

TRACKING NO.



CITY OF MISSION

PUBLIC INFORMATION REQUEST

All requests must be in writing and directed to the City Secretary's Department
1201 E 8th Street, Mission, TX 78572 - 956-580-8661 - FAX 956-580-8669 - Via email to jgarcia@missiontexas.us

DATE: _____

NAME:	PHONE:	
REPRESENTING:		
MAILING ADDRESS:	EMAIL:	
CITY:	STATE:	ZIP:
SIGNATURE OF REQUESTOR:		

DETAILED DESCRIPTION OF REQUESTED RECORD(s) * A fee may apply

I am requesting: _____ paper copies _____ electronic format

Reviewed as to form: _____
City Secretary (date)

FOR OFFICE USE TO BE COMPLETED BY CITY

Routed to: _____ **Department:** _____

* Provide information as requested, if no information is found provide memo stating reason.

Release Date	Date Forwarded to Dept.	Dept. Deadline Date (3 days)	Date sent to CM or Attorney

Approval must be given by the Department Head and City Attorney or City Manager

() approve () deny

() approve () deny

DEPARTMENT HEAD (date)

CITY MANAGER (date)

() approve () deny

CITY ATTORNEY (date)

FEE DUE: _____ **RECEIVED BY:** _____ **DATE:** _____

Attorney General Opinion requested on: _____ (date)

Attorney General Opinion # _____ received on _____ (date)