



CITY OF JAMAICA BEACH

PHYSICAL: 16628 SAN LUIS PASS RD.
MAIL: 5264 JAMAICA BEACH
JAMAICA BEACH, TEXAS 77554
PHONE 409-737-1142

PUBLIC INFORMATION REQUEST

All requests must be in writing and directed to the City Secretary at one of the above listed addresses or by email at cityadmin@jamaicabeachtx.gov.

Name of Requestor: _____ Date: _____

Mailing Address: _____

City/State/Zip Code: _____

E-mail Address: _____ Phone Number: _____

Description of Information Requested – *Please describe the information as precisely as possible; include details that may help locate the information; provide specific name, dates and/or date range:*

How do you want the information provided: ☐ View ☐ Copies Copies provided by: ☐ Mail ☐ E-mail ☐ Pick-up

Under the Public Information Act, some categories of information are confidential and exempt from public disclosure. In most instances, the City is required to request an Attorney General decision as to what portions of the requested information may be withheld and what must be released; an AG response can take up to forty-five (45) business days from the date they receive the request for a decision. However, a requestor may permit the City 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, you may still request the redacted information in a future information request. Choose only one (1) of the below options:

- ☐ I agree to accept the redaction of information that is subject to the PIA mandatory & discretionary exemption(s), provided such redactions are clearly labeled on the information received.
- ☐ I do not agree to the redaction of information without receiving an Attorney General decision.

I understand if the information requested is unclear or if a large amount of information is requested, I may be contacted to discuss clarifying or narrowing my request; and that the City is under no obligation to create a document to satisfy my request or to comply with a standing request for information; and that there may be charges associated with production of the requested information (for charges exceeding \$50.00, a letter estimating the cost will be provided prior to processing).

SIGNATURE OF REQUESTOR

Preferred Manner of Written Communication: ☐ Mail ☐ E-mail

FOR CITY OF JAMAICA BEACH USE ONLY

Received By: Mail ☐ E-Mail ☐ Hand Delivered ☐
Provided Copies By: Mail ☐ E-Mail ☐ Picked-Up ☐ Date: _____
Viewed In-Person: ☐ Date: _____ Fee Assessed: \$ _____ Date Paid: _____
Sent to Attorney: _____ Sent to AG: _____ AG Response: _____

Date & Time Request Received: _____