



LAREDO HOUSING AUTHORITY

Open Records Request Form

Please fill out the Open Records Request form below to request public information. The Laredo Housing Authority accepts Open Records Requests in any legible format; this form is intended to be a guide to help expedite requests. *Make a copy of the form for your records. Call (956) 722-4521 for questions about the form.

Please Mail completed form to:

Laredo Housing Authority
Attn: Executive Director - Public Information Request
2000 San Francisco Ave.
Laredo, Texas 78040

Or Fax your request to (956) 729-0020; or E-mail your request to ORR@larha.org

Open Records Requests (ORR) requests should contain the following information:

Please input your contact information below. Required fields are marked with an asterisk (*).

* Name

Company/Organization

Type of Requestor

* Mailing Address

* City

*State

*ZIP Code

* E-Mail Address

(E-Mail is the preferred form of communication.)

* Phone Number

Fax Number

Please provide any information which will enable the agency to perform a more comprehensive record search:



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All Laredo Housing Authority records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act applies. Government Code Chapter 552 - Public Information, lists the exceptions. Some types of information that may be kept confidential include:

- Private, personal information such as certain financial or medical information;
- Certain law enforcement information, which may include the identity of informers;
- Complainant's identity;
- Some information related to ongoing litigation;
- Proprietary information submitted by regulated entities;
- Attorney-client (privileged).

Are you requesting any and all documents including those that may meet an exception from disclosure under the Public Information Act (PIA)?

Only publicly available documents

Any and all documents (including confidential information)

(NOTE: 'Any and all documents' option may require an Attorney General ruling.)

In making this request, the Requestor understands that the Laredo Housing Authority is under no obligation to create a document to satisfy a request or to comply with a standing request for information. Requestor further understands that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Laredo Housing Authority has ten (10) business days in which to request such a determination and/or to comply with this request.