Freedom of Information Act

PROCEDURES FOR REQUESTING PUBLIC RECORDS

- A. Form and Content of Requests
 - 1. Requests must be made in accordance with the FOIA. Such requests may be submitted on FOIA request forms provided by the Pike County Health Department. (Appendix E)
 - 2. The Requestor shall provide the following information in a request for public records:
 - a. A description of the public records sought, being as specific as possible;
 - b. Whether a request is for inspection of public records, copies of public records, or both;
- B. Person to Whom Requests are Submitted
 - 1. Requests for public records shall be in writing and submitted via mail, personal delivery, fax, email, or other means available.
 - 2. Requests shall be submitted to the Pike County Health Department at the following address:

FOIA Officer
Pike County Health Department
606 W. Adams Street
Pittsfield, IL 62363

Anita Andress, RN, BSN, Administrator Pike County Health Department

Freedom of Information Act Request Form (Appendix E)

I request copies of the following documents (be as specific as possible):	
I want to inspect these records in person	I want to obtain copies of these records
The requested information is is not for commercial purposes. The cost of copying the requested information is \$.15 per black and white page (the first 50 copies are free). The actual cost of color or abnormal sizes will be charged. Postage will be extra.	
I am willing to pay fees for this request fees will exceed this limit, please info	t up to a maximum of \$ If you estimate that the rm me first.
I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest.	
Explanation	
Please print the following information:	
Name	
Business Name	
Address	
Home Phone Number	
Thank you for your consideration of this request. I look forward to hearing from you in writing within 5 working days, as required by the Act.	
Signature of Applicant	Date
Date Request Received	Date Request Expires
Approved Denied	by Pike County Health Department Administrator
Signature of Administrator	Date
Reason for Denial	

Appendix A

FOIA Officer(s)

The FOIA Officers for the Pike County Health Department are:

- 1. Anita Andress, RN, BSN, Administrator
- 2. Mary Moss, MS, RD, LDN

Appendix B

Description of Pike County Health Department

The Pike County Health Department was established by referendum and organized under the laws of the State of Illinois, chapter 410 for the purpose of providing its residents with the following services and programs at some point:

- 1. Administration and Organizational Support
- 2. Vital Records
- 3. Food Sanitation
- 4. Potable Water Supply
- 5. Private Sewage Disposal
- 6. Nuisance Control
- 7. Tanning
- 8. Maternal Child Health
- 9. Family Planning
- 10. Communicable Disease Control / Immunizations
- 11. Chronic Disease
- 12. Oral Health / Dental Services
- 13. Nutrition Services
- 14. Vision and Hearing
- 15. Health Promotion
- 16. Tobacco Cessation
- 17. Diabetes
- 18. Home Health: Home Health / Home Nursing / Home Services

Appendix D

Operating Budget, Employees, Board of Health, and Advisory Committee Members

The Pike County Health Department has certain functional divisions which are shown on its organizational chart which is available upon request. (Appendix C) The amount of the operation budget for the last fiscal year is available annually in the Annual Report published 90 days after the end of the fiscal year. This report is available upon request. The fiscal year runs from December 1 through November 30. The Pike County Health Department's office is located at 606 W. Adams Street, Pittsfield, Illinois 62363. The Pike County Health Department currently employs approximately 22 full and 10 part-time employees.

The Pike County Health Department is governed by an 11-member Board of Health which has a broad range of powers and duties in accordance with State Statute (Chapter410). The board members are appointed by the Pike County Board for 3 year terms. A current listing of the Pike County Board of Health members is available upon request.

The Professional Advisory Committee and Environmental Health Advisory

Committee operate in an advisory capacity for Pike County Health Department

programs. A current listing of advisory committee members is available upon request.

Appendix F

Fee Schedule for Duplication of Public Records

- 1. Black and White
 - a. First 50 pages free on letter or legal size paper
 - b. Additional \$.15 per page
- 2. Color or Abnormal Sizes
 - a. Actual cost of copying will be charged
- 3. Recording Medium
 - a. Actual cost of purchased recording medium will be charged

Appendix C

Pike County Health Department Organizational Chart Updated 7-1-14

