

**Chenango County Environmental Health**  
**APPLICATION FOR PUBLIC ACCESS TO RECORDS**



TO: **Isaiah Sutton, 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](mailto:isaiahs@co.chenango.ny.us)

**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 ½" 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:**

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Name (*Please Print*):

Phone:

Mailing Address:

Email (*Optional*):

Signature:

Date:

Please check 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:

\_\_\_ Confidential Disclosure

\_\_\_ Part of Investigatory Files

\_\_\_ Unwarranted Invasion of Personal Privacy

\_\_\_ Record is not maintained by this Agency

\_\_\_ Record cannot be found

\_\_\_ Exempted by Statute Other than the FOI Law

\_\_\_ Other (Specify): \_\_\_\_\_

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.