



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 regarding programs in the Environmental Health Division. In order to fulfill the request and to uphold North Dakota law regarding open records, as defined in North Dakota Century Code 44-04. www.legis.nd.gov/cencode/t44c04.pdf

PROCEDURE:

1. Requests may be received in a variety of ways including but not limited to the following:
 - a. Request for Inspection Report Form –requests for inspection reports of a facility which has been inspected by CVHD
 - i. Request for Inspection Report Form is located on CVHD’s website.
Alternatively a copy can be mailed out, or obtained at the Jamestown office.
 - b. Voice by phone call or message
 - c. In writing by letter, e-mail or fax.
2. Request shall be reviewed to determine if the information falls under the North Dakota definition of open records.
3. Information that is open record shall have copies prepared and made available to the individual as requested.
 - a. Any confidential or closed information shall be deleted, excised or otherwise be made unavailable.
 - b. A fee may be charged refer to North Dakota Century Code 44-04-18.