



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 review and 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 may apply.

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 (10) business days and give an estimated date on which the information will be available.

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

- A request in writing
- Specific information identified in the request, to include a time frame, if applicable
- Full contact information of the requestor in order to respond
- A request by United States mail, electronic mail or hand delivery to City Hall

Public Information or data requests sent 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 the city’s main website page as certain fees may apply.

****Please send Public Information requests to:**

ATTN: Jennifer Evans, TRMC
Executive Assistant/City Secretary
City of Texarkana, Texas
220 Texas Blvd, Texarkana, Texas 75501
Email: j.evans@txkusa.org

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

Jean Ann Yeager, Sr. Deputy Court Clerk
yeagerj@txkusa.org or Phone: 903-798-3008

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

Whitney Redd, Data Management Manager
wredd@txkusa.org or Phone: 903-798-3136

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