

Sample Ten-Day Letter to the OAG

December 10, 2013

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

Re: Public Information Request No. 13-

Dear Ms. Crawford:

On July 31, 2013, the Shield Police Department (the "department") received [REQUESTOR'S] written request for information. A copy of the request is attached as Exhibit A.

The department will release some of the responsive information. However, the department asserts the remaining information responsive to this request is excepted from disclosure under the Public Information Act ("PIA"). Specifically, the department raises sections 552.[x] and 552.[y] of the PIA.

Pursuant to section 552.301(a) of the PIA, this letter is submitted in order to seek a decision as to whether the exceptions apply. To assist in your review, the department will provide a brief of written comments and a representative sample of the responsive documents not later than the 15th business day from the date the request was received.

Should you need additional information, please feel free to contact me at (512) 555-5555.

Sincerely,

Public Information Coordinator
Shield Police Department

cc: Requestor

Sample Fifteen-Day Brief to the OAG

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