

**Seneca County
One DiPronio Drive
Waterloo, New York 13165
315-539-1700**

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

I hereby certify that I will not use the above requested information for either commercial or fund-raising purposes. I further certify that I will not sell, give or otherwise transmit such information to any other person, organization or entity for commercial or fund-raising purposes.

SIGNATURE

DATE

PRINT NAME

REPRESENTING (IF OTHER THAN SELF)

MAILING ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

FOR AGENCY USE ONLY

APPROVED

DENIED (for the reason(s) checked below)

- Confidential Disclosure Part of investigatory files Unwarranted Invasion of personal privacy
- Record of which this agency is legal custodian cannot be found Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Act
- Other (specify) _____

(SIGNATURE)

(TITLE)

(DATE)

NOTICE:

YOU HAVE A RIGHT TO APPEAL WITHIN 30 DAYS OF A DENIAL. YOUR APPEAL SHOULD BE DIRECTED TO THE CHAIRMAN OF THE BOARD OF SUPERVISORS, 1 DIPRONIO DRIVE, WATERLOO, N.Y. 13165.

UPON RECEIPT OF THE APPEAL, THIS AGENCY HAS 10 BUSINESS DAYS TO FULLY EXPLAIN IN WRITING THE REASONS FOR FURTHER DENIAL OR TO PROVIDE ACCESS TO THE RECORDS.