

SUBJECT: CONFIDENTIALITY OF NON-PATIENT PUBLIC HEALTH RECORDS	PAGE 1
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POLICY No.: 340	EFFECTIVE DATE: 04/30/09
APPROVED BY: <i>Jonathan E. Kelly M</i>	SUPERSEDES: DHS Policy No. 364

PURPOSE: To state the Department's position regarding confidentiality of non-patient public health records.

POLICY: Certain records maintained by the Department are public records.

Matters considered to be public records include:

1. Environmental Health official inspection reports (excluding complaints).
2. Environmental Health prosecution reports at termination of litigation.
3. The following Health Facilities Division records: license applications, current licenses, inspection reports and plans for correction.
4. Acute Communicable Disease Control outbreak summary reports.
5. Public Health Investigation Commercial Sex Venue Official Inspection Reports.
6. Informational certified copies of birth and death certificates maintained in Vital Records.
7. Animal bite reports (excluding personal and medical information pertaining to the bite victim).

GUIDE: All other departmental records shall be considered confidential and may be released only when directed by a court, through court order or an appropriately executed Subpoena Duces Tecum served on the designated Custodian of Records, or with the written consent of the individual to whom the information pertains or their legal representative.

The Custodian of Records shall answer inquiries and shall be provided statements to be used in court appearances by County Counsel.

AUTHORITY: California Government Code
California Health and Safety Code
California Evidence Code
California Code of Regulations, Titles 17 and 22

POLICY No.: 340

County Counsel written opinion relating to confidentiality of information contained in animal bite reports.