



# Texas State Archives Material Request Form

*The Texas State Library and Archives Commission provides access to archival holdings and library collections as a normal course of business.*

*This form must be used to request materials held within the State Archives, whether the request is a Research Request or a Public Information Act (PIA) Request.*

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## Research Requests and Public Information Act Requests

A Research Request is a request for assistance by TSLAC reference staff with information or materials held in the State Archives. A Research Request is sufficient for requesting most State Archives materials. It may be the most streamlined and cost-effective way of handling your request.

A PIA Request is a request for information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body, for a governmental body and the governmental body owns the information, has a right of access to the information, or spends public money for the purpose of producing or maintaining the information, or by an individual officer or employee of a governmental body and pertains to official business. A PIA Request triggers certain statutory requirements, including deadlines, charges, and potential exceptions to disclosure.

Generally speaking, a PIA request for State Archives materials is required only if the records were (1) created by a governmental body, (2) include restricted information, and (3) you do not agree to the redaction or removal of that information (see: Texas Gov't Code Chapter 552).

The Office of the Attorney General provides detailed information about Open Government and the Public Information Act on their website and operates the Open Government Hotline to answer questions (1-877-673-6839).

Open Government: <https://www.texasattorneygeneral.gov/open-government>

Public Information Act: <https://www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act>

## The following questions may assist you with determining the type of request to submit:

*If you would like to request assistance answering any of these questions, you may contact us at: [ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)*

1. Are the materials held within the State Archives? [[www.tsl.texas.gov/arc/index.html](http://www.tsl.texas.gov/arc/index.html)]

Yes  No  Not sure

2. Were the records created by a Texas state agency or local government?  
[[www.tsl.texas.gov/arc/findingaids/recordsfindingaids.html](http://www.tsl.texas.gov/arc/findingaids/recordsfindingaids.html)]

Yes  No  Not sure

3. Do the government records include restricted materials?

Yes  No  Not sure

3a. If yes, do you accept redactions of the restricted materials?

Yes  No  Not sure

If you answered "Yes" to Questions #1-3 and "No" to Question #3a, you should submit a PIA Request. Otherwise, a Research Request will suffice (but is not required).

Received (date/initials):

PIA tracking number:

Please select one. You may change the type of request at any time.

**This is a Research Request and I understand:**

- If I view the materials on-site, I will register and sign a retrieval form for each item pulled.
- If I request copies, a price quote will be provided for reproduction costs and postage (if mailed).
- My request is confidential and may only be disclosed in certain limited circumstances.

**This is a Public Information Act (PIA) Request and I understand:**

- If I view materials on-site, I will register and sign a retrieval form for each item pulled.
- If I request copies, a price quote will be provided for reproduction costs and postage (if mailed).
- When required, a cost estimate will be provided listing all applicable PIA charges.
- My request is for public information as defined by the Public Information Act, Texas Government Code, Chapter 552 held within the State Archives.
- Submitting a request as a PIA Request does not expedite my request.
- My request is subject to disclosure and may be released to any requestor under Texas Gov't Code Chapter 552.

Complete the details of your request and contact information.

**Collection information and details:**

\* Name of collection:

Box numbers:

File names:

\* Description of materials requested:

\* Required

**Contact information (required):**

Name:

Email address or phone number:

Mailing address:

Preferred method of communication:

Email

Phone

Mail

This form may be:

**Emailed as an attachment to: [ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)**

OR

**Printed and mailed to:**

Texas State Library and Archives Commission  
Archives and Information Services Division  
PO Box 12927  
Austin, TX 78711-2927

OR

**Submitted by hand to:**

Texas State Library and Archives Commission  
Archives and Information Services Division  
1201 Brazos Street  
Austin, TX 78701

Received (date/initials):

PIA tracking number: