

Sunshine Law Request for Copy of Records

Our fees have changed as of September 1, 2019. Please see the attached "Sunshine Statement" & "Sunshine Request Form" for fee details. Prices may change without notice.

[A PDF Version of the C.C.S.O. Sunshine Law Statement](#)

[A PDF Version of the Sunshine Law Request Form](#)

How do I make a request for Records?

- Records requests are preferred to be submitted by email to Susan Brewster, Records Clerk, s.brewster@camdenso-mo.us or Tonia Bailey, Records Supervisor/Custodian, t.bailey@camdenso-mo.us. Records requests in writing addressed to the Camden County Sheriff's Office, Attn: Records Division, 1 Court Circle, Suite 13, Camdenton, Missouri 65020. Requests may also be made in person at the Camden County Sheriff's Office or by calling the Records Division at (573) 346-2243 x1254 (Susan) or x1238 (Tonia).
- Request by mail, please include a self-addressed, stamped envelope for returning the request.
- Records personnel are available Monday through Friday 8:30 a.m. to 4:30 p.m., excluding holidays.
- Fee for records stated below must be paid in full prior to pick up and must be the exact amount of cash, paid by check, or by credit or debit card. If the fee is paid by credit or debit card, there is a third party convenience fee collected by our credit card vendor in the amounts of \$0.00-\$50.00=\$2.00 or \$50.01-&Up=4.0% added on the amount due. The Camden County Sheriff's Office does not receive any of these fees. Please note the person using the card must be the owner of the credit or debit card.

What records can I request?

- Records whether written or electronically stored that are retained by the Camden County Sheriff's Office and Jail. It is possible that records or portions of them may **NOT** be open records under Missouri State Statutes, and not available for release in part or whole. If a record is deemed a "closed" record you will be advised of such.

What are the fees for a record?

- Fees for copying public records are 10 cents per page for a paper copy in addition to the hourly fee for duplicating time for clerical staff. (Minimum Fee: \$ 5.00)
- Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, shall include the cost of copies, staff time for staff required for making copies and programming, if necessary, and the cost of the disk, tape, or other medium used for the duplication.

When do I pay for my records request?

- Payment is required prior to any record being released. Minimum Fee \$5.00.

How long does it take to get my records request?

- We will respond to your request within three (3) business days of receiving it and will advise you when your report will be ready for pick up.

Can I get a criminal background check done through the Camden County Sheriff's Office?

- No. You will need to contact the Missouri State Highway Patrol at:

- <https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>
- [SHP-158, Request for Criminal Record Check \(missouri.gov\)](#)