

	Manual: Environmental Health Services
	Number: 1000.008
Prepared By:	Original Policy Date: 08-3-81
Revised By: David Brummond	Last Revision Date: 11-5-10
Authorized By: Ben Gale, Director	Effective Date: 1-31-11
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TITLE: Release of Information to the Public	

AUTHORITY:

Reference Public Health Policy and Procedure titled Public Information

POLICY:

Periodically, citizens submit requests to our agency to obtain access to review or make copies of special investigation reports, consumer protection food inspection reports, public pool inspection reports, small water system reports, etc. County Counsel, in an opinion dated September 23, 1976, has stated that “records pertaining to complaints or investigations for the purpose of law enforcement or licensing are exempt from public disclosure as stated in Section 6254 of the Government Code. These records, however, may be made public by the public agency.”

Division policy shall be to allow public access to review and/or request copies of our files. This will be controlled so it will not disrupt our filing system or the normal functioning of the office.

PROCEDURES:

1. All requests for access or copies shall be made in writing by completing a Public Record Review Agreement (PRRA) form specifying the files or documents of interest.
2. The Office Professional staff will forward the completed PRRA and file(s) to the appropriate program Supervisor for review.
- 3 Under all circumstances, the release of any information which would identify or name a complainant(s) shall remain confidential to this identifying information concerning the complainant has been blocked out. Additionally, no information considered confidential, such as attorney/client communications or proprietary, shall be released.
4. The Supervisor will note any confidential documents or information that is to be removed. Upon completion of the review, the Supervisor will initial the PRRA and return it with the file(s) to the Office Professionals. Once any confidential information is removed, the Office Professionals will notify the requesting party that the file(s) are available for their review. No access shall be made without the prior written approval of the Supervisor.

5. Public reviews of files will be done in the presence of EHS personnel.
6. Requests to review EHS documents that are not covered by this policy shall be evaluated by the Director.