



**OPEN RECORDS REQUEST FORM**

The Office of the City Clerk

103 Municipal Dr. Gilmer, TX 75645

Fax 903-297-4346 or email to [city.offices@eastmountaintx.gov](mailto:city.offices@eastmountaintx.gov)

This request is made under the City of East Mountain, Freedom of Information Act and Government Code, Chapter 552, §552.002, which guarantees public access to certain, non-exempted information in the custody of government agencies. Applicable charges for public information will apply. Pursuant to Section 552.2615 of the Public Information Act, chapter 552 of the Government Code, if a request for information under the PIA will result in charges of more than \$40, a government body must send a cost estimate to the requestor before doing any work on the request.

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_ AM/PM

=====
PERSON REQUESTING INFORMATION

PRINT NAME: \_\_\_\_\_

REPRESENTING COMPANY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_ COPIES INSPECTION ONLY: \_\_\_\_\_

DETAILED DESCRIPTION OF INFORMATION REQUESTED: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

(Please attach any needed extra sheets)

In making this request, I understand that the City is under no obligation to create a document, to do legal research, or to answer any questions to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act, and the City reserves the right to seek an opinion from our attorney and/or the Texas Attorney General with regard to the release of said information. If our attorney or an Attorney General's opinion is sought by the City, you will be notified.

Signature of Requestor: \_\_\_\_\_

=====
FOR CITY USE ONLY:

Date Received: \_\_\_\_\_

Due Date: \_\_\_\_\_

\_\_\_ Requested documents available for inspection in the \_\_\_\_\_ immediately upon processing of request.

\_\_\_ To be copied at Requester's expense and made available on \_\_\_\_\_ by 5pm.

\_\_\_ Not subject to disclosure pursuant to the Texas Open Records Act.

\_\_\_ Written request for determination from Attorney and/or AG made as to whether requested records are subject to disclosure



**OFFICE OF THE CITY SECRETARY**  
The Office of the City Clerk  
103 Municipal Dr. Gilmer, TX 75645

### PROCEDURE FOR OPEN RECORDS REQUEST

A. Person(s) desiring to inspect or copy records of the City of East Mountain 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 identifies 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 East Mountain 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, email, 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 request 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 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.

**REQUEST FORM MUST BE COMPLETED IN FULL AND SUBMITTED TO [city.offices@eastmountaintx.gov](mailto:city.offices@eastmountaintx.gov)**

Charges are calculated in accordance with the General Services Commission provisions. Standard paper copies are \$.10 per page for requests totaling 50 pages or less, and \$20.00 hour personnel fee and 20% overhead fee will be added.