



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 517 OPEN RECORDS PROCESS

POLICY: Central Valley Health District (CVHD) may receive requests for information from inspection reports for the establishments they inspect. In order to fulfill the request and to uphold ND law regarding open records, the following procedure is to be followed.

PROCEDURE:

1. Upon receiving a request for inspection reports for an establishment which has been inspected by CVHD a Request for Inspection Report form must be completed.
 - a. Request for Inspection Report form is located on CVHD's website. Alternatively a copy can be mailed out, or obtained at the Jamestown office.
2. Once the completed form is submitted to CVHD, the request shall be fulfilled within 14 business days.
 - a. If the request is deemed excessive a fee may be charged for supplies and staff time.
3. Provide a brief description of the last inspection on official CVHD letterhead or a copy of the inspection report to the individual requesting the information.
 - a. Have the Environmental Health Practitioner that completed the report sign and date the letter.
 - b. Do NOT provide any personal information about the owner/operator of establishment to the requester.