



Legislation Text

File #: 20-3886, **Version:** 1

Resolution - A Resolution of the City of Mansfield, Texas, Approving the Method for Making Written Requests for Public Information

Approval of Resolution

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Currently an individual can submit a public record request via hand delivery, mail, or fax to any City Department or by email to any City staff, officer or Council Member. In 2019, SB 944 passed which allows a City to designate one physical / electronic location to receive public record requests. SB 944 sets out the requirements that a City must follow in order to facilitate this designation, such as postings at City Hall, as well as on the City's website and including a resolution.

By designating one physical location and one email address to receive public record requests, this will allow departments flexibility in responding to requests for information that do need to follow the stringent requirements of the Public Information Act. It will allow for uniformity and consistency of the public records program. It will eliminate the potential for missed deadlines in responding to a request that was submitted directly to a staff member, office, or Council Member who may be unavailable at the time a request is submitted, or who may not recognize that the submission is a request that is subject to the Public Information Act.

None Required

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