



Application for Access to Records

SECTION A. APPLICANT

Date: _____

Applicant Name: _____

Street Address: _____

City, St, Zip Code: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

SECTION B. RECORDS REQUESTED

Specific Name: _____ Municipality: _____

Tax Map #: _____ - _____ - _____

NOTE: If a radial search is requested, indicate a distance in feet (maximum of 500 ft.) from the referenced tax map number: _____ ft.

Remarks:

SECTION C. FOR DUTCHESS COUNTY DEPARTMENT OF HEALTH USE ONLY

Date: _____ Request Reviewed By: _____

Records Located:

- Application approved
- Application denied

- | | |
|--|----------------------------------|
| _____ Confidential disclosure | _____ Part of investigatory file |
| _____ Unwarranted invasion of personal privacy | _____ Record is not maintained |
| _____ Record is exempted by statute | _____ Other (specify) _____ |
| | _____ |

DUTCHESS COUNTY DEPARTMENT OF HEALTH
Environmental Health Services

Application Request to Access Records

An application for access to records can be made in writing by e-mail, fax, letter or in person, in a manner and on a form acceptable to the Department, at the Dutchess County Department of Health, Environmental Health Services, 3rd floor, 387 Main Street, Poughkeepsie, NY 12601.

Records are available for inspection and copying from 9 a.m. to 4 p.m., Monday through Friday, exclusive of holidays, Saturdays and Sundays or a day on which Dutchess County Government is otherwise closed for business at the Dutchess County Department of Health, Environmental Health Services, 3rd floor, 387 Main Street, Poughkeepsie NY 12601. There shall be a limit of one hour per day per person for inspection of records provided; however, the Records Access Officer, at his/her discretion, for good cause, may extend such time limitation. The fee for copies is twenty-five cents per photocopy, not in excess of 9" x 14". Additional fees may be charged for larger size documents and for postage and/or handling. Applicants may request that all records in a file be copied and sent to them. The applicant will be informed of the cost for reproduction, handling, postage and shipping and must pay the costs prior to a release of the records.

Special note: Applicants are required to present themselves at the Dutchess County Department of Health, Environmental Health Services, 3rd floor, 387 Main Street, Poughkeepsie NY to review and copy records.

If the records sought to be inspected or reproduced are:

1. Being inspected by another person; or
2. In the process of preparation; or
3. Being used in official business; or
4. If the requested inspection would unreasonably interfere with or disrupt office duties or business operations, the Records Access Officer shall so inform the person and specify a reasonable time when such records may be inspected or reproduced.

An applicant has the right to appeal a denial of access to records to the Records Appeal Officer, County Attorney's Office, 22 Market Street, Poughkeepsie NY, 12601, within 30 days from receipt of the denial.

Records are maintained and accessed by a tax map number, specific file name, project or premises and program. All of this information must be provided when making application. The list of programs is as follows:

Environmental Radiation/x-ray	Food Protection
State & Local Institutions	Children's Camps
Hotels/Motels	Campsites/Parks
Public Functions	Swimming Pools
Bathing Beaches	Individual residential sewage, less than
Individual Water	1000 gallons/day, less than 5 lots
Realty Subdivisions	Well permits
Residential housing complaints	Mobile Home Parks
Lead Poisoning	Rooming & Boarding Homes
Child Care Facilities	Nuisances
Chemical Emergencies	Occupational Health
Indoor Air	Hazardous Waste Disposal sites
Public Water Supply	Environmental Health Assessment
Smoking & Tobacco Restrictions (mo/yr)	SEQRA review
Rabies control/animal bites (mo/yr)	Public/Communal Sewage, 1000 GPD+
Solid Waste Management Facilities	Commercial sewage, less than 1000 GPD
Hazardous Materials	Offensive material, septage & sludge
Petroleum spills	Industrial Wastes
Farm Worker Housing	

Note: Within five business days of the receipt of a written request for a record reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial or furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the request will be granted or denied. [§ 88, Public Officers Law]

Sabrina Jaar Marzouka, JD, MPH
Assistant Commissioner for Administration

W. Stephen Capowski
Director, Environmental Health Services