

CITY OF HENDERSON

Procedure for Open Records Request

- A. Persons desiring to inspect or copy records of the City of Henderson may make a written request for the desired records to the City Secretary's office. **The request shall identify the specific record(s) being requested, as well as specific dates.** In addition, it is preferable that the request identify the **name, address and phone number of the person requesting the information**, so that the City may contact the requestor with the response to the request. The City Secretary's office shall ensure the request is marked with the date on which it was first received by the City.

The City of Henderson Application for Public Records form may be provided, but all written requests are acceptable.

- B. Applications for inspection of or copying of records may be made through the mail, e-mail, by fax, or in person. The City Secretary shall review the application with the appropriate department to determine the following:
1. whether the record being requested exists;
 2. whether the record is available, in use, or in storage; and,
 3. whether the record is subject to disclosure under state, federal, and local laws.

If a question exists as to whether the record is subject to disclosure, the record shall be referred to the City Attorney's Office for review.

- C. Upon completion of the review, the City Secretary shall notify the applicant of the results of the review.
- D. The City Secretary shall provide a requestor with written notice of actual estimated charges to the extent such notice is required by the Texas Public Information Act and the rules of the Texas Attorney General. The City Secretary may require a deposit in advance in accordance with the rules of the Texas Attorney General.

Cost of Copies:

Charges are calculated in accordance with General Services Commission provisions. Standard paper copies are \$.10 per page for requests totaling 50 pages or less. If the request results in more than 50 copies or the record is located in more than one building or is located in a remote storage facility, a \$15/hour personnel fee and a 25% overhead fee will be added.



Application for Open Records Request

To the City of Henderson City Secretary's Office

I, _____, do hereby make application for inspection and/or duplication of the following public records of the City of Henderson, Texas:

Date Range Required (if applicable): _____

Signature _____ Date Submitted _____

Address _____

Phone Number _____ Email _____

Fax Number _____

Date Picked-up _____ Picked-up By _____

Staff Response

- Available for inspection in the _____ Department immediately upon processing your request.
- To be copied at your expense and will be made available to you on _____ by 5:00 p.m.
- Currently in storage/use and are not available for inspection/copying. These records will be made available to you on _____.
- Not subject to disclosure pursuant to the Texas Open Records Act.
- The subject of a written request for a determination from the Attorney General as to whether they are subject to disclosure.

By: _____ Date: _____

You may deliver the request in person or by mail to City of Henderson Attn: City Secretary's Office, 400 W. Main., Henderson, TX 75652; by email to cjimerson@hendersontx.us, or by fax to (903) 657-7327.