KEN PAXTON
ATTORNEY GENERAL OF TEXAS

Dear Sir or Madam:

The Office of the Attorney General (the "OAG") has received a complaint alleging failure to respond appropriately to a request for information. The Public Information Act (the "Act"), chapter 552 of the Texas Government Code, generally requires a governmental body to release requested public information that it collects, assembles, maintains, or has right of access to, or to request a ruling from the OAG as to the applicability of exceptions to the Act. Our records do not indicate a request for an OAG ruling has been made in accordance with section 552.301 of the Act.

Although the OAG has civil enforcement authority under the Act, our office prefers to work with governmental bodies and requestors to resolve complaints informally. The easiest way to resolve this open records complaint is to release the requested information, provided the information is not confidential by law.

Please provide a written response to this letter within 10 business days. *See* 1 T.A.C. § 70.11(d)(3) (governmental body has a responsibility under the Act to promptly respond). A certification form is enclosed with this letter in order to expedite your response. You may use the form to certify: (i) the requested information has been or will be released to the requestor; (ii) you have no information responsive to the request; or (iii) you have requested or will request an attorney general's decision regarding the requested information. If the form is not applicable, you may provide a written response to this notification letter explaining how you have complied with the Act. The written response may be sent to the address below or submitted online at: https://oag.my.site.com/OpenRecords/s/. When responding, please include the full complaint identification number.

If you have any questions regarding this letter, please contact the Education and Enforcement Section of the Open Records Division at (877) 673-6839 or (512) 936-6736 to discuss the resolution of this complaint. You will also find resources to assist you in complying with the Act at https://www.texasattorneygeneral.gov/open-government.

Thank you for your prompt attention to this matter.

Sincerely,
Education and Enforcement Section
Open Records Division

Enclosure

c: Complainant

PUBLIC INFORMATION REQUEST CERTIFICATION

Complaint ID#: _____

PLEASE SELECT **ONE** OF THE FOLLOWING:

☐	I certify the governmental body has made available to the requestor all existing responsive information that this governmental body owns, controls, or has a right of access to. The information was provided to the requestor on _____ via the following method (select one): ___ If the information was not released to the requestor within 10 business days of receiving the request, please provide a copy of the notice provided to the requestor pursuant to section 552.221(d) of the Government Code.
☐	I certify the governmental body has supplied the requestor all existing responsive information for which the governmental body is not claiming an exception, and has requested an attorney general's decision regarding the responsive information the governmental body believes is excepted from disclosure. The ruling request was submitted to the Attorney General's Office on _____ via the following method (select one): ___ The governmental body's internal reference number is _____.
☐	I certify the governmental body has conducted a good faith search of information that this governmental body owns, controls, or has a right of access to, and has found no such information that is responsive to the requestor's public information request. The requestor was notified the governmental body does not maintain the requested information on _____. Please provide a copy of the notice provided to the requestor.
☐	The information at issue was withheld pursuant to a previous determination. The requestor was notified the information was being withheld pursuant to a previous determination on _____. Please provide a copy of the notice provided to the requestor.
☐	None of the situations listed above apply. I have attached documentation explaining how the governmental body responded to the referenced request, including a timeline of the governmental body's response to the requestor.

Public Information Officer, or Authorized Representative: _____

_____ _____ _____

Signature Title Date