

**Barry-Eaton District Health Department  
Environmental Health Division**

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Hastings, Mi. 49058  
Phone: 269-945-9516  
Fax: 269-945-4304



Caring for the Community  
Since the 1930s

1033 Health Care Dr  
Charlotte, Mi. 48813  
Phone: 517-543-2430  
517-485-7110  
Fax: 517-543-7737

**REQUEST TO VIEW PUBLIC RECORDS UNDER C.L. 750.492  
KNOWN AS "FREEDOM OF INFORMATION ACT"**

Under C.L. 750.492, I, \_\_\_\_\_, hereby request to view files of the  
(Print Name)

Barry-Eaton District Health Department known as (name, address or other description) \_\_\_\_\_

Period of records from \_\_\_\_\_ to \_\_\_\_\_

Requesting Date \_\_\_\_\_ Representing \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

*I agree to abide by \*Statutory requirements and departmental policies with regards to safe and proper handling of these records.*

Requesting Party \_\_\_\_\_  
(Signature)

FOIA Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT USE:** File No. \_\_\_\_\_

\_\_\_\_\_ Photocopies Reviewed \_\_\_\_\_ File copies reviewed by above.

Date \_\_\_\_\_ Beginning time \_\_\_\_\_ a.m., p.m.

Returned time \_\_\_\_\_ a.m., p.m. Room Number \_\_\_\_\_

Assisted by \_\_\_\_\_ Notations \_\_\_\_\_

- 
- No pen and ink to be used when handling file copies of records.
  - No marks to be made on any records.
  - No records to be removed from the office.
  - Only one file folder to be opened at any one time.
  - No interference with departmental operations.
  - Records available only during regular business hours of department.

FEES PAID: Current cost per copy is \$ .50.