



## MEMORANDUM

To: City of Seguin Mayor and Council  
From: Andy Quittner, City Attorney *Andy Quittner*  
Date: August 8, 2017  
Re: Designating the City Secretary as the Open Records Official

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As the City continues to grow the number of open records requests continues to increase. For persons seeking open records having a single point of contact would be beneficial. That contact would also be able to better keep track of the requests, insure that deadlines are met, and facilitate interaction with the requesting public.

The City Secretary, Naomi Manski, is the designated keeper of the City's records; therefore, she is the logical choice to be appointed as the open records official. This point of contact will be placed on the City's web page. At that time open record requests can be initiated online.

This designation does not affect requests for police records, which are subject to slightly differing rules, and are handled directly with the Police Department; nor does the designation effect requests for municipal court records – many of which are not subject to the open records act.