



CITY OF PASADENA



City Secretary's Office

1211 Southmore, Pasadena TX 77502

Mailing Address: P.O. Box 672, Pasadena TX 77501

Phone: 713 475 5513

Fax: 713 475 7883

OPEN RECORDS REQUEST

Date: _____

Requestor's Name: _____

Address: _____

Numbers: Phone: _____ Fax: _____

Agency Name: _____

Agency Address: _____

LIST THE INFORMATION YOU ARE REQUESTING

REQUESTOR'S SIGNATURE: _____

^ You must hand sign the signature line above ^

Requests will be processed based up the work demands of the Office of City Secretary and will be handled with expedience and within the ten (10) business-day period as required by Texas Open Records Act, Section 552.221(a),(b),(c), and (d).

NOTE

The charges for copies are based upon rates established by the General Services Commission