



OVERVIEW OF THE TEXAS PUBLIC INFORMATION ACT

Texas Government Code, Chapter 552, gives you the right to access government records. An officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Procedures to Obtain Information:

- Submit a request by mail, email, or in person **by filling out the enclosed PIA form.**
- Include enough description and detail about the information request to enable us to accurately identify and locate the information requested.
- Cooperate with reasonable efforts to clarify the type or amount of information requested.

Information to be Released:

- Under current law, a governmental body that receives a public information request must respond to the request within 10 business days. If it cannot be produced within 10 business days the Public Information Officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

Cost of Records

- You must respond to any written estimate of charges within 10 business days of the date we sent it, or the request is considered automatically withdrawn.
 - Charges:
 - Labor: \$TBD
 - Copying: \$TBD
 - Postage and/or Delivery: \$TBD
 - Fee Waivers: \$TBD

HB 3033, from the 88th Legislative Session, redefines "business day" to any day other than Saturday, Sunday, national holidays under Section 662.003(a) or state holidays under 662.003(b).

A governmental body may designate no more than 10 nonbusiness days each calendar year, January through December, on which the governmental body's administrative office are closed.

Public Information Officer: Cassie Taylor / cassie@creedmoorwsc.com / (512) 243-2113



TEXAS PUBLIC INFORMATION (PIA) ACT REQUEST FORM

For guidance regarding your rights as a requester 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 [HERE](#).

Requestor Contact Information

First Name:

Last Name:

Company/Organization:

Mailing Address:

City:

State:

Zip Code:

E-mail Address:

Phone Number:

Preferred Manner of Written Communication:

If you select "Pick-up" please be sure to include your number above.

Description of the Information Requested (Note: Describe the information as precisely as you can.)

Date Range (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 that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions [HERE](#).

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?
- 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?

INFORMATION PREFERENCES:

- How would you like to have the information provided?
- If available, do you wish to receive an electronic copy of the information?

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](#).

Requester:

PUBLIC INFORMATION ACT REQUEST CHECKLIST

(Internal Only)

Public Information Act Process:

1. Receipt of Request:

- ☐ The PIA Officer (PIAO) receives the request for information under the PIA.
- ☐ The request should be an official request form, clearly stating the information sought.

2. Initial Review:

- ☐ The PIAO conducts an initial review of the request to ensure it complies with the requirements of the PIA.
- ☐ The PIAO confirms whether the requested information is subject to disclosure under the law, seeking attorney assistance, if needed.

3. Assigning Responsibilities:

- ☐ If the request involves specific departments or units within the organization, the PIAO assigns responsibilities accordingly.
- ☐ The relevant department(s) collaborate with the PIAO to gather the requested information.

4. Information Collection:

- ☐ The assigned department(s) gather the requested information within the designated timeframe.
- ☐ The assigned department(s) provide the gathered information to the PIAO for review.

5. Review and Redaction:

- ☐ The PIAO reviews the collected information for any sensitive or confidential material that may need redaction before disclosure.
- ☐ Redaction is performed in accordance with the exemptions outlined in the Public Information Act.

6. Notification to Requester:

- ☐ Once the review and redaction process is complete, the PIAO notifies the requester regarding the availability of the information.
- ☐ If applicable, the PIAO informs the requester of any redacted sections and the reasons for redaction.

7. Delivery of Information:

- ☐ The PIAO delivers the requested information to the requester in the agreed-upon format, whether digital or physical copies.



Creedmoor-Maha Water Supply Corp.

PUBLIC INFORMATION ACT REQUEST CHARGES

Requester: _____

Charges for Time and Copies:

1. Labor Costs: \$
2. Copying Costs: \$
3. Postage or Delivery Fees: \$
4. Administrative Costs: \$
5. Fee Waivers: \$

TOTAL \$