

1. **“Local government record”** means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employee pursuant to law, including an ordinance, or in the transaction of public business (Local Government Code §201.003, [Bulletin D](#)).

2. **“State record”** means any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of the state business or use of public resources (Government Code §441.180, [Bulletin 4](#)).