

## Sample 1

**Texas State Archives records** (i.e., historical records under TSLAC custody that were created by other state agencies or elected officials)

For Texas State Archives record types begin by completing [the Texas State Archives records section](#)

Texas State Archives records

Identify archive collections here: [Processed State and Local Records](#) and [Processed Manuscript and Photograph Collections](#). For assistance email our [Reference Desk](#).

If known, complete the following fields. Example of [filled out fields can be seen here](#) (PDF).

**Collection**

Texas Department of Criminal Justice, Executive Office speeches and presen

**Container Number (e.g. Box Number, Texas-Digital-Archive number)**

Box 2008/104-2

**File Name and Number**

Houston Rotary Club - TDCJ overview, Carl Jeffries, August 2000 ×

Additional collections, box numbers, and files should be included within the "Detailed Description of Your Request" located at the bottom of the form.

[Click here to go to the public information request form](#) and complete your request.

**Detailed Description of Your Request \***

Looking for speeches from 2000 by TDCJ executive

## Sample 2

**Texas State Archives records** (i.e., historical records under TSLAC custody that were created by other state agencies or elected officials)

For Texas State Archives record types begin by completing [the Texas State Archives records section](#)

Texas State Archives records

Identify archive collections here: [Processed State and Local Records](#) and [Processed Manuscript and Photograph Collections](#). For assistance email our [Reference Desk](#).

If known, complete the following fields. Example of [filled out fields can be seen here](#) (PDF).

**Collection**

Texas Natural Resource Conservation Commission: An Inventory of Natural

**Container Number (e.g. Box Number, Texas-Digital-Archive number)**

2002/207-1

**File Name and Number**

Application #63, Permit #50, City of Sweetwater, Brazos River, Nolan County

Additional collections, box numbers, and files should be included within the "Detailed Description of Your Request" located at the bottom of the form.

[Click here to go to the public information request form](#) and complete your request.

**Detailed Description of Your Request \***

Also interested in: 2002/207-2. Application #239, Permit #228, R.B. Collier, Brazos River, Robertson County:

Permit and amendments, 1915, 1990, 1992, 1995

Correspondence, 1917-1984

Maps, undated

Found in: <http://legacy.lib.utexas.edu/taro/tslac/10287/tsl-10287.html>

### Sample 3: requests for electronic Archival Holdings

**Texas State Archives records** (i.e., historical records under TSLAC custody that were created by other state agencies or elected officials)

For Texas State Archives record types begin by completing [the Texas State Archives records section](#)

Texas State Archives records

Identify archive collections here: [Processed State and Local Records](#) and [Processed Manuscript and Photograph Collections](#). For assistance email our [Reference Desk](#).

If known, complete the following fields. Example of [filled out fields can be seen here](#) (PDF).

**Collection**

Texas Governor Rick Perry Press Office Records

**Container Number (e.g. Box Number, Texas-Digital-Archive number)**

Texas-Digital-Archive. E2015/117

**File Name and Number**

Appointments. 2001 [5.26 MB (272 files)]

Additional collections, box numbers, and files should be included within the "Detailed Description of Your Request" located at the bottom of the form.

[Click here to go to the public information request form](#) and complete your request.

**Detailed Description of Your Request \***

I am requesting an opportunity to inspect or obtain copies of all correspondence, including emails, letters and call logs between [Governor of Texas] and ["XYZ" company or individual]. This should include any emails sent internally and include, but not limited to, emailed correspondence with addresses ending in ["@xyzcompany.com"]; any videos that include reference or involved [XYZ]; and call logs that reference [XYZ]. also interested in: Texas Digital Archive E2015/117. SOS (Secretary of State) releases, February-March 2001. [343 KB (9 files)]. Found: <https://legacy.lib.utexas.edu/taro/tslac/50118/tsl-50118.html>