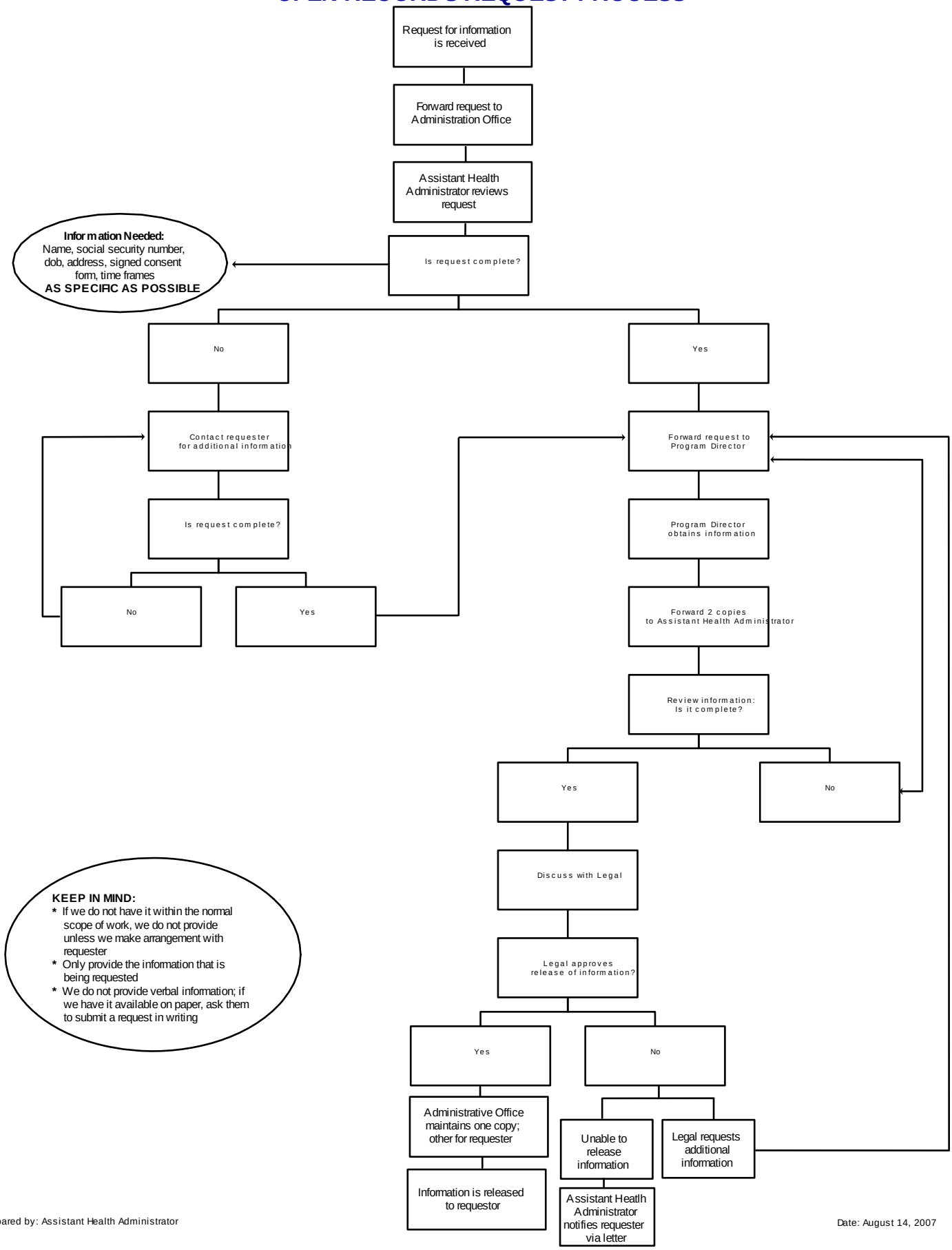
Cameron County
Department of Health and Human Service
OPEN RECORDS REQUEST PROCESS



KEEP IN MIND:

* If we do not have it within the normal scope of work, we do not provide unless we make arrangement with requester
* Only provide the information that is being requested
* We do not provide verbal information; if we have it available on paper, ask them to submit a request in writing

Prepared by: Assistant Health Administrator

Date: August 14, 2007