

Meeting Minutes Request Template

Texas Public Information Act - Specific Example

Your Information

Field	Information
Name	[YOUR NAME]
Address	[YOUR STREET ADDRESS]
City, State ZIP	[CITY, STATE ZIP CODE]
Email	[YOUR EMAIL]
Phone	[YOUR PHONE]
Date	[DATE]

Recipient Selection

Choose the appropriate office based on which entity's records you need:

Option 1: City of Waco

City Secretary
City of Waco
P.O. Box 2570
Waco, TX 76702
Email: [GET FROM CITY WEBSITE]
Phone: (254) 750-5640

Option 2: City of Lacy Lakeview

City Secretary
City of Lacy Lakeview
501 E. Craven Ave.
Lacy Lakeview, TX 76705
Email: [GET FROM CITY WEBSITE]
Phone: (254) 799-2458

Option 3: McLennan County

McLennan County Clerk
215 N 5th Street
Waco, TX 76701
Email: [GET FROM COUNTY WEBSITE]
Phone: (254) 757-5078

Request Letter Template

SUBJECT: Texas Public Information Act Request - Meeting Minutes

Dear [City Secretary / County Clerk]:

This is a request under the Texas Public Information Act (Texas Government Code, Chapter 552) for copies of public records.

Requested Records

Choose the appropriate option:

Option 1: Specific Meeting

Official minutes from the [Waco City Council / Lacy Lakeview City Council / McLennan County Commissioners Court] meeting held on [SPECIFIC DATE].

Option 2: Date Range

All official meeting minutes from [START DATE] through [END DATE], including:

- Regular meeting minutes
- Special meeting minutes
- Work session minutes
- Executive session summaries (public portions only)

Option 3: Specific Topic

All meeting minutes from [YEAR] that include discussion of [SPECIFIC TOPIC].

Examples:

- "Data center development"
- "Zoning variance requests"
- "Water usage permits"

Requested Format

Please provide the records in the following format:

- ☒ PDF via email (preferred) - Send to: **[YOUR EMAIL]**
- ☐ Paper copies (will pay reasonable copying fees)
- ☐ Electronic files on CD/USB

Statutory Requirements

Under Texas Government Code § 552.221, I understand that:

- The City/County has 10 business days to respond to this request
- You must either provide the records or seek an opinion from the Attorney General if claiming an exemption
- You must provide a cost estimate if charges will exceed \$40

If you claim any exemption to disclosure, please:

1. Cite the specific statutory exemption
2. Explain how it applies to each withheld record
3. Provide a redacted copy if only portions are exempt

Contact Information

Please contact me at **[YOUR PHONE]** or **[YOUR EMAIL]** with any questions or to provide the cost estimate.

I agree to pay reasonable copying and labor fees as allowed by law. Please notify me in advance if fees will exceed **[\$YOUR LIMIT - e.g., \$40, \$100]**.

Thank you for your assistance with this request.

Respectfully,

[YOUR SIGNATURE]

[YOUR TYPED NAME]

Common Follow-Up Scenarios

If You Receive a Cost Estimate

Action	Details
Review	Typical rate: \$0.10 per page
Respond	Within time frame given
Request Email	Usually lower cost than paper
Narrow Request	Reduce fees if needed

If You Receive Partial Denial

Step	Action
1	Review the cited exemption
2	Request copy of AG opinion request
3	File complaint with AG if denial seems improper
4	Consider narrowing request to get non-exempt portions

If You Receive No Response in 10 Days

Step	Action
1	Send follow-up email/letter
2	File complaint with Attorney General
3	Contact local media if pattern of non-compliance

Important Texas PIA Information

Timeline

Day	Action
Day 1	Submit request
Day 10	Government must respond
Day 11-20	Extensions possible for voluminous requests
Ongoing	Records provided "promptly" after payment

Standard Fees

Item	Cost
Copying	\$0.10 per page (typical)
Labor	\$15/hour (if over 50 pages)
First Hour	No charge
First 50 Pages	No charge
Elected Officials	Can charge less or waive fees

Common Exemptions

Exemption	Applies To
Executive Session	Limited to specific topics
Pending Litigation	Active lawsuits
Attorney-Client	Privileged communications
Personnel Matters	Employee records
Competitive Bidding	Temporarily during bid process

