



LIBERTY HILL PUBLIC LIBRARY DISTRICT REQUEST FOR 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>.

I hereby request the following information from the Liberty Hill Public Library District. I understand that the information will be provided under the Texas Public Information Act and that fees may be charged for the information.

Name

Date of Request

Mailing Address

Telephone Number

Email Address

Preferred manner of written communication

Standard Mail Email

INFORMATION REQUESTED

Please describe the information as precisely as you can. You may use an additional sheet if needed.

Date Range of Requested Information (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. Additional information about mandatory and discretionary exceptions can be found at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>.

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? Yes No
- 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? Yes No

- How would you like to have the information provided? Copies Inspection
- If available, do you wish to receive an electronic copy of the information? Yes No

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](#).

Please return this completed and signed form to the information officer of Liberty Hill Public Library District via standard mail. You can also scan this form and email it to the address below or fax the form to the library.

Print Name

Signature

Mailing Address
Liberty Hill Public Library District
P.O. Box 1072
Liberty Hill, Texas 78642
Attn: Library Director

Email Address
librarian@lhpl.org

Fax Number
(512) 778-5822

Library Use Only

Signature to Acknowledge Receipt of Information

Date Information Received

Date Request Began

Date Request Completed

Fee (If Applicable)

Fee Collected (If Applicable)

Signature of Information Officer

Date