

Kingsland Municipal Utility District  
100 Ingram St. P.O. Box 748  
Kingsland Tx 78639  
325.388.4559

PUBLIC RECORDS REQUEST FORM

KMUD Official: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Please print complete mailing address and physical address City and State

I understand that:

- 1) My request is limited to the information in existence at the time and on the day my request is received.
- 2) KMUD has no duty to answer questions or create documents to respond to a request pursuant to the Texas Public Information Act, but if I ask a question, KMUD will make a diligent effort to determine whether there is information responsive to my question in its records and respond.
- 3) Certain information held by KMUD may be confidential as a matter of law or may be excluded from public disclosure when applying various provisions of the Texas Public Information Act.

Therefore, to assist in processing your request, please choose Option A or Option B below:

**OPTION A - Initial:** \_\_\_\_\_, *I hereby agree to limit the scope of my request* to only those documents/information contained in KMUD's records that KMUD believes is non-confidential and available to the public pursuant to the Texas Public Information Act or any other applicable law. I will accept documents/information with certain information redacted on this basis and consider my request completely fulfilled. I understand that if I am not satisfied with the information provided under this basis, that I can make a new request at any time which includes the redacted information and KMUD will seek an opinion of the Texas Attorney General regarding whether the redacted information sought in the new request can be excluded from public disclosure as explained in Option B.

**OPTION B - Initial:** \_\_\_\_\_, *I do not agree to limit the scope of my request.* I want all available documents regardless of whether KMUD considers the information to be confidential or subject to being excluded. I understand that KMUD has the duty to seek an opinion from the Texas Attorney General's Office, Open Records Division which will consist of the following:

- 1) A written request for an opinion from the Texas Attorney General by KMUD within ten (10) business days (excluding weekends & holidays recognized by the KMUD) from the date that KMUD receives my initial request.
- 2) A written brief sent to the Attorney General's Office within fifteen (15) days from the date that KMUD received my initial request.
- 3) I might receive a request for clarification of my request if it is vague and ambiguous which will toll (postpone) the deadline for KMUD's request for an opinion from the Texas Attorney General's Office.
- 4) A waiting period of up to forty-five (45) days for the Attorney General's Office to render an opinion from the date they receive the written brief. I understand that until an opinion is rendered KMUD cannot fully respond to my request until a final decision is made by the Texas Attorney General's Office regarding my request. I understand that the Texas Attorney General may rule that the information can or cannot be released and I understand that KMUD may disagree

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with the opinion provided by the Texas Attorney General's Office. In such cases, KMUD may seek a decision from a Travis County District Court or higher court before records are released.

I understand that documents/information held by a Court, whether a Justice Court, City Court, or District Court are Judicial Records and are not subject to disclosure pursuant to the Texas Public Information Act. Any request for records made for judicial records will be handled pursuant to the Judicial Records Act and will not be considered a request pursuant to the Texas Public Information Act.

Description of Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STANDARD FEES:**

Cost per page standard size up to 8.5" x 14"	\$ .10 / page
Nonstandard sizes	\$.50 / page
CD	\$1.00 each
DVD	\$3.00 each
Other electronic media	Actual Cost
Labor Charge – for locating, compiling, and reproducing	\$15.00 per hour
Overhead Charge	20% of labor charge
Postage	Actual Cost
	Total Costs: _____

Notes/Comments: \_\_\_\_\_

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**Office Use:**

Fees waived in accordance with procedures: Yes  No

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Released by: \_\_\_\_\_ Date: \_\_\_\_\_