

## CITY OF BURKBURNETT - PUBLIC INFORMATION ACT REQUEST

**TO:** Office of City Clerk, Nikki Tepfer  
501 Sheppard Road, Burkburnett, TX 76354  
[openrecordsrequest@burkburnett.org](mailto:openrecordsrequest@burkburnett.org) | 940.569.4192 fax

**Date of Request** \_\_\_\_\_

### REQUESTOR IDENTIFICATION (*please type or print neatly*)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**DESCRIPTION OF INFORMATION REQUESTED** (*Please be as specific as possible. Try to include names, addresses, case numbers, etc. List particular dates, if possible. If this is not possible, please list the beginning and end dates. Attach additional sheets if needed.*)

---

---

---

---

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions:

<https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General's decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received?  Yes  No
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?  Yes  No

**If the City determines that the requested file relates to an active case and that release would harm the detection, investigation, or prosecution of a crime, do you still wish to request the specified information?**

Yes, the City will seek the Attorney General's opinion to keep the information confidential.  No

**Check the box to indicate your choice:**

I want to come by City Hall to:

pick up copies of the information  
 inspect the information

I want a copy of the information sent to me via:

Emailed to the email address shown above  
 Faxed to the number shown above  
 Certified/Return Receipt mail to the address shown above

**I understand my rights, according to the Texas Public Information Act. I also understand that there may be charges for the records and that payment must be made before obtaining the documents requested.**

**Requestor Signature**

**CITY OF BURKBURNETT – PUBLIC INFORMATION ACT REQUEST**  
**Body Cam Addendum**

**Pursuant to Texas Occupations Code §1701.661, I hereby requesting a copy of the following Body Worn Camera recording(s):**

Date of incident/recording: \_\_\_\_\_

Approximate time of the incident/recording: \_\_\_\_\_

Specific location where the incident/recording occurred: \_\_\_\_\_

Name of one or more persons known to be a subject of the recording: \_\_\_\_\_

---

I will pick up copies. Please call me when they are ready.

Please email a link for video download.

Please mail me a copy of the videos at the following address:

---

---

In making this request, I understand that the City will only release information in accordance with Section 1701.661 of the Occupations Code. I further understand that the City may submit a request for ruling to the Texas Attorney General's Office for any applicable exceptions to the Texas Public Information Act pursuant to Texas Occupations Code §1701.662.

***The city must have written authorization from the person who is the subject of the video footage if: (a) video was recorded in a private place; or (b) involves investigation of conduct of a fine only offense. [1701.661(f)]***

The fee for body camera video is \$10 per recording and \$1 per full minute of recording, per Texas Administrative Code Rule §70.13. Video(s) shall be released upon payment.

---

Requestor's Printed Name

---

Requestor's Email

---

Requestor's Phone Number

---

Requestor's Signature