

**KENDALL COUNTY CRIMINAL DISTRICT ATTORNEY'S OFFICE
TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM**

For guidance regarding your rights as a requestor and public information procedures adopted by this office, see the required notice under 552.205 of the Texas Government Code online at <https://www.kendallcountytexas.gov/193/Public-Information-Request>, or posted outside the Kendall County Criminal District Attorney's Office. Additional Public Information Act resources are on the Office of the Attorney General's website at: <http://www.texasattorneygeneral.gov/open-government>.

Submit this form to: Kendall County Criminal District Attorney - PIR,
201 East San Antonio, Suite 306,
Boerne, TX 78006

Or by e-mail to: CDAPIR@co.kendall.tx.us

A government body is not required to respond to a written request for public information unless the request is received by hand or at an address designated by the governmental body.

Requestor Contact Information: TX Gov't Code 552.222 allows a governmental body to establish proper identification

First Name: _____ Last Name: _____ M.I.: _____

Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____ Phone Number: _____

Preferred Manner of Written Communication: _____

Description of the Information Requested: (Note: Describe the information as precisely as you can.)

Date Range (optional): From: _____ To: _____

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. You may find information about mandatory and discretionary exceptions online at: <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requester. 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.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received?
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?
- If requesting copies, how would you like to receive your copies?

INFORMATION PREFERENCES:

- How would you like to have the information provided?
- If available, do you wish to receive an electronic copy of the information, such as on a USB or CD-R/RW, that can be either mailed or picked up?
- If available online at a URL web address available to the public, do you agree to have the URL address emailed to you instead of picking up or having copies mailed to you?

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act online at: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>.