



PUBLIC INFORMATION REQUEST

City Secretary's Office

P.O. Box 2207 * 118 E. Tyler Street * Harlingen, Texas 78550

Fax: (956) 216-5012 or email aelizondo@myharlingen.us

This request is made under the Freedom of Information Act and Government Code, Chapter 552, §552.002, which guarantees public access to certain, non-exempted information in the custody of governmental agencies.

DATE:

TIME:

PERSON REQUESTING INFORMATION

PRINT NAME: _____

REPRESENTING COMPANY (IF APPLICABLE): _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE NO.: _____ CELL PHONE: _____

FAX NO.: _____ E-MAIL: _____

INFORMATION REQUESTED: [] **COPIES** **INSPECTION ONLY:** []

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE INFORMATION:

In making this request, I understand that the City is under no obligation to create a document, to do legal research, or to answer questions to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act, and the City reserves the right to seek an opinion from the Texas Attorney General with regard to the release of said information. If an Attorney General's opinion is sought by the City, you will be notified.

Signature of Requestor

FOR CITY USE ONLY:

Date Received: _____ Due Date: _____ Reference #: _____

Received BY: _____ (City Secretary's Office) Dept.(s) Routed TO: _____

* * CITY ATTORNEY () approved () denied

Signature of City Attorney

Date Completed: _____