

# APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER  
Attn: Brenda Rigby Riehle, Clerk of the Board  
Allegany County Board of Legislators  
County Office Building, Room 201  
7 Court Street  
Belmont, NY 14813  
Email: [rigbyba@alleganyco.com](mailto:rigbyba@alleganyco.com)

I hereby apply to inspect the following record:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing 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 a denial of this application to the head of this agency

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Address

Who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I hereby appeal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date