Date

Requestor name

Requestor address 1

Requestor address 2

Requestor city, state zip

Dear M:

We have received your public information request for [ ], dated [ ].

The information you requested contains personal information that relates to certain public employees or officials listed in section 552.1175 of the Government Code. The requested information includes this public employee’s home address, home telephone number, emergency contact information, date of birth, social security number, and/or family member information. As allowed by section 552.1175 of the Texas Government Code, this public employee has chosen to make this personal information confidential. Our office is prohibited by law from releasing this personal information to you, and therefore we have removed this information from the enclosed information we are providing to you.

Normally, we must request a ruling from the Texas Attorney General’s Office (“OAG”) before we can withhold any of the information you requested. However, section 552.1175 allows us to withhold this specific information without requesting a ruling from the attorney general.

You have the right to appeal our decision to withhold this information from you. Instructions for appeal are at the end of this letter. If you do not want to appeal, you do not need to do anything else. Please note that we are only withholding the specific categories of information that are confidential under section 552.1175. We will process the rest of your request for information in accordance with the terms of the Public Information Act.

For more information regarding section 552.1175, please visit the OAG website at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/redacting-public-information/>.

In addition, should you have any questions regarding this letter, you may also call the Open Government Hotline at (877) 673-6839.

Sincerely,

GB name

GB address 1

GB address 2

GB city, state zip

GB phone/fax/email

How to appeal the withholding of information under Gov’t Code section 552.1175

If you wish to appeal the withholding of information discussed on the previous pages, you must send the following to the attorney general:

1) a signed, written statement indicating your wish to appeal the withholding of information;

2) the name of the governmental body that withheld information from you;

3) the date you made your original request for information; and

4) a copy of your original request for information, or if you are unable to provide a copy, a description of your original request for information.

You may also submit written comments stating why you think the information should be released to you, but you are not required to do so.

Send your appeal by mail to the attorney general at:

Open Records Division

P.O. Box 12548

Austin, Texas 78711-2548

Within forty-five business days after receiving all of the above-listed items necessary to file your appeal, the attorney general will issue a written ruling on the matter. You will receive a copy of this ruling in the mail.