

**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):

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*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*

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**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)

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**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.*