

Procedures for Request of Open Records

Colorado County Sheriff's Office

Below are the required steps for requesting records from the Colorado County Sheriff's Office. This policy is in compliance with 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 requirement and fees, then make that request directly to their agency whether that be Columbus Police Department, Weimar Police Department, Eagle Lake Police Department or Department of Public Safety.

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

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

1. Written Request

- You must provide a written request. This request must include date of request, person that request is being made by, and specific information pertaining to the information that is being requested. (ex: Case Number; Date of Occurrence or Arrest, Complainant, Victims, etc.)
- This request must be specific in order for records to be located and provided based on the request that is being made. If this information is not provided, your request may return, a no record found response.
- Your request can be submitted in person, or mailed to: The Colorado County Sheriff's Office, 2215 Walnut St, Columbus, Texas 78934.
- 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 for release.

2. Payment – Attach to your request

- The fee for any open records request is \$4.00. This amount must be paid in the form of the exact cash amount, money order, or check, payable to the Colorado County Sheriff's Office. No personal checks please.
- An additional fee applies for VHS, VCR, CD or audio tapes. The fee for VHS/VCR is \$ 8.00. The fee for CD or audio tapes is \$ 5.00.

3. Process Time

- Once you have submitted your open record request with your payment for the records, The Colorado County Sheriff's Office has a 10 working day window to fulfill that request, or notify you in writing of the reasonable date and time when it be will be available.

If you have any questions concerning making an open records request, please contact the Colorado County Sheriff's Office, Records Division at 979-732-2388 ext 224.

The Public Information Act

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Rights of Requestors

You have the right to:

- Prompt access to information that is not confidential or otherwise protected;
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, has amended the request, or has sent a complaint of overcharges to the Office of the Attorney General, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- Segregate public information from information that may be withheld and provide that public information promptly;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Procedures to Obtain Information

- ✓ Submit a request by mail, fax, email or in person according to a governmental body's reasonable procedures.
- ✓ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- ✓ Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

A. Information to be released

- You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

Cost of Records

- You must respond to any written estimate of charges within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn.
- If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

B. Information that may be withheld due to an exception

- By the 10th business day after a governmental body receives your written request, a governmental body must:
 1. request an Attorney General opinion and state which exceptions apply;
 2. notify the requestor of the referral to the Attorney General; and
 3. notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

To request information from this governmental body, please contact:

By Mail:

Colorado County Sheriff's Office
2215 Walnut St.

By e-mail to:

Columbus, TX 78934

By fax to:

In person at:

For complaints regarding failure to release public information please contact your local County or District Attorney. Please ask and you will be provided with this information.

- You may also contact the Office of the Attorney General, Open Government Hotline, at 512-478-6736 or toll-free at 1-877-673-6839.
- For complaints regarding overcharges, please contact the Office of the Attorney General's Cost Rules Administrator at 512-475-2497.