

**CITY OF BRENHAM  
PUBLIC INFORMATION REQUEST**

Date: \_\_\_\_\_

**Requestor Identification** (Please type or print neatly):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Phone Number(s): (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Description of Information Requested** (Please be as specific as possible. For police records, please include a case number and/or the full name of at least one involved person):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand there may be charges for the records and that payment must be made at the time the records are provided. If the cost is estimated to be over \$40.00, I will receive an itemized estimate. Standard charges are on the back of this form.

**REQUESTS MAY TAKE UP TO 10 BUSINESS DAYS**

**Check the box to indicate your choice:**

- I want to pick it up at City Hall
- Mail to me at the address above
- Emailed to \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

The City of Brenham, as a governmental body, is subject to the Public Information Act, Chapter 552 Government Code, which guarantees the public access to public information in custody of governmental bodies with few exceptions. The law requires the City to allow the public access to any documents, letters, memoranda, reports, etc. unless law excepts them. The law also requires the City to request from the Texas Attorney General, a decision as to whether the information may be withheld, if there has been no previous determination that the information falls into one of the excepted categories. The City must request an Attorney General's decision within ten (10) business days of receiving the request for information or the information is presumed public. The Public Information Request Procedure is not intended to hamper the free flow of information between the City and the general public. The procedure's sole intent is to centralize the processing of open records requests so as to better monitor the City's compliance with the Public Information Act.

**FOR CITY OF BRENHAM USE ONLY**

Received Via: Mail Fax Email In Person Date Received: \_\_\_\_\_ ORR No. Assigned: \_\_\_\_\_

Received By: \_\_\_\_\_  
Responsible Department: \_\_\_\_\_

Released By: Mail Fax Email In Person Date Released: \_\_\_\_\_ Released By: \_\_\_\_\_

**Please send the completed form to: City of Brenham, P.O. Box 1059, Brenham, Texas 77834-1059,  
Attn: Karen Stack; Phone: 979-337-7564; Fax: 979-337-7568; E-mail: [kstack@cityofbrenham.or](mailto:kstack@cityofbrenham.or)**