



Laredo Community College

West End Washington St. • 5500 South Zapata Hwy. • Laredo, TX • www.laredo.edu

Request for Public Records

Requester's Name: _____

Address: _____

City: _____

Phone Number: _____ State _____ Zip Code _____

E-mail: _____

Explain as specifically as possible the documents requested

Requester's Signature: _____ Date of Request: _____

Submit Written Request To:

Laredo Community College
Human Resources Office
West End Washington Street
Laredo, TX 78040
Fax (956) 721-5367

-----FOR OFFICE USE ONLY-----

Received by and Date: _____

Approved by and Date: _____

Completed by and Date: _____

*Note: To view rules and regulations regarding the Public Information Act. please visit:

http://www.oag.state.tx.us/AG_Publications/txts/2004publicinfohb_toc.shtml