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1000 N. Old Betsy Rd., Cleburne, TX. 76031
citysecretary@keenetx.com (817)641-3336 Fax (817) 556-2060

Request for Information:

Name: _____ Address: _____

City/State/ZipCode: _____

Phone # AND email: _____

Information Requested: Please be specific and give details.

How do you want your copies provided to you?

☐
☐

Digital copies (Please provide your email address.)
Paper copies (Please see list of associated fees.)

Your request will be handled promptly; however, due to the time that is required to research and copy information, the City may take up to ten (10) days to furnish a response to your request (Public Information Act).

Fees for Copies and Research not associated with a Police Report or Accident Report. Subchapter F of the Public Information Act, sections 552.261 through 552.275.

- \$0.10 per page for standard-sized paper copy (8½" x 11" or 8½" x 14") for 50 pages or less.
- \$0.85 for the first page and \$0.15 per page for more than 50 pages on standard size copy paper.
- Postage and shipping charges are actual cost.
- Research/labor time: \$15.00 per hour; Overhead charge: 20% of research/labor charge.
- Thumb drive – actual cost
- Digital copies can be provided through the online request portal at no cost.

Police Report or Accident Report:

- \$0.10 per page for **police incident** reports
- **Body Worn Camera footage** - \$10.00 and \$1.00 per minute of **footage** on thumb drive
- Thumb drive – actual cost
- Actual postage, if mailed to requestor

Requirements for requests of Body Worn Camera footage can be found in Texas Occupations Code Section 1701.661.

Accident/Crash reports can be found online at <https://cris.dot.state.tx.us/public/Purchase/>

Please complete the back of this form. Failure to do so could result in a delay of providing your requested records.

In accordance with the Public Information Act, Chapter 552 of the Texas Government Code, the City of Keene makes all of its public records available to citizens. The Public Information Act does not require governmental bodies to create new information, perform legal research, or answer questions. The request must ask for records or information already in existence. The City of Keene will not comply with a standing request for information to be collected or prepared in the future.

The City of Keene will respond within ten business days to information requests. The City of Keene may collect a fee as prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. For more information on the Texas Public Information Act, please visit the [Texas Attorney General's website](#).

IMPORTANT NOTICE

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.

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.

OPTION 1: Redacted Documents— I hereby agree to and accept any and all redactions permitted by law to the requested information in lieu of requesting an Attorney General’s opinion determining the confidentiality of the documents; videos; or audio in question. I understand that I have the right to request a decision from the Attorney General as to the confidentiality of the information contained within these documents; videos; or audio; however, I choose to, instead, receive the requested information with BOTH mandatory AND discretionary redactions applied.

OPTION 2: Attorney General Ruling Request— I hereby request that the City of Keene write to the Attorney General requesting a letter ruling as to the confidentiality of any and all requested information. In doing so, I acknowledge that by so choosing I will not receive any information—other than that required by law—until the Attorney General issues a letter ruling regarding the confidentiality of any and all responsive documents; videos; or audio. The Open Records Division (ORD) generally issues [Open Records Letter Rulings](#) within 45 business days of receipt of the request for a decision. Further, I acknowledge that by choosing this option, any “yes” response regarding the release of redacted documents above is hereby withdrawn.

SELECT ONE:

☐ Redacted Documents ☐ AG Ruling requested