Basic Instructions for Using the Food Service Correspondence System

Correspondence Search Criteria

Start Year		End Year	
Title			
Keyword			

Search   View All   Clear

Correspondence

195 Memos Found

	Year	Title
View	2000	Answer to Questions on Ventilation Systems in Food Service Establishments
View	2000	Answer to Questions on the Quarterly Report Form
View	2000	Change in Model Enforcement Procedures
View	2000	Changes in Food Service Establishment Fees
View	2000	Food Service Establishment Inspection Report Forms
View	2000	Enforcement of New Requirements in the Food Law 2000
View	2000	Guidance on Dual Establishment Jurisdiction and Licensing
View	2000	Training Program for the Professional Food Service Sanitarian
View	2000	Status of IM's and Criteria for the 1976 Food Service Sanitation Code
View	2000	Updated Criteria for Reducing the Frequency of Inspection

1 2 3 4 5 ... Last

1. The search years default to the current year. You can enter a different **Start Year** (2000 and later) and **End Year** to perform your search.

2. You can enter a partial phrase in the title section. However, it will search for the exact phrase you entered. Example: A search for plumbing will find the title "2000 Michigan Plumbing Code" whereas as search for plumbing rules would not because the correct phrase is plumbing code.

3. Similarly you should only search for one keyword at a time. Again, try the word plumbing as an example.

4. After typing your search criteria, click the search button.

5. To see the correspondence, click on the **View** button in the search results.

6. To see all titles, click the **View All** button.

7. Click on the word **Year** to reverse the order by year. To alphabetize the titles, click on the word **Title**. Click on the word **Title** again to reverse the order (i.e. A to Z or Z or A).

8. Click the **page numbers** at the bottom of the results screen to advance to the next page of results. Click the **...** to advance to the next set of pages.

9. If you are unable to find what you need or need assistance, please send an e-mail to **mda-info@michigan.gov** with your contact information and question.

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