

TEXAS PUBLIC INFORMATION ACT

Open Records Requests

The Texas Public Information Act guarantees the public access to information maintained by a governmental entity such as the City of Huntington. It is our policy to provide you with full access to public information unless a legal exception dictates otherwise. If you wish to request records under the Texas Public Information Act please refer to the following requirements and guidelines.

REQUESTS FOR PUBLIC INFORMATION MUST BE MADE IN WRITING. Your request should include your name, address and as much description as you can provide regarding the records you are requesting.

Requests for information may be submitted in any of the following ways:

- Mailed to the City of Huntington – Open Records, PO Box 349, Huntington, TX 75949
- Dropped off in person at the Huntington City Hall located at 802 US Hwy 69 S, Huntington, Texas
- Submitted via the Public Information request link located on the City's website homepage at www.cityofhuntington.org
- E-mailed to tpia@cityofhuntington.org
- Transmitted by facsimile to 936-876-3327.

ELECTRONIC Requests will be accepted **ONLY** if sent through our Public Information request link on the City's website or e-mailed to tpia@cityofhuntington.org.

Telephone requests are not considered Public Information requests.

Julie Davis
City Secretary