



## PUBLIC INFORMATION REQUESTS

Requests for Public Information, under Texas Government Code Chapter 552 – Public Information Act (PIA), must be sent to the City Secretary’s Office for processing.

Requests under the PIA have to 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, or to answer questions. Although the Act makes most government information available to the public, some exceptions exist.

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

The City Secretary’s Office will need the following in order to process a request for information under the PIA:

- A request in writing
- Specific information identified in the request
- Contact name, phone number, and address
- A request emailed, mailed, faxed or hand delivered to City Hall

Public Information or data requests, sent by email or fax, to other staff within the City will be processed as time permits. For these requests, please refer to the City’s Master Fee List on our website as copy and processing charges may apply.

**Please send Public Information Requests to:**

Office of the City Secretary  
Jennifer Evans, City Secretary  
City of Texarkana, Texas  
220 Texas Blvd.  
Texarkana, TX 75501  
Phone: 903-798-3930  
Fax: 903-798-3448  
Email: [j.evans@txkusa.org](mailto:j.evans@txkusa.org)

**If the request is for Municipal Court documents send to:**

Jean Ann Yeager  
[yeagerj@txkusa.org](mailto:yeagerj@txkusa.org) or Phone: 903-798-3008

**If the request is for Police Department records send to:**

Phone: 903-798-3136  
Fax: 903-793-3664

Click [here](#) for the Texas Attorney General's Public Information Act handbook.