



# ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

2605 N. GUADALUPE STREET  
SEGUIN, TEXAS 78155-7356

SHELLY COLEMAN, DIRECTOR

OFFICE: (830) 303-8858  
FAX: (830) 372-3961  
MON-FRI 7:30AM - 4:00PM

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## OPEN RECORDS REQUEST

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Please fill out this form to make an open records request. The majority of records in this office are public information. If there is any concern about whether a document is public information, it will be referred to the proper legal authority to make that determination and all applicable laws and timetables will be adhered to.

After receiving the open records request, Guadalupe County Environmental Health Department will respond as soon as practicable but generally with 10 working days. A list of public information charges are printed on the back of this form.

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**Requestor:** Name: \_\_\_\_\_

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

City, St, Zip: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_

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

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**Documentation:**

Description of Records: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

