## **FALLS COUNTY PUBLIC INFORMATION REQUEST**

The Texas Public Information Act gives the public the right to request access to government information. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions.

## **How to Submit a Public Information Request**

+ Requests must be submitted by email, mail, or in person.

Email: <a href="mailto:countyclerk@co.falls.tx.us">countyclerk@co.falls.tx.us</a>

Mail: P.O. Box 458 Marlin, TX 76661

In person: 125 Bridge Street, Room 202 Marlin, TX 76661

- + Include enough description and detail about the information requested to enable our office to accurately identify and locate the information requested.
- + Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.