

# **What is a public information request?**

## **Gov't Code Section 552.301**

- Request must be in writing to trigger the Public Information Act
- Must ask for information in existence as of the date the request was received
  - ▶ No requirement to create new documents
  - ▶ No requirement to answer questions
  - ▶ No requirement to perform legal research
- No “magic” words required
- No requirement to label it as an open records or public information request
- Can be typed or handwritten
- No signature required
- Faxes and e-mails must be received by the officer of public information, or the person designated by that officer
- Cannot require use of a specific form to submit request