

Chenango County Environmental Health
APPLICATION FOR PUBLIC ACCESS TO RECORDS



TO: Marcas W. Flindt, Records Access Officer
Chenango County Office Building
5 Court Street, Norwich, New York 13815
Telephone: (607) 337-1673 FAX: (607) 337-1720
Email: isaiahs@co.chenango.ny.us

Website: <http://www.co.chenango.ny.us/public-health/environmental-health/forms/Chenango%20County%20Environmental%20Health%20FOIL%20Request%20Form.pdf>

I HEREBY REQUEST RECORDS FROM THE OFFICE OF CHENANGO COUNTY ENVIRONMENTAL HEALTH:

I would like to (*Please check a box*):

- Review documents by appointment.
 Have copies made at 25¢ per (regular-sized) page after first 5 pages or at the set fee structure for other formats, and agree to pay for these copies. (*Other Set Fees: 25¢ for digital full color picture printed on 8 1/2" x 11" paper. There is no charge if a request is under 6 pages or if it can be provided by fax or email.*)
 Receive an estimate of the number of pages involved in the above request prior to any copies being made.

Please describe the record you are requesting. Be specific – especially with dates and time periods:

Name (*Please Print*): _____ Phone: _____
Mailing Address _____

Email (*Optional*) _____
Signature _____ Date: _____

Please circle your preferred method of contact: **Phone** **Mailing Address** **Email**

If we have reproduced records that you have not paid for, this new request will not be processed until the prior request is settled.

This office has files concerning:

Public Water Supplies
Food Service Establishment
Rabies Exposure Investigations
Swimming Pool/Bathing Beaches

Children's Camps
Childhood Lead Exposure Investigations
Nuisance/Complaint Investigations
Other _____

FOR AGENCY USE ONLY

____ Approved ____ Number of Copies Responsive to the Request

Denied for Reason(s) checked below:

- | | |
|---|---|
| <input type="checkbox"/> Confidential Disclosure | <input type="checkbox"/> Record cannot be found |
| <input type="checkbox"/> Part of Investigatory Files | <input type="checkbox"/> Exempted by Statute Other than the FOI Law |
| <input type="checkbox"/> Unwarranted Invasion of Personal Privacy | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Record is not maintained by this Agency | _____ |

Signature

Title

Date

APPEALS PROCESS

NOTICE TO APPLICANT: You have the right to appeal a denial of this request by application to the Records Access Officer. To execute an appeal you can contact our office at 607-337-1673.

Rlp/2014