



DUTCHESS COUNTY  
 DEPARTMENT OF BEHAVIORAL & COMMUNITY HEALTH  
 Environmental Health Services Division  
 85 Civic Center Plaza – Suite 106, Poughkeepsie, NY 12601  
 Tel: (845) 486-3404 Email: ehs@dutchessny.gov

**Application To Access Records**

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Records requested: \_\_\_\_\_

Specific location name: \_\_\_\_\_

Municipality: T/V/C \_\_\_\_\_ Tax map ID No \_\_\_\_\_

Note: For radial searches, indicate the distance in feet from the referenced tax map number: \_\_\_\_\_ ft.

Remarks: \_\_\_\_\_

Send to Dutchess County Department of Behavioral & Community Health - Environmental Health Services:

**Mail**  
 85 Civic Center Plaza - Suite 106  
 Poughkeepsie, NY 12601

**Email:**  
[ehs@dutchessny.gov](mailto:ehs@dutchessny.gov)

**Drop off:**  
 In person

**For DBCH Department use only:**

Date: \_\_\_\_\_ Request reviewed by: \_\_\_\_\_

Records located: \_\_\_\_\_

- Application approved
- Application denied:
  - \_\_\_ Confidential disclosure
  - \_\_\_ Unwarranted invasion of personal privacy
  - \_\_\_ Record is exempted by statute
  - \_\_\_ Part of investigatory file
  - \_\_\_ Record is not maintained
  - \_\_\_ Other (specify) \_\_\_\_\_

**DUTCHESS COUNTY DEPARTMENT OF BEHAVIORAL & COMMUNITY HEALTH**  
**Environmental Health Services**

Application Request to Access Records

An application for access to records can be made in writing by email, fax, letter or in person, in a manner and on a form acceptable to the Department, at the Dutchess County Department of Behavioral & Community Health, Environmental Health Services, 85 Civic Center Plaza-Suite 106, Poughkeepsie NY 12601.

Records are available for inspection and copying from 9 a.m. to 4 p.m., Monday through Friday, exclusive of holidays, Saturdays and Sundays or a day on which Dutchess County government is otherwise closed for business at the Dutchess County Department of Behavioral & Community Health, Environmental Health Services, 85 Civic Center Plaza - Suite 106, Poughkeepsie NY 12601. There shall be a limit of one hour per day per person for inspection of records provided; however, the Records Access Officer, at his/her discretion, for good cause, may extend such time limitation. The fee for copies is twenty-five cents per photocopy, not in excess of 9" x 14". Additional fees may be charged for larger size documents and for postage and/or handling. Applicants may request that all records in a file be copied and sent to them. The applicant will be informed of the cost for reproduction, handling, postage, and shipping, and must pay the costs prior to a release of the records.

Special note: Applicants are required to present themselves at the Dutchess County Department of Behavioral & Community Health, Environmental Health Services, 85 Civic Center Plaza – Suite 106, Poughkeepsie NY 12601 to review and copy records.

If the records sought to be inspected or reproduced are:

1. Being inspected by another person; or
2. In the process of preparation; or
3. Being used in official business; or
4. If the requested inspection would unreasonably interfere with or disrupt office duties or business operations, the Records Access Officer shall so inform the person and specify a reasonable time when such records may be inspected or reproduced.

An applicant has the right to appeal a denial of access to records to the Records Appeal Officer, County Attorney's Office, 22 Market Street, Poughkeepsie NY, 12601, within 30 days from receipt of the denial.

Records are maintained and accessed by a tax map number, specific file name, project or premises, and program. All of this information must be provided when making application. The list of programs is as follows:

Environmental Radiation/x-ray	Food Protection
State & Local Institutions	Children's Camps
Hotels/Motels	Campsites/Parks
Public Functions	Swimming Pools
Bathing Beaches	Individual residential sewage, less than
Individual Water	1000 gallons/day, less than 5 lots
Realty Subdivisions	Well permits
Residential housing complaints	Mobile Home Parks
Lead Poisoning	Rooming & Boarding Homes
Child Care Facilities	Nuisances
Chemical Emergencies	Occupational Health
Indoor Air	Hazardous Waste Disposal sites
Public Water Supply	Environmental Health Assessment
Smoking & Tobacco Restrictions (mo/yr)	SEQRA review
Rabies control/animal bites (mo/yr)	Public/Communal Sewage, 1000 GPD+
Solid Waste Management Facilities	Commercial sewage, less than 1000 GPD
Hazardous Materials	Offensive material, septage & sludge
Petroleum spills	Industrial Wastes
Farm Worker Housing	

Note: Within five business days of the receipt of a written request for a record reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial or furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the request will be granted or denied.

[§ 88, Public Officers Law] \*Record Access and Appeals Officers read and review the Freedom of Information Law annually