

# 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 is required to request original records and materials held within the Texas State Archives collections, whether the request is a Research Request or a Public Information Act (PIA) Request. Do not use this form to request library materials or services.

More information is on our website: [www.tsl.texas.gov/arc/visit.html](http://www.tsl.texas.gov/arc/visit.html)

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## **REQUIRED INFORMATION. COMPLETE ALL FIELDS. USE A SEPARATE FORM FOR EACH ARCHIVAL COLLECTION.**

Type of Request (select only one):  Research  Public Information Act (PIA)

See page 2 for information about the different request types. You may change your selection at any time.

If records are restricted, will you accept redactions of restricted materials?  Yes  No

Information about restricted records is on our website: [www.tsl.texas.gov/arc/pia.html](http://www.tsl.texas.gov/arc/pia.html)

### **COLLECTION DETAILS**

**Title:**

Use title provided in the "Collection Summary" section of the finding aid; links are available on the TSLAC website: [www.tsl.texas.gov/arc/index.html#Guides](http://www.tsl.texas.gov/arc/index.html#Guides)

**Description of materials and call numbers(s) requested:**

Use Box/Volume/Location numbers and file names provided in the "Inventory" section of the finding aid. Attach additional pages as needed.

### **CONTACT INFORMATION**

**Name:**

**Phone:**

**Email:**

**Mailing Address:**

Preferred contact method (select only one):  Email  Phone  Postal Mail

**By requesting archival materials, you agree to the following:**

- Patrons viewing materials on-site will register and sign an archival retrieval form (call slip) for each item.
- Patrons requesting copies will receive a price quote based on the ARIS Fee Schedule.

**Email this form as an attachment to [ref@tsl.texas.gov](mailto:ref@tsl.texas.gov) or submit to the Reference Desk:**

**Texas State Library and Archives Commission  
1201 Brazos St. Austin, TX 78701  
Mail: P.O. Box 12927 Austin, TX 78711**

RECEIVED:	THIS SECTION IS FOR STAFF USE ONLY	PIA (Y/N):
COMPLETED:		TRACKING NUMBER:

## TEXAS STATE ARCHIVES MATERIAL REQUEST TYPES:

### RESEARCH REQUEST

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.

### PUBLIC INFORMATION ACT (PIA) REQUEST

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.

#### A Research Request means:

- My request is confidential and may only be disclosed in certain limited circumstances.
- I will not be charged labor fees for reproductions or redactions, or for document retrieval.

#### A PIA Request means:

- My request is subject to disclosure and may be released to any requestor under Texas Government Code, Chapter 552.
- When required, a cost estimate will be provided listing all applicable PIA charges. This may include fees for labor (reproductions and/or redactions) and retrieval of materials from off-site storage.
- My request is for public information as defined by the Public Information Act, Texas Government Code, Chapter 552 held within the State Archives.

#### The following questions may assist you in determining if you should submit a PIA request:

1. Were the records created by a Texas State agency or local government?  Yes  No  Not sure  
*See Processed State and Local Records finding aids:*  
[www.tsl.texas.gov/arc/findingaids/recordsfindingaids.html](http://www.tsl.texas.gov/arc/findingaids/recordsfindingaids.html)
2. Do the government records include restricted materials?  Yes  No  Not sure  
*Information about restricted records is on our website:* [www.tsl.texas.gov/arc/pia.html](http://www.tsl.texas.gov/arc/pia.html)
  - a. If yes, will you accept redactions of restricted materials?  Yes  No  Not sure

**If you answered “Yes” to questions 1 and 2 and “No” to question 2a, you should submit a PIA request. Otherwise, a Research Request is sufficient.**

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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: [www.texasattorneygeneral.gov/open-government](http://www.texasattorneygeneral.gov/open-government)

Public Information Act:

[www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act](http://www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act)