

INFORMATION REQUEST FORM

All requests must be in writing and sent to: Executive Director, 2000 San Francisco Avenue, Laredo, Texas 78040 Fax: (956) 722-6561 Email: publicinformation@larha.org

(Please type or print in ink)

Requestor's Name: Volunteers Serving The Need Date: 1/23/16

Mailing Address, City, State, Zip: [REDACTED]

Telephone: [REDACTED] Fax: _____ Email: _____

Description of Information Sought (please be specific): Sound recorded from Board Meeting 12-11-15 *

Check one:

_____ I request paper copies to be given: In Person By Mail By Fax

_____ I request digital copies sent via email (when available)

_____ I request digital copies on diskette (when available)

_____ I request only to inspect (i.e. view) the information at Administration Building

_____ Other (please explain in detail) Sound recording of minutes pertaining to our action item to Board of Directors - when they OK move

(For completion by LHA official only)

Date Received: _____ RFI I.D. # _____

Disposition:

_____ Provided the following information for viewing: _____

Fees Assessed: \$ _____ Date: _____

_____ Provided copies of the following information: _____

Fees Assessed: \$ _____ Date: _____

_____ Sent to Attorney on: _____

_____ AG Opinion requested on: _____

_____ AG Opinion # _____ received on: _____

Notes: _____

LHA Official Assigned: _____ (signature)



Housing Authority of the City of Laredo
2000 San Francisco Avenue
Laredo, Texas 78040
Telephone 956.722.4521
Fax 956.722.6561

CERTIFICATE OF HAND DELIVERY/RECEIPT

I do hereby certify that I have received the following documents requested from the Laredo Housing Authority.

Fee _____ Cash _____ Money Order NO fee

Gigi Ramos
Requestor-Print Name

Gigi M Ramos 1/26/16 4:35pm
Signature Date Time

Mary Delu Rosa
LHA Representative -Print Name

Mary Delu Rosa 1/26/16 4:35 p.m.
Signature Date Time

Courtesy Copy