



City Secretary Department
Public Records
415 West University Drive
Edinburg, Texas 78539
FAX 956.381.0468

Rick Pena
Administrative Specialist
(956) 388-1860
Email: rpena@cityofedinburg.com or
recordsrequest@cityofedinburg.com

Joe Rios
Records Processing Agent
(956) 388-1861
Email: jrrios@cityofedinburg.com or
recordsrequest@cityofedinburg.com

PUBLIC RECORDS REQUEST

ALL REQUESTS MUST BE IN WRITING AND DIRECTED TO THE CITY SECRETARY DEPARTMENT VIA EMAIL TO: recordsrequest@cityofedinburg.com OR Fax 956-381-0468.

For Public Use Only. Please Print or Type.

Name: _____	Phone: _____
Business: _____	Fax: _____
Address: _____	Cell: _____
City: _____	Email: _____

RECORDS DETAIL: *List information as specifically as possible including names, dates and case numbers, if known, use a separate sheet to this form if necessary.*

VIA EMAIL

Requestor Signature	DATE	Department Staff	DATE
---------------------	------	------------------	------

**Pursuant to the Public Information Act, Texas Government Code, Section 552,
I hereby request the following information of records of the City of Edinburg, Texas.**

In making this request, I understand the City is under no obligation to create a document to satisfy my request of to comply with a standing request for information, I further understand that the information will be released only accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand the information will be promptly released or the requestor will be notified with writing within 10 business days after the request is submitted.

Open Records Request Follow Up Report
For Office Use Only

Tracking No.	Request Date:	Department Status: (5 Business Days)	Response Date: (10 Business Days)

Department Staff Received By: Date

City Attorney Staff Received By: Date

Approved By:

Department Director Date

City Attorney Signature Date
(Only if required)

Approved Reason (s) _____

Not Approved Reason (s) _____