

# Records

## Overview

The Records Division plays an essential role in the administrative duties of the police department. The core responsibilities of this division are the management of all police record files and the facilitation of Open Records and Public Information requests. They also process animal registrations, solicitor permits, background checks, inter-agency requests, and respond to District and City Attorney requests. Additionally, they oversee everyday administrative tasks such as phone calls, emails directed to the general police account, and assist walk-in requests for service at the front office.

In adherence to the Open Records Act, certain information cannot be immediately disclosed to safeguard the innocence of the accused and the privacy of crime victims. The Records Division works closely with the City Attorney and District Attorney's Office to determine which records should be withheld from the public until legal proceedings conclude. Subsequently, these records undergo review by the Texas Attorney General's Office to identify whether the Kyle Police Department has valid grounds for withholding the information. Once released to the public, the records become accessible to anyone upon request.

## Resources

### **How to file an Open Records/Public Information Request:**

All requests must be submitted in writing.

There are three ways to submit a request:

1. Online: [Open Records Request](#)
2. Mail: Kyle Police Department 1700 Kohler's Crossing, Kyle, Texas 78640
3. In Person: Monday-Friday between 8:00 am and 5:00 pm at 1700 Kohler's Crossing, Kyle, Texas 78640

## Contact the Records Division

[Records Division](#) 512-268-0859 [Email](#)

Public Safety Center  
1700 Kohlers Crossing  
Kyle, TX 78640

[View in Google Maps](#)

[View All Listings](#)

## Web Links

- [Open Records Request](#)
- [Crash Report Purchase](#)
- [Public Information Act](#)

## **Supporting Documents**

- [Background Check Request 276.65 KB](#)