

# HAYS COUNTY

## Open Records Request

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Pursuant to Texas Local Government Code, Chapter 552, the public has the right to access most records. County officials and departments are expected to promptly release requested information that is not confidential by law, unless an exception to disclosure exists or an Attorney General's Opinion is sought.

### Procedures to Obtain Information

While some departments provide certain information informally, generally, the following procedures should be followed when requesting information from Hays County.

- Submit your written request by mail, fax, email or in person to the appropriate County department, Elected Official or to the contact identified below.
- Include enough description and detail about the request to enable the County to accurately identify and locate the information requested.
- Cooperate with the County's reasonable efforts to clarify the type or amount of information requested.
- Respond to written estimates of charges for reproducing records and make timely payment for all mutually agreed charges.

To request information from Hays County you may send your request to:

Hays County District Attorney's Office  
Attn: Ms. Michael Perkins  
111 E. San Antonio, Ste. 202  
San Marcos, Texas 78666

Telephone: (512)393-2219  
Fax: (512)392-6500  
Email: [michael.perkins@co.hays.tx.us](mailto:michael.perkins@co.hays.tx.us)