

GUIDELINES FOR MAKING PUBLIC RECORDS REQUESTS

Persons seeking access to public records in the possession, custody, and control of the Plymouth County Sheriff's Office may submit a request in writing to the records access officer:

Jessica Kenny
General Counsel
24 Long Pond Road
Plymouth, MA 02360
(508) 732-1867
publicrecords@pcsdma.org

The Office will accept requests sent by hand, by traditional mail, or by electronic mail. Upon request, the Office will provide public records by electronic means unless the record is not available in electronic form or if the requestor does not have the ability to receive or access the records in a useable electronic form.

The Office maintains public records, including, but not limited to:

- Annual reports
- Winning bids of public contracts
- Awards of federal, state, and municipal grants
- Office budgets

The Office is prohibited by law from providing criminal offender record information (CORI). Massachusetts law defines CORI as records and data compiled by a criminal justice agency which concern an identifiable individual and relate to the nature or disposition of a criminal charge, an arrest, a pre-trial proceeding, other judicial proceedings, sentencing, incarceration, rehabilitation, or release.