



## Flathead City-County Health Department

1035 1st Ave. West Kalispell, MT 59901

(406)-751-8101 FAX 751-8102

[www.flatheadhealth.org](http://www.flatheadhealth.org)

Community Health Services  
406-751-8110 FAX 866-380-1740  
Environmental Health Services  
406-751-8130 FAX 406-751-8131  
Flathead Family Planning  
406-751-8150 FAX 855-931-9091  
Population Health Services  
406-751-8101 FAX 406-758-2497  
WIC Services  
406-751-8170 FAX 406-751-8171  
Animal Shelter  
406-752-1310 FAX 406-752-1546

### Public Records Access Procedure

February 8, 2024

- I) Physical access to records contained in Environmental Health will be limited to the following people: Health Officer, Deputy Health Officer, Environmental Health staff, and land/septic consultants (i.e., Registered Sanitarians, Surveyors, and Engineers). Proof in the form of state licensure will be required before access is allowed to the filing system. Moreover, training on how to use the filing system may be required.
- II) The reasons for limiting access to the aforementioned individuals is to ensure the integrity of the files and filing system is maintained for future use. Additionally, there is limited physical space to work in.
- III) Scheduling for consultants to conduct research is accomplished through the Environmental Health calendar. If a consultant is granted access to conduct research without scheduling it first, they may be required to leave if a staff member needs the space. Environmental Health staff member access to the files takes priority.
- IV) The files housed in Environmental Health are public information. The files will be provided upon request through the Land Research Request process. A Land Research Request can be submitted via Environmental Health's website at this web link [Land Research Request Form | Flathead County, MT](#).

Jim Wardensky  
FCCHD Environmental Health Manager



*Providing quality public health services to ensure the conditions for a healthy community.*

