

STATE OF NEW YORK DEPARTMENT OF HEALTH

2364 Corning Tower

Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

1. TO THE NEW YORK STATE DEPARTMENT OF HEALTH:

I hereby apply to **Inspect** or **Receive Copies** of the following records (use additional sheets as needed and attach)

NAME: _____ PHONE: () _____ EMAIL: _____

FIRM: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

2. TO THE APPLICANT:

-Records Provided

The reproduction costs for the records are \$ _____. Please forward a check payable to the New York State Department of Health to the address listed above. If we do not receive your payment within **60** days, we will assume that you no longer wish to receive the materials, and they will be sent back to the originating unit. Accordingly, any future requests for information will require an initial deposit before processing.

Records have been (partially, fully) provided. (If not fully provided, date when records are expected to be fully provided: _____).

-Records Not Available

Records cannot be found after a diligent search.

The Department does not maintain records indicated, please contact: _____

-Records Denied or Redacted

I hereby certify that access to the records—or part of the records—have been denied to the applicant for the reason(s) checked below (You may appeal this denial of access in writing within 30 days to the Records Access Appeals Officer, Empire State Plaza, 1455 Corning Tower, Albany New York 12237):

- | | |
|--|---|
| <input type="checkbox"/> Specifically exempt by other statute(s). | <input type="checkbox"/> Could, if disclosed endanger the life of any person. |
| <input type="checkbox"/> Unwarranted invasion of personal privacy. | <input type="checkbox"/> Are compiled for law enforcement purposes and which, if disclosed would: |
| <input type="checkbox"/> Would impair present or imminent contract awards or collective bargaining negotiations. | -interfere with law enforcement investigations or judicial proceedings |
| <input type="checkbox"/> Are examination questions or answers. | -deprive a person of the right to a fair trial or impartial adjudication |
| Are inter-agency or intra-agency materials that are not: | -identify a confidential source or disclose confidential information relating to a criminal investigation, or |
| -statistical or factual tabulations or data | -reveal criminal investigative techniques and procedures |
| -instructions to staff that affect the public | <input type="checkbox"/> Would jeopardize an agency's capacity to guarantee the security of its information technology assets, such as assets encompassing both electronic information systems and infrastructures. |
| -final agency policy or determinations; or | |
| -external audits, including but not limited to audits performed by the comptroller and the federal government. | |
| <input type="checkbox"/> Are trade secrets. | |

Department Representative _____ Date: _____