



PUBLIC RECORD REQUESTS

Requests for Public Records, under Texas Government Code Chapter 552 – Public Information Act (PIA), should be submitted to the City Secretary’s Office for review and processing.

Requests under the PIA must be in writing and ask for records or information already in existence. The Act does not require a governmental body to prepare new information, to do legal research, or answers questions. Although the Act makes most government information available to the public, some exceptions do apply, and the City may seek an opinion from the Texas Attorney General’s office.

Under the PIA, all governmental bodies responding to information requests have the responsibility to provide the requested information promptly **OR** within ten (10) business days.

The City Secretary’s Office will need the following to review and process a request for records under the PIA:

- A request in writing by United States mail, electronic mail, or hand delivery to City Hall
- Specific information identified in the request, including a date range if applicable, will allow staff to complete your request more efficiently
- The requestor’s full contact information to ask for clarification and to send documents

Requests for records related to Public Information sent to other staff within the City may be processed as time permits. Certain fees for filling a request may apply as prescribed by the Texas Attorney General’s office.

Please send **Public Record requests to:

Jennifer Evans, TRMC
City Secretary/Council Liaison
220 Texas Blvd, Texarkana, TX 75501
Email: j.evans@txkusa.org

Please send **Municipal Court related record requests to:

Jean Ann Yeager, Sr. Deputy Court Clerk
yeagerj@txkusa.org or Phone: (903) 798.3008

Please send **Police Department** related record requests to:

Central Records & Communications
ATTN: Public Information Act Requests
100 North State Line Ave, Box 15
Texarkana, Texas 75501
Fax: 903-793-3664

Click [here](#) for a copy of the Texas Attorney General Public Information Act handbook.