

Public Information Request

A request for public records must ask for records or information already in existence. Per state law, the City is not required to create new information, perform legal research, or answer questions in response to a public records request.

All requests for public information (also known as open records requests) should be directed to the City Secretary. Please use the form linked below to submit your request. Verbal/oral requests are not accepted.

If you are requesting public information, you are responsible for:

- Completing, signing, and submitting the Public Records Request Form (see below) or submitting a signed written request that contains similar information as the form;
- Including a sufficient detailed description of the information being requested to allow the City to accurately identify and locate available information that may be released;
- Identifying whether you want to only view the available information or receive copies of the available information; and
- Cooperating with the City's reasonable requests to clarify the type or amount of information that is requested.

Any fees for copying and/or compiling the requested information that may be released will be assessed based on the fee schedule established by the State of Texas.

Supporting Documents

Public Information Request Form 426.22 KB