

RESOLUTION NO. 711

DESIGNATING THE OFFICIAL MAILING ADDRESS AND E-MAIL ADDRESS FOR PUBLIC INFORMATION REQUESTS

WHEREAS, the City of Andrews is governed by Chapter 552 of the Texas Government Code; and

WHEREAS, by enacting SB 944 (86<sup>th</sup> legislative regular session, 2019), the Texas Legislature enacted Sec. 552.234, Texas Government Code, which allows a governmental body to designate one electronic mail address and one mailing address for receiving written requests for public information; and

WHEREAS, if the governing body posts the designated electronic mail (e-mail address) and mailing address on its website, it is not required to respond to a written request for public information unless the request is received 1) at one of the designated addresses; 2) hand delivered; 3) by any method that has been approved by the governmental body; and

WHEREAS, the Attorney General created a public information request form that provides the requestor the option of excluding from a request information that the governmental body determines is confidential or subject to an exception to disclosure that the governmental body would assert if the information were subject to the request; and

WHEREAS, provided the governmental body allows requestors to use the form described above, the governmental body shall post the form on its website.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANDREWS, TEXAS THAT:

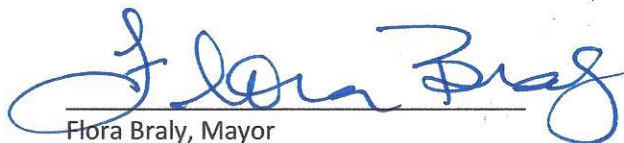
**SECTION 1. Designation of Mailing Address:** Any person or entity that submits a written request for public information by mail, such request shall be submitted to:

City Secretary  
City of Andrews  
111 Logsdon St.  
Andrews, Texas 79714

**SECTION 2. Designation of E-Mail Address:** Any person or entity that submits a written request for public information by electronic mail, such request shall be submitted to: [citysecretary@cityofandrews.org](mailto:citysecretary@cityofandrews.org).

**SECTION 3. Other Approved Methods of Requesting Public Information:** Persons may also request public information by facsimile to (432) 523-6372 or by electronic submission through the City of Andrews website.

PASSED AND APPROVED this 26th day of September 2019.

  
Flora Braly, Mayor

ATTEST:

  
Sara Copeland, City Secretary

APPROVED AS TO FORM:

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Matt Wade, City Attorney