

Public Information Requests

Former Name

This information was formerly known as Open Records Requests.

Accessing Government Records

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information or the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information.

The link below provides more information on your rights to request public information:

- [Texas Public Information](#) - Made Easy, Office of the Attorney General, Texas
-

Releasing Information

Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Procedures to Obtain Information

- Submit a request by mail or fax to the City Secretary. You may also send an email or submit a [Public Request for Information](#) in person at City Hall. A request may also be submitted through the online [web form](#).
- You may also complete a general request for General Records or contact [Police Records/Accident Reports](#) with enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.