



REQUEST FOR PUBLIC INFORMATION

512 S. Nebraska
San Juan, TX 78589

Phone (956) 223-2200 Fax: (956) 787-5978 or

Email: Attn. City Secretary at bescalante@sjtx.us

In accordance with Texas Public Information Act (the "Act"), the City will promptly (*e.g. within a reasonable time*) produce copies of the requested records to you, unless the information is exempt from disclosure.

Date:

PLEASE COMPLETE ALL INFORMATION:

Name: Phone: Fax:

Company Represented (if applicable):

Mailing Address: City/State: Zip:

Email Address:

Preferred Method to Receive Documents: Inspect E-Mail Fax Mail Pick-Up

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE REQUESTED INFORMATION (e.g. NAME OF RECORDS REQUESTED, SPECIFIC DATE OF THE RECORD OR LIST, TIME FRAME SOUGHT, ETC):

In making this request, I understand that the City is under no obligation to create a document 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 Act, and the City reserves its 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 in writing.

Signature/Type Name of Requestor Date

TO BE COMPLETED BY CITY ONLY

Date Received: Due Date: Approved: Yes No By:

Routed To: Department: Date Routed:

Comments by City Secretary's Office

****Approval must be given by the Department Head and/or City Attorney and/or City Secretary and/or City Manager.**

Comments by Department Director

Department Head Date

City Attorney Date

City Manager Date

City Secretary Date