



CITY OF RAYMONDVILLE, TEXAS  
 PUBLIC REQUEST FOR INFORMATION  
 OFFICE OF THE CITY SECRETARY  
 (956)689-0981

**SUBMIT THIS FORM BY**

<p><i>Email:</i>          City Secretary  <a href="mailto:d.garza@raymondvilletx.us">d.garza@raymondvilletx.us</a></p>	<p><i>Mail:</i>          City of Raymondville          Attention City Secretary          142 South 7<sup>th</sup> Street          Raymondville, TX 78580</p>	<p><i>Fax:</i>          Attention City Secretary          (956)689-0981</p>
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**PARTY REQUESTED INFORMATION**

NAME OF REQUESTOR	PHONE NUMBER	EMAIL

**DESCRIPTION OF DOCUMENTS REQUESTED. PLEASE BE SPECIFIC.**

**SELECT THE MANNER IN WHICH YOU WISH TO VIEW THE REQUESTED INFORMATION**

- I wish to physically inspect the requested information at City offices.
- I wish to have copies made of the requested information at the authorized rates.
- I wish to have copies sent electronically via provided email address at authorized rates.

Requestor's Signature: X \_\_\_\_\_

**OFFICE USE ONLY**

Date Received	Method of Receipt	Routed to

RETURN TO SECRETARY'S OFFICE NO LATER THAN: \_\_\_\_\_

DATE OF FINAL ACTION ON THE REQUEST: \_\_\_\_\_ (mm/dd/yyyy)

ACTION TAKEN: \_\_\_\_\_