

# FILE SEARCHES

Please send an email to: [filesearch@aspetuckhd.org](mailto:filesearch@aspetuckhd.org)

1. List the address for which you need information in the email and subject line.
2. List specifically the documentation you need copied.

We process requests in order as they are received and strive to fulfill them within two business days.

Aspetuck Health District hours: Monday – Friday 8:30am – 4:30pm

If the requested information is present in the file, a pdf of the documentation will be emailed to the address from which we received the request, free of charge. If the requested documentation is not present, the email response will state as such.

## **Easton File Search Requests**

Currently, all Easton environmental files reside in Easton's Building Department. An Aspetuck Health District employee retrieves the requested information on Tuesday and Thursday afternoons.

Requests received by 4:00pm Monday will receive a response by 4:00pm Wednesday.

Requests received by 4:00pm Wednesday will receive a response by 4:00pm Friday.

Unforeseen circumstances may create a brief delay but, we make a concerted effort to keep to this timetable.

**If your need for an Easton file search is more immediate, click the link below and you will be redirected to the Easton Building Department web page where you will be able to review the details on Easton's file search guidelines.**

<https://www.eastonct.gov/easton-building-department>