



## PUBLIC INFORMATION REQUESTS

Requests for Public Records, under Texas Government Code Chapter 552 – Public Information Act (PIA), are 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 create new information, to do legal research, answers questions, or complete forms. Although the Act makes most government information available to the public, some exceptions do apply.

Under the PIA, all governmental bodies responding to information requests have the responsibility to provide the requested information promptly **OR** inform the requestor the information will not be provided within ten (10) business days and give an estimated date on which the information will be available.

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 time frame if applicable
- The requestor’s full contact information to ask for clarification and to send documents

Public Information sent to other staff within the City will be processed as time permits. For these requests, please refer to the Master Fee List, located at the bottom of the City’s main webpage, as certain fees may apply.

**\*\*Please send Public Record requests to:**

Jennifer Evans, TRMC  
Executive Assistant/City Secretary  
220 Texas Blvd, Texarkana, TX 75501  
Email: [j.evans@txkusa.org](mailto:j.evans@txkusa.org)

**\*\*Please send Municipal Court related requests to:**

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

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

Whitney Redd, Data Management Manager  
[wredd@txkusa.org](mailto:wredd@txkusa.org) or Phone: (903) 798.3136

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