

City of Robstown  
101 E. Main Ave  
Robstown, Texas 78380



Administration Department  
Ph: (361)387-4589  
F: (361)387-6346

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**OPEN RECORDS REQUEST FORM**

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Texas Government Code, Chapter 552, gives the requestor the right to access government records; however, some exceptions may exist. The governmental body must respond, within ten (10) working days of receiving request.

Requester: ( ) Person/ ( ) Business

Name: \_\_\_\_\_ or Business: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: \_\_\_\_\_

Description of Requested Record(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Respondent: \_\_\_\_\_ Date: \_\_\_\_\_