



CITY OF HENDERSON

# Office of the City Secretary

300 West Main Street, Second Floor  
Henderson, TX 75652

Form Accepted By

Date Filed

## Open Records Request Form

Version: September 6, 2022

By submission of this form, you are requesting the information stated below. Understand that some documents or portions thereof, are subject to non-disclosure under Chapter 552 of the Texas Government Code, Public Information Act and/or other State and Federal laws. Confidential information cannot be released and items may be redacted (removed), if applicable. After reviewing your request, if the City of Henderson believes that the items responsive to your request contain additional confidential information, an opinion will be sought from the Office of the Texas Attorney General.

Applicable charges for public information will apply. Pursuant to *Section 552.2615 of the Public Information Act (the PIA), chapter 552 of the Government Code*, if a request for information under the PIA will result in charges of more than \$40, a governmental body must send a cost estimate to the requestor before doing any work on the request.

**Request form must be completed in full and submitted to: [cjimerson@hendersontx.us](mailto:cjimerson@hendersontx.us)**

<b>Requester Name</b>			
_____	_____	_____	_____
	Last Name	First Name	MI
<b>Phone</b>		<b>Email</b>	
_____		_____	
<b>Address</b>			
_____			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
_____	_____	_____	

### Description of Public Records requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Range (if applicable) | From: \_\_\_\_\_ To: \_\_\_\_\_

I, \_\_\_\_\_ do hereby make application for inspection  
Signature  
and/or duplication of the above listed public records of the City of Henderson, Texas.

### City Secretary Response

- Requested documents available for inspection in the \_\_\_\_\_ Department immediately upon processing of request.
- To be copied at Requester's expense and made available on \_\_\_\_\_ by 5:00PM.
- Not subject to disclosure pursuant to the Texas Open Records Act.**
- Written request for determination from Attorney General made as to whether requested records are subject to disclosure.



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## Procedure for Open Records Request

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**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 Requester 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 *Open Records Request Form* may be provided; but all written requests are acceptable.

**B.** Applications for the 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 Requester 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.

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*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.*