

Interim City Administrator  
*Dr. John Hubbard*

City Secretary  
*Patsy Patten*



**City of Wilmer**  
*Serving Our Community*

Mayor  
*Emmanuel Wealthy-Williams*

Mayor Pro-Tem  
*Sheila Petta*

Council Members  
*Sergio Campos*  
*John Eggen*  
*Candy Madrigal*  
*Melissa Ramirez*

# **OPEN RECORDS REQUESTS EFFECTIVE NOVEMBER 1, 2018:**

ALL OPEN RECORDS REQUESTS WILL BE COST ESTIMATED UP FRONT AND **PAYMENT MUST BE MADE BEFORE** YOUR REQUEST WILL BE PROCESSED.

ALSO, EACH PERSON WILL HAVE A LIMIT ON HOW MUCH TIME STAFF PERSONNEL WILL HAVE TO SPEND ON OPEN RECORDS REQUESTS:

**MONTHLY – 15 HOURS**

**YEARLY – 36 HOURS**

Prior requests that were not picked up and paid for in a timely manner have been closed and must now be resubmitted as new requests.

\*This change was approved and passed by on November 1, 2018, by Ordinance 18-1101 of the City of Wilmer City Council and is backed by the State of Texas House Bill 3107 which was passed by the 85<sup>th</sup> Session of the Texas Legislature.



## PUBLIC RECORDS REQUEST FORM

Fill out the Open Records Request form below to request public information. The City of Wilmer accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests.

Please Mail completed form to:  
City of Wilmer  
128 North Dallas Ave.  
Wilmer, TX 75172  
Or Fax your request to 972/441-3061.

**Please input your contact information below. Required fields are marked with an asterisk (\*).**

\* Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

\* Mailing Address \_\_\_\_\_

\* City \_\_\_\_\_ \* State \_\_\_\_\_ \* Zip Code \_\_\_\_\_

\* E-Mail Address \_\_\_\_\_

\* Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**\*Please provide detail information you are inquiring about.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)?**

- Only publicly available documents  
 Any and all documents (including confidential information)  
(NOTE: 'Any and all documents' option may require an Attorney General ruling.)

**Do you need the documents certified?**

Yes (additional fees apply)

No

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