



# CONCHO VALLEY

COUNCIL OF GOVERNMENTS

## OPEN RECORDS/FREEDOM OF INFORMATION ACT REQUEST FORM

### Requestor Contact Information

Date of Request:	
First Name:	
Last Name:	
Company/Organization:	
Mailing Address:	
City:	
State:	
Zip Code:	
Phone Number:	
E-mail Address:	

### 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](#).

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?

## INSTRUCTIONS

Please email completed form to [openrecords@cvcog.org](mailto:openrecords@cvcog.org) or deliver to 5430 Link Rd. San Angelo, TX 76904.

If you have questions, please contact the Open Records Manager by phone at 325-944-9666 ext. 282 or by email at [openrecords@cvcog.org](mailto:openrecords@cvcog.org).

For more information on the Texas Public Information Act, please visit the Texas Attorney General web site at [www.oag.state.tx.us/open/og\\_faqs.shtml](http://www.oag.state.tx.us/open/og_faqs.shtml).

**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](#).

FOR CVCOG STAFF USE ONLY

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<b>Date of Receipt:</b>	
<b>Log Number:</b>	

The above information is not proprietary and can be released per the Texas Open Records Act.

I hereby approve release of the above information per the Texas Open Records Act:

(x) \_\_\_\_\_

(Date:) \_\_\_\_\_

John Austin Stokes  
Executive Director  
Concho Valley Council of Governments