Court USB production (August 28, 2026) · thread T65

Public Information Request (Texas Gov?t Code ch. 552) ? City Email Platform, Retention, and Search/Export Capability

1 message(s), 2026-02-27 · 2026-02-27. Public copy: personal contact details and excluded-subject material boxed.

1. 2026-02-27 19:37 Kyle Moring · 0 att.

From:	Kyle Moring <[redacted]>
To:	Candias Webster <cwebster@mpcity.org>
Cc:	Rob Vine <rvine@mpcity.org>; Austin Beck <abeck@dtrglaw.com>; Lea Ream <lream@dtrglaw.com>; Wesley Lyon <Wlyon@mpcity.org>; chinton@mpcity.org; dcorbell@mpcity.org; kredfearn@mpcity.org; Melanie.knight@mpcity.org; jhageman@mpcity.org; [redacted]
Date:	2026-02-27 19:37:44+00:00
Subject:	**Public Information Request (Texas Gov't Code ch. 552) – City Email Platform, Retention, and Search/Export Capability**
Attachments:	—
USB file:	Public Information Request (Texas Gov't Code ch.msg

Report This Email

Good afternoon,

Pursuant to the Texas Public Information Act (Texas Government Code, Chapter 552), I request access to and copies of existing public information maintained by the City of Mount Pleasant regarding the City's email platform and the City's capability to retain, search, and export email in response to public information requests.

To reduce cost and volume, for each category below you may produce "records sufficient to show" the requested information.

Time period:

- **Items 1–5:** January 01, 2024 through the date the City receives this request.
- **Item 6:** January 01, 2018 through present.

Requested records:

1. **Email platform in use (records sufficient to identify)**

   a. The product/service name(s) and edition (e.g., Exchange Online/Microsoft 365, on-prem Exchange, Google Workspace, hosted Exchange).

   b. Whether the environment is cloud-hosted, on-premises, or hybrid.

   c. Any records sufficient to show the date of the most recent migration/transition affecting City email (if any) within the time period.

2. **Email retention/archiving**

   a. The City's email retention policy/policies and applicable records retention schedule entries used for email.

   b. Any written procedures used to preserve mailboxes or place litigation holds (records sufficient to show), excluding sensitive security details.

3. **Search and export capability for TPIA/eDiscovery purposes (records sufficient to show)**

   a. Written procedures/SOPs/runbooks/checklists used by City staff or City IT (or its provider) to search for responsive email across one or more mailboxes for a TPIA response.

   b. Documentation identifying the tool(s) used to perform those searches (eDiscovery/compliance search/archive search), the searchable fields (sender/recipient, subject, date, keywords, attachments), and the available export formats (native/PST/MSG/EML, PDF, etc.).

   c. Any documentation describing search syntax/operators or query mechanisms used by the tool(s) (including any query language, API, reporting tool, or equivalent), if maintained.

4. **Administrative access/responsibility (records sufficient to show)**

   Records sufficient to identify the City department or IT provider responsible for administering the email platform and performing mailbox searches/exports for TPIA responses, including any sections of an SOW describing those responsibilities.

5. **Vendor/IT support communications narrowly limited to search/export/retention (records sufficient to show)**

   Records sufficient to show communications, tickets, or support notes (internal or with a vendor/managed service provider) specifically concerning: **(i)** ability to search across custodians, **(ii)** exporting/producing email for TPIA/litigation, **(iii)** retention/archiving settings, or **(iv)** any claim that production requires "print-to-scan."

6. **Contracts/procurement**

   Executed contracts/SOWs and amendments/renewals for the City's email hosting and any separate archiving/eDiscovery/compliance search services used for email.

Clarification on third-party records: If responsive information is maintained by a managed service provider or other contractor for the City and the City owns the information or has a right of access to it, please retrieve and produce the responsive information maintained for the City.

Production format: Please provide records electronically (PDF for documents; native format where maintained when feasible) via email or download link. I am not requesting passwords, private keys, security tokens, or configuration details that would reasonably expose system vulnerabilities; please redact only protected portions and release the remainder.

If charges will exceed $40, please provide an itemized written estimate before work begins so I may narrow the request.

With gratitude,

Kyle Moring

[redacted] | [redacted]