

CITY OF WESLACO
255 South Kansas Avenue
WESLACO, TEXAS 78596
(956) 968-3181 / FAX (956) 968-6717

PUBLIC INFORMATION REQUEST

NAME & ADDRESS OF PERSON REQUESTING INFORMATION: _____

NAME OF FIRM OR COMPANY REPRESENTING (IF APPLICABLE): _____

DATE AND TIME OF REQUEST: _____ **PHONE #** _____

DESCRIPTION OF PUBLIC RECORD (S) BEING REQUESTED:

SIGNATURE OF PERSON REQUESTING INFORMATION

PUBLIC INFORMATION AVAILABILITY

THE RECORDS ARE: () BEING USED; () IN STORAGE AND ARE IMMEDIATELY UNAVAILABLE FOR INSPECTION. THE PUBLIC RECORDS YOU HAVE REQUESTED WILL BE MADE AVAILABLE FOR YOUR INSPECTION ON:

DATE: _____ **DATE:** _____, 2009
TIME: _____, AM, PM _____

CUSTODIAN OF RECORDS: _____

NAME OF PERSON ACTING FOR CUSTODIAN OF RECORDS: _____

ACTION BY STAFF: THE REQUEST WAS FORWARDED TO THE FOLLOWING DEPARTMENT (S) FOR PROPER HANDLING: _____

CITY ATTORNEY COMMENTS/APPROVAL: _____
