

Public Information Officer
SANDRA CANTU

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REQUEST FOR PUBLIC INFORMATION/COPIES

ALL REQUEST MUST BE IN WRITING AND MUST BE LEGIBLE
REQUEST MUST BE DONE IN PERSON, E-MAIL OR FAX

Requestor information:

Name : _____

Address: _____

Phone: _____

Please describe the nature of your request:

THE FOLLOWING INFORMATION IS NEEDED FOR A REQUEST OF
COMMISSIONERS' COURT MEETING EXCERPT

Date of Meeting: _____ Item No. _____ Attachments/backup: ___ Y ___ N

Brief description of item: _____

(SPACE BELOW RESERVED FOR INTERNAL OFFICE USE)

Date request received by PIO: _____ Received by: _____

Date received by appropriate Dept.: _____ Received by: _____

Date prepared: _____ Issued by: _____

******EXCERPTS FOR COMMISSIONERS' COURT WILL BE READY WITHIN 10 DAYS OF RECEIVING
THE REQUEST IN THE COUNTY CLERK'S OFFICE ******

Charges for this request: Copy Fee: \$ _____ Certification Fee \$ _____ Total Fees: \$ _____