



Henderson County Sheriffs Office

**20 North Main Street
Henderson, Ky. 42420
(270) 826-2713**

Pursuant to the Kentucky Open Records Act, KRS 61.870 – 61.884, public records of the Henderson County Sheriff's Office (HCSO) that are not exempted by law are open for inspection by the public on receipt of a written request.

Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the Attorney General or courts. The HCSO will not make those exempted records available for public inspection.

Requests for records from other county agencies, such as the County Attorney, Fiscal Court, Jail, County Clerk's Office and the Coroner's Office should be made directly to those agencies pursuant to their policies.

Requests for 911 radio transmission recordings, phone recordings and Computer Aided Dispatch (CAD) records should be made to the Henderson Emergency Communications Center (HECC) at P.O. Box 716, Henderson, Ky. 42419.

Please submit all requests on Form OAG-01, which can be found on the HCSO website or obtained in our office. We will accept all other requests in writing, signed by the applicant, with all information listed on Form OAG-01. Requests are accepted as follows:

In Person

Monday-Friday (exclusive of holidays) 8:00 a.m. – 4:00 p.m.
Henderson County Sheriff's Office
20 North Main Street, Suite 112
Henderson, KY 42420

Mail

Custodian of Records
Henderson County Sheriff's Office
20 North Main Street, Suite 112
Henderson, KY 42420

Email

hcsopenrec@hendersonky.us

Facsimile

270-827-6022

Responses

Within five business days after the receipt of a written request, the Custodian of Records will notify applicants by email or mail of the availability of the records requested or of any reason why the records are not available for inspection. Individuals may inspect nonexempt records during regular administrative office hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) or may request paper copies.

Costs

HCSO charges for all physical media used to provide records. The cost for paper copies is \$0.10 per page. For non written records, such as photographs, discs, etc., a fee equal to the actual cost of the media used shall be charged. If an individual requests that copies of the records be mailed, the official custodian will mail the copies upon receipt of all copying fees and the cost of mailing. No charge may be levied for staff time required to reproduce Open Record copies unless for a Commercial Use Request. When charges are applicable, no copies will be released until payment has been received either in the form of a check, exact change in cash, or money order. There is no option to "bill" or "invoice" a requestor for copies.

Questions

For questions regarding access to public records, contact the Custodian of Records, Tammy McNeely.
Tel: (270)826-2713
Email: hcsopenrec@hendersonky.us