

Barry-Eaton District Health Department

www.barryeatonhealth.org



Caring for the Community
Since the 1930s

Barry County Office
330 W. Woodlawn Ave.
Hastings, Mi. 49058
Phone: 269-945-9516
Fax: 269-818-0237

Eaton Substance Abuse Program
Phone: 517-543-2580
Fax: 517-543-8191

Eaton County Office
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"

Name of applicant: _____

Print Name

Address: _____ Telephone: _____

Representing: _____

Record requested (name, address or other description): _____

Requestign period of records from: _____ to: _____

Requesting Date: _____

Please circle preferred method of receiving FOIA request response:

- Counter (pick-up at BEDHD Office)
- Fax (provide fax number): _____
- Mail (provide address): _____

***Please allow five business days for response to be processed and made available**

Requesting Party: _____

Signature

Request Approved: _____ Request Denied: _____ (see attached reason for denial)

FOIA Coordinator Signature: _____ Date: _____

FOR DEPARTMENT USE:

File No. _____

Total amount of time to process request: _____ x \$ _____ /hour = _____

Total Number of copies provided: _____ x \$.03 = Total amount due: _____

Legal Review Fees: _____

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- 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.