

**CITY OF JACKSBORO, TEXAS
REQUEST FOR PUBLIC INFORMATION FORM**

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

Mailed or email requests must be received at the following address or the City of Jacksboro is under no obligation to respond:

Mail & In-person deliver address:

The Office of the City Secretary

112 W. Belknap St.

Jacksboro, TX 76458

Email: records@cityofjacksboro.com

While you are not required to use any particular form to request information, the following forms are provided for your convenience:

Requestor Contact Information

First Name:

Last Name:

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 here:

<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 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.

- 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?

INFORMATION PREFERENCES:

- How would you like to have the information provided?
- If available, do you wish to receive an electronic copy of the information?

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 here:

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>



PUBLIC INFORMATION REQUEST FOR DASH/BODY CAMERA VIDEO

CITY OF JACKSBORO

112 W. Belknap Street

Jacksboro, TX 76458

(940) 567-6321

Fax: (940) 567-2590

WWW.CITYOFJACKSBORO.COM

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The following information is required for the city to release any body camera footage under the Texas Code of Criminal Procedure, Chapter 2B. Provision of this information does not guarantee that such footage will be released as some footage may contain confidential information.

SPECIFIC DATE	APPROXIMATE TIME	SPECIFIC LOCATION

Name of one or more persons who are subjects of the recording:

The city must have written authorization from the person who is subject of the video footage if: (a) video was recorded in a private place; or (b) involves investigation of conduct of a fine only offense.

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FOR CITY USE ONLY	
Date Received:	Received by (Staff Name):
Date Received by City Secretary:	Date Submitted to Records Custodian:
AG Opinion Required: YES NO	Date AG Opinion Requested:
AG Response Received Date:	

STAFF NOTES / COMMENTS

RECEIPT ACKNOWLEDGEMENT	
Released to:	Receipt Authorization Signature:
Fee Amount Due:	Fee Paid And Received By: