

Public Information Requests

Public Information Requests should be addressed to the office that holds, gathers or maintains the records requested.

Commissioner's Office
2507 Lee St, 1st Floor
Greenville TX 75401

County Attorney
2507 Lee St, 4th Floor
Greenville TX 75401

County Auditor
2507 Lee St, 1st Floor
Greenville TX 75401

County Clerk
PO Box 1316
Greenville TX 75403

County Judge
2507 Lee St, 2nd Floor
Greenville TX 75401

County Treasurer
2507 Lee St, 1st Floor
Greenville TX 75401

District Attorney
2507 Lee St, 4th Floor
Greenville TX 75401

District Clerk
2507 Lee St, 2nd Floor
Greenville TX 75401

Human Resources
2507 Lee St, 2nd Floor
Greenville TX 75401

Justice of the Peace Pct. 1, Pl 1
2801 Stuart St
Greenville TX 75401

Justice of the Peace Pct. 1, Pl 2
2801 Stuart St
Greenville TX 75401

Justice of the Peace Pct. 2
100 Kings Plaza, Ste F
Commerce TX 75428

Justice of the Peace Pct. 3
PO Box 110
Wolfe City TX 75496

Justice of the Peace Pct. 4
PO Box 2859
Quinlan TX 75474

Purchasing
2507 Lee St, 1st Floor
Greenville TX 75401

Sheriff
2801 Stuart St
Greenville TX 75401

Tax Office
2500 Stonewall St
Greenville TX 75401

Environmental Enforcement
2700 Johnson St
Greenville TX 75401

Emergency Management/Fire Marshal
2700 Johnson St
Greenville TX 75401

Public Information Act

Making a Request. The Act is triggered when a person submits a written request to a governmental body. 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.

Charges to the Requestor. A person may ask to view the information, get copies of the information, or both. If a request is for copies of information, the governmental body may charge for the copies. If a request is only for an opportunity to inspect information, then usually the governmental body may not impose a charge on the requestor. However, under certain limited circumstances a governmental body may impose a charge for access to information. All charges imposed by a governmental body for copies or for access to information must comply with the rules prescribed by the Office of the Attorney General (“OAG”), unless another statute authorizes a governmental body to set its own charges.

Cost Provisions outside the Public Information Act

The provisions of section 552.262 Government Code do not apply if charges for copies are established by another statute. For example, section 550.065 of the Transportation Code establishes a charge of \$6.00 for an accident report maintained by a governmental entity. Section 118.011 of the Local Government Code establishes the charge for a non-certified copy of information obtained from the county clerk. Section 118.144 of the Local Government Code also establishes a charge for copies obtained from the county treasurer. Additionally, the attorney general has determined that section 191.008 of the Local Government Code prevails over section 552.272, by giving a county commissioners court the right to set charges regarding access to certain information held by the county.

Exceptions to the Act. Although the Act makes most government information available to the public, some exceptions exist. If an exception might apply and the governmental body wishes to withhold the information, the governmental body generally must, within ten business days of receiving the open records request, refer the matter to the OAG for a ruling on whether an exception applies. If the OAG rules that an exception applies, the governmental body will not release the information. If a governmental body improperly fails to release information, the Act authorizes the requestor or the OAG to file a civil lawsuit to compel the governmental body to release the information.

Questions or Complaints. To reach the OAG’s Open Government Hotline, call toll-free (877) 673-6839 (877-OPEN TEX). Hotline staff can answer questions about the proper procedures for using and complying with the Act and can assist both governmental bodies and people requesting information from a governmental body. Hotline staff also review written complaints about alleged violations of the Act. If a complaint relates to charges, contact the OAG’s Cost Hotline toll-free at (888) 672-6787 (888-ORCOSTS) or forward a written complaint.