City of Port Lavaca  
202 N. Virginia Street  
Port Lavaca, Texas 77979

City Secretary’s Office  
Fax: 361.552.9793 X 230  
Fax: 361.552.7933

Requestor’s Name: ____________________________

Address: ____________________________

City-State-Zip: ____________________________

Phone Number: ____________________________

Requestor’s Signature: ____________________________

- Public Information Records Requested -
[*Note: Minutes are not Official unless Passed and Approved by Governing body of the City of Port Lavaca before released to the public.]

Detailed Description of Records (Use back of page, if necessary):

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Information to be released:

☐ You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.

☐ Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

☐ Information that may be withheld due to an exception of the referral by the Office of the Attorney General; your request will be referred within 10 business days. The Office of the Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision.

Public Information Officer (Records Keeper):
Name and Title: Mandy Grant, City Secretary

Signature: ____________________________

Date / Time Received: ____________________________

Compliance Date Is By: ____________________________

Number of copies Requested: ____________________________

Cost of Copies Requested: ____________________________

Recipient's Signature: ____________________________

Date / Time of Receipt: ____________________________