

Procedures for Request of Open Records

Colorado County Sheriff's Office

Below are the required steps for processing records from the Colorado County Sheriff's Office. This policy satisfies the requirements imposed by the Texas Government Code, Chapter 552. The Colorado County Sheriff's Office can provide records pertaining to offense or arrests that occur within the County.

Should you be attempting to obtain records on an incident, accident or arrest that occurred within the city limits of Columbus, Eagle Lake or Weimar; you will need to contact the prospective agency to obtain the requirements and fees, then make that request directly to their agency whether that be the Columbus Police Department, Weimar Police Department, Eagle Lake Police Department or Department of Public Safety.

Open Records Request cannot be made by phone!!!!

Once you have determined the above, you can follow the steps below to make your request:

- 1 You must provide a written request. This request must include the date of request, name of person making the request, and specific information pertaining to the information that is being requested. (Case Number, Date of Occurrence or Arrest, Complainant, Victims, etc.)
- 2 This request must be specific for records to be located and provided based on the request being made. If this information is not provided, your request may return, a no record found response.
Your request can be submitted in person, mailed to: Colorado County Sheriff's Office, 2215 Walnut St. Columbus, Tx 78934, or email to ccsorecords@co.colorado.tx.us
- 3 Your written request must also specify how you would prefer to receive the information requested; this can be done via mail, fax, or contacted by public service. Provide address to be mailed to, fax number to be faxed to or phone number to be contacted at when request is ready to be released.
- 4 Payment – Attach to your request
- 5 The fee for any open records request is \$6.00. This amount must be paid in the form of exact cash amount, money order, or cashier's check payable to the Colorado County Sheriff's Office. **NO PERSONAL CHECKS ACCEPTED.**
- 6 An additional fee applies for any CD, DVD, or flash drive. The fee for a flash drive is \$20.00. The fee for CD/DVD is \$6.00.
- 7 Process Time. Once you have submitted your open records request with your payment for the records, the Colorado County Sheriff's Office has a **10-working day** window to fulfill your request or notify you in writing of the reasonable date and time when it will be available.

If you have any questions concerning an open records request, please contact Eugenia Behrens at (979)732-2388 ext. 224.