

<p align="center">HUNTERDON COUNTY DIVISION OF PUBLIC HEALTH SERVICES STANDARD OPERATING GUIDELINES</p>	<p>POLICY NUMBER : 02-18</p>	<p>DATE: 8/1/18</p>
<p align="center">SUBJECT: Archive File Request and Review Procedures</p>	<p>AUTHORIZED BY: Carla Hobbs</p>	

ARCHIVE FILE REQUEST AND REVIEW PROCEDURES

The procedure for members of the public requesting and reviewing archive files for properties in Hunterdon County is as follows:

1. Files will be available for review between 8:30 am and 3:15 pm
2. One archive file request form must be filled out for each individual property.
3. Completed archive request forms can be faxed to 908-782-7510
4. Requests can be called in between the hours of 8:30 am and 4:30 pm, please provide the necessary information to the clerical staff
5. Completed request forms may be emailed to health@co.hunterdon.nj.us.
6. Walk ins requesting a file will be accommodated but may have to wait.
7. Call our office after 10:00 am the next business day to see if the files are available for properties you have requested
8. When requesting more than one file you will only be able to review one file at a time.
9. If there are five or more files that you will be reviewing you will be given a time to come in to review the files.
10. Pictures of the materials in the files can be taken if you do not wish us to make photocopies
11. Photocopies are five cents per page for 8 ½ X11, 8 ½ X14 or 11X17 sizes. There will be a charge of five dollars a page for large blueprint size copies. These larger blueprints can also be reduced.
12. Files are not permitted to leave the office
13. If a file contains a septic system design that has not yet been installed you may view but not copy the actual plan. You can contact the design engineer for more information on the property
14. Once pulled, files will be available for review for 3 business days before being refilled
15. If a file contains a complaint, that part of the file is handled as an OPRA request. A separate OPRA request must be filled out