

Public Information Requests - (Open Records Requests)

Making a Request: Requests for information to a governmental body need to be submitted in writing.

The request must ask for records or information already in existence.

Governmental agencies are not required to create new information, to do legal research, or to answer questions submitted via the Public Information Act.

When submitting your request provide the requesters name, address and phone number.

Your request needs to be specific about the information needed: Dates, times, location, individuals name and date of birth.

Request Form: This form is for your convenience or any written request may be submitted asking for police information or records. Please provide the information previous stated when making a request – give requesters name, address, and phone number, be specific about what information or records you are requesting dates, times, location, etc...

[Open Records Request Form](#)

Police Open Records Fax #: 972-485-4837

Response time: Most government information is available to the public within 10 (ten) business days. Some exceptions exist and the requestor will be informed if the information will not be provided within 10 (ten) business days. If an exception might apply and the governmental body wishes to withhold the information, the governmental body generally must, within 10 (ten) business days of receiving the open records request, refer the matter to the Office of the Attorney General for a ruling on whether an exception applies.

Public Information Act Handbook:
www.oag.state.tx.us/ag_publications/pdfs/publicinfo_hb.pdf

Charge Schedule for Copies: Summary of charges for copies of public information are on page 253 and 254 of the Public Information Act Handbook, see above link.

Texas Attorney General:
www.oag.state.tx.us

Email Garland Police Open Records: Requests made by email will be responded to via US Postal mail service.