Notification |
| | (e) ___ Fedex (additional charges will apply) |

Please note: A cost estimate will be provided if responsive material exceeds 50 pages or \$40.00

All requests must be in writing and directed to the City Secretary, City of Tomball, 401 Market Street, Tomball, TX 77375, Fax: (281) 351-6256, Email: dspeer@ci.tomball.tx.us

The information requested will be supplied upon receipt of an interpretation that the information sought is not expressly prohibited by law. **NOTE: The City of Tomball is prohibited from releasing some types of information or may seek an opinion from the Texas Attorney General for the release of other information. In an effort to expedite your request, please check the spaces below if you agree to exclude information as defined in the Texas Public Information Act.**

A. I AGREE to authorize the City of Tomball 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:

1. ___ Yes
2. ___ No

B. I AGREE to authorize the City of Tomball to redact (omit) any attorney/client communication:

1. ___ Yes
2. ___ No

The City of Tomball may seek an opinion from the AG as it relates to Attorney/Client communication and by clicking "yes" you agree to have any such information excluded in responding to this request without an opinion from the AG (see page 2).

For completion by City only:

MUNICIPAL COURT ONLY:

Judge's name: _____ Date of approval: _____

Ruling: _____ RELEASED RECORDS: Y ___ N ___

Date Received by:
Date Stamp Here →

ALL DEPARTMENTS: Check one

- Provided information via:
- Viewed in person _____
- Picked up paper copies _____
- Faxed _____
- E-mailed _____
- Fedex _____

CSO ONLY

- Sent to Attorney on _____ (date)
- AG Opinion requested on: _____ (date)
- AG Opinion _____ (#) received on _____ (date)
- Sent Estimate Letter _____ (date)
- Other information _____

\$ _____ (fees assessed) _____ (date documents released) Clerk Signature: _____

By agreeing to Sections A and B above, authorizing the City of Tomball 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 and to redact (omit) any attorney/client communication, you are agreeing that the following types of information may be withheld by the City of Tomball:

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, incest 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	<ol style="list-style-type: none"> The City may exclude results of checks for criminal history record information maintained in state and local criminal history record information systems. The City may exclude compilations of an individuals' criminal history. 	<ol style="list-style-type: none"> This information is confidential pursuant to <i>28 C.F.R. § 20.21(c)(1)</i>. 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 driver's license and motor vehicle 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.	This information is confidential pursuant to the doctrine of <i>Common Law Privacy</i> . 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.
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 information confidential prior to the date the City received my request. The City may exclude public employee dates of birth.	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 Tex., 2010 WL 4910163 (Tex. Dec. 3, 2010)</i>
Police and Fire Fighter Records	<ol style="list-style-type: none"> The City may exclude portions of 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> This information must be withheld under <i>section 552151 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 182.052 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 that 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](#).