

# **PUBLIC NOTICE**

## **Right to Request Public Information**

The City of Newark is committed to open government and transparency.

Under the Texas Public Information Act  
(Texas Government Code, Chapter 552),  
any person has the right to request access to existing public records.

### **How to Submit a Records Request**

Requests must be in writing and should include enough detail for staff to identify the records you are seeking.

#### **Submit requests by**

Email: [mpeterson@newarktexas.com](mailto:mpeterson@newarktexas.com)

Mail or In Person:  
City Secretary's Office  
City of Newark  
209 Hudson St. (PO Box 156)  
Newark, TX 76071

#### **Please Note**

Requests must ask for existing records.  
You may be charged allowable fees for copies, labor, or extensive requests.  
Some information may be confidential by law.

#### **Questions or Complaints**

If you have questions about your rights or believe your request was not handled properly, you may contact the Open Records Hotline at the Office of the Attorney General of Texas:  
(877) 673-6839