

Open Records Requests

Information concerning the *Texas Public Information Act* may be found at the website for the Texas Attorney General, www.oag.state.tx.us under the Open Government Tab/Section.

The only legal requirement to submit an open records request is that it be in writing. Request must include enough description and detail of the requested information for the governmental body to accurately identify and locate the requested items. Lavaca County may contact the requestor for additional information; not to inhibit the request, but to gain additional insight to properly process the request.

If you are seeking County Financial Data: Requests for open records regarding the financial information of Lavaca County must be submitted in writing and delivered via a mail service, facsimile, or delivered in person to the following address:

Lavaca County Auditor
Lavaca County Courthouse
P.O. Box 283
109 N. La Grange Street
Hallettsville, Texas 77964
Phone: 361-798-2711
Fax: 361-798-5046

or

Lavaca County Treasurer
Lavaca County Courthouse
P.O. Box 383
109 N. La Grange Street
Hallettsville, Texas 77964
Phone: 361-798-2181
Fax: 361-798-4724

The request must at least include the following:

- Requestor's contact information: name, address, and phone number
- Specific description of requested information
- Whether the requestor will want the information copied or if the requestor will want to only view the information in the original format

If you are seeking Court Records: Judicial records of all types are typically open records, but do not fall under the guidelines of the Texas Public Information Act. They are maintained and protected exclusively by the District Clerk (for district court cases), the County Clerk (for County Court at Law cases) and the Justices of the Peace (for small claims, evictions, traffic cases, etc.) **Judicial records must be requested and obtained from the clerks of these courts and the requestor must follow the requirements of these offices. Not all Court Records are public or available by request.**

If you are seeking Police/Arrest Records: Police/Arrest records must be requested and obtained from the law enforcement agency that maintains the record. Requestors should contact the Lavaca County Sheriff's Office for requests related to Lavaca County. All other police/arrest records should contact the police departments located within the appropriate city; City of Hallettsville, City of Yoakum, City of Shiner, City of Moulton. **Police/Arrest Records must be requested and obtained from the appropriate law enforcement agency and the requestor must follow the requirements of these agencies. Not all police/arrest records are public or available by request.**