Cannot Be Denied For

- Being "too burdensome" (must provide cost estimate)
- Not having "valid reason" (no need to explain why)
- Being from out of state or "outsider"
- Requesting too many records (must provide estimate)

Tips for Successful Requests

Best Practices

Do This	Why
Be specific about dates	"Jan 1 - Dec 31, 2024"
Start narrow	Can always expand later
Request email delivery	Faster and cheaper
Keep copy of request	For your records
Document communications	Track all responses
Follow up in 10 days	If no response
Be polite but persistent	Gets better results
Know your rights	Under the PIA

Avoid These Mistakes

Don't Do This	Why
"All records about..."	Too broad, will be denied
Make demands	Counterproductive
Threaten	Damages relationship
Pay without estimate	Could be overcharged
Accept "we don't have that"	Verify through proper channels

What Minutes Should Contain

Required by Texas Law

Element	Required
Date, Time, Location	Yes
Members Present/Absent	Yes
Approval of Previous Minutes	Yes
Summary of Subjects	Yes
Record of Votes	Yes (who voted how)
Action Items	Yes
Executive Session Notation	Yes (topic only)

Not Required

- Verbatim transcript (unless body chooses to create one)
- Names of all public speakers
- Full discussion details (summary only)

Sample Follow-Up Email

Use after 10 business days with no response:

Subject: Follow-up on PIA Request dated [DATE]

Dear [City Secretary / County Clerk]:

I submitted a Public Information Act request on [DATE] and have not yet received a response. Texas Government Code 552.221 requires a response within 10 business days.

Please confirm receipt of my request and provide an estimated date when I can expect the requested records or a response regarding their status.

Request details: [BRIEFLY RESTATE YOUR REQUEST]

Thank you,
[YOUR NAME]
[YOUR PHONE]

Contact Information

City/County Contacts

Office	Phone	Website
Waco City Secretary	(254) 750-5640	www.waco-texas.com
Lacy Lakeview City	(254) 799-2458	-
McLennan County Clerk	(254) 757-5078	www.mclennan.gov

Additional Resources

State Resources

Resource	Link/Contact
AG Open Records Division	(512) 478-OPEN (6736)
AG Website	texasattorneygeneral.gov/open-government
File PIA Complaint	texasattorneygeneral.gov/open-government/complaints
Texas PIA (Full Text)	statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm

Community Resources

Resource	Contact
Get Assistance	plcmercenary@tuta.io
More Templates	www.wacodatacenter.com/resources/
Community Support	We can help review responses, challenge denials

Sample Meeting Minutes Request

John Smith
123 Main Street
Waco, TX 76710
john.smith@email.com
(254) 555-1234

December 24, 2024

City Secretary
City of Waco
P.O. Box 2570
Waco, TX 76702

SUBJECT: Texas Public Information Act Request – Meeting Minutes

Dear City Secretary:

This is a request under the Texas Public Information Act (Texas Government Code, Chapter 552) for copies of public records.

REQUESTED RECORDS:

I am requesting copies of all official minutes from Waco City Council meetings held between October 1, 2024 and December 31, 2024, including:
– Regular meeting minutes

- Special meeting minutes
- Work session minutes
- Executive session summaries (public portions only)

REQUESTED FORMAT:

Please provide the records in PDF format via email to john.smith@email.com (preferred).

STATUTORY REQUIREMENTS:

Under Texas Government Code § 552.221, I understand that:

- The City has 10 business days to respond to this request
- You must either provide the records or seek an Attorney General opinion if claiming an exemption
- You must provide a cost estimate if charges will exceed \$40

If you claim any exemption to disclosure, please:

1. Cite the specific statutory exemption
2. Explain how it applies to each withheld record
3. Provide a redacted copy if only portions are exempt

CONTACT INFORMATION:

Please contact me at (254) 555-1234 or john.smith@email.com with any questions or to provide the cost estimate.

I agree to pay reasonable copying and labor fees as allowed by law. Please notify me in advance if fees will exceed \$50.

Thank you for your assistance with this request.

Respectfully,

John Smith

Template provided by Waco Data Center Community Action
For more resources, visit www.wacodatacenter.com