

# Sample Fifteen-Day Brief to the OAG

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December 10, 2013

Ms. Amanda Crawford  
Open Records Division  
Office of the Attorney General  
P. O. Box 12548  
Austin, TX 78711-2548

Re: Public Information Request No. 13-

Dear Ms. Crawford:

On June 4, 2013, the Shield Police Department (the "department") received a public information request under the Texas Public Information Act ("PIA"), Chapter 552, Government Code, from [REQUESTOR]. A copy of the request is attached as Exhibit A.

The department has released some information to the REQUESTOR. However, the department asserts the remaining information responsive to the request is excepted from required disclosure under the PIA. Pursuant to section 552.301(a) of the Government Code, this brief is submitted to seek a decision as to whether sections 552.[x] and 552.[y] of the Government Code apply to the responsive documents. We have copied the requestor as a recipient of this brief pursuant to sections 552.301(d) and 552.301(e-1) of the Government Code. Representative samples of information at issue are attached as Exhibit B.

- I. Main Argument
- II. Alternative Arguments
- III. Conclusion

The department respectfully requests a decision from the Open Records Division regarding the applicability of the argued exceptions as provided by the PIA.

Please do not hesitate to contact me at (512) 555-5555 if you have questions or require additional information.

Sincerely,

Public Information Coordinator  
Shield Police Department

cc: Requestor