

December 23, 2002

Mr. Teodoro J. Benavides  
Dallas City Manager  
1500 Marilla Street, Room 4EN  
Dallas, Texas 75201-6390  
USPS CERTIFIED MAIL  
7002 0510 0002 8553 5951

Dear Mr. Benavides:

**RE: OPEN RECORDS REQUEST - EMPLOYEE RETIREMENT FUND**

Pursuant to the Texas Public information Act (Texas Open Records Act), Chapter 552, Texas Government Code, I am requesting access to the following information:

- Employee Retirement Fund - All Board of Trustee Minutes from October 1, 1996, through December 31, 2002, to include any attachments and/or enclosures referenced therein.

Please note that I am requesting access to the above information for the purpose of inspection, and am not requesting copies at this time. Please have your office contact me at the telephone number below to schedule a date and time of mutual convenience.

Please advise should you have comments or require additional information. Thank you.

Sincerely,

Columbus A. Alexander, III, CPA  
Certified Fraud Examiner

cc: Teodoro J. Benavides, Dallas City Manager  
Marvia R. Pippin, Office of the City Secretary