



Procedures to Obtain Information

- ✓ Submit a request by mail, fax, email or in person according to a governmental body's reasonable procedures.
- ✓ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- ✓ Cooperate with the governmental body's reasonable efforts to clarify the type of amount of information requested.

A. Information to be released

- You may review it promptly, and 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of charges within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn.**
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

B. Information that may be withheld due to an exception

- By the 10th business day after a governmental body receives your written request, a governmental body must:
 1. request an Attorney General opinion and state which exceptions apply;
 2. notify the requestor of the referral to the Attorney General; and
 3. notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th business day from the day after the attorney general received the request for a decision. The Attorney General may request an additional 10 business day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

To request information from the Town of Fairview, please contact:

You may send your request

By mail to: Elizabeth Cappon, Town Secretary
372 Town Place, Fairview, TX 75069

By e-mail to: ecappon@fairviewtexas.org

By fax to: 972-886-4203

In person at: Fairview Town Hall, 372 Town Place, Fairview, TX 75069

If you need special accommodation pursuant to the Americans With Disabilities Act (ADA), please contact Elizabeth Cappon, Town Secretary at 972-562-0522



APPLICATION FOR PUBLIC INFORMATION

Date: _____

Name of Requestor:

Address:

Phone Number:

Email Address:

Fax Number:

Information Requested:

Office Use Only:

- Information furnished on: Date: _____ By: _____
- Information not available for inspection or duplication at this time. The public information will be available for inspection or duplication to you by: _____ Date: _____
- Information received: Date: _____ By: _____
- Town of Fairview, Town Secretary
Name: _____ Date: _____

In accordance with Local Government Records Act.