

City of Jonestown

REQUEST FOR PUBLIC INFORMATION

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Jonestown, Texas:

(Please provide as much information as possible to accurately describe the document(s) and/or information you are requesting. Use back of form for additional space if needed. If requesting Body Worn Camera recordings, you must complete the Body Cam Addendum form on the following page)

_____ **I would like copies of the requested information.** I understand that there is a ten cent (\$0.10) per page charge for standard size paper copies. Additional charges may be incurred for non-standard size copies and other media.

_____ **I will pick up the copies.** Please call me when ready for pick up.

_____ **Please bill me and mail copies.** I understand that postage and shipping will be added to the charge for copies.

_____ **E-mail or Fax transmission of the information is acceptable.** If possible, please e-mail or fax the requested information to: _____ (There is no charge for e-mail or fax transmission)

_____ **I wish to VIEW the requested information only; I do not need copies.** Please call me to schedule a time when the records will be available. (Charges may apply in certain instances where documents requested are old, voluminous, or contain confidential information that must be redacted, as allowed by law.)

In making this request I understand that the City of Jonestown is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand the City of Jonestown has ten (10) business days from the date of the request in which to request such a determination.

Date

Requestor's signature

Contact Phone Number

Contact e-mail address

Requestor's printed name

Mailing Address

FOR CITY USE ONLY			
REQUEST RECEIVED _____	10-DAY DATE _____	EMAILED _____ FAXED _____	MAILED _____ PICKED UP _____
Fees assessed: _____		\$ _____ TOTAL PAID _____	
Opinion requested from Attorney General? _____; Response received _____			
Expected cost greater than \$40? Estimate provided to requestor: Amount \$ _____, Date _____ Accepted? _____			
Comments: _____			
Processed by _____		DATE PROVIDED _____	

REQUEST FOR INFORMATION

Body Cam Addendum

Pursuant to the Texas Occupations Code 1701.661, I hereby requesting a copy of the following Body Worn Camera recording(s) from the City of Jonestown, Texas:

Date of incident/recording: _____

Approximate time of the incident/recording: _____

Specific location where the incident/recording occurred: _____

Name of one or more persons known to be a subject of the recording: _____

- I will pick up copies. Please call me when they are ready.
- Please email a link for video download (if available digitally).
- Please mail me a copy of the videos at the following address: _____

In making this request, I understand that the City of Jonestown will only release information in accordance with the Texas Occupations Code §1701.661. I further understand that the City of Jonestown has up to 20 days to review and submit a request for ruling to the Texas Attorney General's Office for any applicable exceptions to the Texas Public Information Act pursuant to Texas Occupations Code §1702.662.

The city must have written authorization from the person who is the 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. [1702.661(f)]

The fee for body camera video is \$10 per video and \$1 per minute of recording. [TAC Rule §70.13] Video(s) shall be released upon payment.

Requestor's Signature

Requestor's Phone Number

Requestor's Printed Name

Requestor's Email

FOR CITY USE ONLY:

Date Received	
Employee receiving request	
Date forwarded to legal	
Date Video(s) released	
Employee releasing video(s)	
Misc. comments/instructions	