



## **LAW DEPARTMENT**

### **MEMORANDUM**

TO: 2016 City Council Candidates

FROM: Anne L. Morgan, Interim City Attorney

RE: Requests for Public Information

Date: February 26, 2016

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Austin City Council candidates for the 2016 General Election may submit questions or requests for public information pertaining to the City of Austin to the Law Department for coordination of responses.

City Staff will provide an initial response to Public Information Requests within 10 working days from the date received by the City. Depending on the complexity, breadth or potential cost of providing the response, final disposition of a Public Information Request may extend beyond the initial 10 working days, in such cases, the requestor will be notified and provided the appropriate estimates of time and costs. Please direct your requests to:

Law Department  
Attn: Carla Scales, Chief Administrative Officer  
301 W. Second St.  
Austin, Texas 78701  
(512) 974-1356  
Email: [public.information@austintexas.gov](mailto:public.information@austintexas.gov)

Responsive public information compiled by staff will be made available to all Council candidates, and published on the City of Austin website at [www.austintexas.gov](http://www.austintexas.gov). Copies will be made available to all candidates via the Law Department at Austin City Hall, 301 W. Second St., Fourth Floor.

Please provide a phone number, email address and mailing address when submitting a request so that responsive information is provided to you as quickly as possible.

Thank you.