

District Health Department No. 4

Request for Review of Public Records

I hereby request the District Health Department No. 4 (DHD4) to make available to me the following Public Records for examination and review within the lawful requirements of the Freedom of Information Act. This form must be filled out completely in order for request to be processed. DHD4 has 10 business days to respond to the request. Records will be sent once payment has been received in the office.

Type of Information Requested: _____

Address: _____
Street City State Zip

Tax/Parcel ID# _____

Township: _____ Town: _____ Range: _____ Section: _____

Subdivision: _____ Lot # _____

Previous Owners: _____

Information Requested By: _____
[] Owner [] Realtor [] Contractor [] Builder [] Other _____

Address: _____
Street City State Zip

Phone: _____ Fax: _____

Email Address: _____

Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY

DATE REQUEST RECEIVED: _____

_____ PAGES PROVIDED AT \$1.00 PER PAGE: _____

BEGINNING TIME: _____ ENDING TIME: _____ FEE FOR TIME: _____

FEE COLLECTED BY: _____ DATE: _____

_____ CASH _____ CHECK _____ CREDIT CARD _____ MONEY ORDER _____ RECEIPT # _____

DHD4 Form No. A-44 R7/2018



Alpena County

100 Woods Circle
Suite 200
Alpena, MI 49707
(989) 356-4507
Fax (989) 356-3529

Cheboygan County

Doris E. Reid Center
825 S. Huron St.
Suite 1
Cheboygan, MI 49721
(231) 627-8850
Fax (231) 627-9466

Montmorency County

P.O. Box 183
12519 State Street
Atlanta, MI 49709
(989) 785-4428
Fax (989) 785-2217

Presque Isle County

106 E. Huron
Suite A
Rogers City, MI 49779
(989) 734-4723
Fax (989) 734-3866

www.dhd4.org

**PARTIAL LISTING OF PUBLIC RECORDS WHICH ARE EXEMPT FROM DISCLOSURE
UNDER SECTION 13 OF THE FREEDOM OF INFORMATION ACT**

1. Investigating records compiled for law enforcement purposes.
2. Records of information specifically described and exempted from disclosure by statute (i.e., medical records).
3. Information or records subject to the attorney-client privilege.
4. Information or records subject to the physician-patient, psychologist-patient, minister, priest or Christian science practitioner, or other privilege recognized by statute or court rule.
5. A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
6. Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
7. Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to final agency determination of policy or action.

ADMINISTRATIVE POLICY

Category:	Records	Number:	1.07.004
Subject:	Freedom of Information Non-Medical Records	Effective Date:	10/25/00
Applicability:	All Personnel	Supersedes:	01/01/00, 06/21/77

PURPOSE:

To provide for public access to certain public records. Any person has the right to request and to inspect or receive a copy of any public records in the possession of the District Health Department No. 4, subject to the exemption from disclosure of all or part of a public record containing information of an unwarranted invasion of an individual's privacy, or otherwise containing information specifically exempted from disclosure by statute.

POLICY:

The following rules shall be observed and enforced by the Health Department to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions.

- a. For each file containing the public records requested to be examined, a dated signed "Request for Review of Public Records" form in duplicate shall be presented to a secretary. If many files are to be examined, it is optional that a list of specific records sought may be furnished together with a single request form in duplicate. The request form shall be approved by the Division Director, Supervisor, or a person delegated by the same. The original of the request form shall be filed in a chronological file and a copy thereof shall be placed in the file or files containing the material being examined. The request form shall be retained for at least two (2) years.
- b. No portion of any record shall be removed from the office or other facilities provided for the examining of records, nor left in an unattended, unlocked room. No entries, marks, alterations, erasures or other damage shall be made to the records. No pen or ink, ballpoint pens, felt tip pens, or fluid markers shall be used in making notes. During the time that records are accessible to the public, an employee of the Department shall be in constant attendance to ensure compliance with these rules. No typing of a copy will be furnished by the Health Department.
- c. Each file folder examined shall be returned to a secretary before another is obtained. Exceptions may be approved by the Division Director or Supervisor.
- d. All examining of records shall be completed between 9:00 am and 11:00 am and/or between 1:00 pm and 3:00 pm on normal working days of the Department.
- e. Copies of records shall remain the property of the Health Department, until or unless the prescribed fees have been paid. Except as hereinafter provided, the fee shall be as set by the Board of Health.

ADMINISTRATIVE POLICY

**Subject: Freedom of Information
Non-Medical Records**

Number: 1.07.004

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- f. When in the judgement of the Division Director or Supervisor, the nature of the request in the particular instance would result in unreasonable high costs to the Department, an additional fee shall be charged to cover the added costs of search, examination, review, and the deletion and separation of exempt and non-exempt information. Such additional fee shall equal the hourly wage multiplied by the number of hours required by the lowest paid personnel able to prepare the requested material.
 - g. Upon presentation of satisfactory evidence that the individual requesting a copy of a public record is receiving public assistance or is indigent, the copies shall be furnished without charge for the first \$20.00 of the fee for each request.
 - h. When the fee prescribed by the section is estimated to exceed \$50.00, the request shall be accompanied by a good faith deposit of one-half of the fee.
 - i. When in judgment of the Division Director or Supervisor, the furnishing of copies can be considered primarily benefiting the general public, no fee shall be charged. No fee shall be required from an official representative of any governmental unit who is seeking the records or copies in an official capacity.
 - j. No fee shall be charged for the second copy of a record to replace a missing document originally addressed to the same individual. After the second copy has been provided, the approved fee will apply.

FORMS: Request for Review of Public Records (A-44 R7/2018)