

# VICTORIA COUNTY PUBLIC HEALTH DEPARTMENT

**Calhoun - DeWitt - Jackson - Victoria Counties**

2805 N NAVARRO ST VICTORIA, TX 77901-3946

☎ 361.578.6281



☎ 361.578-7046

## REQUEST FOR INFORMATION

Your request will be reviewed and a response provided within 10 business days.

### Section One: Requestor Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Circle Division for requested information:

Animal Control   Environmental   Water Lab

### Section Two: What records are you requesting?

Describe the exact documentation you are requesting. Include any details that may help us locate the documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section Three: Confidential Information (Check box for expedited request)

Please be advised that confidential information is often included in documents held by the Victoria County Public Health Department (VCPHD). The VCPHD may not be able to release this information. The Texas Public Information Act (codified at Texas Gov't Code Chapter 552) requires a governmental entity to request an open letter ruling from the Texas Attorney General prior to withholding information that is confidential. The Attorney General's Office has 45 days to respond to a request for an open letter ruling.

Please provide me only non-confidential information. I understand that some records may be redacted to withhold confidential information.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Intake

Date received: \_\_\_\_\_

Employee: \_\_\_\_\_

Date information released: \_\_\_\_\_

Employee: \_\_\_\_\_

Legal Processing

Information released: \_\_\_\_\_

Information redacted/withheld: \_\_\_\_\_

Information under review: \_\_\_\_\_