



**CITY OF ALAMO  
PUBLIC INFORMATION REQUEST**

DATE: \_\_\_\_\_

THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION, SHOULD THIS OCCUR THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE. THE CITY SHALL HAVE NO LESS THAN TEN (10) BUSINESS DAYS TO RESPOND AND CHARGE REASONABLE COSTS AS APPLICABLE.

PERSON REQUESTING INFORMATION: \_\_\_\_\_

REPRESENTING FIRM OR COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO: \_\_\_\_\_

DESCRIPTION OF PUBLIC RECORD (S) BEING REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

---

---

**APPROVAL FOR RELEASE OF PUBLIC RECORDS**

ROUTED TO: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PERSON WHO RELEASED THE RECORD (S): \_\_\_\_\_

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

---

**APPROVAL MUST BE GIVEN BY THE CITY MANAGER**

\_\_\_\_\_  
CITY MANAGER

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_